

September 11, 2020

Effective immediately, the nine recently released USDA nationwide waivers in response to COVID-19 have been extended through as late as December 31, 2020, dependent on available funding. These waivers allow schools to continue operating the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) in order to provide free meals to all children aged 18 and under at no charge to minimize the continued challenges of meal service during COVID-19.

School Food Authorities who choose to continue to provide free meals through the Seamless Summer Option (SSO) must first revise their existing FY 2020 SSO Application to reflect to the month of September 2020 **by the deadline of September 30th**. It is imperative that this step be completed by the deadline so as not to impact September reimbursement. The FY 2021 SSO Application, which covers the months of October 2020 through December 2020, will be available to complete in SNEARS beginning on October 1, 2020.

Certifiers: Follow the steps outlined below to revise your existing FY 2020 SSO Application in SNEARS. If your district did not previously participate in SSO, please complete the entire FY 2020 SSO Application Packet. Only select September 2020 as the operating month.

1. Log in to the SNEARS system and click on the **SSO icon**.
2. From the **Seamless Summer Option - Application Status Summary** page, click on Document Number 3, **SSO Sponsor and Site Information**.
3. From the **SSO Sponsor and Site Information** page, click on the **SSO Site Information** link.
4. The **Site Details** for each active SSO site listed in the **SSO Site Summary** page must be revised to include the operating month of September 2020 and reflect an updated Program End Date of 09/30/2020.

DO NOT MAKE ANY CHANGES TO THE "TYPE OF SITE" SECTION. SFA'S WILL HAVE THE OPPORTUNITY TO UPDATE THIS INFORMATION IN THE FY 2021 SSO APPLICATION PACKET.

5. Update the **Type of Meal** and **Service Time**, only if they differ from what was served previously. Update the **Estimated Number of Operating Days**, **Program End Date** and **Operating Month** for each site that will be serving and claiming reimbursable meals for the month of **September 2020**. The Estimated Number of Operating days should reflect the total number of days that the site has provided meals from March 2020 through September 2020. **DO NOT CHANGE THE PROGRAM START DATE OF MARCH 2020! DO NOT UNCHECK THE PREVIOUS OPERATING MONTHS FOR WHICH YOU HAVE ALREADY SERVED AND CLAIMED MEALS!**

For example, an SFA who served and claimed meals at one site during unanticipated school closures beginning March 16, 2020 and extended through August 31, 2020, **and is now choosing to continue SSO meal service through the month of September 2020** would update the following:

Enter Estimated Number of Children to be Served:	<input type="text" value="1200"/>		
Enter Estimated Number of Operating Days:	<input type="text" value="143"/>		
Enter Program Start Date:	<input type="text" value="03/16/2020"/> (mm/dd/yyyy)		
Enter Program End Date:	<input type="text" value="09/30/2020"/> (mm/dd/yyyy)		
Select operating months:			
<input type="checkbox"/> October 2019	<input type="checkbox"/> November 2019	<input type="checkbox"/> December 2019	<input type="checkbox"/> January 2020
<input type="checkbox"/> February 2020	<input checked="" type="checkbox"/> March 2020	<input checked="" type="checkbox"/> April 2020	<input checked="" type="checkbox"/> May 2020
<input checked="" type="checkbox"/> June 2020	<input checked="" type="checkbox"/> July 2020	<input checked="" type="checkbox"/> August 2020	<input checked="" type="checkbox"/> September 2020

6. If applicable, update the information in the text box narrative to reflect any changes in operation for the month

of September. **Do not delete prior historical data. Add additional information as an addendum.**

- When finished, click on the **Certify SSO Site** button.
- After all sites have been revised and certified, check the box underneath the site list table that states, "I have reviewed and certify all the submitted SSO Site Details". Then proceed by clicking on the **Continue to Certify** button.

SSO Site Summary

Agreement Number: 00100110
School District Name: ATLANTIC CITY BD OF ED
Fiscal Year: 2020

Click on the site name to fill in SSO information for that site.

Once you complete filling in the information for all the sites, click on the Continue button below.

Site Details Revision Used for Displaying the Active Sites: 1

	Active schools in district or site under your sponsorship	SSO	Status	Program(s) in which each school participates					Revised Date	Approved Date
				Brkfast	AM Snack	Lunch	PM Snack	Supper		
1	ATLANTIC CITY HIGH	Y	CERTIFIED	X		X			09-09-2020	09-08-2020
2	SOVEREIGN AVE - SSO/COVID-19	Y	CERTIFIED	X		X			09-09-2020	09-08-2020

I have reviewed and certify all the submitted SSO Site Details.

Continue To Certify

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- Click again on the **Certify** button at the bottom of the **SSO Sponsor and Site Information Page**.
- The last step is to click on the **Certify SSO Application** button.
- The FY 2021 SSO Application, which covers the months of October 2020 through December 2020, will be available to complete in SNEARS beginning on October 1, 2020.**

Questions may be directed to your School Nutrition Program Specialist. Thank you for your continued commitment to ensuring all New Jersey children have access to free meals during all phases of reopening during the 2020-2021 Academic School Year.