

September 30, 2020

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 Seamless Summer Option (SSO) and Summer Food Service Program (SFSP) 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.

**The FY 2021 SSO Application**, which covers the months of October 2020 through December 2020, is available to complete in SNEARS beginning on October 1, 2020.

**The instructions below reflect the Certifier's view, since the Certifier has the ability to both submit and certify the FY 2021 SSO Application Packet in SNEARS.**

1. Log in to the SNEARS system and click on the **SSO icon**. (Group Users will need to select an Agreement Number from the drop-down list.)
2. From the **Seamless Summer Option - Application Status Summary** page, click on the link to Document Number 1, **SSO REQUEST TO PARTICIPATE/AGREEMENT**. Review the agreement and then click on the **I AGREE** button.
3. Next, proceed to the link to Document Number 2, **SSO CERTIFICATION STATEMENT**. Review and certify each statement by selecting the checkbox, then click on the **Certify** button.
4. Next, proceed to the link to Document Number 3, **SSO SPONSOR AND SITE INFORMATION**.
5. From the **SSO Sponsor and Site Information** page, click on the **SSO SITE INFORMATION** link.
6. The **Site Details** for each active SSO site listed in the **SSO Site Summary** page must be completed for FY 2021 to reflect current operations. Ensure that all pertinent fields for each active site listed in the SSO Site Details are completed.
7. Note the **"Type of Site"** section has been updated according to the recent USDA Nationwide waivers. Select the appropriate type of site based on the following descriptions:
  - **Open Sites** provide free meals to all children age 18 and under
  - **Closed Enrollment Sites** provide free meals to only enrolled students
8. Enter the **Type of Meal** and **Service Time** to reflect current operations for SY 2020-2021. Enter the **Estimated Number of Children to be Served, Operating Days, Program Start and End Dates, and Operating Months** for each site that will be serving and claiming reimbursable meals for the months of October 2020 through December 2020. The Estimated Number of Operating Days should reflect the total number of days that the site will provide meals (including weekends and holidays, where applicable) from October 2020 through the end of December 2020. **ONLY SELECT THE OPERATING MONTHS OF OCTOBER 2020, NOVEMBER 2020, and DECEMBER 2020!**

For example, an SFA who **chooses to continue Open Site SSO Meal Service through the end of December 2020** would enter the following:

Select Type of Site:

Open - Site provides free meals to all children age 18 and under

Closed Enrollment - Site provides free meals to only enrolled students

Select Type of Meal and Service Time:  
(2 Allowed - Cannot do Lunch and Supper on same day)

<input checked="" type="checkbox"/> Breakfast	Served From (Ex: 7:30AM)	Served Till (Ex: 12:30PM)
<input type="checkbox"/> AM Snack	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Lunch	3:30pm	5:30pm
<input type="checkbox"/> PM Snack	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Supper	<input type="text"/>	<input type="text"/>

Enter Estimated Number of Children to be Served:

Enter Estimated Number of Operating Days:

Enter Program Start Date:  (mm/dd/yyyy)

Enter Program End Date:  (mm/dd/yyyy)

Select operating months:

October 2020     November 2020     December 2020     January 2021

February 2021     March 2021     April 2021     May 2021

June 2021     July 2021     August 2021     September 2021

Please outline the SFA's method(s) for meal distribution, including weekend and/or holiday meals. If the SFA plans to provide meals for multiple days, you must specify how this will be accomplished.

Test

I want to REMOVE this site from SSO

**Certify SSO Site** **Back**

9. Describe the SFA's current SSO operations and meal distribution methods for the 2020-2021 School Year in the text box provided. When finished, click on the **Certify SSO Site** button.

10. After all sites have been submitted and certified, check the box underneath the site list table that states, "I have reviewed and certify all the submitted SSO Site Details" [see screenshot, below]. Then proceed by clicking on the **Continue to Certify** button.

## SSO Site Summary

Agreement Number: 01018888  
School District Name: ANY TOWN BD. OF ED.  
Fiscal Year:

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: 3

	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	<a href="#">John Brown School</a>	Y	CERTIFIED	X		X			09-29-2020	03-20-2020
2	<a href="#">MAIN STREET SCHOOL</a>	Y	CERTIFIED	X		X			09-29-2020	03-13-2020

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

[Continue To Certify](#) [Back](#)

11. This action will take you back to the **SSO Sponsor and Site Information** page, where you will enter additional information required for School Year 2020-2021:

- Select the check box **only if the SFA is applying to waive the requirement that schools must offer students a variety (at least two different options) of fluid milk during SSO participation through December 31, 2020.**

By checking this box, ANY TOWN BD. OF ED. is applying to waive the milk variety requirement during SSO participation through December 31, 2020.

A separate text box will appear for you to provide a justification to explain how the milk variety waiver will minimize potential exposure to COVID-19 in your district.

- Provide a summary of how meal sites were targeted to benefit children who were previously eligible or newly eligible for program benefits due to the economic impacts of COVID-19, and describe how this resulted in improved services to Program participants, in the text box provided.
- Describe the SFA's procedures for ensuring that Food Safety requirements are met, and all documented special needs are accommodated in SY 2020-2021. In addition, please explain how families will be notified of the availability of meals, in the text box provided.

12. Finally, click on the [Certify](#) button at the bottom of the **FY 2021 SSO Sponsor and Site Information Page**.

13. The last step is to click on the [Certify SSO Application](#) button.

Questions may be directed to your School Nutrition Program Specialist or by calling 609-292-0693. Thank you for your continued commitment to ensure all New Jersey children have access to free meals during all phases of reopening throughout the 2020-2021 Academic School Year.