



New Mexico Public Education

Department

**Seamless Summer Option (SSO) Food Program
Site Information Sheet**

All information is required for a School Food Authority (SFA) to participate in the Seamless Summer Option (SSO) Food Program. Send original site information sheets to the Public Education Department, Student Nutrition Bureau. All site information sheets must be addressed and delivered to:

Michael Chavez
Student Nutrition Bureau
120 South Federal Place, Room 206
Santa Fe, NM 87501

Part 1 – SFA INFORMATION

1.	Name of School Food Authority (SFA) <i>NOTE: This is the school or school district, not a person.</i>
2.	School ID #
3.	SFA Address:
4.	Phone:
5.	E-mail
6.	Fax:

Part 2 – SEAMLESS SUMMER OPTION PROGRAM OPERATIONS

1.	Contact Person for Seamless Summer Option Food Program:
2.	Mailing Address for Seamless Summer Option Food Program materials (if different from SFA)
3.	Phone:
4.	E-mail
5.	Fax:

Part 3 – DETAILED PROGRAM INFORMATION

The following provisions apply to meal service at seamless sites:

To the greatest extent possible, SSO sites will be located in eligible areas where 50 percent or more of the children qualify for free or reduced-price school meals. These sites will be open to the community located in the eligible area, except that in some cases, participation may later be limited for reasons of safety, security, or control.

By operating the Seamless Summer Option the SFA agrees to uphold all the program rules, regulations, and requirements of the National School Lunch Program except where alterations to those requirements are made explicit under the Seamless Summer Option.

Claims and Reimbursements

Meals served under the seamless option are reimbursable at the free rates prescribed by the United States Department of Agriculture (USDA) for the National School Lunch Program (NSLP) (including snacks) and the School Breakfast Program (SBP). However, meals served at camps that are approved as seamless sites are reimbursable at the free-, reduced, or paid-rate based on the child's eligibility.

Monitoring

The SFA will review the meal counting, meal claiming, and meal pattern compliance within three weeks of starting operations for all new sites and sites operated by non-SFA personnel. The SFA does not have to review seamless sites that were reviewed within the last two years and have no significant operational deficiencies.

U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) and the State Agency reserve the right to conduct an evaluation of seamless summer sites. The evaluation may include periodic special reviews. The SFA agrees to cooperate as necessary, including making all applicable records and operations available for review.

FNS or the Public Education Department (PED) may request additional information for evaluation purposes. In the event that additional information on seamless site operations is required, FNS will allow sufficient time for the State Agency and the SFA to comply with the request.

Edit checks, as outlined in 7 CFR §210.8 will not be required for food service operations conducted under the SSO. However, SFAs must ensure that meal counts match actual participation and claims reflect the number of meals served.

Schools that operate academic summer school sessions at Seamless Summer Option sites must be open for meals to all children in the area-eligible community regardless of their participation in summer school sessions. Otherwise, schools will be ineligible to participate in the SSO. Summer school programs can still provide reimbursable meals to participating students, but they will be reimbursed based on the individual student eligibility for free, reduced-price, or full-price rates. Summer school sessions must be approved by PED if it was not included in your annual agreement.

Year-round schools may operate seamless sites for off-track students, provided that the sites are open to all children in the area-eligible community. Meals for on-track students will be reimbursed based on the individual student eligibility for free, reduced-price, or full-price rates.

The SFA may allow Offer versus Serve meals at seamless sites, but this is not required.

Off-site consumption of meals will not be allowed, except as part of a scheduled event such as a planned field trip.

With State Agency approval, the SFA may serve up to two meals at all sites, except for camps or migrant sites. If the SFA chooses to offer two meals, one must be lunch. Meal service may include breakfast, lunch, snack, or supper. The SFA may not claim both lunch and supper meals at the same site on the same day.

The SFA shall have access to facilities necessary for storing, preparing and serving food.

For camps and migrant sites:

With State Agency approval, the SFA may serve up to three meals or two meals and a snack per day. Sponsors of camps may charge for the meals served to children who are ineligible to receive free or reduced-price school meals.

Free Meals for Eligible Participants

Meals at all approved seamless sites, *except camps*, must be served free to all children in accordance with 7 CFR §225.6(e)(4) of Summer Food Service Program (SFSP) regulations.

Supper meals, if permitted by the State Agency, may be claimed at the free rate for NSLP lunches. All lunches and suppers served under the waiver will receive the standard commodity support rate available for the NSLP. Seamless sites that qualify for the severe need breakfast rate will continue to receive this differential.

Meal Pattern and Age/Grade Group Requirements

SFAs offering the SSO are required to follow meal pattern described in 7 CFR §210.10 for the NSLP and 7 CFR §220.8 for the SBP. Beginning summer 2013, SFAs would follow the updated lunch meal patterns that were in effect since SY 2012-13.

SFAs offering the SSO should make every effort to follow the age/grade group requirements. However, SFAs operating open and restricted open sites having difficulty implementing the age grade/group requirement may work with their State agencies to make accommodations, which may include the use of a single age/grade group meeting the minimum meal pattern requirements for the most common age/grade group attending the site. This holds true for both school and non-school sites. All accommodations must possess a reasonable justification for the need to deviate from age/grade group requirement and be added as addendum to the agreement between the SFA and State agency.

These accommodations only apply to open and restricted open sites where meals are served to all children in the community on a first come/first serve basis. All other sites that serve an identified group of students, including closed enrolled sites and camps, must follow the age/grade group requirements outlined in 7 CFR 210.10 and 7 CFR 220.8.

To the extent possible, we encourage SSO sites operating on a limited schedule to serve as many vegetable subgroups as possible throughout the week and to vary across weeks in order to offer all the subgroups.

Meal Time Requirements

Meal times for breakfast and lunch must follow the designated times in the SBP and NSLP regulations. According to 7 CFR 220.2(b), breakfast must be served to a child in the morning hours. Lunch must be offered between 10:00 am and 2:00 pm, as provided in 7 CFR 210.10(f). Snacks must be evenly and adequately spaced between other meal service times to minimize food waste and ensure good nutrition practices. Supper meal times must be established for each site. SFAs must gain approval of their established supper meal times from their State agency. State agencies may establish supper meal times restrictions

Food service management company registration

The agency requires each food service management company, operating within the state, to register. The state agency further requires each food service management company to certify that the information submitted on its application is true and correct and the food service management company is aware that misrepresentation may result in prosecution under applicable State and Federal statutes.

Health certification

The food service management company must have State or local health certification for the facility in which it proposes to prepare meals use in the SSO. As part of the review of any vended sponsor which contracts for the preparation of meals, the State agency shall inspect the food service management company's facilities at which food is prepared for the Program.

Corrective Actions

The State agency may take correction actions when program violations are observed during the conduct of a review are discussed in 7 CFR §225.11. The state agency shall conduct follow-up reviews as appropriate when corrective actions are required and expect a response from the SFA so the case can be closed.

Media Release

Each sponsor shall announce in the media serving the area from which it draws its attendance the availability of free meals. Camps and other programs not eligible under 7 CFR §225.2 shall announce to all participants the availability of free meals for eligible children. There must also be a statement that children who are members of households receiving SNAP, FDPIR or TANF benefits are automatically eligible to receive free meal benefits at eligible program sites and a statement that all meals are available without regard to race, color, national origin, sex, age or disability.

ASSURANCES

The undersigned, certifies that the Seamless Summer Option (SSO) Food Program will be operated in compliance with federal regulations and policy as an extension of the school year food service program; that the undersigned has the authority and capacity to sign on behalf of the SFA, and that the SFA will not claim any meals under the SSO at any site without receiving prior approval from the Public Education Department, Student Nutrition Bureau.

In addition, the undersigned also agrees to the following:

a) General Program Administrators and Sponsor Responsibilities

As required in 7 CFR §225.14(c)(1), the SFA certifies that:

- it has the financial and administrative capability for program operations, accepts financial responsibility for total program operations at all sites and has not been found deficient in operating any previous SSO or SFSP program;
- it will conduct a regularly scheduled food service for children from areas in which poor economic conditions exist, or qualifies as a camp;
- it has adequate supervisory and operational personnel for overall monitoring and management of each site, including adequate personnel to conduct the visits and reviews required in 7 CFR §§225.15(d) (2) and (3);
- it provides an ongoing year-round service to the community which it proposes to serve under the program, except as provided for in 7 CFR §225.6(b)(4);
- all proposed SSO sites have been visited and have the capability and the facilities to provide the meal service planned for the number of children anticipated to be served;
- it will enter into a written agreement with the State agency upon approval of its application, as required in 7 CFR §225.6(e);

As required by 7 CFR §225.15:

- it will not contract out for the management responsibilities of the seamless summer program as described in 7 CFR §225.15;
- it will maintain accurate records justifying all costs and meals claimed and understands that failure to maintain such records may be grounds for denial of reimbursement for meals served and/or administrative costs claimed during the period covered by the records in question;
- its records shall be available at all times for inspection and audit by representatives of the Secretary, the Comptroller General of the United States, and the State agency for a period of three years following the date of submission of the final claim for reimbursement for the fiscal year;
- it will submit claims for reimbursement in accordance 7 CFR §225.15 and all final claims will be submitted to the State agency within 60 days following the last day of the month covered by the claim;
- it will hold Program training sessions for its administrative and site personnel and shall allow no site to operate until personnel have attended at least one of these training sessions that includes, at a minimum, the purpose of the Program; site eligibility; recordkeeping; site operations; meal pattern requirements; and the duties of a monitor;
- it will ensure that its administrative personnel attend State agency training provided to sponsors;
- it will provide training throughout the summer to ensure that administrative personnel are thoroughly knowledgeable in all required areas of Program administration and operation and are provided with sufficient information to enable them to carry out their Program responsibilities.
- it shall furnish at least one trained staff member at each meal service;
- its staff will visit each of its sites at least during the first week of operation under the Program and shall promptly take such actions as are necessary to correct any deficiencies.

___ (initials)

Further, the undersigned recognizes that

- Second meals are not reimbursable and may not be claimed.
- Production and menu records must be maintained to show compliance with meal requirements.
- The designated lunch period will be between the hours of 10 a.m. and 2 p.m. unless otherwise exempted by the State Agency.
- No permanent changes may be made in the serving time of any meal unless the changes are approved by the state agency.

___ (initials)

b) Site Eligibility

The undersigned certifies that:

- If the sponsor is a camp, it will collect information on participants' eligibility to support its claim for reimbursement.

___ (initials or N/A)

- If the sponsor administers the program at sites that provide summer school sessions, it must ensure that these sites are open to children enrolled in summer school and to all children residing in the area served by the site;

___ (initials or N/A)

- The undersigned understands, that as a sponsor that is also a unit of local, municipal, county or State government, it will be approved to administer the program at sites only where the sponsor has direct operational control. Operational control means that the sponsor shall be responsible for both managing site staff, including the hiring, terminating, and determining conditions of employment for site staff; and exercising management control over program operations at sites throughout the period of Program participation by performing the functions specified in 7 CFR §225.15.

___ (initials or N/A)

If the sponsor administers homeless feeding sites, it certifies that:

- the site is not a residential child-care institution as defined as a 'School' in 7 CFR §210.2;
- the primary purpose of the homeless feeding site is to provide shelter and meals to homeless families; and
- the site shall employ meal counting methods to ensure that reimbursement is claimed only for meals served to homeless and non-homeless children.

___ (initials or N/A)

Further, the sponsor of a homeless feeding site certifies that:

- Any site serving homeless children accurately reflects commodity allotments received as a “charitable institution” and that commodities received for Program meals must be based only on the number of eligible children's meals served. In calculating a claim for reimbursement, the sponsor certifies that it will deduct funds from other Federally-funded programs used to supplement their meal service from total operating and administrative costs in accordance with the definition of “income accruing to the Program” at 7 CFR §225.2 and with the regulations at 7 CFR §225.9(d).

If the sponsor administers National Youth Sports Program (NYSP) sites, it certifies that all children at these sites are enrolled participants in the NYSP. **The NYSP site is:**

Camp Closed Area eligible

___ (initials or N/A)

If the sponsor is a private nonprofit organization, it certifies that it:

- exercises full control and authority over the operation of the program at all sites under the sponsorship of the organization;
- provides ongoing year-round activities for children or families;
- can demonstrate that the organization has adequate management and the fiscal capacity to operate the Program;
- is an organization described in section 501(c) of the Internal Revenue Code of 1986 and exempt from taxation under 501(a) of that Code; and
- it meets applicable State and local health, safety, and sanitation standards.

___ (initials or N/A)

c) *Participant Eligibility*

The undersigned certifies that:

All persons meeting the definition of *Children* in SFSP federal regulations at 7 CFR §225.2 are eligible to participate in its SSO program, including all persons in the community who are aged 18 and under and persons over the age of 18 who meet the State Agency definition of mentally or physically disabled persons.

___ (initials)

d) *Meal Service*

The undersigned certifies it will follow NSLP meal service requirements for lunch or snacks (7 CFR§210.10) and SBP meal service requirements (7 CFR§220.8) for breakfast.

___ (initials)

e) *Number and Types of Reimbursable Meals*

The number and types of meals will comply with SFSP requirements at 7 CFR§225.16

___ (initials)

f) *Lobbying Disclosure*

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

g) *Certification Regarding Nondiscrimination Statement*

Submission of this certification is required for participation in the Federal Nutrition Program.

The undersigned certifies that:

No child will be denied benefits or be otherwise discriminated against because of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

The school food authority will comply with the requirements of: Title VI of the Civil Rights Act of 1964; title IX of the Education Amendments of 1972; section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Department of Agriculture regulations on nondiscrimination (7 CFR parts 15, 15a, and 15b); and FNS Instruction 113-6.

All forms of communication and printed programs, such as enrollment forms, menus, parent/student handbooks, employee handbooks, newsletters, brochures and websites, will include the following information:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usdagov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Note: The above nondiscrimination information, which is contained each year in the letter to parents, is an example of how this requirement may be met. If the document is no more than one page and there is no room to print the full nondiscrimination statement, agencies may use the following short version that must be the same print size as the rest of the text: "This institution is an equal opportunity provider." FNS Instruction 113-1, page 15(IX)(d)(2).

Print Name of individual responsible for **SSO food program oversight and operation**

Title

Date

Signature of individual responsible for SSO food program oversight and operation

Check if SSO food program oversight is also the Food Service Manager

Print Name of **School Official** (or other administrator)

Title

Date

Signature of School Official (or other administrator)

Print Name of School Year **Claim for Reimbursement Official**

Title

Date

Signature of School Year SFA Claim for Reimbursement Official

Part 4 – SITE INFORMATION (Schedule A):

USDA requires that SFAs provide specific site information. **You must provide information about each site** so the appropriate information is on file with Child Nutrition Programs. This information must include documentation of the free and reduced-price meals and other information specified below. Make copies of this page as needed for multiple sites.

1.	Site Name:											
2.	School ID #											
3.	Type of site:	<p><input type="checkbox"/> Open (at least 50% of the children eligible for free or reduced-price school meals under the NSLP or SBP) **Also include a description of the source of eligibility information if such information is used to identify individually eligible students. NOTE: SSO sites that choose to establish eligibility using census data are required to use the most recent data available. The new American Community Survey (ACS) makes updated information available annually. Please visit http://www.census.gov/acs/www/.</p> <p><input type="checkbox"/> Restricted Open (at least 50% of the children eligible for free or reduced-price school meals under the NSLP or SBP) **Also include information as to why the site is restricted on the basis of security, safety or control.</p> <p><input type="checkbox"/> Closed Enrolled If Closed Enrolled, describe identified group of children: _____ **Also include an explanation of why the SFA is sponsoring a closed enrollment site; and the source of eligibility information if such information is used to identify individually eligible students. NOTE: SSO sites that chose to establish eligibility using census data are required to use the most recent data available. The new American Community Survey (ACS) makes updated information available annually. Please visit http://www.census.gov/acs/www/.</p> <p><input type="checkbox"/> Residential Camp</p> <p><input type="checkbox"/> Non-residential Camp **Also include a brief description of the organized program for participating children; an explanation of why the SFA is sponsoring a camp site rather than a more conventional SSO site, source of documentation for eligibility.</p> <p><input type="checkbox"/> Migrant **Also include a certification that the SFA serves migrant children if it serves non-migrant children.</p>										
4.	Site Address/Location											
5.	Does this site operate on a year-round school calendar?	<input type="checkbox"/> Yes <input type="checkbox"/> No										
6.		_____ to _____ First date of SSO operation with children present Last date of SSO operation with children present Estimated number of children to be served (include K3+, Pre-School students, and extended school year students) _____										
7.	What days of the week will this site operate with children present?	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday										
8.	Indicate the number of days of operation in each month:											
	January	February	March	April	May	June	July	August	September	October	November	December
9.	Indicate meal(s) that will be served and the time meal service will start and end for each meal being served.											
	Serving Time	to			to			to			to	
	Meal	<input type="checkbox"/> Breakfast (before 10:00 AM)			<input type="checkbox"/> Lunch (between 10:00AM & 2:00PM)			<input type="checkbox"/> Supper (request permission)			<input type="checkbox"/> Snack	

10.	Type of Meal Service <input type="checkbox"/> On-site <input type="checkbox"/> Central Kitchen <input type="checkbox"/> Food Service Management Company				
11.	Menu Planning System <input type="checkbox"/> Traditional Food Based <input type="checkbox"/> Enhanced Food Based <input type="checkbox"/> Nutrient Standard Menu Planning <input type="checkbox"/> Other (explain)				
12.	Advertising Identify the method each SFA will use to advertise its meal service at this site to the community <input type="checkbox"/> Newspapers <input type="checkbox"/> Television <input type="checkbox"/> Websites <input type="checkbox"/> School Flyers <input type="checkbox"/> Radio <input type="checkbox"/> Other (explain)				
13.	Certification The applicant, by and through their personal or agent's signature below (1) certifies that all information provided in connection with this application at any time is true and correct to the best of the applicant's knowledge.; (2) acknowledges that any misrepresentation or false statement made by the applicant, or an authorized agent of the applicant, in connection with this application, whether intentional or not, will constitute grounds for termination from the NSLP/SBP; (3) certifies that if operating a camp site, it will only claim reimbursement for children who are deemed eligible for free or reduced priced meals.				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-top: 1px solid black; text-align: center;">_____ <i>Signature of Authorized Representative</i></td> <td style="width: 50%; border-top: 1px solid black; text-align: center;">_____ Date</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">_____ Name of Authorized Representative</td> <td style="border-top: 1px solid black; text-align: center;">_____ Title of Authorized Representative</td> </tr> </table>		_____ <i>Signature of Authorized Representative</i>	_____ Date	_____ Name of Authorized Representative	_____ Title of Authorized Representative
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<p>SNB Only</p> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Incomplete Date Applicant Notified _____ Effective Date _____					
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