



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)

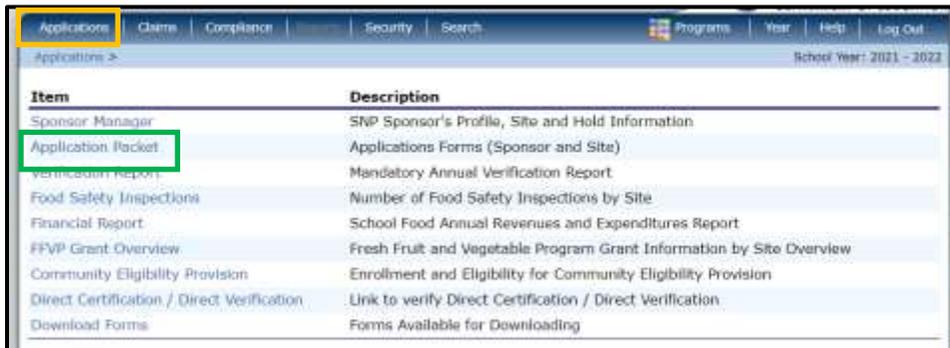
- SSO site application for Breakfast and/or Lunch starting with first day of school through September 30, 2021 in the [Program Year 2020-21](#) SNP application;
- SSO site application for Breakfast and/or Lunch starting with October 1, 2021 through the last day of school in 2022 in the [Program Year 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:

School Year	Date Range	Application Packet
NEW! 2021 - 2022	07/01/2021 - 06/30/2022	Not Started
2020 - 2021	07/01/2020 - 06/30/2021	Application Packet on File
2019 - 2020	07/01/2019 - 06/30/2020	Application Packet on File

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.

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

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	AM BRK	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
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Continue on next page.

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

Site Supervisor

1. Name: Salutation [dropdown] First Name [text] Last Name [text]

2. Email Address: [text]

3. Site Phone Number: [text] Ext: [text] Fax: [text]

4. Title: [text]

Salutation dropdown options: Father, Mr., Ms., Reverend, Sister

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 of Site and Eligibility

10. Indicate the type of site.

Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.

Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

Why is attendance limited/restricted due to security, safety or control?

[text box]

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

Census data

Census Tract No. [text: COVID19]

Block Group No. [text: COVID19]

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 of Site and Eligibility

10. Indicate the type of site.

Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.

Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

Why is attendance limited/restricted due to security, safety or control?

[text box]

Closed Enrolled (1-2 Meals) Located in an eligible area (enrichment only) or non-eligible area that is limited to a group of enrolled children through age 18, of which at least 50% must be eligible for free or reduced price meals.

Area Eligible

Non-Area Eligible

Sponsor must provide explanation of how it was determined that at least 50% of the enrolled children in a non-eligible area qualified for free and reduced price meals.

Waiver #85 [text box]

Why sponsoring a closed site?

To serve only enrolled students [text box]

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

Census data	
Census Tract No.	COVID19
Block Group No.	COVID19

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.

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: xx/xx/xxxx End Date: 09/30/2021

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

OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEP 2021

14. Field Trip Dates:

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.

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
<input checked="" type="checkbox"/> Breakfast Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input type="checkbox"/> AM Snack Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input checked="" type="checkbox"/> Lunch Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> 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 N

Are meals prepared on this site? Y N

Are meals transported to this site? Y N

If meals served at this site are prepared at another facility:

- 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.)

17. Meal Service:

Are any meals vended? Yes No

Are meals prepared on this site? Yes No

Are meals transported to this site? Yes No

If meals served at this site are prepared at another facility, identify the name of where meals are prepared:

Facility 1

Facility 2

18. Will Offer versus Serve (OVS) be implemented? Yes No

19. How many Points of Service?

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.

Advertising

20. Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use. (Not applicable for Closed Enrolled and Camp sites)

Advertisement Date(s):

Newspaper announcement/press release TV/Radio

Flyers - neighborhood Flyers - school Posters and signs

Sponsor website School newspaper

Other

Do not provide an answer for #21.

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

Action	Site ID / Site Name	BRK	AM SNK	LUN	PM SNK	SPR	Version/ Status	% Enroll Free/Redc Oct 2021
		Totals	5	0	6	1	0	
View Modify <input checked="" type="checkbox"/>	0001	X		X			Original / Not Submitted	0.0000

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
[Yellow Highlight]	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
[Yellow Highlight]	 <input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	09/01/2021	

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

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.

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

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:

Item	Description
Application Packet	SNP Sponsor's Profile, Site and Hold Information Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Financial Report	School Food Annual Revenues and Expenditures Report
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Direct Certification / Direct Verification	Link to verify Direct Certification / Direct Verification
Download Forms	Forms Available for Downloading

Choose 2021-2022 from the list:

School Year	Date Range	Application Packet
NEW 2021 - 2022	07/01/2021 - 06/30/2022	Not Started
2020 - 2021	07/01/2020 - 06/30/2021	Application Packet on File
2019 - 2020	07/01/2019 - 06/30/2020	Application Packet on File

Click the "Enroll" button:



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

Action	Form Name	Latest Version	Status
View	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

Continue on next page.

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.

Eligibility Information

51. **PRICING:** Insert prices charged for each program in which this site will participate (e.g, if the full price for lunch is \$2.00, insert 2.00 under NSLP and in the column next to Paid).

NON-PRICING: Select if students will not be charged for meals.

REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.

NOTE: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast, and \$0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

Meal Type	Pricing Information	Reduced Price	Elementary Paid	Middle Paid	Jr. High Paid	High Paid	Adult Price
Lunch	Non Pricing	0.00	0.00	0.00	0.00	0.00	4.00
Breakfast	Pricing	0.00	0.00	0.00	0.00	0.00	2.50
Snack	Non Pricing	0.00	0.00	0.00	0.00	0.00	
	Non-Pricing - CEP						

Confirm the answers below #51:

Yes No Does your System certify that general funds are used to support School Nutrition Programs? If 'NO', the price charged adults must be greater than or equal to the free reimbursement plus the value of commodities.

Yes No Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?

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.

Reporting Requirements

Dun and Bradstreet Data Universal System Number (nine (9) digit DUNS Number):

[Click here](#) if this number does not match your records. Please contact NDE to change the DUNS number. Normally, the DUNS number will not change unless the sponsor has changed their Federal Tax ID number (FTIN).

Physical address zip code from the System for Awards Management (SAM) Registration:

[Click www.usps.com](http://www.usps.com) to verify the zip code + 4.

Date the Registration was completed or renewed:

Sponsors are strongly encouraged to maintain a copy of the confirmation email received from SAM Registration.

By checking the confirmation box and providing the date of registration or renewal, the Sponsor is confirming successful online registration or renewal in SAM Registration.

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”:

Comments from Sponsor

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:

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Rev. 2	Not Submitted
Details	Checklist Summary		
Details	Attas		
Site Applications			
	Appr	Denied	Withdrawn/ Closed
		Error	Total Applications
Site Application(s)	2	0	0
Seamless Summer Option	0	1	0
		0	0
		0	0
		0	1

Access this to complete information for ASCP.

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

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

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.

Program Information		
Modify Program Selection		
1. Participating Program(s)		
Select all that apply:		
<input type="checkbox"/>	A. National School Lunch Program	(NSLP) CFDA #10.555
<input type="checkbox"/>	B. School Breakfast Program	(SBP) CFDA #10.553
<input checked="" type="checkbox"/>	C. Afterschool Care Program	(ASCP) CFDA #10.555
<input type="checkbox"/>	D. Special Milk Program	(SMP) CFDA #10.556
<input type="checkbox"/>	E. Fresh Fruit and Vegetable Program	(FFVP) CFDA #10.582
<input type="button" value=" < Back"/> <input type="button" value=" Save and Continue"/>		

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 Percent:

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.

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.

C7. For each activity offered at this site, indicate the title of the adult supervisor and the days of the week each activity is offered.

Type of Activity	Supervised by (provide Title only)	M	T	W	T	F
Art/Music	<input type="text"/>	<input type="checkbox"/>				
Character and Leadership	<input type="text"/>	<input type="checkbox"/>				
Computer Lab	<input type="text"/>	<input type="checkbox"/>				
Counseling	<input type="text"/>	<input type="checkbox"/>				
Fitness and Recreation	<input type="text"/>	<input type="checkbox"/>				
Health Skills	<input type="text"/>	<input type="checkbox"/>				
Homework Assistance	<input type="text"/>	<input type="checkbox"/>				

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.**

Site Supervisor

1. Name: Salutation: [Dropdown] First Name: [Text] Last Name: [Text]

2. Email Address: [Text]

3. Site Phone Number: [Text] Ext.: [Text] Fax: [Text]

4. Title: [Text]

Salutation dropdown options: Father, Mr., Ms., Reverend, Sister

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 of Site and Eligibility

10. Indicate the type of site.

Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.

Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

Why is attendance limited/restricted due to security, safety or control?

[Text Box]

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

Census data

Census Tract No. COVID19

Block Group No. COVID19

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 of Site and Eligibility

10. Indicate the type of site.

Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.

Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

Why is attendance limited/restricted due to security, safety or control?

[Text Box]

Closed Enrolled (1-2 Meals) Located in an eligible area (enrichment only) or non-eligible area that is limited to a group of enrolled children through age 18, of which at least 50% must be eligible for free or reduced price meals.

Area Eligible

Non-Area Eligible

Sponsor must provide explanation of how it was determined that at least 50% of the enrolled children in a non-eligible area qualified for free and reduced price meals.

Waiver #85

Why sponsoring a closed site?

To serve only enrolled students

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

Census data	
Census Tract No.	COVID19
Block Group No.	COVID19

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
<input checked="" type="checkbox"/> Breakfast			
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input type="checkbox"/> AM Snack			
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input checked="" type="checkbox"/> Lunch			
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> 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? Yes No

Are meals prepared on this site? Yes No

Are meals transported to this site? Yes No

If meals served at this site are prepared at another facility:

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.)

17. Meal Service:

Are any meals vended? Yes No

Are meals prepared on this site? Yes No

Are meals transported to this site? Yes No

If meals served at this site are prepared at another facility, identify the name of where meals are prepared:

Facility 1

Facility 2

18. Will Offer versus Serve (OVS) be implemented? Yes No

19. How many Points of Service?

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.

Advertising

20. Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use. (Not applicable for Closed Enrolled and Camp sites)

Advertisement Date(s):

Newspaper announcement/press release TV/Radio

Flyers - neighborhood Flyers - school Posters and signs

Sponsor website School newspaper

Other

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."

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
[Redacted]	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.

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