

# Seamless Summer Option (SSO) Claiming Process

## During COVID-19 Non-Congregate Feeding Waiver Period

- Seamless Summer Option (SSO) meals may be provided and claimed through December 31, 2020 or until funding is depleted.
- SFAs may claim up to two meals, or one meal and one snack, per child, per day, in any combination except lunch and supper. This is a SFA decision and reflected in the SSO application.
- All meals/snack provided must follow the School Breakfast Program, National School Lunch Program and/or Afterschool Snack meal pattern to be reimbursable.
- Meals/snack provided **must be separately counted and claimed by program for each school nutrition program the SFA operates.**
  - Claims for different meals/snack cannot be combined, even if multiple meals or snacks are provided to the household at the same time, they are counted and claimed separately.
    - For example, Apple School is providing breakfast and lunch at once to households through a drive-thru. The breakfast and lunch meals are tracked and claimed separately, **with two separate Excel spreadsheets.**
- Meals are claimed at the site where meals are provided. If a SSO meal service site is at a non-school location, claim the meals at the school that is within the attendance area of the meal service location.
- If breakfast is provided, these meals are claimed as Severe Need Breakfast, if the meal service site qualifies based on the 2020-21 school nutrition contract.
- Meals can be claimed every day, including weekends and planned school breaks/holidays.
- Separate meal counts and records must be maintained for meals served under a COVID-19 SSO waiver.
- Edit Checks will not be required while using SSO.
- Retain documentation of all submitted claims for normal meal claiming and Seamless Summer Option (SSO) claiming for three years plus the current school year.

## Claiming SSO When Entire Month is Operated under SSO

Full month SSO claims will be submitted through the Online Services claiming portal for each site physically serving meals, per the following instructions.

1. In the Online Services claiming portal, select the **month** for which you are claiming and the correct **year** from the drop-down boxes.
2. Then, click on “**Template File.**” Save copy of Excel template file to your computer

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Date Claim Month  Year

**[Upload Site(s) Claim Information]**

Click Browse button to select Excel (XLS/XLSX) File that contain(s) Site Information

Selected File :

 **UPLOAD**

Please download the [Template File](#) to enter claim data and upload above.

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- Days Operating calculation (Column G)** – The number used for **operating days** is the number of days for which meals were provided, under SSO. The operating days should match what you have submitted in your SSO waiver. If you have stated that you will serve meals five days a week, the operating days would be five. If you have stated that you will be serving meals seven days a week, the operating days would be seven. Add all of these weekly operating days together for the month and enter the total **SSO Days Operating** into the Excel template.

Please note: If multiple days' worth of meals were provided to a household at once, you would count the number of days you provided meals for in this calculation. Ex. if you provided five days' worth of meals in one day to cover a five-day period, five will be the **operating days** for that week, even though you only physically served meals one day during the week. Also, if you serve meals in a week that is partially in one month and partially in another, the number of meals given out for each month must be claimed in the month they have been planned to be consumed.

- Free Student Meals (Column J)**–Add up all of the meals served (by program) from your point of service (POS) count sheets 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	04/01/2020	0	0	22	0	0	1800	0	0	0
542856	80	NSL	04/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	04/01/2020	0	0	0	0	0	0	0	0	0

If the claiming site is a Community Eligibility Provision (CEP) site, and at 100% free claiming percentage, total meals served are entered into the Total CEP Meals column (Column M) and NOT the free student meals column. **If the CEP site does not have a 100% free claiming percentage, an alternate claim submission process must be completed. Please contact DPI at [DPIFNS@dpi.wi.gov](mailto:DPIFNS@dpi.wi.gov).**

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	04/01/2020	0	0	22	0	0	0	0	0	1800
542856	80	NSL	04/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	04/01/2020	0	0	0	0	0	0	0	0	0

- Enrollment (Column H)** – To calculate **Enrollment** for the SSO claim, take the number of total student meals recorded under the **Free Student Meals** column and divide this number by the **Days Operating**, and round up to the nearest whole number. In the example: 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. **Always round "up" even if enrollment calculated to 81.01, round up to 82.**

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	04/01/2020	0	0	22	82	0	1800	0	0	0
542856	80	NSL	04/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	04/01/2020	0	0	0	0	0	0	0	0	0

- Student Approved Free (column E) and (average daily attendance) ADA (Column I)**. Use the same number that was calculated for **Enrollment** (Column H) and enter this number into **Student Approved Free** and **ADA**.

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	04/01/2020	82	0	22	82	82	1800	0	0	0
542856	80	NSL	04/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	04/01/2020	0	0	0	0	0	0	0	0	0

CEP sites with a 100% claiming percentage 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 (CEP Sites Only)
542856	60	NSL	04/01/2020	82	0	22	82	82	0	0	0	1800
542856	80	NSL	04/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	04/01/2020	0	0	0	0	0	0	0	0	0

7. Final steps to submit your SSO Excel claim for submission.

- Delete the top row verbiage heading;
- Delete any rows that do not have information recorded;
- Save this attachment to your computer.

Example for #7:

542856	60	NSL	04/01/2020	82	0	22	82	82	1800	0	0	0
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8. Go back to the Online Service portal, **Browse** for the Excel file that you just saved to your computer and click **upload**.

Date Claim Month  Year

**[Upload Site(s) Claim Information]**

Click Browse button to select Excel (XLS/XLSX) File that contain(s) Site Information

Selected File :



Please download the [Template File](#) to enter claim data and upload above.

9. Repeat the above process and submit separate Excel spreadsheets for each school nutrition program your SFA is utilizing to provide meals under SSO

# Claiming SSO When Claiming Month is Split

When the month includes SSO meals and “regular” meals, this as a “split” month. “Both “regular” and SSO meal counts are claimed as SBP, NSLP and ASSP in our claiming system, based on program participation. There is no separate SSO claiming portal. Meals provided under SSO need to be counted and tracked separately for USDA reporting, so as a result, these month’s claims will be submitted differently. **In a split month, the regular counting and claiming meals will be submitted through the online portal and the SSO meals will be submitted as a manual electronic email attachment.**

## Meals provided and claimed under SSO in a split month:

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

- Then, click on “Template File.” Do this step twice to save two copies of the Month’s Excel template file to your computer. (The second template file will be used to submit the SSO claim amendment for the Split-month SSO meals).

- Rename the second attachment as **(Month) SSO Claim**, so you choose the right file when attaching to an email later.



- For the **Operating Days** of **regular** non-SSO operation, use the **Regular Claiming Template** that you saved to your computer and submit your claim the usual way using [standard claiming procedures](#).

- Enter actual students approved for free or reduced, program operating days of regular service, actual site enrollment, and average daily attendance for those **regular operating days** of service.

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	45	0	10	50	47	0	0	0	400
542856	80	NSL	03/01/2020	20	5	10	50	45	150	40	200	0
542856	100	NSL	03/01/2020	25	10	10	50	49	175	80	100	0

14. **Delete top row of headings** then save and browse for this **regular** NSL file and upload the file into the Online Services claiming portal as usual.

542856	60	NSL	03/01/2020	45	0	10	50	47	0	0	0	400
542856	80	NSL	03/01/2020	20	5	10	50	45	150	40	200	0
542856	100	NSL	03/01/2020	25	10	10	50	49	175	80	100	0

Date Claim Month  Year

**[Upload Site(s) Claim Information]**

Click Browse button to select Excel (XLS/XLSX) File that contain(s) Site Information

Selected File :

 **UPLOAD**

Please download the [Template File](#) to enter claim data and upload above.

15. Once the standard claiming procedure is complete and the **regular** meals have been submitted into the online claiming portal, repeat this process for each school nutrition program in which your SFA participates.
16. To submit the SSO part of the monthly claim, a claim template, only including the SSO meals, will be emailed to Jacque Jordee. Use the second, renamed SSO claim template file that was saved to your computer, from the Template File instructions in #12 of the above. Gather all of the SSO point of service (POS) documentation (i.e., daily check-off sheets). Open the **SSO Excel claim file** to begin.



**Renamed SSO  
Claiming Template**

**Utilizing the SSO claiming template, include the following information for each site physically serving meals:**

17. **Days Operating calculation (Column G)** – The number used for **operating days** is the number of days for which meals were provided, under SSO. The operating days should match what you have submitted in your SSO waiver. If you have stated that you will serve meals five days a week, the operating days would be five. If you have stated that you will be serving meals seven days a week, the operating days would be seven. Add all of these weekly operating days together for the month and enter the total **SSO Days Operating** into the Excel template.

Please note: If multiple days’ worth of meals were provided to a household at once, you would count the number of days you provided meals for in this calculation. Ex. if you provided five days’ worth of meals in one day to cover a five-day period, five will be the **operating days** for that week, even though you only physically served meals one day during the week.

18. **Free Student Meals (Column J)** – Add up all of the meals served (by program) from your point of service (POS) count sheets 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

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

19. **Enrollment** (Column H) – To calculate **Enrollment** for the SSO claim, take the number of total student meals recorded under the **Free Student Meals** column, and divide this number by the **Days Operating**, and round up to the nearest whole number. In the example: 1000 **Free Student Meals** divided by 12 **Operating days** equals 83.33; when rounded up to the nearest whole number equals an **Enrollment** of 84. *Always round up.*

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

20. **Student Approved Free** (Column E) and (average daily attendance) **ADA** (Column I). Use the same number that was calculated for **Enrollment** (Column H) and enter this number into **Student Approved Free** and **ADA**.

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

All CEP sites will use this same process even if the CEP site does not have a 100% free claiming percentage, as all meals served under SSO 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	84	0	12	84	84	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

21. Final steps to submit your SSO Excel claim for submission.

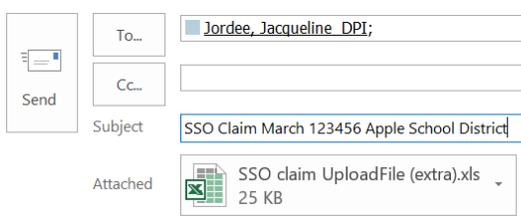
- Delete the top row verbiage heading;
- Delete any rows that do not have information recorded;
- Save this attachment to your computer.

Example:

542856	60	NSL	03/01/2020	84	0	12	84	84	1000	0	0	0
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22. Once the SSO claim is complete, and saved to your computer:

- Email it as an electronic Excel attachment to Jacque Jordee at [jacqueline.jordee@dpi.wi.gov](mailto:jacqueline.jordee@dpi.wi.gov);
- Email subject line must read: **SSO Claim, Month, Agency#, SFA name, and the program, which is being claimed**;
- Electronically attach the SSO claim file, in **electronic Excel format**, to the email. DO NOT FAX or Scan.



- Repeat the above process and submit separate Excel spreadsheets for each school nutrition program your SFA is utilizing to provide meals under SSO.
- Manual claim adjustments for SSO meals will be entered by Jacque once the “regular” meals claimed by the SFA, through the online services portal, have been processed.

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Madison, WI 53707-7841  
[DPIFNS@dpi.wi.gov](mailto:DPIFNS@dpi.wi.gov)  
608-267-9228

"This institution is an equal opportunity provider."  
<http://dpi.wi.gov/school-nutrition>