



2021-22 Seamless Summer Option Information

Sponsors have the option to participate in the Seamless Summer Option (SSO) in school year 2021-22 due to a series of nationwide waivers released by the U.S. Department of Agriculture. Keep in mind:

- Sponsors participating in SSO can provide free meals to all students at any school site.
- Meals served under SSO will be reimbursed at the higher [Summer Food Service Program \(SFSP\) rate](#).
- Meals served under SSO must follow the [National School Lunch Program \(NSLP\)](#) and [School Breakfast Program \(SBP\)](#) meal pattern requirements.
- **Sponsors participating in SSO must apply first in the 2020-21 school year for August 2021 and September 2021 and once approved, re-apply in the 2021-22 school year.** This ensures application data rollover between program years and **less data entry is required** for the 2021-22 application.
- Sponsors can contact their [assigned point person](#) for program related questions and support with applications, reviews, and technical assistance and training needs.
- Sponsors **should not** complete the NSLP site applications if the sites are **only participating in SSO** for the school year.
- Sponsors may need an NSLP application if their site:
 - 1) Is operating the Special Milk Program for a group of students that do not have access to meals served under SSO (e.g. half day kindergartners). [View SMP application instructions here](#).
 - 2) Is operating the [Afterschool Snack Program](#).
 - Sponsors operating the Afterschool Snack Program in conjunction with SSO will need to follow specific instructions included in this document under 'Adding the Afterschool Snack Program (if applicable)'.
 - 3) Is operating the [Fresh Fruit and Vegetable Program](#).
 - Sponsors operating the Fresh Fruit and Vegetable Program alongside SSO will need to follow specific instructions included in this document under 'Adding the Fresh Fruit and Vegetable Program (if applicable)'.

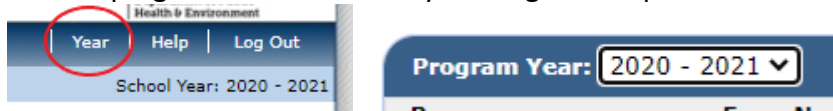
Getting Started

- 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 multiple nutrition programs will see the Dashboard upon login. The dashboard includes important information about applicable nutrition programs in one place. View the [Dashboard Overview](#) for more information about how to navigate and use the Dashboard.
- [Subscribe to the Dish](#) to receive important program updates throughout the year.

Accessing the correct School Year

- From the dashboard, select '**SNP**,' or, if your organization only operates SNP programs, click on the blue *School Nutrition Programs* tile.

- Select the correct school year prior to completing the application. You can do this either by selecting **'Year,'** in the top right-hand corner or by clicking the dropdown next to Program Year on the Dashboard.



- Sponsors participating in SSO, must apply in the 2020-21 school year. Once the 2020-21 application is approved, sponsors will re-apply in the 2021-22 application.

Completing the Sponsor Application

- **2020-21:** Most sponsors will have a completed 2020-21 sponsor application. Please review the information submitted and update as needed.
- **2021-22:** After the 2020-21 application is approved, enroll in school year 2021-22. Select **'Modify,'** to begin completing the sponsor application.
 - Sponsor Type, Street Address and Mailing Address will roll-over. Review information and update as needed.
 - Contacts: Review all contacts and verify information. To update a contact, select **'Edit Contacts'** in the top right-hand corner. Updated contacts will appear across nutrition program applications and in the Dashboard.
 - If the contact is the same person for multiple fields, select the **'Same as'** checkbox to auto-fill the information.
 - Meal Count and Collection Procedures: select the name of your Point of Sale (POS) software system from the dropdown list. If 'other,' type in the name of your POS.
 - Eligibility Information: answer questions accordingly.
 - If the answer to Q45 is 'no' and the answer to Q46 is 'yes,' a checklist item will populate in the Checklist Summary. Please upload copies of free and reduced-price documentation you are using for state review. These documents will not affect the application review process and will be assessed during your next administrative review. Sponsors operating SSO may collect and process free and reduced-price meal applications to establish eligibility for [Pandemic-Electronic Benefits Transfer \(P-EBT\)](#).
 - Residential Child Care Institutions (RCCI): RCCIs operating SSO should select **'Other,'** and type **'Operating SSO,'** into the description box.
 - Food Service Management Company (FSMC): if your food service program is operated by a FSMC, or if you purchase pre-packaged or bulk/family style meals from a meal vendor, answer, **'Yes,'** to Q49 and complete the required information.
 - Any incomplete information in the application will trigger an error. Errors must be corrected prior to submitting the application packet.
- Select the Certification checkbox.
- Click the red, **'Save,'** button. If there are errors, the system will identify them and provide the ability to make revisions. Review the nature of the error and correct it. If you have questions, please reach out to the consultant assigned to your application for assistance.

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- Select the red *'Go to Site List'* to continue to the site applications or select *'Finish'* to return to the application packet screen.

Completing Site Applications

1. Complete 2020-21 site applications prior to 2021-22. This ensures most site application data will roll over to the 2021-22 application.
2. Before completing site applications, verify you are selecting the site with the correctly assigned CDE site code.
 - Use the ['2020-21 List of Colorado School Codes \(XLS\)'](#) on the [Data Pipeline webpage](#) to quickly verify your site codes. Usually, incorrect codes begin with a '1,2' or '9' digit.
 - Once in the 2020-21 school year, select *'Seamless Summer Option,'* below Site Applications.

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
View Revise	✓ Community Eligibility Provision (CEP) Schedule	Original	Approved
Details	Checklist Summary		
Details	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 or site code change, please contact Vivien Skrupskis at skrupskis_v@cde.state.co.us. Include the following information with your site addition request: Name of site, County, and Program Participation: Seamless Summer Option (SSO)
- Once the site is added by the School Nutrition, you will be able to complete the site application.
- Select the site to add to the 2020-21 SSO site 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.
 - **Closed Enrolled:** Limited to group of enrolled children ages 0-18. If closed-enrolled is selected, enter: *'Operating the SSO in SY2021-22 (nationwide waiver #85),'* Enter *'Open only to enrolled students,'* for Why sponsoring a closed site.



- 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. 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.

Operating SSO in SY2021-22 (nationwide waiver #85).

Why sponsoring a closed site?

Open only to enrolled students.

- Indicate site eligibility. Under the Nationwide Waiver to Allow SSO throughout school year 2021-22, sites participating under SSO do not need to meet the traditional 50% eligibility threshold. However, if your site does meet the 50% threshold through school or census data, please indicate that. If the site does not, please select 'Other,' and type: site operating under eligibility waiver.
 - [School Data](#) – school must have at least a 50% Free and Reduced rate.
 - [Census Data](#) – located in an area where at least 50% of children meet income eligibility guidelines.
 - Other: Site operating under nationwide eligibility waiver.
- **Period of Operation**
 - Question 11: Select '**No**,' unless the site truly operates on a year-round calendar.
 - Question 12: Operational dates
 - **2020-21:** Enter the first day of school for the start date (i.e. 8/16/21). **The end date is 9/30/21.** September 30 is the last day in the 2020-21 school year.
 - **2021-22:** **Enter 10/1/21 as the start date.** Enter the last day of school in the 2021-22 school year.
 - *You may only claim meals served for months selected in the application.*
 - Question 13: Operating days
 - **2020-21:** Enter the number of days **only for August and September.**
 - **2021-22:** Enter the number of days for October through the last day of school (i.e. number of days from 10/1/21 through 5/15/22).
 - Question 14: Field Trip dates
 - 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. Number of meals should include all days meals will be served. If the sponsor serves multiple days at a time, the number of meals served and days of the week served should reflect intended serving days.

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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		

- **Meal Planning and Service**

- Question 16:
 - Vended Meals: pre-packaged or bulk/family style meals from a meal vendor.
 - Prepared on site
 - Transported to the site
- Question 17: Offer vs. Serve
 - **Please note:** Based on the USDA nationwide waiver, offer versus serve is not required for high school students.
- **Question 18: 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 POS. 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 POS at that site.
 - Complete the [Two Person POS Request form](#) **only if** you are unable to verify the meal is reimbursable at the point where it is counted for claim.

- **Advertising**

- Question 20: SFAs are required to promote 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'.**
- **Please Note:** All areas of the 2020-21 site application will rollover to 2021-22 except: period of operation and advertising. **Please review all data in 2021-22 and repeat this process.**

Uploading documents to the Checklist Summary

- From the Application Packet, select **'Details,'** next to the checklist summary.
- Select the sponsoring organization's name.
- Required forms:

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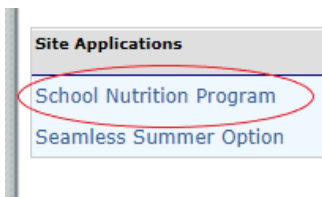
- **Permanent Agreement:** required for all sponsors. Sponsors will download, sign, and re-upload this document into the 2021-22 checklist summary. Please download from the checklist and re-attach in the checklist. **If the permanent agreement is not populating, reach out to your [point person](#).**
- **Afterschool Snack Bell Schedule:** required if the sponsor is operating ASP during the school day.
- To upload documents: click on the blue paperclip under the correlating heading.

Required Forms/Documents to send to State Agency	Document Submitted to State Agency	Date Submitted to State Agency
Current Year Bell Schedule	 <input checked="" type="checkbox"/>	03/04/2021

- Select **'Choose File'**
- Find the appropriate file. Click, **'Open'**.
- If you have any comments, please include them in the, **'Comment,'** box. Select, **'Save,'** and then, **'Finish'**.
- The document will appear at the bottom of the screen under Checklist Item.
- Click, **'Save,'** and then, **'Finish'**.

Adding the Afterschool Snack Program (ASP) (if applicable)

- If you are operating both SSO and ASP, select the **'School Nutrition Programs,'** hyperlink below 'site applications' on the application packet summary screen. Ensure you are in school year 2021-22 before adding the ASP.



- Enter the site through **'Modify.'**
- Under Program Information, select **'Modify Program Selection,'** in the top, right-hand corner of the page. Either National School Lunch Program (NSLP) or School Breakfast Program (SBP) must be checked to generate the Afterschool Snack Program (ASP) application. Select either NSLP or SBP and ASP. Select **'Save and Continue.'**

Program Information

[Modify Program Selection](#)

Participating Program(s)

Select all that apply:

A. National School Lunch Program (NSLP) CFDA #10.555

B. School Breakfast Program (SBP) CFDA #10.553

C. Afterschool Snack Program (ASP) CFDA #10.555

D. Special Milk Program (SMP) CFDA #10.556

[< Back](#)
[Save and Continue](#)

- Review and update the *site contact, street address, and participation information* sections.
- **Pricing Information:**

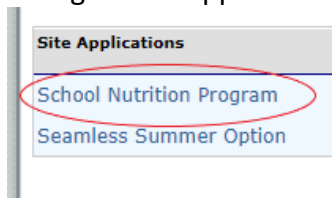
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- Select 'Non-Pricing Universal Free' for NSLP pricing information.
- ASP: complete pricing information. Please note: this is a system requirement but all SSO meals and ASP snacks should be provided free to students.
- **Section A: National School Lunch Program (NSLP)**
 - A1: **Uncheck months of operation** if the site is *not participating* in the Fresh Fruit and Vegetable Program.
 - A2: **Uncheck days of the week** and **leave service times blank** if the site is *not participating* in the Fresh Fruit and Vegetable Program.
- **Section C: Afterschool Snack Program (ASP)**
 - Ensure the months of operation, start and end dates of the snack program, snack service times, and days served are accurate. Ensuring C-4 is accurate will make claiming easier.
 - C5-6: Indicate when the snack is served.
 - If served during the school day, a bell schedule must be uploaded in the Checklist Summary for approval.
 - C7: Select 'yes' or 'no'. ASP must be provided with structured, supervised enrichment activities.
 - C8: Indicate site eligibility.
 - If the site is below 50% free and reduced percentage, the site can qualify based on another site within the same attendance area. Select 'Attendance Area Eligible – based on another site and find the site within the drop down menu to qualify the site.
 - If the site is not area eligible, select 'Attendance Area Eligible – Eligible based on this site'. Click the dropdown for the qualifying site and select 'Other.' **In the description box, enter: Nationwide waiver for eligibility.**
 - Select '**Save**' and repeat for all sites that will operate ASP.

Adding the Fresh Fruit and Vegetable Program (if applicable)

- If you are operating both SSO and FFVP, select the '*School Nutrition Programs,*' hyperlink below 'site applications' on the application packet summary screen. Ensure you are in school year 2021-22 before adding the FFVP. Please note this NSLP application is for claiming purposes only and this is in addition to submitting a FFVP application. [View the FFVP application instructions here.](#)



- Enter the site through '*Modify.*'
- Under Program Information, select '*Modify Program Selection,*' in the top, right-hand corner of the page. Either National School Lunch Program (NSLP) or School Breakfast Program (SBP) must be checked to claim FFVP. Select either NSLP or SBP and ASP. Select '*Save and Continue.*'



Program Information

[Modify Program Selection](#)

Participating Program(s)

Select all that apply:

- A. National School Lunch Program (NSLP) CFDA #10.555
- B. School Breakfast Program (SBP) CFDA #10.553

- Review and update the *site contact, street address, and participation information* sections.
- **Pricing Information:**
 - Select 'Non-Pricing Universal Free' for NSLP pricing information. Please note: this is a system requirement but all SSO and FFVP meals should be provided free to students.
- **Section A: National School Lunch Program (NSLP)**
 - A1: Check the months of operation the site is participating in the Fresh Fruit and Vegetable Program.
 - A2: Check the days of the week and input service times for the site participating in the Fresh Fruit and Vegetable Program.
- The Fresh Fruit and Vegetable Program has a separate application process but requires a completed NSLP application for claiming. For detailed FFVP application instructions, view the [FFVP Application Instructions \(PDF\)](#) on the [How to Apply webpage](#).

Submitting the Application

- Once you have reviewed the sponsor application, completed all SSO site applications, and have uploaded applicable forms, 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.

Additional Resources

- Visit the [Back to School webpage](#) for additional information about school year 2021-22 operations.
- Visit the [How to Apply webpage](#) for additional information about submitting school year 2021-22 applications.
- [Reach out to the consultant assigned to your application](#) in the [Portal](#) for program related questions and support with applications, reviews, and training and technical assistance needs.