



## Seamless Summer Option Information

- Sponsors participating in NSLP/SBP are eligible to apply for [SSO](#)
- Sponsors serve meals free of charge to children, 18 and under
- SSO is an option for year-round sites with vacation periods longer than 10 school days, traditional calendar sites May-September when school is not in session, or during unanticipated school closures.
- SFAs must follow the NSLP/SBP meal patterns

## Getting Started

- Request system access via the [New User Request form](#) if you do not have a username and password.
- Login to the [Colorado Nutrition Portal](#) with your username and password.
- Sponsors operating additional programs will see colored tiles when they log in. Click on the blue, *School Nutrition Programs*, tile.
- Sponsors should have a completed sponsor application for SNP. Review the information submitted and update as needed. Reference the [SNP application instructions](#) for additional information.

## Completing Site Applications

- Select **'Seamless Summer Option,'** below Site Applications.

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Revise</a>	✓ Sponsor Application	Original	Approved
<a href="#">View</a>   <a href="#">Revise</a>	✓ Community Eligibility Provision (CEP) Schedule	Original	Approved
<a href="#">Details</a>	Checklist Summary		
<a href="#">Details</a>	Attachment List		

  

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	32	0	0	0	0	0	32
Seamless Summer Option	0	0	0	0	0	0	0

- Select **'Add Site Application,'** Previously approved SNP sites should be listed here.
  - If any of your sites are **not** listed here and need to be added, or if any school site needs a name change, complete the [Site Request Form](#). Once the site is added by CDE School Nutrition, you will be able to complete the site application.
- Select the SSO site to add to the application.
- Confirm Site Supervisor and Physical Address are correct. Verify the physical address.
- **Type of Site and Eligibility**
  - Question 10: Indicate the site type
    - Open: open to all children ages 0-18 in locations where at least 50% of the children are eligible for free/reduced price school meals.
    - Restricted Open: sites that meet the open site criteria, explained above, but are later restricted for safety, control, or security reasons.



- Closed Enrolled: limited to group of enrolled children ages 0-18; either area eligible or 50% of enrolled children qualify for free/reduced price meals
  - Migrant: serving children of migrant families.
  - Camp Site: residential or non-residential
    - If camp: select Residential or Non-residential
    - Indicate the source of documentation for individual children's eligibility
    - Select the projected number of children enrolled and the number of children eligible for free/reduced price meals
- \*Please note: Camp sites may **only** claim reimbursement for eligible children*
- Indicate site eligibility
    - [School Data](#) – located within the attendance area of a school with a free and reduced percentage of 50% or above. Select the qualifying school site from the dropdown.
    - [Census Data](#) – located in an area where at least 50% of are eligible for free or reduced price meals. Select 'Lookup Census Data' to populate the census tract number and block group number.
    - Income forms – list the projected number of children enrolled and projected number of children eligible for free or reduced price meals. The projected number eligible must be at least 50%
  - **Period of Operation**
    - Question 11: Select '**No,**' unless the site truly operates on a year-round calendar.
    - Question 12: Operational dates
      - Enter the SSO start and end dates.
      - *You may only claim meals served for months selected in the application.*
    - Question 13: Operating days
      - Enter the number of operating days each month.
    - Question 14: Field Trip dates
      - Indicate field trip dates when meals will be consumed offsite. Can be left blank.
  - **Meal Participation**
    - Question 15: Indicate the meal type, estimated number of meals (this should be an average per day), and meal service times as shown below.

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	300	8:00 AM	8:30 AM
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		

- **Non-Congregate Meal Service Operation**

*This institution is an equal opportunity provider and employer.*



- Question 16: Sponsors may be approved to provide non-congregate SSO meals by CDE School Nutrition based on rural designation, emergency situation/unanticipated closure waivers, or excessive heat or air quality waivers.
  - If approved, select **'Yes'** to providing non-congregate meals and complete this section based on approved operations.
  - If not approved, select **'No'** and move to the next section.
- **Meal Planning and Service**
  - Question 17-18: Answer based on meal operations
  - Question 19: Point of Service
    - Sponsors will indicate the number of places where meals are served to children and counted for reimbursement. If a site implements meals in the classroom, this counts as 1 point of service. For example, if a site will provide meals in the cafeteria, meals in the classroom, and grab and go pick-up, the sponsor will indicate there are 3 points of service at that site.
    - Complete the [Non-Traditional Point of Sale Request form](#) **only if** you are unable to verify the meal is reimbursable at the point where it is counted.
- **Advertising**
  - Question 20: Sponsors are required to promote the availability of free meals for open sites. If operating an open site, indicate the dates and method for advertising.
- **Organization Liaison**
  - This is an optional field.
- Click the red **Save,** button. If there are errors, the system will identify them and provide the ability to make revisions.
- Click, **'Save,'** and then, **'Finish'.**

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## Submitting the Application

- Once you have reviewed the sponsor application and completed all SSO site applications, navigate back to the Application Packet screen. Click the red **'Submit for Approval,'** button. Click **'Okay,'**
- The following message will appear: **The Application Packet is currently under review by the State and is unavailable for changes.**
- Allow up to two weeks for CDE School Nutrition to approve the application and forms.