



Seamless Summer Option (SSO) site application guidance for sites operating after normal school ends.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Food and Nutrition Division
Nutrition Assistance Programs



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www.SquareMeals.org

Use this guidance for SSO sites that have been approved at least one time.

- Sites that have not been previously approved will be created per normal SSO processing guidelines.
- Please refer to the Administrative Reference Manual (ARM) Section 11 Summer meals for more information.
https://squaremeals.org/Portals/8/files/ARM/ARM_Section11_Summer_220104.pdf

Use this guidance for SSO sites that have been approved at least one time.

- To streamline SSO application data entry, TDA will not require new sites be created to indicate summer operations when normal school ends and summer begins.
- Instead, existing sites will be revised to indicate summer operations.
- To allow School Food Authorities ample time to update SSO site applications and to receive approval, the following guidance must be followed or SSO claims will be impacted during SSO operations while normal school is in session.

Use this guidance for SSO sites that have been approved at least one time.

- **NOTE:** You should update site applications now in anticipation of summer operations.
- However, TDA will approve those submissions in the month that your scheduled summer operations are to begin so that in the meantime, the site applications reflect SSO operational data for the normal school year.
- **IMPORTANT:** Once you update your site application to reflect summer operations per these instructions, **DO NOT CHANGE OR AMEND** the application to reflect any changes that need to be approved while normal school is in session. If any such changes are required, contact TDA at NSLP-SBP.bops@texasagriculture.gov. More information is available later in this presentation .



****Step-by-step guidance for updating site applications to reflect SSO operations AFTER school ends****

- ✓ Beginning now, use the regular SSO site application and revise it to reflect SSO data after school ends.
- ✓ **Do not create or use any sites that start with O, C or CVGG. School campus sites should reflect normal campus numbers and names.**
- ✓ For each site that you wish to participate in SSO 2022 after school ends, determine the type of site that has already been approved. Then go to the applicable site type guidance below.
- ✓ For information on SSO site types, refer to the Administrative Reference Manual (ARM) Section 11 Summer meals.
 - https://squaremeals.org/Portals/8/files/ARM/ARM_Section11_Summer_220104.pdf

01

If the site was
CLOSED ENROLLED
during School Year
2022



If the site was CLOSED ENROLLED during School Year 2022, the questions below in the SSO site application must be updated using the following guidance.

- Click Revise next to the site that you wish to operate SSO for summer of 2022.
- Update the questions below. Please carefully read to avoid return for corrections and a delay in getting the site application approved.
- **Question 10.**
 - Revise the start date to reflect the first day of the month that SSO begins.
 - *If the **school year ends in May** and **SSO summer begins in May**, the start date should be the first day in May that you served any meals, for example, **May 2nd, 2022**.*
 - *If the **school year ends in June** and **SSO summer begins in June**, the start date should be **June 1, 2022**.*
 - *If the **school year ends in May** and **SSO summer begins in June**, the start date should be the **date SSO summer begins in June**.*
 - The end date **must** be before normal school starts for SY 2023.
- **Question 11.**
 - Remove the days entered from October through April. *If school ends in May and you plan to continue to operate SSO in May, please add the days for regular summer feeding to the days entered in May. If school ends in June and you plan to continue to operate SSO in June, please add the days for regular summer feeding to the days entered in June.*

If the site was CLOSED ENROLLED during School Year 2022, the questions below in the SSO site application must be updated using the following guidance.

- **Question 13.**
 1. *Indicate the type of site.*
 - Change the site type to either open or restricted open.
 - **Do not change to closed enrolled, migrant or camp. If you wish the site to remain closed enrolled or change to migrant or camp please email your CE name, CE ID, and phone number to: NSLP-SBP.bops@texasagriculture.gov TDA will contact you within 2 TDA business days to determine if the site may operate as closed enrolled, migrant or camp.**
 - If Restricted Open, enter why the attendance is limited due to security, safety, or control. Refer to the ARM Section 11 for more information.
 - **NOTE: A restricted open site must publicize that the site is open on a first-come, first-served basis to all community children, but participation may be limited.**
 - **A Restricted Open site cannot provide meals to a select group of children, all children must have the same opportunity to receive a meal.**
 2. Remove **USDA Waiver #85 and Covid Flexibilities** in any text boxes in the site application.
 3. Qualified by:
 - a. Choose the first bubble (% Free and Reduced approved, school data) If the drop down has a qualifying site listed then select it. If the drop down does not have a qualifying site listed, then proceed to #b.
 - b. Verify that the site is in an attendance area of a school where 50% or more of the children qualify for free or reduced price school meals by checking 21-22 school data under the applications tab → download forms → 2021-2022 school data.
 - Is the site listed in the 21-22 school data?
 - **Yes** – Choose “Other” and enter **Feb. 2020 F& R data and the name of the site that was on the list that qualifies this site.**
 - **No** – **the site may not use Free and Reduced data to qualify as an open or restricted open site.**
 - Census data or income eligibility forms may be selected if the site qualifies by either of those data sources.

If the site was **CLOSED ENROLLED** during School Year 2022, the questions below in the SSO site application must be updated using the following guidance.

- **Question 14. Time meal service begins and ends.**
 - Meal times may not overlap. TDA recommends 2 hour interval between all meal services.
- **Question 17. Meal Serving Dates**
 - *If the **school year ends in May** and **SSO summer begins in May**, the start date should be the first day in May that you served any meals, for example, **May 2nd, 2022**.*
 - *If the **school year ends in June** and **SSO summer begins in June**, the start date should be **June 1, 2022**.*
 - *If the **school year ends in May** and **SSO summer begins in June**, the start date should be the date **SSO summer begins in June**.*
 - The end date **must** be before normal school starts for SY 2023.
The dates entered in Question 17 *must* be within the date range of Question 10.
- **Question 19. Advertising**
Update the advertising date.

****For all other questions in the SSO site application, review to determine if updates are needed.****

02

If the site was
OPEN during School
Year 2022



If the site was OPEN during School Year 2022, the questions below in the SSO site application must be updated using the following guidance.

- Click Revise next to the site you wish to operate SSO for summer 2022.
- Update the questions below. Please carefully read to avoid return for corrections and a delay in getting the site application approved.
- **Question 10.**
 - Revise the start date to reflect the first day of the month that SSO begins.
 - *If the **school year ends in May** and **SSO summer begins in May**, the start date should be the first day in May that you served any meals, for example, **May 2nd, 2022**.*
 - *If the **school year ends in June** and **SSO summer begins in June**, the start date should be **June 1, 2022**.*
 - *If the **school year ends in May** and **SSO summer begins in June**, the start date should be the **date SSO summer begins in June**.*
 - The end date **must** be before normal school starts for SY 2023.
- **Question 11.**
 - Remove the days entered from October through April. *If school ends in May and you plan to continue to operate SSO in May, please add the days for regular summer feeding to the days entered in May. If school ends in June and you plan to continue to operate SSO in June, please add the days for regular summer feeding to the days entered in June.*

If the site was OPEN during School Year 2022, the questions below in the SSO site application must be updated using the following guidance.

• **Question 13.**

1. *Indicate the type of site.*

- Change the site type to either open or restricted open.
 - **Do not change to closed enrolled, migrant or camp. If you wish the site to remain closed enrolled or change to migrant or camp please email your CE name, CE ID, and phone number to: NSLP-SBP.bops@texasagriculture.gov TDA will contact you within 2 TDA business days to determine if the site may operate as closed enrolled, migrant or camp.**
- If Restricted Open enter why attendance is limited due to security, safety, or control. Refer to the ARM Section 11 for more information.
 - **NOTE: A restricted open site must publicize that the site is open on a first-come, first-served basis to all community children, but participation may be limited.**
 - **A Restricted Open site cannot provide meals to a select group of children, all children must have the same opportunity to receive a meal.**

2. Remove **USDA Waiver #85 and Covid Flexibilities** in any text boxes in the site application.

3. Qualified by:

- a. Choose the first bubble (% Free and Reduced approved, school data) If the drop down has a qualifying site listed then select it. If the drop down does not have a qualifying site listed, then proceed to #b.
- b. Verify that the site is in an attendance area of a school where 50% or more of the children qualify for free or reduced price school meals by checking 21-22 school data under the applications tab → download forms → 2021-2022 school data.
 - Is the site listed in the 21-22 school data?
 - **Yes** – Choose “Other” and enter **Feb. 2020 F& R data and the name of the site that was on the list that qualifies this site.**
 - **No** – **the site may not use Free and Reduced data to qualify as an open or restricted open site.**
 - Census data or income eligibility forms may be selected if the site qualifies by either of those data sources.

If the site was OPEN during School Year 2022, the questions below in the SSO site application must be updated using the following guidance.

- **Question 14. Time meal service begins and ends.**
 - Meal times may not overlap. TDA recommends 2 hour interval between all meal services.
- **Question 17. Meal Serving Dates**
 - *If the **school year ends in May** and **SSO summer begins in May**, the start date should be the first day in May that you served any meals, for example, **May 2nd, 2022**.*
 - *If the **school year ends in June** and **SSO summer begins in June**, the start date should be **June 1, 2022**.*
 - *If the **school year ends in May** and **SSO summer begins in June**, the start date should be the **date SSO summer begins in June**.*
 - The end date **must** be before normal school starts for SY 2023.
The dates entered in Question 17 *must* be within the date range of Question 10.
- **Question 19. Advertising**
Update the advertising date.

****For all other questions in the SSO site application, review to determine if updates are needed.****

03

If the site was
RESTRICTED OPEN
during School Year
2022



If the site was RESTRICTED OPEN during School Year 2022, the questions below in the SSO site application must be updated using the following guidance.

- Click Revise next to the site you wish to operate SSO for summer 2022.
- Update the questions below. Please carefully read to avoid return for corrections and a delay in getting the site application approved.
- **Question 10.**
 - Revise the start date to reflect the first day of the month that SSO begins.
 - *If the **school year ends in May** and **SSO summer begins in May**, the start date should be the first day in May that you served any meals, for example, **May 2nd, 2022**.*
 - *If the **school year ends in June** and **SSO summer begins in June**, the start date should be **June 1, 2022**.*
 - *If the **school year ends in May** and **SSO summer begins in June**, the start date should be the **date SSO summer begins in June**.*
 - The end date **must** be before normal school starts for SY 2023.
- **Question 11.**
 - Remove the days entered from October through April. *If school ends in May and you plan to continue to operate SSO in May, please add the days for regular summer feeding to the days entered in May. If school ends in June and you plan to continue to operate SSO in June, please add the days for regular summer feeding to the days entered in June.*

If the site was **RESTRICED OPEN** during School Year 2022, the questions below in the SSO site application must be updated using the following guidance.

- **Question 13.**

1. *Indicate the type of site.*

- Leave the site type as restricted open or change the site type to open.
 - **Do not change to closed enrolled, migrant or camp. If you wish the site to remain closed enrolled or change to migrant or camp please email your CE name, CE ID, and phone number to: NSLP-SBP.bops@texasagriculture.gov TDA will contact you within 2 TDA business days to determine if the site may operate as closed enrolled, migrant or camp.**
- If Restricted Open, enter why the attendance is limited due to security, safety, or control. Refer to the ARM Section 11 for more information.
 - **NOTE: A restricted open site must publicize that the site is open on a first-come, first-served basis to all community children, but participation may be limited.**
 - **A Restricted Open site cannot provide meals to a select group of children, all children must have the same opportunity to receive a meal.**

2. Remove **USDA Waiver #85 and Covid Flexibilities** in any text boxes in the site application.

3. Qualified by:

- a. Choose the first bubble (% Free and Reduced approved, school data) If the drop down has a qualifying site listed then select it. If the drop down does not have a qualifying site listed, then proceed to #b.
- b. Verify that the site is in an attendance area of a school where 50% or more of the children qualify for free or reduced price school meals by checking 20-21 school data under the applications tab → download forms → 2021-2022 school data.
 - Is the site listed in the 21-22 school data?
 - **Yes** – Choose “Other” and enter **Feb. 2020 F& R data and the name of the site that was on the list that qualifies this site.**
 - **No** – **the site may not use Free and Reduced data to qualify as an open or restricted open site.**
 - Census data or income eligibility forms may be selected if the site qualifies by either of those data sources.

If the site was **RESTRICTED OPEN** during School Year 2022, the questions below in the SSO site application must be updated using the following guidance.

- **Question 14. Time meal service begins and ends.**
 - Meal times may not overlap. TDA recommends 2 hour interval between all meal services.
- **Question 17. Meal Serving Dates**
 - *If the **school year ends in May** and **SSO summer begins in May**, the start date should be the first day in May that you served any meals, for example, **May 2nd, 2022**.*
 - *If the **school year ends in June** and **SSO summer begins in June**, the start date should be **June 1, 2022**.*
 - *If the **school year ends in May** and **SSO summer begins in June**, the start date should be the date **SSO summer begins in June**.*
 - The end date **must** be before normal school starts for SY 2023.
The dates entered in Question 17 *must* be within the date range of Question 10.
- **Question 19. Advertising**
Update the advertising date.

For all other questions in the SSO site application, review to determine if updates are needed.

****When to amend approved after school ends SSO sites to reflect changes during normal school operation****



When to amend approved after school ends SSO sites to reflect changes during normal school operation

- SSO sites that have been submitted or approved for summer operations (after normal school ends) should not be amended or changed UNLESS data directly impacts claims for normal school operations.
- Email TDA at NSLP-SBP.bops@texasagriculture.gov to assist you in correctly updating the site applications.

When to amend approved after school ends SSO sites to reflect changes during normal school operation

- Below are examples of questions and data that will impact claims and must be changed:

- ❖ **Example #1:** Question 10. summer operational dates, has an end date that is not correct. The approved date is May 20, 2022. The date should be May 25, 2022. Contact TDA to receive guidance on how to make this change so that claims and summer operations will not be impacted.

Period of Operation

9. Is the Site located in an area where the school operates on a year-round calendar? ☐ Yes ☒ No

10. Summer Operational Dates: Start Date: 10/01/2021 End Date: 05/20/2022

11. Enter the number of days the Site will operate each month:

OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEP 2022
19	17	13	18	17	18	18	15				

- ❖ **Example #2:** Question 11. number of days sites will operate each month must be increased because approved meals for February indicate 17 days instead of 19 days that were served. Contact TDA to receive guidance on how to make this change so that claims and summer operations will not be impacted.

Period of Operation

9. Is the Site located in an area where the school operates on a year-round calendar? ☐ Yes ☒ No

10. Summer Operational Dates: Start Date: 10/01/2021 End Date: 05/26/2022

11. Enter the number of days the Site will operate each month:

OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEP 2022
18	17	13	20	17	18	20	19	0	0	0	0

When to amend approved after school ends SSO sites to reflect changes during normal school operation

- Below are examples of questions and data that will impact claims and must be changed:

- ❖ **Example #3:** Question 14. meal participation needs to be changed because estimated number of meals was 500 but meals served were 550 or Friday was not checked and meals were served on Fridays. Contact TDA to receive guidance on how to make this change so that claims and summer operations will not be impacted.

Meal Participation

14. Check the meal type and service information:

Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends
<input checked="" type="checkbox"/> Breakfast	500	7:00 AM	9:00 AM
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input type="checkbox"/> AM Snack			
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input checked="" type="checkbox"/> Lunch	1,000	10:00 AM	1:00 PM
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input type="checkbox"/> PM Snack			
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input type="checkbox"/> Supper			
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			

- ❖ **Example #4:** Question 17, meal serving date. The end date is approved for May 25, 2022 but services will continue to May 26, 2022. Contact TDA to receive guidance on how to make this change so that claims and summer operations will not be impacted.

17. Meal Serving Dates: Start Date: 10/01/2021 End Date: 05/25/2022

18. Does the site lack a temperature-controlled alternative site and will it be included in the demonstration project for non-congregate feeding related to excessive heat? ☐ Yes ☒ No

****When to not amend approved after school ends SSO sites to reflect changes during normal school operation****



When to not amend approved after school ends SSO sites to reflect changes during normal school operation

- If any other questions in the SSO site application need to be changed to reflect operations during normal school (before summer begins) DO NOT AMEND or CHANGE the questions in the SSO site application in TX-UNPS.

When to not amend approved after school ends SSO sites to reflect changes during normal school operation

Below are examples of changes that do not impact claims.

- ❖ **Example #1:** The name of the SSO contact has changed. As this change does not impact claims wait until normal school ends to update the SSO site application.

Seamless Summer Contact				
	Salutation	First Name	Last Name	
1. Name: ✓	Mrs.	Edna	Mode	
2. Email Address: ✉	edna.mode@testschool.com			
3. Phone:	(855) 111-1234	Ext:		Fax:
4. Title:	Child Nutrition Specialist			

- ❖ **Example#2:** Flyers are being used for advertising and were not checked off in Question 19. As this change does not impact claims, wait until normal school ends to update the SSO site application.

Advertising	
19. Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use. (Not applicable for Closed Enrolled and Camp sites)	
Advertisement Date(s): 7/22/21	
<input type="checkbox"/> Newspaper announcement/press release	<input type="checkbox"/> TV/Radio
<input checked="" type="checkbox"/> Flyers - neighborhood	<input checked="" type="checkbox"/> Flyers - school <input type="checkbox"/> Posters and signs
<input type="checkbox"/> Contracting Entity website	<input type="checkbox"/> School newspaper
<input checked="" type="checkbox"/> Other Social Media and School Messenger	

- ❖ **Example#3:** March has 20 days served but we only served 19 days. As this does not impede the ability to claim for 19 days, do not change in the SSO site application (be sure to enter the claim correctly).

11. Enter the number of days the Site will operate each month:											
OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEP 2022
19	17	13	18	18	18	19	19				

- **Once normal school ends, the SSO site application can be amended to reflect changes for summer operations that did not directly impact claims.**

***Failure to email TDA at: NSLP-SBP.BOps@TexasAgriculture.gov to receive correct guidance may result in your SSO application not being effective for summer operations when school ends and may impact your claims.

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U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or email: program.intake@usda.gov.

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