Seamless Summer Option

Application Guide

School Year 2021-22

Please use the guide below to complete the School Nutrition Programs (SNP) and Seamless Summer Option (SSO) applications for meals and snacks served during School Year (SY) 2021-22.

Before beginning, please remember the following allowable meal combinations and program year operation dates.

Allowable Meal Combinations:

1. Breakfast and Lunch through SSO + Afterschool Snack Care Program (ASCP) through SNP
2. Lunch and Snack through SSO
3. Lunch only through SSO

Program Year Operation Dates:

Seamless Summer Option Program year begins on October 1 and ends on September 30. This means you must complete the following applications based on the meals and snacks you will serve:

**Breakfast + Lunch in SSO and Snack through SNP (ASCP)**

- SSO site application for Breakfast and/or Lunch starting with first day of school through September 30, 2021 in the **Program Year 2020-21** SNP application;
- SSO site application for Breakfast and/or Lunch starting with October 1, 2021 through the last day of school in 2022 in the **Program Year 2021-22** SNP application; and
- SNP site application for snack in the **Program Year 2021-22** SNP application.

Schools will serve Breakfast and/or Lunch through the SSO and must begin by accessing the School Nutrition Programs 2020-21 Program Year application to enter information for meal service from the school start date through September 30, 2021 by following the steps below after accessing the CNP System.

Choose the blue "School Nutrition Programs" box in the upper left:

Select "Applications" in the upper left, then "Application Packet" from the list of items:
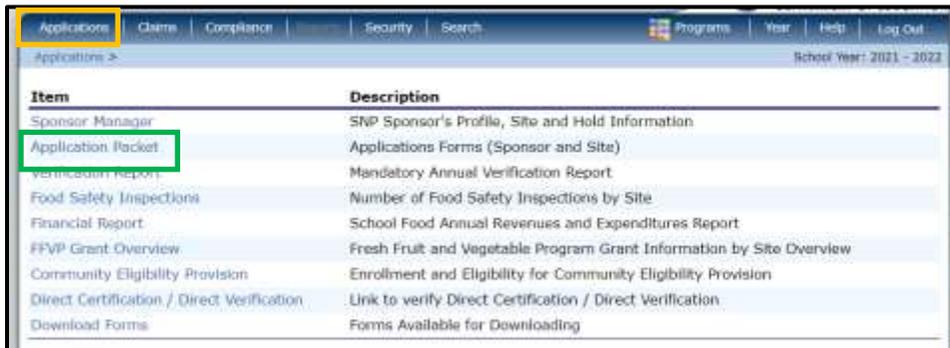
Select School Year 2020-21 to complete the Breakfast and/or Lunch meal information for the first day of school through September 30, 2021:

The Application Packet page will appear. Choose "Modify" (or "Revise") next to the Sponsor Application. Information from a previously approved NSLP Sponsor Application will populate most answers. Review for accuracy and update as needed.

If updates are made to the Authorized Representative, Food Service Director/Manager, and/or Claim Contact, please mark the "check if new" box (#14, #19 or #24) for the positions that have been filled by new people. This is an important step because it helps inform Nutrition Services staff of important school staff changes.

Review all information to ensure it is correct, including the DUNS number renewal date in the Reporting Requirements section.

Next, access the SSO Site Application by choosing "Seamless Summer Option" below "Site Applications":

Action	Form Name		Latest Version	Status			
View | Modify	➡ Sponsor Application		Rev. 2	Pending Validation			
Details	Checklist Summary						
Details	Attachment List (1)						
Site Applications	**Approved**	**Pending**	**Return for Correction**	**Denied**	**Withdrawn/ Closed**	**Error**	**Total Applications**
Site Application(s)	2	0	0	0	0	0	2
Seamless Summer Option	0	1	0	0	0	0	1

Complete the site application information by following the instructions below.

If the sites you need to access do not appear, choose "Add Site Application" and then click on the site name you need to add.

Action	Site ID / Site Name		BRK	AM SNK	LUN	PM SNK	SPR	Version/ Status	% Enroll Free/Redc Oct 2021
		Totals	1	0	1	0	0		
View | Modify ➡	0001		X		X			Original	0.0000
Add Site Application									

Now, choose "Modify" (or "Revise") to complete the site application.

View | Modify ➡	0001							Original / Pending Validation	0.0000

Continue on next page.

Complete site supervisor information. **You must select the salutation for the site supervisor.**

The physical address is the same as that in the regular school meals site application for that site, and it will pre-populate.

If the SSO site intends to serve all community children ages 1 – 18, it will operate as an Open site and must select Census Data for the qualification method.

Type "COVID19" in both "Census Tract No." and "Block Group No."

If the SSO site intends to serve only enrolled school students, it will operate as a Closed Enrolled site and must select "Area Eligible" as well as provide explanations in two text boxes. See below:

Type "COVID19" in both "Census Tract No." and "Block Group No." if Closed Enrolled site type is chosen:

For the Program Year 2020-21 application, the first date of operation cannot be before your first day of school for the 2021-22 school year. The end date will be 9/30/2021. Enter the number of meal service days in #13 for **only** August and September.

Complete the meal service information for the meal types the site will serve. Allowable combinations include Breakfast only, Lunch only, Breakfast and Lunch, or Lunch and Snack. Estimated Number to be Served should be the Average Daily Attendance for the meal service site.

Choose Enhanced Food Based Menu Planning from the dropdown in #16:

Answer #17, #18, and #19. Include facility information ONLY if meals are not prepared on-site. *(#17: Vended meals are purchased from another SFA or an approved food service facility.)*

Choose the method(s) your SFA used to inform families that meals served during SY2021-22 will be provided at no cost. Include the date of this communication.

Do not provide an answer for #21.

Click the red "Save" button, then "Finish." You'll be directed to the site application list.

Complete the steps beginning (above) on page 3 of this guide for each of the sites serving meals or snacks through the SSO.

Continue on next page.

Return to the application packet page. **If** the Checklist Summary has a red arrow, select "Details."

Action	Form Name	Latest Version	Status
View | Modify	✔ Sponsor Application	Rev. 1	Not Submitted
Details	➡ Checklist Summary (1)		
Details	Attachment List (1)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	1	0	0	0	0	0	1
Seamless Summer Option	0	1	0	0	0	0	1

Choose the School Name in blue text (see yellow highlight below).

Sponsor	Total Items	Submitted Items	Approved Items
	1	0	0

If your school has not already submitted by email to NDE the item(s) identified in the "Required Forms/Documents to submit to NDE" column, please upload it here. If your school has emailed the form or uploaded it here, mark the "Document Submitted to NDE" box, then click "**Save**."

Required Forms/Documents to submit to NDE	Document Submitted to NDE	Date Submitted to NDE	Document on File w/NDE	Status	Status Date	Last Updated By
	📎	☐		☐	Pending Approval	09/01/2021	

Action	Checklist Item	Comment	Attachment Date/Time
		There are no attachments	

Save Cancel

Continue on next page.

After the staff person identified as the Authorized Representative signs the [Seamless Summer Option (SSO) Permanent Agreement Addendum](#), upload the addendum to the Attachment List (see green box in picture below) on the application packet page. **Upload/attach the SSO Permanent Agreement Addendum to only the SY2020-2021 application packet (it does not need to be attached to the SY2021-2022 application packet also).** If the sponsor application and site application(s) is/are complete without errors the "**Submit for Approval**" button will become active (red) and you'll be able to click it to submit the application for approval. This application covers the meals served through the SSO for the start of SY2021-22 through September 30, 2021.

Read below to review instructions for completing the SY2021-22 SNP Application for sites that will offer the ASCP, as well as the SSO application for meals served from October 1, 2021 through the last day of the 2021-22 school year.

Completing the SNP application for ASCP for 2021-22:

Access the 2021-22 School Nutrition Programs application by selecting "Applications" in the upper left, then "Application Packet" from the list:

Choose 2021-2022 from the list:

Click the "Enroll" button:

The Sponsor has not started in the current year (2022).

Click 'Enroll' to enroll for this year based on your prior year's information.

Enroll   Cancel

The application packet page will display; choose "Modify" (or "Revise") to complete the Sponsor Application:

Action	Form Name	Latest Version	Status				
View Modify	Sponsor Application	Rev. 2	Pending Validation				
Details	Checklist Summary						
Details	Attachment List (1)						

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	2	0	0	0	0	0	2
Seamless Summer Option	0	1	0	0	0	0	1

Some information from the most recently approved SNP Sponsor Application will roll over into the SY2021-22 Sponsor application. Review the information for accuracy and make changes as needed.

Be sure to mark the "Check if new" boxes for #14, #19 and/or #24 if any of those staff positions have been filled by new people.

Choose correct answers for #45 1-4:

45. The SFA certifies that the adopted wellness policy was developed with the involvement of parents, students and representatives of the school food authority, the school board, school administrators, and the public, and certifies the adopted SFA Wellness Policy does/or will:

1. Include goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness. ○ Yes ○ No

2. Include nutrition guidelines for all foods available on each school/site campus during the school day. ○ Yes ○ No

3. Provide an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to Section 204 of Public Law 108-265. ○ Yes ○ No

4. Include a plan for measuring implementation. ○ Yes ○ No

For SFAs choosing to operate the Seamless Summer Option (SSO) for SY2021-22, choose "non-pricing" for the meal types the SFA will serve and update all meal prices to $0.00, except for the Adult Price. The recommended adult meal price is $4.00.

Confirm the answers below #51:

Complete the DUNS Reporting Requirements with the most current SAM.gov renewal date (it must be in the last 12 months). Mark the confirmation box.

Confirm certification questions in #52 a-d are correct. Mark the certification box in #53.

Click the red "Save" button at the bottom, then "Finish":

The application packet page will display. **If your SFA serves ASCP through SNP, complete that information by selecting** "Site Application(s)" in the blue box below:

Select "Modify" (or "Revise") next to the site application for which you will add ASCP information.

Choose "Modify Program Selection." Uncheck letter A. for the National School Lunch Program and letter B. for the School Breakfast Program since those meals will be served and claimed through the Seamless Summer Option (SSO). Mark only letter "C" for Afterschool Care Program. Click "**Save and Continue**."

If your SFA site also operate the Special Milk Program for partial-day students who do not have access to school meals, make sure to mark letter "D. Special Milk Program" and complete the information in the site application.

Review and update information for #2 through #8.

Continue on next page.

For #9, select "Non-Pricing" for Afterschool Snack Program in the dropdown and make sure the meal prices are both $0.00.

Meal Type	Pricing Information		Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	Non Pricing	∨	0.00	0.00	3.85
School Breakfast Program (SBP)	Non Pricing	∨	0.00	0.00	2.40
Afterschool Snack Program (ASP)	Non-Pricing	∨	0.00	0.00	

For #10, select "Students do not pay for their meals".

10. What method is used to collect money for student meals?
- ☐ Meal payments are turned into the school office, classroom or cafeteria
- ☐ Meal payments are made electronically
- ☐ Students can pay cash in line for their meal
- ☑ Students do not pay for their meals
- ☐ Other:

Complete Section "C" by answering questions C1, C2, C3, and C4. Make the appropriate selection in C5. Choose "Attendance Area Eligible" in C6 because all SFAs may claim afterschool snacks at the Free rate, according to Child Nutrition Response #93.

Section C – AFTERSCHOOL CARE PROGRAM (ASCP)

C1. Operational Dates: Start Date: [   ] ◈   End Date: [   ] ◈

C2. Days of the week snacks are served and claimed for reimbursement: (Check all that apply)
Mon-Fri: ☐   Mon: ☑   Tue: ☑   Wed: ☑   Thu: ☑   Fri: ☑

C3. Snack Service Times   Begin Time: [∨] :00 ∨   End Time: [∨] :00 ∨

C4. What time does the normal school day end? [∨] :00 ∨

C5. Point of Service Count - Snack   [Roster/Check off ∨]
POS count must be taken after snack [Roster/Check off]
[Electronic Device]

C6. Free and Reduced Enrollment Percen

Site is:
- ⦿ Attendance Area Eligible - Eligible based on this site (claim all snacks free).
- ○ Attendance Area Eligible - Eligible based on another qualifying site.
- ○ Non-Area Eligible (claim snacks free, reduced and paid).

Enter the Qualifying Site for the Afterschool Care Program:
[   ]

Continue on next page.

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For snack, choose which activities will be offered on each day of the school week. Indicate the position name of the person supervising each activity.

Click the red "**Save**" button at the bottom. Complete the steps above for each site serving ASCP through the regular NSLP.

Complete the Seamless Summer Option site applications to provide meal service information for Breakfast, Lunch, and/or non-ASCP Snack beginning October 1, 2021 through the end of your 2021-22 school year. *Remember: allowable meal combinations in SSO are Breakfast only, Lunch only, Breakfast + Lunch, or Lunch + Snack.*

On the School Nutrition Programs application packet page, select "Seamless Summer Option" below Site Applications.

Action	Form Name		Latest Version	Status			
View | Modify	✔ Sponsor Application		Rev. 2	Not Submitted			
Details	Checklist Summary						
Details	Attachment List (1)						
Site Applications	**Approved**	**Pending**	**Return for Correction**	**Denied**	**Withdrawn/ Closed**	**Error**	**Total Applications**
Site Application(s)	2	0	0	0	0	0	2
Seamless Summer Option	0	1	0	0	0	0	1

A list of sites will display; click "Modify" (or "Revise") next to the site you will update.

View	Modify	✔	0001		X	X		Not Submitted	0.0000
Add Site Application								

Review the information in the site application for accuracy and completeness.

Complete site supervisor information. **You must select the salutation for the site supervisor.**

The physical address is the same as that in the regular school meals site application for that site, and it will pre-populate.

If the SSO site intends to serve all community children ages 1 – 18, it will operate as an Open site and must select Census Data for the qualification method.

Type "COVID19" in both "Census Tract No." and "Block Group No."

Most SFAs **intend to serve only enrolled school students**, and, therefore, operate **Closed Enrolled** sites and must select "Area Eligible" as well as provide explanations in two text boxes. See below:

Type "COVID19" in both "Census Tract No." and "Block Group No." if Closed Enrolled site type is chosen:

For SY2021-22, the meal service start date cannot be before 10/1/2021. The end date will be your last day of school for SY2021-22. **DO NOT** enter the number of meal service days for June, July, August, or September in #13.

Period of Operation

11. Is the Site located in an area where the school operates on a year-round calendar?   ○ Yes   ◉ No

12. Summer Operational Dates: Start Date: 10/01/2021   End Date: X/X/2022

13. Enter the number of days the Site will operate each month:

OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEP 2022
20	20	20	20	20	20	20	12				

Complete the meal service information for the meal types the site will serve. Allowable combinations include Breakfast only, Lunch only, Breakfast and Lunch, or Lunch and Snack.

Meal Participation

15. Check the meal type and service information:

Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends
☑ Breakfast		✓ :00 ✓	✓ :00 ✓

Days served: ☐ Mon-Fri ☐ Sun ☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☐ Sat

☐ AM Snack

Days served: ☐ Mon-Fri ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

☑ Lunch

Days served: ☐ Mon-Fri ☐ Sun ☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☐ Sat

Choose Enhanced Food Based Menu Planning from the dropdown in #16:

Meal Planning and Service

16. Indicate the menu planning option that will be used:

17. Meal Service:

Are any meals vended?   ○ Y

Are meals prepared on this site?   ○ Y

Are meals transported to this site?   ○ Y

If meals served at this site are prepared at another facility

Dropdown options:
Traditional Food Based Menu Planning (FBMP)
Enhanced Food Based Menu Planning (EFBMP)
Nutrient Standard Menu Planning (NSMP)
Assisted Nutrient Standard menu Planning (ANSMP)
Any Reasonable Approach
Other

Answer #17, #18, and #19. Include facility information ONLY if meals are not prepared on-site. *(#17: Vended meals are purchased from another SFA or an approved food service facility.)*

Choose the method(s) your SFA used to inform families that meals served during SY2021-22 will be provided at no cost. Include the date of this communication.

Do not provide an answer for #21.

Click the red "Save" button, then "Finish." You'll be directed to the site application list.

Repeat the steps above for all sites serving meals through the SSO.

Return to the application packet page. *If* the Checklist Summary has a red arrow, select "Details."

Choose the School Name in blue text (see yellow highlight below).

Sponsor	Total Items	Submitted Items	Approved Items
	1	0	0

If your school has not already submitted by email to NDE the item(s) identified in the "Required Forms/Documents to submit to NDE" column, please upload it here. If your school has emailed the form or uploaded it here, mark the "Document Submitted to NDE" box, then click "**Save**."

After the sponsor application and site applications are complete without errors, the "**Submit for Approval**" button will become active (red) and you'll be able to click it to submit the application for approval.

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View | Modify	✔ Sponsor Application	Rev. 2	Not Submitted
Details	Checklist Summary		
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Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	2	0	0	0	0	0	2
Seamless Summer Option	0	1	0	0	0	0	1

< Back   Submit for Approval

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