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DEPARTMENT OF EDUCATION
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NSLP
SEAMLESS SUMMER OPTION
PROGRAM REQUIREMENTS

Beth Henrichsen
South Dakota Department of Education
Child and Adult Nutrition Services
March, 2019

This institution is an equal opportunity provider.

Good afternoon. This is Beth Henrichsen, Assistant Director with Child and Adult Nutrition Services. Thank you for joining me for the Seamless Summer Option program training.

SSO Overview

- SSO Provides meals during summer months
- Combines features of National School Lunch Program (NSLP)/School Breakfast Program (SBP)
- NSLP/SBP rules apply
- USDA Policy Memo SP 09-2017

Seamless Summer Option (SSO)
- Provides meals during summer months when children are not in school
- Combines features of NSLP and SBP
- The NSLP and SBP rules apply, so you follow the same rules as during the school year
- You can refer to USDA Policy Memo SP09-2017 for more information, which is linked on this slide

Why Use SSO?

⊙ Personnel are familiar with NSLP/SBP
- Meal Pattern
- Meal Service
- Claim Forms
- USDA Foods

Summer Food Rocks!

Why use SSO?
- Personnel working in your kitchens are familiar with NSLP and SBP rules and regulations
  - Meal patterns
  - Meal service
  - Claim forms
  - USDA foods can be used

Why Use SSO? cont.

- ◉ Generally claim all children free
- ◉ Shorter application
  - • Must be approved before operation can be reimbursed
- ◉ One monitoring visit per site during the summer

- • Generally, all children who eat SSO meals are claimed as free
- • The application is shorter than the typical NSLP/SBP application
  - • Please remember, your application must be approved before you can operate and be reimbursed for SSO
- • One monitoring visit per site is required during the summer
  - • We encourage you to conduct the onsite visit during the first three weeks of operation
    - • This helps find any issues early so they can be fixed before a program review is conducted

Eligible Schools/Agencies

- School or Agency must already participate in NSLP or SBP
  - A site may be a non-school site
- Meals may be open and available to children from the community
  - Sites that <u>only</u> serve summer school should use NSLP/SBP Extension

For your school or agency to be eligible for SSO, you must
- Already participate in the NSLP or SBP programs
  - Sites can be non-school sites, as long as the sponsor participates in NSLP or SBP
- Meals may be open and available to children from the community, depending on the site type, which we will talk about shortly
  - If your site wants to serve students who are only participating in summer school, we recommend you apply for a NSLP/SBP Extension
  - You can apply for NSLP/SBP Extension by contacting the CANS office

Eligible Participants

- Children in low-income areas 18 years or younger
- A person 19 years or older that meets the state definition of having a physical or mental disability
- Any child may eat at open sites
  - From the community, surrounding area, visiting the community
  - Children from day care centers may eat but the center cannot also claim reimbursement for the meals

People in the community who are 18 years of age and under and those over age 18 who meet the State's definition of having a physical or mental disability may receive free meals under the SSO program.

Please remember that children visiting from another community may come and eat at an SSO site in your community.
- For example, if a student is staying with their grandparents for a week, they can come eat lunch at your site, even though they may not be enrolled in your school
- Children from day care centers may eat at your site, but the center cannot also claim reimbursement for the meals

Site Types

- ⦿ **Area Eligible**
  - **Open**
  - Restricted Open
- ⦿ **Enrolled**
  - **Closed Enrolled**
  - Camps
  - Migrant
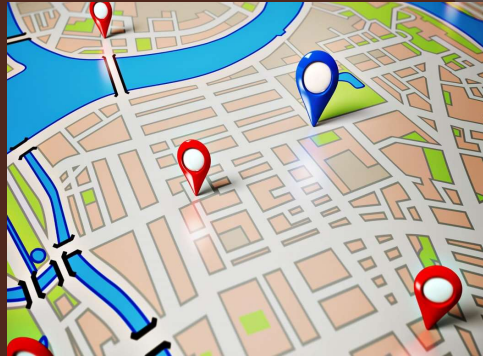
There are several types of sites eligible for SSO. Most sites in SD are Area Eligible-Open or Closed Enrolled; therefore, these are the specific site types we will focus on today.

We will discuss each of these site types in more detail in the next few slides.

Site Eligibility – Area Eligible

◉ Must prove eligibility by one or the other:

Area Eligible	Census Data
At least 50% of children enrolled at the site are approved for free/reduced price school meals.	Must use the most recent data available.
Site is located within the geographical boundaries of a school where at least 50% of children are approved for free/reduced price school meals.	50% or more of children in a Census Block Group (CBG) or Census Track must be eligible for free/reduced price school meals.
Eligibility is current for 5 years.	Eligibility is current for 5 years.

To be area eligible, you must qualify using area data or census data.

Area Eligible:
- At least 50% of children enrolled at the site must be approved for free and/or reduced price school meals
- Site must be located within the geographical boundaries of a school where at least 50% of children are approved for free and/or reduced price school meals

Census Data:
- Must use the most recent data available
- 50% or more of children in a Census Block Group (CBG) or Census Track must be eligible for free and/or reduced price school meals

Area Eligible – Open

- Serves all children at a site that meets the requirements on the previous slide
- Meals are reimbursed at the NSLP/SBP free rates for all attending children

Enrolled – Closed Enrolled
- Serves only an identified group of children through age 18 participating in a specific program or activity
- Meals are reimbursed at the NSLP/SBP free rates for all attending children when:
  - At least 50% of the children enrolled at the site are approved for free/reduced price school meals
- Documentation indicates that the site is located within the geographical boundaries of school where at least 50% of the children are certified to receive free or reduced price school meals or based on census data as discussed in the previous slide

Please note
- A closed enrolled site that does not meet one of the criteria is not eligible to participate unless it is qualified to participate as a day camp
- Summer school is not allowed to be closed enrolled under SSO

Mobile Feeding Sites

- USDA Policy Memo SP 02-2014: Mobile Feeding Options in Summer Feeding Programs
  - Outlines School/Agency and Site requirements
  - Outlines use of program funds
  - Inclement weather plan

In a mobile feeding model, meals are transported to children, rather than requiring children to travel to a meal service site.

Sponsors deliver meals to an area using a route with a series of stops at approved sites in a community. The meal service must take place on approved days and the sponsor must serve reimbursable meals during approved service times.

Requirements:
- Each location must meet the site eligibility criteria and other requirements in the program regulations
- Sponsors must take extra precautions to ensure food is safe for children to eat
- A site supervisor must be present at each meal service
- State and sponsor monitoring visits and reviews must adhere to the same requirements as all SSO sites

Program Funds can be used for processing, distributing, transporting, storing, and handling of any food purchased for, or donated to, the program.

Sponsors are required to make arrangements for meal service operations during periods of inclement weather.

Excessive Heat Demo

- Demonstration Project for Non-Congregate Feeding for Outdoor Summer Meal Sites Experiencing Excessive Heat
- Applies to outdoor sites
- Prior approval required
- USDA Memo SP 14-2018

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Under the Demonstration Project for Non-Congregate Feeding for Outdoor Summer Meal Sites Experiencing Excessive Heat, sponsors operating approved outdoor meal sites without temperature-controlled alternative sites may operate as non-congregate sites on days when the area is experiencing excessive heat.

Sponsors interested in participating must notify the SA and must identify sites lacking temperature-controlled alternative sites that would be included in the project prior to initiating the summer program.

Approved outdoor sites must comply with the congregate meal requirements on all other days of operation.

More specific information can be found in Policy Memo SP 14-2015.

Meal types that can be offered are Breakfast, Lunch, Snack, and Supper.
- Breakfast must be served during the morning hours
- Lunch must be served between 10am and 2pm
- Snacks must be evenly spaced between other meals
- Supper must begin before 7pm and end by 8pm

All meals served must be eaten on-site.

Meal Options –
Open or Closed Enrolled

- Serve one meal or any combination of two meals per day except lunch and supper
- Use the NSLP/SBP meal pattern guidelines and rules
- Second meals are not reimbursable

At open and closed enrolled sites a maximum of two meals can be served, such as:

    lunch and breakfast or
    lunch and one snack or
    breakfast and one snack or
    one snack and supper

may be claimed per child per day.

Cannot claim both lunch and supper meals.

Follow NSLP/SBP meal patterns.

Second meals are not reimbursable and must be piad for, just as in NSLP & SBP.

DAILY MEAL COUNT FORM

Site Name:	Meal Type (circle) : B L SN SU
Address:	Telephone:
Supervisor's Name:	Delivery Time:	Date:

Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) [1]

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150										

Total First Meals + [2]

Second meals served to children:
1 2 3 4 5 6 7 8 9 10   Total Second Meals + [3]

Meals served to Program adults:
1 2 3 4 5 6 7 8 9 10   Total Program Adult Meals + [4]

Meals served to non-Program adults:
1 2 3 4 5 6 7 8 9 10   Total non-Program Adult Meals + [5]

TOTAL MEALS SERVED = [6]

Total damaged/incomplete/other non-reimbursable meals + [7]

This is an example of a meal count form. We suggest using this form for meal counts when all children eat for free at an open site. This form can only be used for OPEN sites.

If you are a closed enrolled site, you must conduct meal counts by student because it is a targeted group.

Meal Pattern Guidance

- Must follow meal pattern guidance for NSLP/SBP/AS just like during the school year
- Reference CANS NSLP website: http://doe.sd.gov/cans/nslp.aspx

Meal patterns must follow the same meal patterns as during the school year. Please visit the CANS/NSLP website for more information.

DAILY LUNCH MENU PRODUCTION RECORD SCHOOL YEAR_____

DATE: _____

School Dist: _____
Site Name: _____

Offer Versus Serve: Yes:_____   No:_____
OVS Grades:_____
Purchased A la Carte?   Yes:_____   No:_____
Free Seconds?   Yes:_____   No:_____

Serving Size		Lunch Menu
K-8	9-12	

Meal Counts

	Planned	Actual
K-8:		
9-12:		
Adults:		
Total:		

A	B	C		D		F		G		H	I	J
Menu Item (*ground beef, canned corn*) Recipe Name & # Spaghetti *(D35)* Product Name & Code# *(Brand Name 1234)*	Food Temperature	Grades: K-8		Grades: 9-12		Planned Seconds (By Grade Groups)		A la Carte, Adults		Total Planned Servings (slices, cups, etc)	Total Units Prepared (lbs, #10 Cans, # Recipes, etc.)	Amount Added (+) or Left Over (-)
		Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings			
Meat/Meat Alternate												
Grains/Bread												
Fruits ☐ See Food Bar Form												
Vegetables ☐ See Food Bar Form												
2 Milk Choices: 1% unflavored, skim flavored, skim unflavored												
Other Foods (Condiments, etc.) ☐ See Food Bar Form												

SD Child & Adult Nutrition Services   ATTACH TO CORRESPONDING WEEKLY MENU PLANNING WORKSHEET   June 2014

This is an example of a lunch production record. This would be used to document lunches and suppers. Unless an alternate production record has been approved by CANS, this form must be used to document meals served. Production Record information and training can be found on the CANS/NSLP webpage.

This is an example of a breakfast and snack production record. This would be used to document breakfast and morning or afternoon snacks. Unless an alternate production record has been approved by CANS, this form must be used to document meals served. Production Record information and training can be found on the CANS/NSLP webpage.

Menu Planning – Breakfast

- Same meal pattern as SBP during the school year
- Should follow age/grade group requirements
- Can use single (K-12) age/grade group menu
- USDA Memo SP 10-2012 (v.9)

Breakfast should be menu planned just as during the school year.

Menu planning should follow the age/grade group requirements according to children attending. Remember, you can use K-12 for Breakfast.

Menu Planning – Lunch

- Same meal pattern as NSLP during the school year
- Should follow age/grade group requirements
- Open sites can use K-8 or 9-12 age/grade group menu with approval
- Addendum must be completed to use   K-8 or 9-12 age/grade group menu
- USDA Memo SP 10-2012 (v.9)

Lunch should be menu planned just as during the school year.

Should follow the age/grade group requirements according to children attending. You can request an addendum to serve K-8 or 9-12 only for lunch.

Menu Planning – Snack

- Serve 2 food items from any of 5 components
  - Meat/Meat Alternate
  - Grain
  - Fruit
  - Vegetable
  - Milk
- Use the Breakfast/After School Snack production record

If serving a snack, you must serve at least 2 food items from the 5 components.

As with breakfast and lunch, you must use the same production records as during the school year. Snack production records are on the same form as breakfast.

Milk

- Allowable pasteurized, fluid milk options:
  - Fat-free (unflavored or flavored)
  - Low-fat (unflavored only)
  - Lactose-reduced or lactose-free (fat-free or low-fat)
- Must offer at least **two** choices

Milk must be pasteurized, fluid in a few choices:
- Fat-free (unflavored or flavored)
- Low-fat (unflavored only)
- Lactose-reduced or lactose-free (fat-free or low-fat)

Sites must offer at least two choices of milk.

Production Records - Flexibility

- For Open sites:
  - Breakfast – may use K-12
  - Lunch – may use K-8 only or 9-12 only, depending on population attending
    - Must complete an addendum with justification
    - Addendum found in iCAN/Download Forms/SSO
- Closed Enrolled must use applicable age/grade groups

As previously mentioned, some flexibility is allowed for menu planning in Seamless Summer at Open sites.

Sponsors can menu plan K-12 for Breakfast and K-8 or 9-12 for Lunch if it is difficult to implement the appropriate grade group requirements. Sometimes, it can be challenging to pin point the ages of children eating. All sites requesting to use one of these menu plans must submit a request (addendum) with justification as to why an alternate grade group menu plan is needed. The addendums can be found in iCAN in the Download Forms.

This is not available for closed enrolled sites.

Offer vs. Serve

- Allowed, but not required for Breakfast & Lunch
- Must ensure that site staff are trained on OVS to ensure reimbursable meals
- Full meal must be offered to every child
- Children must take at least 3 components
  - One must be at least ½ cup fruit and/or vegetable
  - Two must be full serving size
- USDA Memo SP 41-2015

Offer vs. Serve is allowed in SSO, but not required.

If doing Offer vs. Serve, sites must ensure that staff are trained so only reimbursable meals are counted for reimbursement. The full meal must at least be offered to every child coming through the line.

If Offer vs. Serve, children must take at least 3 components, one of which must be at least 1/2 cup fruit and/or vegetable and the other two components must be full serving sizes.

Please refer to USDA Memo SP 41-2015 or the CANS/NSLP webpage for more information on Offer vs. Serve.

Signs for Age/Grade Groups

- Instructions for students in specific age/grade groups indicating which meals and/or components to select
- Especially if Offer vs. Serve
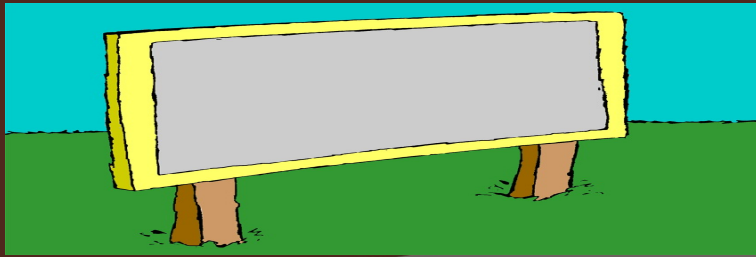
It is helpful to have signs available for children to know which meals or components they must take. This is especially helpful if the site is offer vs. serve.

Adult Meal Guidance

- All children must be fed first
- Income from the sale of adult meals or nonprogram funds used to pay for adult meals must be documented as income to the program to offset documented costs
- Meals served to children, program adults, nonprogram adults must be counted and recorded separately on the daily meal count form
- USDA Policy Memo SP 09-2017 and CANS Memo #56.2 (soon to be SNP Memo 223-1)

If you are planning to serve adult meals:
- All children must be fed first
- SFAs should charge a price equal to or greater than the total of the NSLP or SBP free reimbursement rate and the USDA foods entitlement rate for meals served to adults (same adult rate as during the school year)
- Adult meals cannot be claimed for reimbursement
- Adult meals cannot be paid for out of the nonprofit school food service account

Please refer to USDA Memo SP09-2017 and CANS Memo #56.2. We are in the process of updating the CANS memos on the website. This memo will become SNP Memo 223-1.

Off-Site Meals (Field Trips)

- Field trip meals do not need to be preapproved by CANS
- Production Records must be completed if claiming meals for reimbursement
- Same as NSLP/SBP rules
- Must keep original site open

If the site is taking a field trip and wants to serve a reimbursable meal, CANS does not need to be notified. However, production records must be completed as with every other meal. Also, if a site takes children on a field trip, the original site must remain open for anyone not participating in the field trip who may come to eat.

Onsite Monitoring

- At least once during program operation
- Recommended during first three weeks
- Planned date submitted with application
- Form can be found on NSLP/SBP website under SSO heading
  - https://doe.sd.gov/cans/documents/SSOOnsite.pdf

As previously mentioned, onsite monitoring must take place at least once at each site during SSO operation.

It is recommended that onsite monitoring take pace within the firs three weeks. This gives the site time to make corrections or adjustments, if needed.

The date onsite monitoring is planned for is entered into the application for SSO.

The onsite monitoring form can be found on the CANS/NSLP webpage in the SSO section.

Onsite Monitoring

- Menu Planning
- Meal Counts/Claiming
  - (Point of Service)
- Meal Service Procedures
- Production Records
- Record Keeping
- Civil Rights
- Sanitation/Food Safety
  - SOP's and HACCP plans up to date and signed
- Claiming

Onsite monitoring must look at:
- Menu planning
- Meal counts
- Claiming
- Meal service procedures
- Production records
- Record keeping
- Civil rights
- Sanitation/food safety
- Claiming

Again, the form can be found on the CANS/NSLP website.

Reimbursement

- Free NSLP/SBP rates apply
- Submit claims in iCAN, same as NSLP/SBP
- Cannot combine claim months
- Claims due by the 10th of the month following operation

Meals are reimbursed at the current free rate for the NSLP/SBP/After School snack.

Claims must be submitted in iCAN.

Monthly claims cannot be combined. Please submit a separate claim for each month, regardless of number of days served.

Claims are due by the 10th of each month following operation. For example, June's claim must be submitted by July 10.

Recordkeeping Item	Timeframe
◉ Program Application	◉ Due in iCAN by March 29
◉ Copy all Advertising	◉ Clippings/Letterhead
◉ Menus	◉ Monthly Plans
◉ Production Records	◉ Complete Daily
◉ SOPs & Temp Logs	◉ Signed-Log Daily
◉ Meal Counts	◉ Point of Service
◉ Claim	◉ Submit Claim Monthly
◉ One Monitoring Visit	◉ During First 3 Weeks

Now let's talk about some recordkeeping and timeframes.

Program applications are due in iCAN by March 29, 2019. The iCAN SSO User Manual is also posted on the CANS/NSLP webpage. The manual will walk you step-by-step through the SSO application process.

Make sure to keep copies of all advertising that is done for SSO. Reviewers will look at this as documentation during a review.

Please keep copies of menus that are planned for SSO meals.

Production Records must be completed daily and retained for at least three years plus the current year, just as in the NSLP/SBP programs.

SOPs and Temperature Logs are required in SSO, just as they are in NSLP/SBP. Please ensure these are completed daily or as instructed on the log being used.

Meal counts must be taken at the point of service. Keep all meal count sheets for review purposes.

Claims must be submitted monthly, by the 10th day of the following month of operation. For example, June's claim must be submitted by July 10. Claims are submitted in iCAN.

Onsite monitoring visits should be conducted sometime during the first three weeks of operation at each SSO site within the SFA. Remember to keep the form used to conduct the monitoring.

Program Reviews

- Reviews completed on sites with an Administrative Review during the immediate previous school year
- NSLP/SBP regulations
- Reviews completed on new sites
- Reviews completed on any sites receiving a complaint
- Conducted by SD Department of Public Safety Inspectors

SSO programs are typically reviewed during the summer following the SFA's SNP Administrative Review.

Reviews are based on NSLP/SBP regulations.

Reviews are completed on new sites during the first summer of operation. Reviews are also completed on any site that CANS receives a complaint about.

The process for reviews is a little different than the typical NSLP/SBP administrative review in that the SD Department of Public Safety Inspectors conduct SSO reviews on behalf of CANS. CANS sends review packets to the DPS inspectors, the DPS inspectors conduct the review and send the results to CANS. CANS program specialist closes the review with the SFA.

Regulations Related to SSO

- SP 09-2017 SSO Q&A
- SP 14-2018 Excessive Heat Demo
- SP 06-2016 Promoting Nutrition in Summer Meals
- SP 02-2014 Mobile Feeding Options
- SP 29-2011 Milk Requirements
- SP 28-2011 Water Requirements
- http://www.fns.usda.gov/nslp/policy

Here are the policy memos related to the SSO program. These can be found on the USDA website, which is linked at the bottom of the slide.
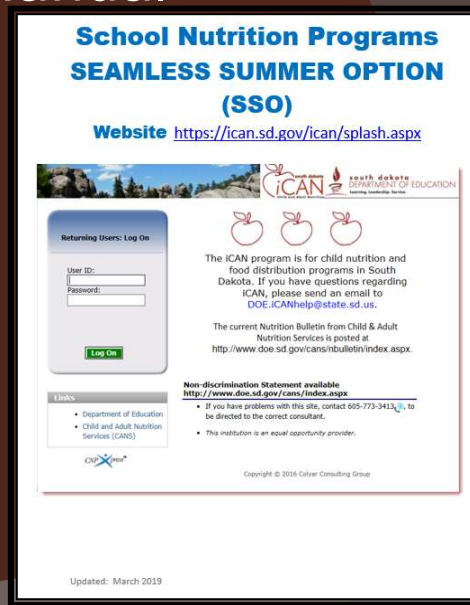
NSLP
SEAMLESS SUMMER OPTION
APPLICATION PROCESS

Beth Henrichsen
South Dakota Department of Education
Child and Adult Nutrition Services
March, 2019

This Institution is an Equal Opportunity Provider.

SSO iCAN User Manual

- The SSO iCAN User Manual will walk you step-by-step through the SSO application process
- The manual is located on the CANS/NSLP website: http://doe.sd.gov/cans/nslp.aspx under the SSO section heading

The SSO iCAN User Manual will walk you step-by-step through the SSO application process. The manual is located on the CANS/NSLP website under the SSO section heading. Please refer to this manual during your application process. Ensure the person completing app has SSO rights. Submit iCAN User ID Request if needed.

If you are an open site, please complete the Qualified by: using the % Free & Reduced approved school data. You will then choose the site you are using (usually the serving site). If you are using another site in your district, you would also complete the Eligible Sponsor Agreement Number and Eligible Site ID. The Agreement Number can be found in your iCAN Application above your district name. The Site ID can be found on each site, above its name.

iCAN Application – Closed Enrolled

If you are a Closed Enrolled site (mostly colonies), choose Income Eligibility Forms are: On File. Then, complete the projected number of children enrolled and number eligible for free/reduced price meals.
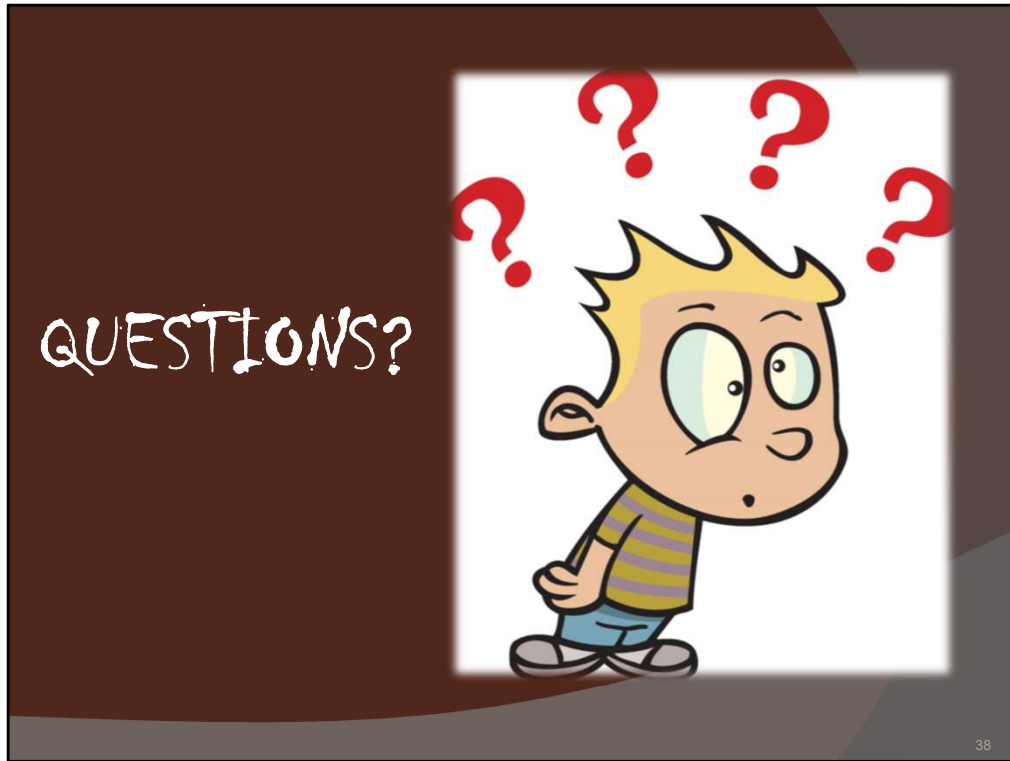
Seamless Summer Option
Professional Standards Training Credit

This training credits as 30 total minutes of training in **Key Areas:**
- **Operations (2000)**
- **Administration (3000)**

Name:
Date of Training:

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Thank you!

Beth Henrichsen
CANS SNP Assistant Director
beth.henrichsen@state.sd.us
605-773-2213