

# Seamless Summer Option (SSO) Claiming Instructions

How to accurately submit SSO claims for reimbursement

## SSO Claiming Guidance

Meals served under SSO are provided to students at no cost. Reimbursable meals must meet the NSLP/SBP meal pattern in order to be claimed for reimbursement. During SY2021-22 meals claimed under SSO are reimbursed at the Summer Food Service Program rates of:

Breakfast	\$ 2.4625
Lunch	\$ 4.3175
Snack	\$ 1.0200

\*Effective January 1, 2021 – December 31, 2021; Rates for January 1, 2022 have not been released.

**Sponsors operating SSO must ensure that meal counts match actual participation and claims reflect the number of meals served ([SP19-2017](#)).**

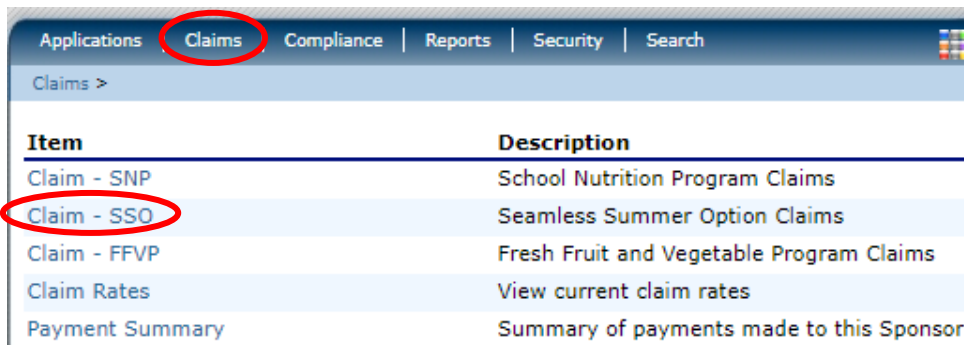
[Standard claiming due dates](#) will apply.

## Claiming Instructions

- [Log into the Portal using](#) your username and password.
- **August – September 2021 must be claimed under school year 2020-21.**  
**October through the end of the school year must be claimed under 2021-22.**
  - Change the year by clicking Year in the top right corner of the page:



- After logging into the system, click *Claims* on the top blue menu tab.
- Click *Claim – SSO*



## Important Notes for SY2021-22

### Item

Claim - SNP

Claim - SSO

Claim - FFVP

Sponsors operating SSO in conjunction with the Special Milk Program, Afterschool Snack Program or the Fresh Fruit and Vegetable Program may have to claim meals served under SNP, SSO and FFVP.



Sponsors can track meals served using the [Daily Meal Count Form](#) or use their local Point of Sale.



Claims can be submitted with warnings (see SL2. below). Claims with errors cannot be submitted for payment.

Contact [free&reducedpriceschoolmeals@cde.state.co.us](mailto:free&reducedpriceschoolmeals@cde.state.co.us) for questions.



- Click on the month for which you want to file a claim
  - Click on the red button, *Add Original Claim*

**2020 - 2021 SSO Claim Month Details**

✔ NOT ON NDL  
 1500 Status: Active  
**BURLINGTON RE-6J**  
 DBA:  
 2600 ROSE AVE  
 BURLINGTON, CO 80807-1377  
 Type of Agency: Educational Institution  
 Type of SNP Organization: Public

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**Claim Month: August 2021**

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
<b>There are no claims for this month.</b>						
<b>Total Earned</b>					\$0.00	

- Next to the school for which you want to file a claim, click *Add*

- Complete the following information:

- National School Lunch
  - SL1 – Authorized Sites Participating (claiming is site based – **this must be entered as 1**)
  - SL2 – Enrollment (this is the maximum number of students you expect to see on any given day (e.g. average daily meals).
    - ***You may receive a warning message indicating enrollment is 110% greater than the average daily meals. Please ignore and submit claim if all fields are accurate and complete.***
  - SL3 – Number of Operating Days (to match days entered in the SSO site application)
  - SL4 – Reimbursable Meals Served
    - Enter the number of Lunches served
    - Total Meals Served will populate

*\*Supper and Severe Need do not apply in SY2021-22.*

<b>National School Lunch/Suppers</b>	
SL1. Authorized Sites Participating:	<input type="text" value="1"/>
SL2. Enrollment:	<input type="text" value="220"/>
SL3. Number Operating Days:	<input type="text" value="5"/>
SL4. Reimbursable Meals Served	
a. Free Lunches Served:	<input type="text" value="350"/>
b. Free Suppers Served:	<input type="text"/>
c. Total Meals Served:	<input type="text" value="350"/>
<b>School Breakfast Program (Severe Need Reimbursement)</b>	
SN1. Authorized Sites Participating:	<input type="text" value="1"/>
SN2. Enrollment:	<input type="text" value="220"/>
SN3. Number Operating Days:	<input type="text" value="5"/>
SN4. Reimbursable Meals Served	
a. Free Severe Need Breakfast Served:	<input type="text" value="325"/>
b. Total Severe Need Breakfast Served:	<input type="text" value="325"/>

- School Breakfast Program
  - Follow the same steps for entering Breakfast numbers as with Lunch/Supper
- Repeat these steps until you have all of the claims entered for all of your sites



- Once your screen shows *Validated* for all of your claims, click *Continue*

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SSO > School Year: 2018 - 2019

2018 - 2019 SSO Claim Site List

0990 Status: Active  
**HARRISON 2**  
 DBA:  
 1060 Harrison Rd  
 Colorado Springs, CO 80905-3543  
 Type of Agency: Educational Institution  
 Type of SNP Organization: Public

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Mar 2019	0				

Internal Use Only

Actions	Site #	Site Name	Errors	Status
View   Modify	8337	STRATMOOR HILLS ELEMENTARY SCHOOL		Validated
View   Modify	8923	TURMAN ELEMENTARY SCHOOL		Validated

< Back **Continue** Upload Claim Data

- The next screen will your claim summary. Please check this to ensure accuracy.

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SSO > School Year: 2020 - 2021

SSO Claim For Reimbursement Summary

NOT ON NDL  
 0120 Status: Active  
**ENGLEWOOD 1**  
 DBA:  
 4101 S BANNOCK ST  
 ENGLEWOOD, CO 80110-4605  
 Type of Agency: Educational Institution  
 Type of SNP Organization: Public

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2021	0	09/02/2021	09/02/2021		Original

Meal Type	Meals/Snacks Served	Federal Rate	Reimbursement Federal Amount
<b>National School Lunch/Supper</b>			
Lunch	13,044	4.3175	56,317.47
<b>Total</b>	<b>13,044</b>		<b>56,317.47</b>
<b>School Breakfast Program</b>			
Breakfast	934	2.4625	2,299.97
<b>Total</b>	<b>934</b>		<b>2,299.97</b>
<b>School Breakfast Program Severe Need</b>			
Breakfast Severe Need	6,425	2.4625	15,821.56
<b>Total</b>	<b>6,425</b>		<b>15,821.56</b>
<b>Claim Reimbursement Total</b>			<b>74,439.00</b>

Sponsor Claim Reimbursement Totals	Federal Reimbursement	Totals
Current Claim Reimbursement Total	74,439.00	74,439.00
Previous Claim Reimbursement Total	0.00	0.00
<b>Net Claim Reimbursement Total</b>	<b>74,439.00</b>	<b>74,439.00</b>

**Certification**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

< Back **Submit For Payment**

- Click the Certification box
- Click the red *Submit for Payment* button
- Click *Finished*

This institution is an equal opportunity provider.

- The Claim Year Summary Screen under Claim Status will show *Accepted*, and the *Date Received* column will be populated for the month. This means the claim has been fully submitted.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2018					\$0.00
Nov 2018					\$0.00
Dec 2018					\$0.00
Jan 2019	0	Processed	01/28/2019	03/01/2019	\$2,485.93
Feb 2019					\$0.00
Mar 2019	0	Accepted	05/01/2019		\$1,052.50
Apr 2019					\$0.00
May 2019					\$0.00
Jun 2019					\$0.00
Jul 2019					\$0.00
Aug 2019					\$0.00
Sep 2019					\$0.00
<b>Year to Date Totals</b>					<b>\$3,538.43</b>

### Claim Upload Feature

The SSO claim module has the ability to accept a claim upload to quickly enter claims for all sites with one file upload. [Utilize the SSO claim upload file requirements](#) to properly format a text file with accurate claim month data. Once you select, *Add Original Claim*, on the SSO claim month you will see your *Claim Site List*. At the very bottom of your *Claim Site List* you will see a button to *Upload Claim Data*:

Add	09510	WHEAT RIDGE HIGH SCHOOL
Add	09638	WILMORE DAVIS ELEMENTARY SCHOOL
Add	09648	WILMOT ELEMENTARY SCHOOL
Add	09678	WITT ELEMENTARY SCHOOL

Select *Browse* and navigate to where you saved the claim upload text file. Then, select the red *Upload* button.

### Payments

CDE Grants Fiscal extracts payment information from the Portal twice per month on the 9th and 20th of the month. If the 9th or the 20th falls on a weekend or holiday, the claims will be pulled the following business day. To expedite the receipt of payment, please submit your claim before these dates.