



**United States
Department of
Agriculture**

Food and
Nutrition
Service

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SUBJECT: 2014 Edition of Questions and Answers for the National School Lunch Program's Seamless Summer Option

TO: Regional Directors
Special Nutrition Programs
All Regions

State Agencies
Child Nutrition Programs
All States

This memorandum consolidates the recent policy changes in the National School Lunch Program (NSLP) and Summer Food Service Program (SFSP) that affect the implementation of the Seamless Summer Option (SSO). This memorandum and its attachment supersede SP-32-2013, *2013 Edition of Questions and Answers for the National School Lunch Program's Seamless Summer Option*.

State agencies are asked to distribute this Memorandum to program operators immediately. SFAs should contact their State agency for additional information. State agencies may direct any questions concerning this guidance to the appropriate Food and Nutrition Service (FNS) Regional Office (RO).

Original Signed

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Deputy Administrator
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Attachment

National School Lunch Program's Seamless Summer Option Questions and Answers 2014 Edition

Numbers in () indicate new or significantly revised Q and A

GENERAL

1. What is the SSO?

The SSO allows school food authorities (SFAs) to provide free summer meals in low-income areas during the traditional summer vacation periods and, for year-round schools, school vacation periods longer than 10 school days. The SSO is designed to encourage more SFAs to provide meals during summer and other school vacation periods. This option combines features of the NSLP, School Breakfast Program (SBP), and SFSP.

2. What organizations may participate in the SSO?

Only SFAs administering the NSLP or SBP may participate in the SSO. However, with State agency approval, SFAs may sponsor non-school feeding sites under SSO.

3. Are States required to allow SFAs to operate under the SSO?

Yes, the SSO is an option for SFAs. States cannot "opt out" of SSO.

4. What eligibility requirements must a site meet in order to be eligible to participate as a meal service location sponsored by an SFA under the SSO?

Site eligibility requirements are the same as for SFSP. The following types of sites may participate and may be located in schools or at non-school facilities: buildings, parks or other outdoor locations, and mobile feeding sites.

Area Eligible**

Open

- Serves all children through age 18 at a site that is located within the geographical boundaries of the attendance area of a school where at least 50 percent of the children are certified eligible for free or reduced price school meals or based on other data as discussed in Q13.
- Meals are reimbursed at the appropriate NSLP or SBP free rates for all attending children.

Restricted open

- On a first-come first-serve basis, serves children through age 18 at a site that is located within the geographical boundaries of the attendance area of a school where at least 50 percent of the children are certified eligible for free or reduced price school meals or based on other data as discussed in Q13.
- Attendance is limited for reasons of security, safety, or control.
- Meals are reimbursed at the appropriate NSLP or SBP free rates for all attending children.

**** Area eligibility is based on the percentage of enrolled children approved for free or reduced price meals as of the last day of operation of the most recent school year or other month designated by the State agency or other data as discussed in Q13.**

Enrolled

Closed enrolled

- Serves only an identified group of children through age 18 who are participating in a specific program or activity.
- Meals are reimbursed for all children in attendance at the appropriate NSLP or SBP free rates when:
 - At least 50 percent of the children enrolled at the site are approved for free or reduced price school meals; or
 - Documentation indicates that the site is located within the geographical boundaries of a school attendance area with at least 50 percent of its children approved for free or reduced price school meals or other data as discussed in Q13.

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

- Enrolled children's eligibility status may be determined by:
 - Information obtained from their schools;
 - Applications submitted and approved by the sponsoring school or local educational agency (LEA); or
 - Direct certification conducted by the sponsoring school or LEA.

Camps

- May be residential or non-residential (day camp).
- Must offer regularly scheduled foodservice as part of an organized program for enrolled children.
- Eligibility must be established for each enrolled child.
- Enrolled children's eligibility status may be determined by:
 - Information obtained from their schools;
 - Applications submitted and approved by the sponsoring school or LEA;
 - Direct certification conducted by the sponsoring school or LEA.
- Area eligibility cannot be used to establish camp site eligibility under SSO.
- Meals are reimbursed at the appropriate NSLP or SBP free rates for eligible children in attendance.
- Meals served to ineligible children are not reimbursed; camps may charge ineligible children for meals.

Migrant

- Primarily serving children of migrant families through age 18, as certified by a migrant coordinator.
- Meals reimbursed for all children in attendance at the appropriate NSLP or SBP free rates.

State Agency Approval of SSO Participation

5. What are the criteria for SFA participation in the SSO?

The SFA must be able to demonstrate administrative capability and financial viability to properly operate during school vacation periods. The State agency should not approve applications from SFAs that have significant problems operating either the NSLP or SBP. Further, schools and sites that have been determined to be seriously deficient in the administration of the SFSP or Child and Adult Care Food Program (CACFP) cannot be approved for participation in the SSO. Additionally, the SFA must commit to feeding children in the community, in addition to the children attending summer school. Previous participation in the SFSP is not a requirement for participating in the SSO.

6. What are the requirements for SSO site (including schools) applications?

At a minimum, SFAs must submit the following information for each site to the State agency for application approval:

- Name, address, and phone number of each site;
- An indication of whether the site would operate for schools that have a year-round school calendar and provide services for the duration of vacation periods;
- Type of site (Q4);
- Name of the organization(s) that will operate the site for the SFA (if applicable);
- Types of meals, including day(s) of week and time(s) of day, served; and
- Additional information listed below for the particular type of site.

For open sites and restricted open sites:

- Documentation indicating that the site is a school that has at least 50 percent of children enrolled in the school approved for free or reduced price meals; or, if the site is located within the geographical boundaries of the attendance area of a school where at least 50 percent of the children are certified eligible for free or reduced price school meals or based on other data as discussed in Q13;
- For restricted open sites, an explanation of why the SFA is restricting attendance on the basis of security, safety, or control.

For closed enrolled sites:

- Documentation indicating that the site is a school, that at least 50 percent of children enrolled in the school are approved for free or reduced price meals; or, if the site is located within the geographical boundaries of the attendance area of a school where at least 50 percent of the children are certified eligible for free or reduced price school meals or based on other data as discussed in Q13;
- If individual children's eligibility is the basis for eligibility, the source of the documentation (from their regular schools, applications submitted to site and approved by the sponsoring school or LEA or a combination of both sources);
- An explanation of why the SFA is sponsoring a closed enrolled site.

For camps:

- Indicate type of camp:
 - residential or
 - non-residential (day camp);
- For non-residential camps, a brief description of the organized program for participating children;
- An explanation of why the SFA is sponsoring camps instead of establishing other, more conventional SSO sites;
- The source of the documentation for individual children’s eligibility (from their regular schools, applications submitted to site and approved by the sponsoring school or LEA or a combination of both sources);
- Certification that the camp will only claim reimbursement for children who are eligible for free or reduced price meals.

For Migrant Sites:

- Certification from the migrant organization sponsoring the site that the site serves children of migrant worker families and that it primarily serves migrant children if it also serves non-migrant children.

7. **The regulations define a school year as July 1 through June 30, and the new income eligibility guidelines (IEGs) become effective on July 1. Since SSO sites may be operational across two School Years (SYs), can eligibility information from the prior school year continue to be used and which IEGS should be used?**
The information from the SY that ended on June 30th may be used to determine area eligibility. If an application is submitted to determine an individual child’s eligibility, the SFA would use the IEGs in effect at the time an application was processed.
8. **Are State agencies required to provide training to SFAs approved to operate SSO?**
There is no mandatory training, but FNS strongly encourages State agencies to provide training and technical assistance to SFAs based on their assessment of the need for training. It is especially important for State agencies to properly train SFAs that sponsor non-school sites on the appropriate procedures for operating SSO at a non-school location.

Site Eligibility

9. **Can an SFA sponsor a site that is located outside of its district?**
Yes, with State agency approval.
10. **Can an SFA sponsor non-school sites operated by other non-profit organizations?**
Yes, with State agency approval.
- (11.) **Can an SFA sponsor a mobile feeding site?**
Yes, with State agency approval SFAs may use Program funds to operate a mobile feeding site (SP Memorandum 02-2014: *Mobile Feeding Options in Summer Feeding Programs*, November 08, 2014).

12. Can a State agency approve SFA operation of SSO sites (school or non-school) at for-profit locations?

Yes. State agencies may approve SFAs operating SSO sites at for-profit locations if the site meets the criteria outlined in policy memo SFSP-13-2011, *For-profit locations as meal sites in the Summer Food Service Program*.

(13.) Can sites qualify for participation in the SSO by using data other than a school's percentage of free or reduced price enrollment?

Yes. The SFA may use census block group (CBG) data or census tracts. With State agency and RO approval, up to three adjacent CBGs may be averaged, using a weighted average, to determine eligibility. When averaged, the site is considered eligible if 50 percent or more of the children are approved for free or reduced priced meals. Each of the combined CBGs must have at least 40 percent or more children approved for free or reduced price meals for an SSO site to qualify using combined CBG data. A more detailed description of the definition of CBG data is available at within SP 38; CACFP 10; SFSP 15-2014; *Area Eligibility Using Census Data*. Unlike CGBs, Census Tracts may not be combined.

(14.) How is area eligibility determined using census data?

SFAs may document the area eligibility of their proposed open or restricted open sites on the basis of census data. SSO sites that choose to establish eligibility using census data are required to use the most recent data available. 50 percent or more of the children in a CBG or census track must be eligible for free or reduced price school meals to establish eligibility.

Census data tracks and CBGs are available to State agencies in the 2013 census folder in the PartnerWeb at <https://www.partnerweb.usda.gov>. The existing CBG .XLS (Excel) files contain eligibility information for every CBG by State. An additional Census Tract file contains the Census Tracts for the entire United States. Within the data files is an 'Eligible' column that can be used to determine eligibility for both Programs. This file is based on the same data as the 2013 data release (2007-2011 American Community Survey). A third file containing all of the data necessary to combine CBG's is available upon request. More information on the use of census data is available within SP 38; CACFP 10; SFSP 15-2014; *Area Eligibility Using Census Data*.

15. Once approved to operate the SSO, must site eligibility be re-determined each year?

Any SSO sites that participate on the basis of area eligibility using school or census data (as described in Q4 and Q13) are certified under that data for 5 years. State agencies are prohibited from requiring more frequent area eligibility redeterminations unless the State agency is aware of significant economic changes in the area.

Sites that participate on the basis of individual children's eligibility, such as closed enrolled sites and camps, must redetermine their eligibility each year.

- 16. If the site is either a school using Provision 2 or 3 or is within the attendance area of a school using Provision 2 or 3, what eligibility data is used?**
Data from the school's base year may be used to determine area eligibility. As discussed in Q13, the SFA may also use census block group data as approved by the State agency.
- 17. What site eligibility data is required if the site is a community eligibility school or is within the attendance area of a school using community eligibility?**
Community eligibility schools should use their individual school Community Eligibility Provision percentage to qualify for participation in SSO (SP Memorandum 21-2014: *Community Eligibility Provision: Guidance and Q&As*, February 25, 2014, Reimbursement Section, Question 18).
- 18. Can an SFA limit its sponsorship just to school sites?**
Yes. An SFA should match its sponsorship of sites with its financial and administrative capabilities. Where feasible, an SFA could expand its SSO participation to serve more children in the community by sponsoring non-school sites.
- 19. Under what circumstances can a school operate an academic summer school and also serve as an SSO site?**
While schools serving regular NSLP meals over the summer months should be applauded for their efforts to curb childhood hunger, only those sites in eligible areas that are willing to open their feeding programs to the community at large and operate as an SSO open site are eligible to serve free meals to children under the SSO.
- 20. Can a school or site participating under the SSO as an open site serve meals at staggered times for community children and school children attending summer school?**
Yes, but it must be the same meal service (e.g., food served, length of serving time, eating area, etc.).
- 21. Can a year-round school with off-track breaks participate in the SSO?**
Yes, as long as the school is on a year-round/continuous schedule and the off-track breaks are officially part of the school schedule. Typically, the off-track breaks are at least 10 school days; however, SSO service during shorter periods may be approved by the State agency.

Periods of Operation

- 22. What are the months of operation for schools operating under a traditional school calendar?**
The months of SSO operation for these schools are:
- May through September when school is not in session
 - October through April for non-school sites only that are responding to an unanticipated school closure (see Q25).

23. When may the SSO be operated in year-round schools?

The SFA may operate the SSO during any scheduled break of 10 or more school days, unless SSO service during shorter periods are approved by the State agency. In addition, the SSO may operate any time during the year for non-school sites only that are responding to an unanticipated school closure (see Q25).

24. Can schools operating on a traditional school calendar operate the SSO during winter or spring breaks or at other times when school is closed?

A school operating on a traditional school calendar may operate the SSO only during unanticipated school closures (see Q25). Schools following a traditional school calendar may not offer meals under the SSO during winter or spring breaks. Schools not eligible to offer SSO during winter or spring breaks may wish to consider participating in the at-risk afterschool meals component of the CACFP to provide additional meals to students during these breaks

http://www.fns.usda.gov/sites/default/files/SP%2006_CACFP%2003_SFSP%2006-2014os.pdf.

25. What is an unanticipated school closure?

An unanticipated school closure is defined as a natural disaster, unscheduled major building repair, court order relating to school safety or other issues, labor-management dispute, or other similar cause as approved by the State agency. As mandated by the Richard B. Russell National School Lunch Act, meals provided during an unanticipated school closure must be served at non-school sites. Under these circumstances, schools cannot offer meals at school site affected by an unanticipated school closure under the SSO except as noted in Q25.

26. Can a school or site operate SSO sites after a disaster?

Yes. SFAs with current permanent agreements with their State agency may be approved to open emergency feeding sites when schools are closed due to a disaster. SFAs should work with their State agencies to become pre-approved to operate emergency feeding sites during unanticipated school closures during their initial application process (SP Memorandum 25-2012: *Disaster Response*, April 1, 2012).

FNS RO may waive the Program requirements that SFAs document that each site is serving an area that is 50 percent or more free or reduced priced eligible for existing eligible sites located in the area damaged by a natural disaster that must relocate to areas that are not eligible based on school or census data.

Additionally, State agencies may allow school sites to operate the SSO during an unanticipated school closure. Although schools may be closed, some school buildings may be unaffected by the disaster and may be approved as the most appropriate location for emergency feeding.

Meal Service

27. What is the age requirement for children participating in the SSO?

All persons in the community who are 18 years of age and under and those persons over age 18 who meet the State agency's definition of mentally or physically disabled may receive meals under the SSO.

28. If a closed enrolled site employs staff who are 18 or younger, can the meals served to those staff members be claimed under the SSO?

Meals served to site employees 18 or under may not be claimed because it is a closed enrolled site. In closed enrolled sites, only those meals served to the enrolled children may be claimed. Even though staff members may meet the age requirement, they are not enrolled at that site; because they are not enrolled at that site the meals they receive are not eligible for reimbursement.

29. If an open or restricted open site employs staff who are 18 or younger, can the meals served to those staff members be claimed under the SSO?

Yes. Meals served to site employees 18 or under may be claimed under SSO because it is an open or restricted open site. In open and restricted open sites, meals served to all attending children may be claimed during SSO.

30. Can an SSO site charge for meals served to participating children?

Meals at all approved SSO sites, except for camps, must be served free of charge to all children. SFAs that sponsor camps may charge for the meals served to children who are not eligible to receive free or reduced price meals.

31. How should an SSO camp site determine the meal price for meals served to adults?

SFAs should charge a price equal to or greater than the total of the NSLP or SBP free reimbursement rate and the Department of Agriculture (USDA) Foods entitlement rate for meals served to adults. Adult meals may not be claimed for reimbursement under NSLP, SBP, or Afterschool snacks. Please refer to FNS Instruction 782-5, Rev. 1, *Pricing of Adult Meals in the National School Lunch and School Breakfast Programs* for additional information.

32. How many meals are reimbursable under the SSO per day?

The number and type of meals that may be reimbursed depends on the category of site.

At open, restricted open, and closed enrolled sites: a maximum of two meals, such as lunch and breakfast, or lunch and one snack, or breakfast and one snack, may be claimed per child per day. Open, restricted open and closed enrolled sites cannot claim lunch and supper meals.

At camps (residential and non-residential): only the meals served to children eligible for free or reduced meals (based on approved applications or direct certification) may be reimbursed; a maximum of three meals, such as breakfast, lunch, and one snack, may be claimed per child per day.

At migrant sites: a maximum of three meals, such as breakfast, lunch, and one snack, may be claimed per child per day.

Only camps and migrant sites may claim both lunch and supper served to the same children on the same day.

(33.) What meal pattern requirements are SSO sites required to follow?

SFAs offering the SSO must follow the new meal requirements in effect the SY prior to the beginning of service of SSO. For example, a school operating SSO in the summer of 2014 would follow the meal pattern requirements that became effective on July 1, 2013. The requirements effective on July 1, 2014 would not apply to SSO until the summer of 2015.

(34.) Do SFAs operating SSO have to follow the age/grade group requirements?

SFAs offering the SSO should make every effort to follow the age/grade group requirements. However, SFAs operating open and restricted open sites having difficulty implementing the age grade/group requirement may work with their State agencies to make accommodations, which may include the use of a single age/grade group meeting the minimum meal pattern requirements for the most common age/grade group attending the site. This holds true for both school and non-school sites. All accommodations must possess a reasonable justification for the need to deviate from age/grade group requirement and be added as addendum to the agreement between the SFA and State agency.

These accommodations only apply to open and restricted open sites where meals are served to all children in the community on a first come/first serve basis. All other sites that serve an identified group of students, including closed enrolled sites and camps, must follow the age/grade group requirements outlined in 7 CFR 210.10 and 7 CFR 220.8.

While SSO closed enrolled and camp site operators that serve multiple age/grade groups may not offer meals under a single age/grade group, these sites do have some flexibility. SSO sites can meet the requirements of breakfast for grades (K-12) by offering the same food quantities that fits all grade groups.

At lunch, meal requirements for grades K-8 can be combined into a single menu with 8-9 oz grains/week, 9-10 oz equivalent meats/meat alternates/week, average daily calorie range 600-650, and average daily sodium limit less than or equal to 1230 mg. grades K-8 and grades 9-12 may use the same basic menu by adding slightly more grains and meat/meat alternates for the older children. More detailed information on how to create menus that meet the requirements of multiple age/grade groups can be found in SP 10-2012.

At breakfast, unlike lunch, meal requirements for all 3 grade groups can be combined into a single K-12 menu. In this case, the weekly menu would have to offer the milk and fruit minimum requirements (same for all grade groups) as well as at least 9 oz equivalent of grains per week (for a five-day week), a calorie range of 450-500 calories, and the average daily sodium limit for the K-5 group (beginning in the summer of 2015, Target 1 for K-5 is ≤ 540 mg).

- (35.) Do the flexibilities regarding weekly maximum limits for grains and meat/meat alternate apply to SSO sites?**
Yes. Menus that exceed the maximums will be considered compliant as long as the daily and weekly minimums are met. Menus are still subject to calorie, saturated fat, and beginning in SY 2014-2015, sodium limits (7 CFR 210.18(g)(2)(vi)).
- (36.) How will SFAs operating SSO sites more than five days per week implement the new meal pattern weekly quantities requirements?**
SSO sites operating more than five days a week should increase the weekly grains quantity by approximately 20% (1/5) for each additional day SP 10-2012: Nutrition Standards in the National School Lunch and School Breakfast Programs Revision 6, January 25, 2013, RCCIs and K-12 Schools section, Question 2 and the *Short and Long Week* attachment available at <http://www.fns.usda.gov/sites/default/files/SP10-2012r2a.pdf>.
- (37.) How should SFAs operating SSO sites less than five days per week implement the meal pattern sub group requirements?**
SSO sites operating on a limited schedule should follow the calculation of meal pattern requirements during short weeks available at <http://www.fns.usda.gov/sites/default/files/SP10-2012r2a.pdf>
- 38. What meal pattern is to be used for a supper meal under the SSO?**
SFAs must use the NSLP lunch meal pattern described in 7 CFR 210.10.
- 39. Are there designated meal periods for SSO sites?**
Yes. Meal times for breakfast and lunch must follow the designated times in the SBP and NSLP regulations. According to 7 CFR 220.2(b), breakfast must be served to a child in the morning hours. Lunch must be offered between 10:00 am and 2:00 pm, as provided in 7 CFR 210.10(f). Snacks must be evenly and adequately spaced between other meal service times to minimize food waste and ensure good nutrition practices. Supper meal times must be established for each site. SFAs must gain approval of their established supper meal time from their State agency. State agencies may establish supper meal times restrictions, any State restrictions will be considered additional State requirements and should be handled using the same approval process used for SFSP.
- (40.) Can an SFA operate meal service outside of the formal 10am-2pm lunch time?**
State agencies may approve SSO sites to operate open or restricted open meal service after the formal lunch time of 10am-2pm. The ability of State agencies to approve alternative meal times is consistent with the NSLP meal time exemptions policy as seamless summer is an option under NSLP. As a reminder, the State agency has the authority to approve or deny the SFA's proposed SSO meal times.
- 41. Can meals be served on weekends under the SSO?**
Yes, with State agency approval. An SFA that plans to serve weekend meals in the SSO must include this information in its application.

- 42. Must a school differentiate between meal counts for on-track (NSLP/SBP) and off-track (SSO) children in year-round sites?**
Yes. Since off-track students at SSO sites may receive meals free of charge regardless of their eligibility status, the school or site must be able to distinguish between them and the on-track students who may be paying reduced or full prices for their meals. The school must also distinguish the different tracks because off-track meals are reimbursed at the free rate and the on-track meals are reimbursed at the free, reduced price or paid rates.
- 43. Are SSO sites required to notify the State agency prior to a field trip?**
Only if required by the State agency; there is no Federal requirement in the NSLP or SBP that SFAs must obtain permission prior to serving meals on a field trip.
- 44. Is Offer versus Serve (OVS) allowed at SSO sites?**
Yes. The SFA may allow OVS, but is not required, at SSO sites. SFAs should ensure that site staff is trained on OVS and understands the requirements of the option to ensure meals are reimbursable.
- 45. Are second meals reimbursable at SSO sites?**
SSO sites must plan and prepare one meal per child. However, since attendance may fluctuate, a second breakfast may be offered and claimed in accordance with the requirements in 7 CFR 220.9 (a). Second lunches and snacks may be offered but may not be claimed under the SSO (see 7 CFR 210. 10 (a)(2)).
- 46. Can an SSO site serve meals family style?**
The only sites that may offer meals family style are day and overnight camps; other types of sites may not offer meals family style. Please refer to FNS Instruction 783-3, Rev. 1, *Family Style Meal Service in the Summer Food Service Program* for additional information.

Local Level Monitoring

- 47. When must SSO sites be reviewed by the SFA?**
Each year SFAs are required to review each SSO site at least once during its operation. The SFA must review the site's compliance with meal counting, claiming, menu planning, and food safety requirements.

48. To ensure that the meal pattern requirements are met, should the school/site have records of food purchases?

Food purchasing records (e.g., invoices, receipts) are not evidence that meal pattern requirements are met. However, as set forth in 7 CFR 210.10(a)(3) and 220.8(a)(3), schools must keep production records and menu records for the meals they produce, including program breakfasts and lunches offered under the SSO. The production records must allow the State agency to evaluate how the meals contribute to the required food components or menu items. However, records for food purchases (invoices, receipts) are necessary to document the expenditure of funds from the nonprofit foodservice account for compliance with determining the proportion of program and non-program food expenditures in relation to revenues. Also, for SFAs with cost reimbursable SFA-FSMC contracts, food invoices are required to determine the value of discounts, rebates, and credits received by the FSMC and credited to the SFA to ensure return of the full value of credits to the nonprofit foodservice account.

49. Do SFAs have to conduct edit checks, as required under 7 CFR 210.8 of the NSLP regulations, for sites operating under the SSO?

Edit checks are not required for SSO sites during the period of time that the SFA is operating the sites under the SSO policies. However, SFAs must ensure that meal counts match actual participation and claims reflect the number of meals served. If a school is operating the NSLP/SBP for academic summer schools, edit checks are required as outlined in 7 CFR 210.8.

State Level Monitoring

50. Are State agencies required to review SSO sites during the School Year (SY)?

Yes. State agencies must review at least one SSO site in operation at all SFAs scheduled for administrative review. The review may be conducted in the summer prior to or following the scheduled administrative review. For example:

<u>Administrative Review Schedule</u>	<u>SSO site review</u>
SY 2013/2014	summer of 2013 or 2014
SY 2014/2015	summer of 2014 or 2015

This may involve a second visit to the SFA to evaluate the SSO in operation.

State agencies are not required to conduct annual reviews of SFAs that operate under the SSO or to conduct any special reviews for these SFAs beyond the normal administrative review schedule. However, State agencies are encouraged to review SSO sites even if an administrative review is not scheduled for that SFA, especially if there are concerns about management of the SSO.

51. Can an administrative review be scheduled during the summer to avoid making the second visit to the SSO site?

Only if the school is operating the NSLP on a year-round basis and both NSLP schools and SSO schools will be operating at the time of the review.

(52). How should State agencies review SSO sites for administrative review purposes?

Forms and instructions for the SSO were developed in conjunction with the 2013 administrative review revisions. The new review guidance is available for reviews that will be conducted during Summer 2014. The *Supplemental Seamless Summer Option Administrative Review Form* and additional information on the administrative review process is available at <http://www.fns.usda.gov/school-meals/administrative-review-manual>.

States conducting coordinated reviews (CREs) during SY 2013-2014 should continue to use the exiting CRE guidance during SSO reviews in summer 2014.

53. Should reviewers include findings from an SSO review in the annual FNS-640, Administrative Review Data Report?

No. Reviewers must not include findings from a review of an SSO site review into the annual FNS-640, Administrative Review Data Report. The State agency must issue a separate report of SSO findings to the SFA as an addendum to the Administrative Review report. FNS encourages State agencies to issue a report to the SFA of any SSO problems identified, as soon as possible, and provide a mechanism for corrective action.

While fiscal action for the SSO is computed separately from administrative review findings, the amount of fiscal action for the NSLP and the SSO must be combined to determine if the \$600 disregard in 7 CFR 210.19(d) can be applied to any overclaim.

Program Access

(54.) How can SFAs operating an academic summer school attract children from the community who are not attending summer school?

Both in the approval process and in the review of sites, State agencies should ensure that schools approved as SSO sites make a reasonable effort to promote the availability and location of free meals to children in the community who will not be attending summer school.

SFAs applying to participate in the SSO must describe how each site will promote the availability of meal services to children in the community. The SFA should provide enough detail in its application so the method of promoting meal services to the public can be documented and confirmed later during a review. For example, if the SFA stated that an SSO site's meals would be advertised in a publication, a copy of the advertisement should be available. Also, documentation of public service announcements by radio or television stations, and copies of flyers provided to students or mailed to students' parents should be available.

Additionally, SFAs should ensure that their sites are welcoming and ensure that site staff understand that free meals are available to children in the community and not only to the children attending the academic program.

SSO sites seeking guidance on how to create outreach materials can use the SFSP toolkit available at <http://www.fns.usda.gov/sfsp/summer-meals-toolkit>. SFSP outreach toolkit materials include PowerPoint files, informational sheets, letters and marketing materials that can be modified and used to suit your specific needs.

Reimbursement Rates

55. Which reimbursement rates are used in the SSO?

Meals served under the SSO are reimbursed at the “free” rates prescribed by USDA for the NSLP, afterschool snacks served in afterschool care programs and for the SBP. Supper meals are reimbursed at the NSLP’s free lunch rate.

At camps operating the SSO, only those meals served to children who are eligible for free or reduced price school meals may be reimbursed at the free rate. Meals served to children who are ineligible for free or reduced price meals are not reimbursable.

56. Will qualifying schools continue to receive the severe need breakfast rates under the SSO?

Yes.

57. Will eligible schools participating as SSO sites continue to earn the USDA Foods entitlement under NSLP?

Yes. Schools will receive the full USDA Foods allotment for both lunches and suppers.

58. Will schools participating in the SSO still receive the extra \$.02 differential for lunch and supper meals?

Yes. In addition, lunches claimed under SSO may count toward the determination of the SFA’s eligibility for the extra \$.02 differential and the school’s eligibility for the severe need breakfast rate.

59. What rates will non-school sites receive?

In most cases, the SFA will receive the same reimbursement rates for non-school sites as for the school sites. When different schools within the SFA’s jurisdiction qualify for different rates, such as the severe need breakfast rate, then the non-school site will earn the same reimbursement rates as the school within which attendance boundary the site is located. If the SFA is sponsoring a school site that is outside of its jurisdiction, the SFA will receive the same NSLP reimbursement rates that the school site earns during the regular SY.

60. Will SFAs certified to receive the performance-based reimbursement (6 cents) receive the additional reimbursement for lunches or suppers served under the SSO?

Yes.

Reporting

- 61. How will SFAs report the meals served in the SSO to the State agency?**
SFAs follow the requirements established by their State agency for reporting and claiming meals served under the SSO.
- 62. How will meals served under the SSO be reported to FNS by State agencies?**
Meals will be counted as the number of reimbursable free meals served monthly under the SSO. State agencies must report the number of meals served by type on the FNS-10 electronic report as follows: include lunches and suppers served under the SSO in the meals reported on line 5a and on lines 5b1 and 5b2, if applicable, of the FNS-10. Please note lunch and supper meals cannot be reimbursed for the same day by the same site, except for camp and migrant sites.
- 63. On which FNS-10 reports should State agencies include SSO activity?**
SSO activity must be reported on both the 30-day and 90-day reports for each month that meals are served under the SSO. For the 30-day, report the total of actual and estimated meals; for the 90-day, report actual meals only.
- 64. Since the new NSLP and SBP rates for the upcoming SY are effective in July, how would the claims for June and July be handled?**
SFAs and State agencies should refer to the NSLP regulations, at 7 CFR 210.8(c)(1), for combining claims of months with SSO activity. Since the NSLP rates change on July 1, the June and July claims cannot be combined. June meals served under the SSO would be included in the same claim as regular NSLP meals for June. If the SFA did not operate the regular NSLP in June but operated the SSO for 10 days or less, it could combine the June SSO meals on the May claim. Similarly, if it operates the SSO for 10 days or less during August, it could combine the July and August claims.
- 65. How will State agencies report meals served under the SSO on the FNS-777 report?**
Since SSO meals are claimed under the NSLP and SBP on the FNS-10, financial activity related to these meals must also be reported under these programs on the FNS-777. SSO meals must be reported on the FNS-777 as follows:
- Report Status of Funds for lunches, suppers, and snacks in Column 14 - School Lunch;
 - Report Status of Funds for breakfasts in Column 15 – School Breakfast.
- 66. Can a Food Service Management Company (FSMC) under contract with an SFA for NSLP/SBP meal service conduct the same administrative tasks for meals served under the SSO?**
Yes, assuming that the contract includes the SSO meal service, FSMC personnel must follow the regulations at 7 CFR 210.16, which describe permissible administrative tasks that the company can perform on behalf of the SFA. Further, all procurement requirements in 7 CFR 210.21 and 7 CFR 220.16 must be followed when contracting out operation of the SSO.