

Seamless Summer Option (SSO) Checklist

Application

- Complete the SSO Application.
- Determine your SSO site type(s) – open, restricted open, or closed enrolled.

Site Requirements

- All open sites must advertise the availability of free meals to the community (i.e., posting information to the school's website or social media page(s), publishing an ad in the local newspaper, posting flyers in the community). All advertisements must contain the [USDA Nondiscrimination Statement](#).
- Contact the local health department to inform them of summer serving locations. Ensure that each school's [Food Safety Plan](#) and Standard Operating Procedures reflect SSO operations.
- Each year, schools and districts are required to review each SSO site at least once during its operation. Document all site visits on the [SSO Monitoring Form](#).

Meal Service Requirements

- Schools and districts may claim up to two meals, or one meal and one snack, per child, per day, in any combination except lunch and supper.
- Ensure all SSO meals meet the National School Lunch Program (NSLP), School Breakfast Program (SBP), or NSLP Afterschool Snack Program meal pattern requirements.
- Ensure that requests for meal modifications due to a documented special dietary need or disability are accommodated.
- Menus and production records must be completed and kept on file, demonstrating that all meal components and quantities for each age/grade group have been met.
- All crediting documentation (Child Nutrition Labels, Product Formulation Statements, and Nutrition Facts labels) must be kept in accordance with program regulations.
- Offer Versus Serve (OVS) is optional for all students under SSO. Schools should have signage posted near the service line to inform students and parents what a reimbursable meal contains, regardless of OVS implementation. For printable meal pattern signage, including OVS signage, please visit the [Signage webpage](#).
- Under the Buy American provision in the National School Lunch Act, the USDA requires schools or districts to purchase, to the maximum extent practicable, domestic commodities or products. If the school or district is unable to procure a domestic product, the [Buy American – Non-Compliant Product List](#) must be completed and kept on file for this item or items.

- Sites operating SSO may sell a la carte foods and beverages, as long as they continue to meet the [Smart Snacks Requirements](#).

Recordkeeping Requirements

- SSO operations are subject to future State Agency Administrative Review. Keep all SSO documentation for three years plus the current year.

Civil Rights

- Display the '[And Justice for All Poster](#)' in a prominent location at all SSO meal service sites.

Accurate Meal Counting

- Count the number of meals at the point of service (POS) where it can be accurately determined that a reimbursable meal *has been served*. Some meal count systems that are not acceptable include:
 - Attendance/classroom meal counts: meal counts prior to meal service are important for production purposes but do not provide an accurate count of meals served.
 - Tray or entrée counts: tray or entrée counts do not ensure all required components were on the tray, trays were not stuck together, or that each entrée was part of a reimbursable meal.
 - Backout counts: counting the number of leftover meals from the starting meal count.
- Options for meal counts include:
 - Check off or Tally Sheets: Templates of meal count forms can be found on the [SSO webpage](#). When using these forms, each number should be individually crossed off when a reimbursable meal is provided to a child.
 - Computer POS System: Set up the appropriate meal types in a POS system and change the meal price to \$0.00.
- Adult meals are not reimbursable. Non-program adult meals are not an allowable cost to the program; if given free, a non-federal funding source must pay for these meals. The price for a non-program adult meal should follow the price that is listed in your online contract. Program adult meals (served to those working directly with providing reimbursable meals) may be provided free of charge to the adult and is an allowable cost to the SSO.

Program Reimbursement

- Submit SSO Claims via [FNS Online Services](#), utilizing the SSO Claiming Manual found on the [SSO webpage](#).
- Edit checks are not required for SSO. However, schools must ensure that meal counts match actual participation and claims reflect the number of meals served.

Financial Management

- Allocate all revenue and expenses for SSO meals to Fund 50 under NSLP, SBP or the Afterschool Snack Program (ASP), as applicable. Record revenue and expenses for the SSO under the NSLP/SBP on the Annual Financial Report.
- Document labor for food service and administrative staff that will be paid using Fund 50.
- Document all other allowable expenses through invoices, receipts, mileage records, etc.

If you have questions, please contact SSO@dpi.wi.gov.