

Guidance for Submitting a Summer Food Service Program or Seamless Summer Option Application in the Cyber-Linked Interactive Child Nutrition System Related to COVID-19 EXTENSION waivers

Submit a Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) application(s) in Cyber-Linked Interactive Child Nutrition System [CLiCS](#). Specific guidance for renewing and new applicants is below. School Food Authorities new to the National School Lunch Program (NSLP) and School Breakfast Program (SBP) will be evaluated on a case-by-case basis.

Renewing sponsors are sponsors that have operated the SFSP/SSO in the summer of 2019 or 2020 AND completed their pre-approval visit, training and additional requirements under normal SFSP/SSO.

New sponsors are sponsors that have never operated SFSP/SSO or only operated under COVID-19 USDA waivers.

School Food Authorities that did not participate in the SFSP or the SSO during the 2020 summer will need to complete a sponsor application and a site application(s) in CLiCS. New sponsors are encouraged to operate SSO and can indicate this on the sponsor application as “SSO only.” Benefits of SSO are:

- Only one monitoring visit required, not three.
- No health department notification letter required
- No budget needed under sponsor application
- No pre-approval visit
- No site supplement required
- No media designation required
- Shorter training: [Seamless Summer Option \(SSO\) Overview - Note pages](#). This training covers the basic eligibility and operational requirements of the Seamless Summer Option.
 - SFSP training is 4-5 hours online

New SFSP/SSO Applicants

1. Log-in to CLiCS and Select **Applications** from the left side of the screen.
2. Select Program Type: **SFSP**
3. Select Program Year: **2021**.
4. To submit a sponsor application, select Search Type: **Sponsor**, then select **Search**. Complete the application and save. Additional instructions below.
5. **Add a NEW site application**, select Search Type: **Site**. Open the site dropdown list or “**Other Site**.” Selecting “Other Site” will cause the screen to refresh and create a “Validation Error.” Enter the ten-digit Site ID number in the “Other Site ID” field. Select “Create 2020-2021 Application.” Complete the application and save. Additional instructions below.

New and Renewing Site Application Instructions

School Food Authorities (SFA) that participated in the SFSP or SSO during the 2020 summer will need to update and submit their site application(s). Necessary application details to update:

1. Revise current site applications accordingly:

- **#1. Site Classification:** open, closed-enrolled, etc.
 - Select **Open Site** if the SFA wishes to serve all in the area.
 - Select **Closed Enrolled Site** if SFA only wishes to serve enrolled students.
 - **SSO:** Check **Seamless Summer Site**
- **#2 Site Location:** Rural/Urban Auto-fills
 - **SSO: Site Administration:** Select appropriate radio button.
- **#3 Site Participation Eligibility:** If site wishes to operate as an open site and there is no eligibility auto-populated, leave this blank.
- **#4 Opening/Closing Dates:**
 - Opening date: enter the application submission date or actual operating date, whichever is later.
 - Closing date: enter 12/31/2020
- **#5 Maximum Daily Participation (CAP):** Enter maximum number of meals that will be claimed.
- **#6 Number of Operational Days:** Indicate the number of days operating or for which meals will be delivered, daily or for multiple days.
- **#7 Operational schedule:** Indicate the days on which meals will be served. For example, if meals are bundled and distributed on Monday for the days of Monday, Tuesday and Wednesday. Indicate that meals are served on Monday, Tuesday and Wednesday.
- **#8 Method of Meal Preparation: Self-preparation or Food Service Management Company (FSMC) /Vended.**
 - NOTE: If FSMC/Vended is selected, application will refresh and contract must be uploaded. For USDA Foods entitlement only, if any meal service is vended by the FSMC that operates the school year meal service, select “**vended by school food authority.**”
- **#9 Menu Planning Options: Check all that apply.**
- **#10 Meal Type Information:** If bundling meals, meal times should be the same and cover the entire meal service/delivery time period.
- **#11 Site Supplement Information:** Appears only for NEW sites. Upload a completed Site Supplement form.

New and Renewing SSO Sponsor Application Instructions

On the sponsor application, complete and **Save:**

#1 Type of Sponsoring Authority: Select **School Food Authority** and check **Seamless Summer Option Only**. Screen will refresh and remove budget section of application, simplifying application.

#2 Efforts used to Contact Minority and Grassroots Organizations about the Opportunity to Participate

New and Renewing SFSP Sponsor Application Instructions

To simplify the application submission, please note the following:

- On the sponsor application (for SFSP):
 - Efforts used to contact minority and grassroots organizations about the opportunity to participate (check all that apply): Select Other: enter n/a.
 - News/Public Release to announce the Summer Food Program: Enter n/a
 - Health Department Notification: NEW Sponsors only: Upload notification to inspecting sanitarian or office.
 - For the budget, advances are not allowed.
 - Estimate projected income by multiplying the estimated number of meals to be served by the reimbursement rate. View the [Reimbursement Rates 2020 - Summer Food Service Program](#)
 - Estimated projected operational and administrative expenses.
- An automated notification will be sent to the sponsoring authority contact person when the sponsor application in CLiCS is approved.

**Closing date may be earlier if funding is exhausted.*

Additional questions regarding USDA Waivers to Extend SFSP/SSO and SFSP/SSO operation:

- 1. If the SFA doesn't qualify under "normal" SFSP/SSO eligibility, how can the SFA operate as an open site?**
 - a. If the SFA wants to operate as an open site, the SFA can do so and MDE will gather the documentation to support the site as open until December 31, 2020. Application staff will add in the eligibility dates.
 - SFAs that wish to operate as open sites must provide meals to children in the area.
 - SFAs that wish to only provide meals to their students should choose "closed-enrolled."
- 2. Why does the SFAs SFSP application show as being approved through April 2021?**
 - a. This is the end of the SFSP program year but the closing dates still need to be updated within the site application before a claim can be submitted. The SFA should go into their site and update the site application in order to serve and claim meals under SFSP/SSO.
- 3. Where should an SFA claim their meals if both SNP and SFSP applications are in effect.**
 - a. SFA's need to decide which program to offer at each site location and should claim meals under the program they have decided to participate in at each specific site. A sponsor and site application, for the applicable program, will need to be approved in order to submit a claim for the site.
 - b. SFA's should claim for meals they served the program for.
 - c. SNP will be approved starting at the beginning of the school year but should not be claimed under until the transition date of SFSP/SSO to SNP. The transition date will be December 31, 2020 or earlier if funding is exhausted.
- 4. I applied for SFSP/SSO through December 31, 2020 but received an email that my NSLP/SBP claim was not in.**
 - a. CLiCS sends out auto-generated emails for all programs missing claims at a site 15 days prior to the claim deadline. The SFA should ensure only one claim was submitted under SFSP/SSO or NSLP/SBP for the month. As long as one claim was submitted, these emails can be ignored.