SEAMLESS SUMMER OPTION (SSO)

Claim Manual for School Nutrition Programs Operating the SSO

Wisconsin Department of Public Instruction

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Bureau of School Nutrition
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Wisconsin Department of Public Instruction
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Madison, Wisconsin

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Overview

Each school site that wishes to provide summer meals under the Seamless Summer Option (SSO) must meet eligibility requirements and apply to participate in the program. If a site is not eligible or has not been pre-approved to provide meals, the meals must be claimed under the traditional National School Lunch Program (NSLP), School Breakfast Program (SBP), and Afterschool Snack Program (ASP) using a student's free or reduced-price eligibility.

Claiming Guidelines

At this time, there is not a separate portal for SSO claims; therefore, all SSO claims must be submitted manually by emailing the monthly claim templates to sso@dpi.wi.gov. Please include your SFA name, agency code, and claiming month in the email subject line.

Please follow the instructions below for the appropriate claiming scenario: *Both NSLP and SSO operated in the same month* or *Only SSO Operated in a Month.*

Both NSLP and SSO operated in the same month

An SSO claim and an NSLP/SBP claim cannot be combined. For example, if you serve regular academic school meals in June, then serve Seamless Summer Option meals in June, you must submit two separate claims.

If an SFA operates both the NSLP/SBP and the SSO in the same month:

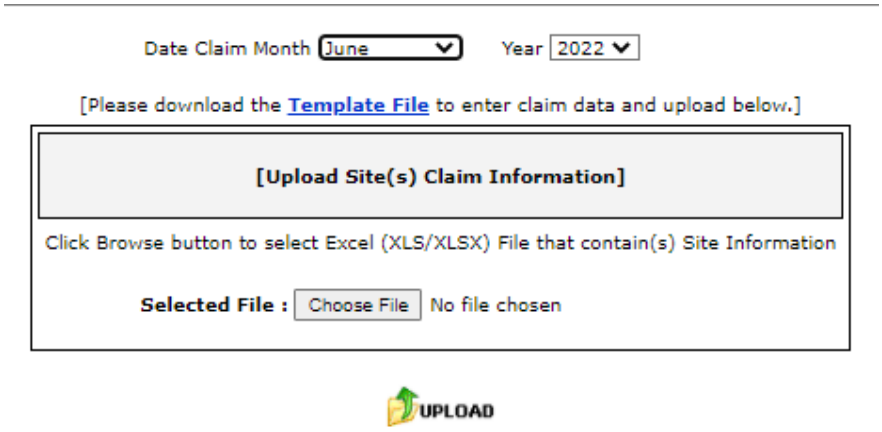
- The claim for the NSLP/SBP meals is submitted through the Online Services portal as usual.
- The claim templates for the SSO meals are submitted as an email attachment to the SSO Specialists at sso@dpi.wi.gov.

Retrieving the claim templates

In the Online Services claiming portal, for each applicable meal program, select the month and the correct year for which you are claiming from the drop-down boxes.

Click on "Template File" and save to your computer. Do this step twice for each meal program to save one copy for NSLP, SBP, or ASP and one copy for SSO lunch, SSO breakfast, or SSO ASP.

Important! A new template must be used for each claim. Do not use an existing template and change the information.



Submitting the Academic School Year Portion of the Claim for NSL, SBP, and ASP

For the traditional academic school year (non-SSO) claims, use the claiming templates saved to your computer (in a previous step) and submit your claim through Online Services as usual. Follow the standard claiming procedures (including an edit check) found in the Online Claims Manual. Repeat this process for each school nutrition program in which your SFA participates

Submitting the SSO Portion of the Claim

When submitting SSO claims, use the SSO claiming templates saved to your computer (in a previous step). Gather all the SSO point of service (POS) documentation. Open the SSO claiming template and follow the instructions below.

Important Note: Congregate meals and Rural Non-Congregate meals must be reported separately; therefore, they must be submitted on separate claiming templates. Please title the template "Rural Non-Congregate". When the templates for each meal program are complete, email them to the SSO Specialists at sso@dpi.wi.gov.

1. **Days Operating (**Column G) – The number used for **Days Operating** is the number of days for which meals were served under SSO.

2. **Free Student Meals** (Column J) **–** Add up the meals served under SSO (by program) from your point of service (POS) documents and enter this total number of meals into the **Free Student Meals** column as all meals are claimed at the free rate.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
542856	60	NSL	03/01/2020	0	0	12	0	0	1000	0	0	0
542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

3. **Note**: If the claiming site is a Community Eligibility Participation (CEP) site, total meals served needs to be entered into both the Free Student Meals column (Column J) and the Total CEP Meals column (Column M) which is different from normal CEP claim submission.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
542856	60	NSL	03/01/2020	0	0	12	0	0	1000	0	0	1000
542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

4. **Enrollment** (Column H) – To calculate Enrollment for the SSO claim, take the number of **Free Student Meals,** divided by the **Days Operating,** and **round up to the nearest whole number**. Using the example above: 1000 (Free Student Meals) divided by 12 (Operating days) equals 83.33. When rounded up to the nearest whole number this equals an **Enrollment** of 84. **Note: Always round up. Standard rounding does not apply.**

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
542856	60	NSL	03/01/2020	0	0	12	84	0	1000	0	0	0
542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

5. **Student Approved Free** (Column E) and **ADA** (Column I) - Use the same number that was calculated for **Enrollment** (Column H) and enter this number into **Student Approved Free** and **ADA** (average daily attendance)**. Note:** CEP sites will use this same process.

A	B	C	D	E	F	G	H	I	J	K	L	M
Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
542856	60	NSL	03/01/2020	84	0	12	84	84	1000	0	0	0
542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

6. Final steps to complete your SSO claim template.
   - Delete the top row heading.
   - Delete any **rows** that do not have information recorded. **Do not delete columns.**
   - Repeat this process for each SSO program in which your SFA participates.
   - Save the claim templates to your computer.

7. Once the SSO claim templates are complete:
   - Email each template to the SSO Specialists at sso@dpi.wi.gov.
   - Attach the SSO claim file, in **Excel format**, to the email. Do not fax, Scan, or send as a PDF.

Important!

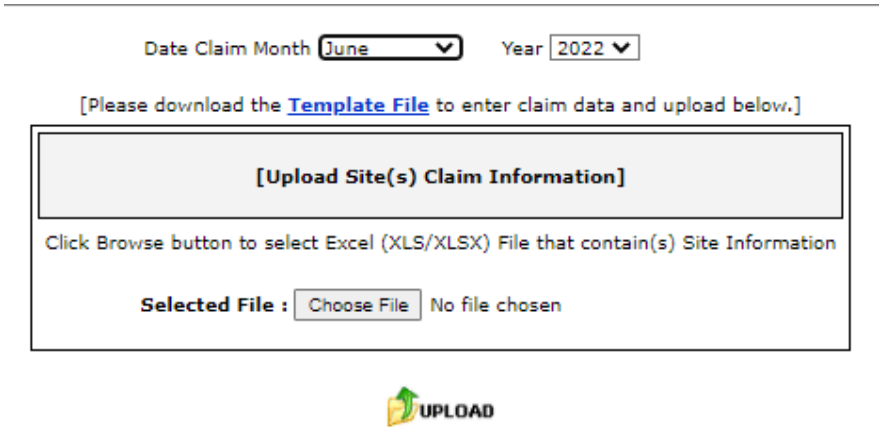
Email each template to the SSO Specialists at :sso@dpi.wi.gov.
Attach the SSO claim file in Excel format. Do not fax, scan, or send as a PDF.

Only SSO Operated in a Month

Retrieving the claim templates

In the Online Services claiming portal, for each applicable meal program, select the month and the correct year for which you are claiming from the drop-down boxes. Click on "Template File" and save to your computer.

Important! A new template must be used for each claim. Do not use an existing template and change the information.



When submitting the SSO claims, use the SSO claiming templates saved to your computer (in the previous step). Gather all the SSO point of service (POS) documentation. Open the SSO claiming template and follow the instructions below. **Note**: When the templates for each meal program are complete, email them to the SSO Specialists at sso@dpi.wi.gov.

1. **Days Operating (**Column G) – The number used for **Days Operating** is the number of days for which meals were served under SSO.

2. **Free Student Meals** (Column J) **–** Add up the meals served under SSO (by program) from your point of service (POS) documents and enter this total number of meals into the **Free Student Meals** column as all meals are claimed at the free rate.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
542856	60	NSL	03/01/2020	0	0	12	0	0	1000	0	0	0
542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

3. **Note**: If the claiming site is a Community Eligibility Participation (CEP) site, total meals served needs to be entered into both the Free Student Meals column (Column J) and the Total CEP Meals column (Column M) which is different from normal CEP claim submission.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
542856	60	NSL	03/01/2020	0	0	12	0	0	1000	0	0	1000
542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

4. **Enrollment** (Column H) **–** To calculate Enrollment for the SSO claim, take the number of **Free Student Meals,** divided by the **Days Operating,** and **round up to the nearest whole number**. Using the example above: 1000

(Free Student Meals) divided by 12 (Operating days) equals 83.33. When rounded up to the nearest whole number this equals an **Enrollment** of 84. **Note: Always round up. Standard rounding does not apply.**

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
542856	60	NSL	03/01/2020	0	0	12	84	0	1000	0	0	0
542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

5. **Student Approved Free** (Column E) and **ADA** (Column I) - Use the same number that was calculated for **Enrollment** (Column H) and enter this number into **Student Approved Free** and **ADA** (average daily attendance)**. Note:** CEP sites will use this same process.

A	B	C	D	E	F	G	H	I	J	K	L	M
Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
542856	60	NSL	03/01/2020	84	0	12	84	84	1000	0	0	0
542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

6. Final steps to complete your SSO claim template.
   - Delete the top row heading.
   - Delete any **rows** that do not have information recorded. **Do not delete columns.**
   - Repeat this process for each SSO program in which your SFA participates.
   - Save the claim templates to your computer.

7. Once the SSO claim templates are complete:
   a. Email each template to the SSO Specialists at sso@dpi.wi.gov.
   b. Attach the SSO claim file, in **Excel format**, to the email. Do not fax, Scan, or send as a PDF.

Important!

Email each template to the SSO Specialists at *sso@dpi.wi.gov*.
Attach the SSO claim file in Excel format. Do not fax, scan, or send as a PDF.

Afterschool Snack Program (ASP) in the SSO

Snacks claimed for a mid-day SSO snack, and snacks served *after* the summer school day ends are both claimed under the Afterschool Snack Program (ASP). **Note**: Snacks claimed for *after* the summer school day ends are submitted in Online Services. Snacks claimed for a mid-day SSO snack are emailed to the SSO specialists at sso@dpi.wi.gov.

When submitting the snack claim, use the ASP claiming template saved to your computer (in a previous step). Gather all the point of service (POS) documentation for the snack program. Open the AE ASP claiming template and follow the instructions below.

1. **Days Operating** (Column G) – The number used for **Days Operating** is the number of days for which snacks were served.

2. **Free Student Meals** (Column J)– Add up the snacks served from your point of service (POS) documents and enter this number into the **Free Student Meals** column as all snacks are claimed at the free rate for approved SSO sites.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
406300	80	SK_NSL	09/01/2020	0	0	22	0	0	1800	0	0	0

3. **Enrollment** (Column H) – To calculate Enrollment for the ASP claim, take the number of **Free Student Meals,** divided by the **Days Operating,** and **round up to the nearest whole number**. Using the example above: 1800 (Free Student Meals) divided by 22 (Operating days) equals 81.82. When rounded up to the nearest whole number this equals an **Enrollment** of 82. **Note: Always round up. Standard rounding does not apply.**

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
406300	80	SK_NSL	09/01/2020	0	0	22	82	0	1800	0	0	0

4. **Student Approved Free** (Column E) and **ADA** (Column I) - Use the same number that was calculated for **Enrollment** (Column H) and enter this number into **Student Approved Free** and **ADA** (average daily attendance)**. Note:** CEP sites will use this same process.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
406300	80	SK_NSL	09/01/2020	82	0	22	82	82	1800	0	0	0

5. Final steps to submit your ASP claim.
   - Delete the top row heading in the template.
   - Delete any **rows** that do not have information recorded. **Do not delete columns.**
   - Save the claim template to your computer.

Important!

Snacks claimed for after the summer school day ends are submitted in Online Services.

Snacks claimed for a mid-day SSO snack are emailed to the SSO specialists at sso@dpi.wi.gov

Attach the SSO claim file in Excel format. Do not fax, scan, or send as a PDF.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   Program.Intake@usda.gov

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