



2021-22 SCHOOL NUTRITION PROGRAMS

Claiming Instructions for: Lunch, Breakfast and Snack While Operating SSO Under COVID-19 Waivers

This report is available from:

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Wisconsin Department of Public Instruction
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Seamless Summer Option (SSO) Claiming Process

- Seamless Summer Option (SSO) meals may be provided and claimed through June 30, 2022.
- SFAs may claim up to two meals or one meal and one snack, per child, per day, in any combination except lunch and supper.
- Meals claimed under the SSO will receive the higher Summer Food Service Program (SFSP) reimbursement rate for the 2021-22 school year.
- All meals provided must follow the School Breakfast Program, National School Lunch Program and/or Afterschool Snack Program meal pattern to be reimbursable.
- Meals and/or snacks provided must be counted separately and claimed by type for each school nutrition program the SFA operates.
- **Meals are claimed at the site where meals are provided.** All school sites serving meals must have a SSO site-based claim submitted under the school site code. *For school buildings with more than one school site, under the same roof, meals for in-person students should be claimed at the school code where students are enrolled and receive the meals. If it is not possible to differentiate between students eating in a comingled setting, the SFA may choose which school code to claim these meals under.* 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.
- School Breakfast Program and Severe Need School Breakfast claims will be reimbursed at the same SFSP breakfast reimbursement rate for the 2021-22 school year, however breakfast claims must be submitted through the portal that the school site qualifies for per the 2021-22 online contract. If the site qualifies for Severe Need Breakfast, the claim must be submitted through the Severe Need School Breakfast portal; if the site qualifies for regular school breakfast, the claim must be submitted through the Regular School Breakfast portal.
- Point of Service - Meals must be counted and claimed at the point where meals are distributed. This includes meals provided in the classroom, drive-thru options, bus delivery, cafeteria, off-site pick-up locations, etc.
- Edit Checks will not be required while utilizing the SSO.
- Retain documentation for all claims submitted for three years plus the current school year.

Submitting SSO Claims

SSO claims are 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** and **year** from the drop-down boxes.
2. Then, click on “**Template File.**” Save copy of Excel template file to your computer.

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.

3. **Days Operating** (Column G) – The total number of days meals were provided, under the SSO, during a particular month.

Note: If multiple days’ worth of meals were provided to a household at once, count the number of days for which meals were provided in this calculation. For example, if five days’ worth of meals were provided at once to cover a five-day period, five will be the **operating days** for that week, even though the meals were physically served only one day during the week. If meals are served in a week that is partially in one month and partially in another, the meals must be claimed in the month they are intended to be consumed.

4. **Free Student Meals** (Column J)–Total the meals served (by program) from the 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, the total number of meals served is entered into the **Total CEP Meals** column (Column M) and NOT the free student meals column. (Reimbursable meals entered in the **Total CEP Meals** column will be reimbursed at the free rate, regardless of approved free and paid claiming percentages when the SFA is operating SSO.)

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

5. **Enrollment** (Column H) – To calculate **Enrollment** by site 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 calculates 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

6. **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 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.

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 (.XLS or .XLSX) 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 : C:\Users\wollidk\Desktop\

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

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

Area Eligible Afterschool Snack During 2021-22 School Year Waiver Period When Claiming Two Other SSO Programs

- Afterschool Snacks may be provided and claimed at the **Afterschool Snack free reimbursement rate for the 2021-22 school year as area eligibility has been waived.**
- All snacks provided must follow the Afterschool Snack meal pattern to be reimbursable.
- Snacks may only be provided and claimed for enrolled students participating in the Afterschool Snack Program and only on days school is in session.
- For in-person students, the program may operate only after the school day has ended. Snacks cannot be reimbursed in programs operated before or during the school day.

- SFAs must provide an education or enrichment activity for each day the snack is provided. Enrichment activities may be offered in a virtual manner.
- Afterschool Snacks are claimed at the site where snacks are provided.
- Documentation for each day of a child’s attendance is required.
- Retain documentation of all submitted claims for normal meal claiming and Seamless Summer Option (SSO) claiming for three years plus the current school year.

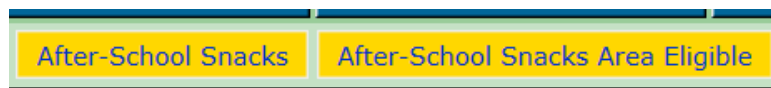
Seamless Summer Option (SSO) Afterschool Snack Operated as One of Two Programs Claimed Under SSO

- Seamless Summer Option (SSO) meals may be provided and claimed through the 2021-22 school year.
- SFAs may claim up to two meals, or one meal and one snack, per child, per day, in any combination except lunch and supper.
- All snacks provided must follow the Afterschool Snack meal pattern to be reimbursable.
- Snacks are claimed at the site where snacks are provided. If a SSO snack 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.
- Edit Checks will not be required while using SSO.
- Retain documentation of Seamless Summer Option (SSO) claiming for three years plus the current school year.

Claiming Area Eligible & SSO Afterschool Snack During 2021-22 School Year Waiver Period

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

10. In the Online Services claiming portal, select Afterschool Snacks or Afterschool Snacks Area Eligible depending on school site eligibility. **All snacks are claimed and reimbursed at the free, area eligible, rate but they must be claimed under the appropriate claiming category.** If the site truly qualifies as area eligible, choose the Afterschool Snacks Area Eligible tab, if it does not actually qualify as Area Eligible, and is qualifying via the USDA Area Eligibility waiver, select the Afterschool Snacks tab.



11. Select the **month** for which you are claiming and the correct **year** from the drop-down boxes.

12. Then, click on “**Template File.**” Save copy of Excel template file to your computer.

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.

13. Days Operating calculation (Column G) – The number used for **operating days** is the number of days for which snacks were provided. Add these weekly operating days together for the month and enter the total **Days Operating** into the Excel template.

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

14. Free Student Meals (Column J)–Add up the snacks served from your point of service (POS) count sheets and enter this total number of snacks into the **Free Student Meals** column as all snacks are claimed at the free rate. *Afterschool Snacks claimed at CEP sites are also entered into **Free Student Meals** as claiming percentage does not apply to Afterschool Snack claims.*

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

15. Enrollment (Column H) – To calculate **Enrollment** for the 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. For 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 calculates 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
406300	80	SK_NSL	09/01/2020	0	0	22	82	0	1800	0	0	0

16. 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
406300	80	SK_NSL	09/01/2020	82	0	22	82	82	1800	0	0	0

17. 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.

406300	80	SK_NSL	09/01/2020	82	0	22	82	82	1800	0	0	0
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18. Go back to the Online Service portal under Afterschool Snack or Area Eligible Afterschool Snack, 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.

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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

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