



NSLP: SEAMLESS SUMMER OPTION (SSO)

PROGRAM REQUIREMENTS

MARCH 15, 2023



south dakota
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.



AGENDA

- General Information
- Participant Eligibility
- Area Eligibility
- Site Types
- Meal Patterns and Requirements
- Recordkeeping
- Monitoring
- iCAN SNP Application

GENERAL INFORMATION

- Free meals in low income areas
- Reduce paperwork and administrative burdens
- Questions and Answers for the NSLP SSO USDA Memo
- Organization Participation





SSO PARTICIPANT ELIGIBILITY

- Children 18 years or younger
- A person 19 to 21 years old that meets the state definition of having a physical or mental disability



AREA ELIGIBILITY

School Data

At least 50% of children enrolled at the site are approved for free/reduced price school meals

CEP schools: individual school's ISP is multiplied by a factor of 1.6. If result is at least 50%

Site is located within the geographical boundaries of a school attendance area

School Data: [October CANS list](#)

Area eligibility can be used for 5 years

Census Data

At least 50% children in a Census Block Group (CBG) or Census Tract must be eligible for free/reduced price school meals

Must use the most recent data available

Census Data: [USDA Area Eligibility Mapper](#)

Area eligibility can be used for 5 years



Site Type	Area Eligible	Collect Individual F/R Eligibility
Open	<input checked="" type="checkbox"/>	N/A
Restricted Open	<input checked="" type="checkbox"/>	N/A
Closed Enrolled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Camps	N/A	<input checked="" type="checkbox"/>
Migrant	N/A	N/A
Grab and Go	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



PARTICIPANT ELIGIBILITY – OPEN SITE

- Site Eligibility requirements met: 50% F/R, CEP, Census
- Meal reimbursement: NSLP/SBP free rates for all eligible child meals
- Serves all children through age 18
 - and persons aged 19 to 21 that meet the state definition of having a physical or mental disability
- Participants:
 - From the community, surrounding area, visiting the community
 - Children from day care centers may eat but the center cannot also claim reimbursement for the meals



CLOSED ENROLLED

- Eligible children participating in a specific program or activity
- Meals are reimbursed all FREE when Area Eligibility is met
- Only meals served to F/R eligible children are reimbursed FREE if Individual F/R Eligibility is collected. Allowed for day camps only.
- Summer school is not allowed under SSO.



GRAB AND GO MEAL SITES



NEW

- Available for summer 2023
- Available to area eligible rural sites with no congregate meal service options
 - <https://www.fns.usda.gov/sfsp/rural-designation>
- Grab & Go or Home Delivery
- Limited bulk meals or multiple meal service options
- Follow all other SSO standards
- Townhall on 3/22 from 2:30pm CT / 1:30pm MT

MOBILE FEEDING SITES

- USDA Policy Memo SP 02-2014:
- Each location must meet site eligibility and other program requirements
- Extra precautions to protect food safety
- Site supervisor must be present at each meal service
- State and sponsor monitoring visits and reviews must adhere to the same requirements as all SSO sites
- Inclement weather plan



EXCESSIVE HEAT



- Non-Congregate Feeding option for outdoor summer meal sites experiencing excessive heat
- Applies to outdoor sites
- Prior approval required
 - Preapproval form found in iCAN SNP Application > Download Forms > SSO or SFSP Outdoor Sites Excessive Heat Demo for Non-Congregate Feeding
- USDA Memo SP 14-2018



MEAL TYPES

- Breakfast
 - Must be served in the morning hours
- Lunch
 - Must be offered between 10am and 2pm
- Snack
 - Must be evenly spaced between other meals
- Supper
 - Must start before 7pm and end by 8pm



MEAL OPTIONS

OPEN OR CLOSED ENROLLED

- Serve any combination up to two meals or a meal and a snack per day, except:
 - lunch and supper cannot both be claimed in the same day
- Use the NSLP/SBP meal pattern guidelines and rules
- Second meals are not reimbursable

DAILY MEAL COUNT FORM

Site Name: _____ Meal Type (circle): B L SN SU

Address: _____ Telephone: _____

Supervisor's Name: _____ Delivery Time: _____ Date: _____

Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) [1]

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	
141	142	143	144	145	146	147	148	149	150	Total First Meals +										[2]

Second meals served to children:

1	2	3	4	5	6	7	8	9	10	Total Second Meals +										[3]
---	---	---	---	---	---	---	---	---	----	-----------------------------	--	--	--	--	--	--	--	--	--	-----

Meals served to Program adults:

1	2	3	4	5	6	7	8	9	10	Total Program Adult Meals +										[4]
---	---	---	---	---	---	---	---	---	----	------------------------------------	--	--	--	--	--	--	--	--	--	-----

Meals served to non-Program adults:

1	2	3	4	5	6	7	8	9	10	Total non-Program Adult Meals +										[5]
---	---	---	---	---	---	---	---	---	----	----------------------------------------	--	--	--	--	--	--	--	--	--	-----

TOTAL MEALS SERVED = [6]

Total damaged/incomplete/other non-reimbursable meals + [7]

MEAL PATTERN GUIDANCE

- Meal pattern requirements for SSO is the same as school year NSLP, SBP, Afterschool Snack
- Reference CANS NSLP website:
<https://doe.sd.gov/cans/documents/SNP-MIPttrn-TrnsNtnStnd-0722.pdf>



DAILY LUNCH MENU PRODUCTION RECORD SCHOOL YEAR _____

Serving Size

K-8 9-12

Lunch Menu

DATE: _____

School Dist: _____

Site Name: _____

Offer Versus Serve: Yes: _____ No: _____

OVS Grades: _____

Purchased A la Carte? Yes: _____ No: _____

Free Seconds? Yes: _____ No: _____

Meal Counts

	Planned	Actual
K-8:		
9-12:		
Adults:		
Total:		

A	B	C		D		F		G		H	I	J
Menu Item <small>(ground beef, canned corn) Recipe Name & # Spaghetti (DSS) Product Name & Code# (Brand Name 1234)</small>	Food Temperature	Grades: K-8		Grades: 9-12		Planned Seconds (By Grade Groups)		A la Carte, Adults		Total Planned Servings (slices, cups, etc.)	Total Units Prepared (lbs, #10 Cans, # Recipes, etc.)	Amount Added (+) or Left Over (-)
		Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings			
Meat/Meat Alternate												
Grains/Bread												
Fruits												
<input type="checkbox"/> See Food Bar Form												
Vegetables												
<input type="checkbox"/> See Food Bar Form												
2 Milk Choices: 1/2 unflavored, skim flavored, skim unflavored												
Other Foods (Condiments, etc.)												
<input type="checkbox"/> See Food Bar Form												



PRODUCTION RECORDS - FLEXIBILITY

- Daily Production Records are required every day!
- Open sites:
 - Breakfast – K-12 age/grade group allowed
 - Lunch – may use K-8 or 9-12 age/grade group, depending on population attending
 - Must complete an addendum with justification
 - Addendum found in iCAN/Download Forms/SSO
- Closed Enrolled must use applicable age/grade groups

MENU PLANNING – BREAKFAST

- Same meal pattern as SBP during the school year
- Follow age/grade group requirements
 - A single (K-12) age/grade group is allowed
- USDA Memo SP 05-2022



MENU PLANNING – LUNCH

- Same meal pattern as NSLP during the school year
- Follow age/grade group requirements
- Open sites can use K-8 or 9-12 age/grade group menu with preapproval, an addendum must be completed to use K-8 or 9-12 age/grade group menu
- USDA Memo SP 05-2022



MENU PLANNING – SNACK

- Serve 2 food items from any of 5 components
 - Meat/Meat Alternate
 - Grain
 - Fruit
 - Vegetable
 - Milk
- Use the Breakfast/Afterschool Snack production record



MILK

- Allowable pasteurized, fluid milk options:
 - Fat-free & Low-fat (unflavored or flavored)
 - Lactose-reduced or lactose-free (fat-free or low-fat)
- Must offer at least **two** choices at breakfast and at lunch





OFFER VERSUS SERVE

- Allowed, but not required
- Must train staff to identify OVS reimbursable meals
- Full meal must be offered to every child
- Children must take at least 3 components
 - Two must be full serving size
 - One must be at least ½ cup fruit and/or vegetable
- USDA Memo SP 41-2015

OVS: SIMPLE AS 5-3-2-1

5 Components Offered

3 Components Selected by Child

2 Full Components

1 must be $\frac{1}{2}$ cup Fruit or Vegetable

At Lunch

OVS: SIMPLE AS 4-3-2-1

4 Food Items Offered

3 Food Items Selected by Child

2 Food Items in their Full Serving

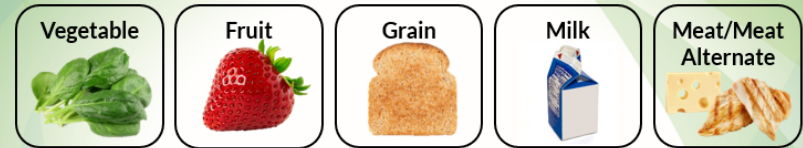
1 must be $\frac{1}{2}$ cup Fruit or Vegetable

At Breakfast

SIGNAGE

- Required
- Instructions to children indicating what food items or components are in the full meal
- And the minimum food items or components selected using Offer vs. Serve

The 5 Food Components for Lunch



Choose at least 3 components
(including ½ cup fruit and/or vegetable)

For a nutritious meal, choose all 5!



This institution is an equal opportunity provider.





ADULT MEAL GUIDANCE

- All children must be fed first
- Meals served to adults that work directly with the SSO may be served free of charge, these are “Program” adults
- Nonprogram Meals: All other adult meal sales must be sold at a price that covers the cost of the meal and must be documented as income from outside of the nonprofit school food service account
- Count each meal type separately: eligible children, Program Adults, Nonprogram Meals
- USDA Policy Memo SP 09-2017 and CANS Memo 223-1

OFF-SITE MEALS (FIELD TRIPS)

- Field trip meals do not need to be preapproved by CANS
- Production Records must be completed if claiming meals for reimbursement
- Same as NSLP/SBP rules
- Must keep original site open





ONSITE MONITORING

- At least once during program operation
- Recommended during first three weeks
- Planned date submitted with application
- Form can be found in iCAN SNP > Application > Download Forms > SSO Onsite Monitoring Form



ONSITE MONITORING

- Menu Planning
- Meal Counts/Claiming
- Meal Service Procedures
- Production Records
- Record Keeping
- Civil Rights
- Sanitation/Food Safety
 - SOP's and HACCP plans up to date and signed

REIMBURSEMENT

- Free NSLP/SBP rates apply
- Submit claims in iCAN SNP, similar to NSLP and SBP
- Cannot combine claim months
- Claims due by the 10th day of the month following operation



RECORDKEEPING REQUIREMENTS

- Program Application
- Copy all Advertising
- Menus
- Production Records
- Meal Counts
- Claim
- One Monitoring Visit
- SOPs & Temp Logs





PROGRAM REVIEWS

- Reviews completed on sites with an Administrative Review during the immediate previous school year
- NSLP/SBP regulations
- Reviews completed on new sites
- Reviews completed on any sites receiving a complaint



SSO REGULATIONS & GUIDANCE

- 7 Code of Federal Register (CFR) 210 and 220
- SP 09-2017 SSO Q&A
- SP 14-2018 Excessive Heat Demo
- SP 06-2016 Promoting Nutrition in Summer Meals
- SP 02-2014 Mobile Feeding Options
- SP 29-2011 Milk Requirements
- SP 28-2011 Water Requirements
- <http://www.fns.usda.gov/nsfp/policy>

SSO iCAN User Manual

<https://doe.Sd.Gov/cans/documents/ican-ssomanual-0319.Pdf>

School Nutrition Programs SEAMLESS SUMMER OPTION (SSO)

Website <https://ican.sd.gov/ican/splash.aspx>

Returning Users: Log On

User ID:

Password:

Log On

Links

- Department of Education
- Child and Adult Nutrition Services (CANS)

Non-discrimination Statement available
<http://www.doe.sd.gov/cans/index.aspx>

- If you have problems with this site, contact 605-773-3413, to be directed to the correct consultant.
- This institution is an equal opportunity provider.

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Updated: March 2019

iCAN APPLICATION – OPEN SITES

Complete the following if Open, Restricted Open, or Closed Enrolled is selected:

Qualified by:

% Free and Reduced approved, school data.

Use this if you are an Open site.

Select the Qualifying Site for the Seamless Summer Option.

Eligible Sponsor Agreement Number:

Eligible Site ID:

% F/R Eligible for School Meals:

Qualifying Month/Year (mm/yyyy):

 /

Census data

If using area eligibility, this should always be 10 of the current school year.

For example: SY18-19 is 10/2018.

iCAN APPLICATION – CLOSED ENROLLED

● Income eligibility forms are:

- Collected
- On File
- SFA Listing

Choose this option.

Then choose On File and answer the next two questions.

Projected number of children enrolled

Projected number of children eligible for free/reduced price meals





NEXT STEPS

- Begin your summer 2023 SSO application now!
- **Do not** use the sites with “UC” in the name
- New sites or adjustments to old sites
 - send email to DOE.SchoolLunch@state.sd.us with your new/updated info
- Applications due May 29.
 - Approval is required before you being SSO operation



KEEPING UP WITH CANS!

EMAIL LIST SERV: CANS NEWS



This message was sent to:

School Nutrition Program (SNP) Authorized Representatives, Business Managers, Food Service Directors, Claim Representatives, and Second Contacts
Child and Adult Nutrition Program (CACFP) Authorized Representatives, Executive Directors, Program Contacts, Claim Representatives, and Food Service Directors
Summer Food Service Program (SFSP) Authorized Representatives, Program Contacts, Food Service Directors, and Claim Representatives

All Child Nutrition Programs (SNP, CACFP, SFSP):

Certain CACFP and SNP waivers are set to expire 30 days after May 11, 2023. Waivers, including Offsite Monitoring of the Child and Adult Care Food Program and School Meal Program After the Public Health Emergency Ends and Reimbursement for Meals and Snacks Served at Child and Adult Care Food Program Emergency Shelters after the Public Health Emergency Ends will also expire. This waiver temporarily authorized reimbursement for meals and snacks served to young adults, ages 19 through 24, in emergency shelters partici

USDA has provided clarification on the expiration of these waivers in the following two memos:

- [SP 03-2023, CACFP 02-2023 – Offsite Monitoring of the Child and Adult Care Food Program and School Meal Program After the Public health Emergency Ends](#)
- [CACFP 03-2023 – Reimbursement for Meals and Snacks Served at Child and Adult Care Food Program Emergency Shelters after the Public Health Emergency Ends](#)

Each memo provides links to the specific waivers that will be expiring with the end of the Public Health Emergency. Expiration of these waivers does not have an impact on

“Grown Here, Served Here”. How to get local food on your tray this summer and fall. Janelle Peterson will host an interactive webinar for all foodservice directors that ar their summer program, and/or within the first two months of SY 2023-24. Small, medium, and large Child Nutrition programs will share *“how they do it, and how you can d* 0264; Passcode: 415931) as all of our Thursday webinars.

Proposed Updates to the School Nutrition Standards. In an effort to provide children the right balance of nutrients for healthy and appealing meals, USDA’s Food and Nut reflect the most recent *Dietary Guidelines*, as required by law, and build in plenty of time for planning and implementation to ensure the school meals community and the For more information on these updates you can visit the [USDA FNS Webpage](#) or check out the resources below:

- [Comparison Chart: Current Standards vs. Proposed Standards](#)
- Infographic: [Proposed Rule for School Meal Standards](#)



GRAB AND GO TOWNHALL

On March 22, at 2:30 pm CT / 1:30 pm MT

This townhall will discuss the new USDA non-congregate (aka Grab and Go) option.

Join the Zoom Meeting:

<https://state-sd.zoom.us/j/93990420264?pwd=dE1nZ0NPc2JwaCtJOXlqNVVlZ3l3QT09>

Meeting ID: 939 9042 0264

Passcode: 415931

Dial by your location +1 312 626 6799 US (Chicago)

Meeting ID: 939 9042 0264

Passcode: 415931



CHECK IN WITH CANS

Check in with CANS is on April 6, at 2:30 pm CT / 1:30 pm MT

Check in with CANS discusses hot topics, provides new guidance or program clarifications from the USDA, and offers reminders of important dates in the Child Nutrition Programs. There is also time scheduled to take questions from call participants.

Join the Check in with CANS Zoom Meeting:

<https://state-sd.zoom.us/j/93990420264?pwd=dE1nZ0NPc2JwaCtJOXlqNVVlZ3l3QT09>

Meeting ID: 939 9042 0264

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Meeting ID: 939 9042 0264

Passcode: 415931



CRASH COURSE WITH CANS

Crash Course with CANS is on March 23, at 2:30 pm CT / 1:30 pm MT

Live Webinar Topic: Community Eligibility Provision (CEP) Reporting

During this Crash Course with CANS, we will be discussing USDA reporting requirements and application basics!

Join the Check in with CANS Zoom Meeting:

<https://state-sd.zoom.us/j/93990420264?pwd=dE1nZ0NPc2JwaCtJOXlqNVVlZ3l3QT09>

Meeting ID: 939 9042 0264

Passcode: 415931

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Meeting ID: 939 9042 0264

Passcode: 415931



CRASH COURSE WITH CANS

Crash Course with CANS is on April 20th, at 2:30 pm CT / 1:30 pm MT

Live Webinar Topic: Nonprogram Foods Basics and more!

Join the Check in with CANS Zoom Meeting:

<https://state-sd.zoom.us/j/93990420264?pwd=dE1nZ0NPc2JwaCtJOXlqNVVlZ3l3QT09>

Meeting ID: 939 9042 0264

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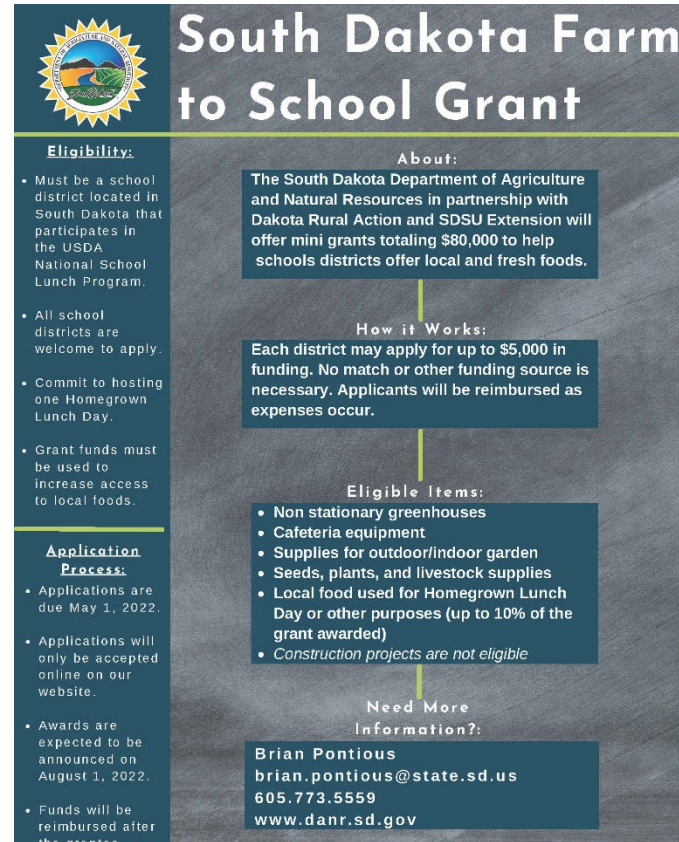
Passcode: 415931

SOUTH DAKOTA FARM TO SCHOOL GRANT

SD Dept. of Ag & Natural Resources (DANR) has funding to help school districts use more local & fresh foods

- Grant offers up to \$5,000 for each school district that applies
- Participate in the NSLP is required
- Grant will reimburse schools for cafeteria equip, gardening supplies, and other items to increase the use of local foods

Application available at: [Farm to School Mini Grant Application](#)



The infographic is titled "South Dakota Farm to School Grant" and features the logo of the South Dakota Department of Agriculture and Natural Resources. It is organized into several sections: "Eligibility" (listing requirements for school districts), "About" (describing the grant's purpose and funding), "How it Works" (explaining the application and reimbursement process), "Eligible Items" (listing items that can be purchased with the grant), and "Need More Information?" (providing contact details for Brian Pontious). The infographic uses a dark blue and green color scheme with white text.

South Dakota Farm to School Grant

Eligibility:

- Must be a school district located in South Dakota that participates in the USDA National School Lunch Program.
- All school districts are welcome to apply.
- Commit to hosting one Homegrown Lunch Day.
- Grant funds must be used to increase access to local foods.

About:

The South Dakota Department of Agriculture and Natural Resources in partnership with Dakota Rural Action and SDSU Extension will offer mini grants totaling \$80,000 to help schools districts offer local and fresh foods.

How it Works:

Each district may apply for up to \$5,000 in funding. No match or other funding source is necessary. Applicants will be reimbursed as expenses occur.

Eligible Items:

- Non stationary greenhouses
- Cafeteria equipment
- Supplies for outdoor/indoor garden
- Seeds, plants, and livestock supplies
- Local food used for Homegrown Lunch Day or other purposes (up to 10% of the grant awarded)
- Construction projects are not eligible

Application Process:

- Applications are due May 1, 2022.
- Applications will only be accepted online on our website.
- Awards are expected to be announced on August 1, 2022.
- Funds will be reimbursed after the grantee

Need More Information?:

Brian Pontious
brian.pontious@state.sd.us
605.773.5559
www.danr.sd.gov



THANK YOU FOR JOINING US TODAY!

QUESTIONS?

- **Child and Adult Nutrition Services:**
 - Phone: 605-773-3413
 - Email: doe.schoollunch@state.sd.us

This institution is an equal opportunity provider.



PROFESSIONAL STANDARDS TRAINING CREDIT

SEAMLESS SUMMER OPTION WEBINAR

This training credits as 60 minutes of training in **Key Areas:**

- **Operations (2000)**
- **Administration (3000)**

Name:

Date of Training: