



TO: Authorized Representatives  
NSLP-Seamless Summer Option Applicants

FR: Julie McCord, Program Specialist  
Child & Adult Nutrition Services

DT: February 1, 2013

RE: Seamless Summer Feeding Application/Agreement

The application for the NSLP-Seamless Summer program will not be mailed to each school/agency this year. In an effort to save paper and mailing costs all parts of the Seamless Summer application can be downloaded from the CANS website <http://doe.sd.gov/cans/sfsp.aspx> . If you cannot access the web, call the CANS office at (605) 773-3413 and we will fax or mail an agreement packet with a copy of the instructions in this cover letter. A completed application must be returned to the Child & Adult Nutrition Services by **April 8, 2013**, for a timely approval before school ends and your summer program begins. Sign up for training March 28, 2013 by registering at <http://doe.sd.gov/cans/documents/SummerT13.pdf>.

Only school food authorities who offer National School Lunch Program (NSLP) are eligible to participate in the Seamless Summer Option. The Local Agency must be able to demonstrate administrative capability and financial viability needed to properly operate child nutrition programs. If the Local Agency has successfully operated the NSLP or the School Breakfast Program (SBP) in the past, then the agency is eligible to operate the Seamless Summer Option. Approval of Seamless Summer applications may be delayed if NSLP CRE or AAR corrective action is overdue. We will not be allowed to reimburse meals for Seamless Summer program until the date is approved and going forward.

The application packet can be submitted to CANS at any time prior the start of the summer program. It will be acceptable to return as a paper copy to CANS or can be submitted as an e-mail attachment with the exception of Part 1, Page 4 which if there are any staff changes must show the changes since it was submitted last fall with the NSLP application and an additional signature of the authorized representative; along with the Part 2 Seamless Summer application which also requires an original signature of the authorized representative.

**If completing application forms online – before printing, be sure to remove any extra spaces before saving and printing the documents.** A brief description of what is needed to complete the NSLP-Seamless Summer Option application is as follows:

**Part 1** (page 1-4) Combined Application was submitted by your school earlier this year as required for NSLP. Send a copy with any changes and signed by the authorized representative. If you are not making changes to Part 1, you do not need to submit it.

**Part 2** (page 1) is the application for the Seamless Summer Option. The agency should submit one copy of Part 2, additional documentation as requested on page 2. *NEW section for those returning is the monitor date is recommended in first 3 weeks of operation and a line has been added for you to indicate if Offer versus Serve is being done at the meal you are serving for Seamless Summer.*

**Part 3** (page 1-4) is the description of the Seamless Summer Option. Read this part carefully and keep on file with your application.

**Attachments** this section is to be completed and returned as applicable. Attachment A or B, and Attachment C must accompany the application when returned to CANS. Copies of the printed articles, posters, etc. as proof of documentation must be kept for Seamless Summer Reviews.

Applications can be sent in by April 8, 2013 for approval. Please return your application as soon as possible to ensure that it is processed in a timely manner.

#### Claim due dates for Summer 2013

When the due date falls on a weekend or holiday, the claim is due the following business day.

Regular NSLP and Seamless Summer should be submitted on same claim form in May and August.

Claim Month:	Due Date	(60 days) Final Deadline	(90 days) Upward Revisions Due
May	Jun 10	Jul 30	Aug 29
June	Jul 10	Aug 29	Sep 28

New rates announced mid-July (Cannot combine June and July claims since they are different rates and different fiscal years)

July	Aug 10	Sep 29	Oct 29
Aug	Sep 10	Oct 30	Nov 29

Contact Julie McCord at (605) 773-3110 or e-mail [julie.mccord@state.sd.us](mailto:julie.mccord@state.sd.us) if there are any questions.