

Seamless Summer Option (SSO) Checklist School Year (SY) 2021-2022

Application

- Complete the SY 2022 [MEGS+](#) School Nutrition Program Application. The start date should be the first day of SY 2021-22 and the end date should be no later than June 30, 2022. The United States Department of Agriculture (USDA) has waived the SSO area eligibility requirements until this date. [Claims](#) are not available until the application is approved.
 - Sponsors must check “Yes” on the sponsor information page of the application, question #15 to participate in SSO.
- Determine your SSO site type(s). There are three site options: open, open restricted, or closed enrolled.
 - Open** - An open site is a site that provides meals to all children 18 and younger even if the children are not enrolled in the district. In addition, individuals up to age 26 that meet the state agency’s definition of mentally or physically disabled may receive meals under SSO. This site must be open to all children that meet the criteria above and the sponsor must notify the community of the open site.
 - Open Restricted** - An open-restricted site meets the open site criteria, but is restricted for safety, control, or security reasons. Open-restricted sites can feed their enrolled students and the siblings (not yet in school). Use of this site type requires state agency approval.
 - Closed Enrolled** – A closed enrolled site provides meals only to an identified group of children, 18 years of age and younger, who are enrolled in the school. Closed enrolled sites may only serve enrolled children. If the site wishes to serve siblings of enrolled students and/or other children in the community, these sites should be classified as open or restricted open sites.

SY 2021-22 Waivers

- Schools and districts will need to determine which waivers are needed for SY 2021-22. Any previously approved waivers in SY 2020-21 or Summer 2021 have expired.
- The following waivers can be elected in the SY 2022 [MEGS+](#) School Nutrition Program Application on the site information page (question #16):
 - Non-congregate Feeding Waiver: This waiver allows meals to be consumed offsite, in a non-congregate setting to support social distancing recommendations.
 - Parent and Guardian Pick Up Waiver: This waiver allows parents and guardians to pick up meals for their children without their children present.
 - Offer vs. Serve: Senior high school (Grades 9-12) OVS requirement is waived for lunch.

- ❑ Meal Pattern Flexibility Waiver: Under this waiver, schools and districts may request meal pattern flexibilities. Any meal pattern flexibility must be applied for and approved by MDE. All previously approved meal pattern flexibilities expire on September 30, 2021. Any requests for flexibilities must be justified with a demonstrated need, based on plans to support access to nutritious meals while minimizing potential exposure to COVID-19.
 - ❑ [Meal Pattern Flexibility Waiver, part 1](#): Includes requests to waive the requirements for meeting Target 2 sodium, offering only whole grain-rich items and only fat free flavored milk.
 - ❑ [Meal Pattern Flexibility Waiver, part 2](#): Includes requests to waive requirements for age/grade groups, vegetable sub-groups, serving a variety of milk and the 1 preschool daily whole grain-rich serving.

Site Requirements

- ❑ All open sites must advertise the availability of free meals to the community. Examples of acceptable advertisements include posting program information on the school or district’s website or social media page(s), publishing an ad in the local newspaper, posting flyers at food pantries, churches, or community halls, and/or mailing flyers to homes. All advertisements must contain the [USDA Non-discrimination Statement](#). A copy of all advertisements must be kept on file. The school or district should provide translated outreach materials, if requested.
- ❑ Open restricted and closed enrolled sites need to advertise the availability of free meals to the families of their enrolled students.
- ❑ Ensure that each school's [Food Safety Plan](#) and Standard Operating Procedures reflect SSO operations, including delivery and/or meal pick up procedures.
- ❑ The sponsor must continue to request two health inspections per site per school year from the local health department.
- ❑ Each school year, schools and districts are required to review each SSO site at least once during its operation. Schools and districts must complete site monitoring using the [SSO Monitoring Form](#). The monitor must review the site’s compliance with meal counting, claiming, menu planning, and food safety requirements. The [USDA COVID-19: Child Nutrition Response #94](#) gives schools and districts the ability to waive the requirement to monitor onsite until 30 days after the end of the public health emergency. until 30 days after the end of the public health emergency.
- ❑ If operating mobile or home delivery routes (delivery is optional, not required), the school or district must keep details regarding each stop (location and times of meal service) that MDE may request to review.
- ❑ Display the “And Justice for All Poster” in a prominent location at all SSO meal service sites. If meals are served in the classrooms, the poster only needs to be displayed in a prominent location in the building such as a bulletin board in the main entrance, the school office, or another area frequently visited by parents/guardian and children. At pick up sites, the poster can be displayed on a sidewalk board or in the school’s foyer, if parents pick up meals there. Schools and districts may request *And Justice for All Posters*, at no cost, by emailing MDE-SchoolNutrition@michigan.gov. While waiting for posters to arrive, the poster can be [printed](#) and displayed until the full-size poster(s) arrive.

Meal Service Requirements

- ❑ Schools and districts may claim up to two meals, or one meal and one snack, per child, per day, in any combination except lunch and supper.
 - ❑ If a school is over 20% F/R, breakfast is required to be served.
- ❑ Ensure all SSO meals meet the National School Lunch Program (NSLP)/School Breakfast Program (SBP) meal pattern requirements, including vegetable subgroups and appropriate age/grade group meal patterns, unless an approved Meal Pattern Flexibility Waiver is on file.
- ❑ Ensure that requests for meal modifications due to a documented special dietary need or disability are accommodated.
- ❑ Menus and production records must be completed and kept on file, demonstrating that all meal components and quantities for each age/grade group have been met, unless an approved waiver is on file.
- ❑ All crediting documentation (Child Nutrition Labels, Product Formulation Statements, and Nutrition Facts labels) must be kept in accordance with program regulations.
- ❑ Offer Versus Serve (OVS) is optional for all students under SSO. Implement OVS only if appropriate safety measures can be followed. OVS is not intended to be a way to get around meal pattern requirements or eliminate specific components. Schools or districts must have signage posted near the service line to inform students and parents what a reimbursable meal contains, regardless of OVS implementation. For printable meal pattern signage, including OVS signage, please email your SNP analyst.
- ❑ Multiple days of meals (up to 5 days' worth) may be provided at one time for pick up or delivery, if approved in the application. Meals can only be provided for instructional days. Be sure to provide menus for families so that they understand what makes up a reimbursable meal. Provide storage and heating instructions along with the meals.
- ❑ Under the Buy American provision in the National School Lunch Act, the USDA requires schools or districts to purchase, to the maximum extent practicable, domestic commodities or products. If the school or district is unable to procure a domestic product, the [Buy American Justification Form](#) must be completed and kept on file for this item or items.
- ❑ Per USDA Memorandum SP 01-2021, Question #6, schools, and districts operating SSO may sell a la carte foods and beverages, as long as they continue to meet the [Smart Snacks Requirements](#). Foods and beverages sold in competition with reimbursable meals on the school campus during the school day must meet the Smart Snacks standards described in 7 CFR 210.11. Schools that are operating grab and go sites in areas outside of the school campus or providing meals before or after the official school day, are not required to meet the competitive food standards.
- ❑ Update [Program Integrity Plan](#) to reflect SY 21-22 meal service.

NSLP Afterschool Snack Program

- ❑ All schools and districts may choose to serve and claim an afterschool snack under the NSLP [Afterschool Snack Program](#) in addition to serving breakfast and lunch under the SSO.

- ❑ [USDA Child Nutrition Response #93](#) allows schools and districts to serve all students an afterschool snack free of charge and to claim all snacks at the free NSLP snack rate. This waiver goes into effect July 1, 2021, and remains in effect until June 30, 2022. The SY 2022 SNP application must indicate participation in this program to submit a claim for reimbursement. Please select on site information page that you want to participate.
- ❑ A requirement of the NSLP Afterschool Snack Program is to provide an educational or enrichment activity each day the snack is provided to all students. Enrichment activities may be offered virtually. Team Nutrition offers a variety of online [Digital Nutrition Resources](#) to meet this requirement.

Accurate Meal Counting

- ❑ Count the number of reimbursable meals served at the point of service/sale (POS). Back out counts are NOT allowed (i.e., counting the number of leftover meals from the starting meal count). Claiming the number of meals from a meal ordering form is also not acceptable.
- ❑ If serving multiple types of meals at one time (i.e., breakfast and lunch), counts should be kept for the breakfast and lunch meals *separately*. Use [SSO Multiple Meal Count form](#) should be used.
- ❑ Meals may be counted on the day distributed but must be claimed for the day the meal is intended to be consumed. This is especially important when a week crosses months.
- ❑ Options for meal counts include:
 - ❑ Check off or Tally Sheets: A staff member stands at the end of the meal service line and checks off each reimbursable meal as it is served. Templates of meal count forms can be found on the [NSLP Form Webpage](#). When using these forms, each number should be individually crossed off when a reimbursable meal is provided to a child.
 - ❑ Computer POS System: Set up the appropriate meal types in a POS system and change the meal price to \$0.00. A staff member with a computer, tablet, or smartphone is positioned at the end of the line and records the reimbursable meals in the system as they are served. This method allows for the generation of reports at the end of the claim period resulting in more accurate claims.
 - ❑ Student roster or name list: A staff member stands at the end of the meal service line and checks off each student, by name, that receives a reimbursable meal.
- ❑ Adult meals are not reimbursable and must not be included in meal counts.
- ❑ Ensure there is a process for collecting meal count forms and organize them by site to file the SSO claim. All count sheets must be kept for three years plus the current year. Count sheets may be scanned and saved electronically.

Program Reimbursement

- ❑ File SSO Claims under School Nutrition Programs in [MIND](#).
 - ❑ Meals for students attending school in-person are claimed at the site where they are enrolled.
 - ❑ Meals provided for students at open sites can be claimed at the meal distribution site.

- ❑ Meals must be claimed based on when they are intended for consumption. This is especially important when providing multiple meals during weeks that cross months since reimbursement claims are paid by month served. For example, the last week of September 2021 and the first week of October 2021 occur in the same week. Five lunches (M-F) and four breakfasts (T- F) were provided for September 27-30 and October 1 to 100 children. This is a total of 500 lunches and 400 breakfasts for the week. Report 400 lunches (for September 27-30) and 300 breakfasts (September 28-30) in September. The remaining 100 lunches and 100 breakfasts are reported in October.
- ❑ Edit checks are not required but encouraged for SSO sites during the period that the school or district is operating the sites under the SSO policies. However, schools and districts must ensure that meal counts match actual participation and claims reflect the number of meals served.
- ❑ Per [Child Nutrition Response #86](#), all SSO reimbursable meals will be reimbursed at the higher Summer Food Service Program (SFSP) free rate for SY 2021-22.

Financial Management

- ❑ Record all revenue and expenditures for NSLP SSO meals to Food Service Fund 25 under NSLP (851X), SBP (850X), Snack (861X), Supper (TBD) as applicable.
- ❑ Document all direct allowable expenses through sufficient supporting documentation: invoices, timesheets, receipts, etc. Records should be detailed and substantiate the exact cost(s).
- ❑ All documentation must be kept on file for three years plus the current for Resource Management Reviews.
- ❑ Adult meals are not reimbursable. Non-program adult meals are not an allowable cost to the program; if provided free of charge, a non-federal funding source must pay for these meals. This must be supported with documentation. Adult meal prices must be set according to the minimum price requirement in the [MDE Adult Pricing Worksheet SSO tab](#). Program adult meals (served to those working directly with providing reimbursable meals) may, at the SFA's discretion, be provided free of charge to the adult and is an allowable cost in SSO.
- ❑ Revenue from the sale of non-program foods must accrue to the Non-profit School Food Service Account (NSFSA). No food purchased with funds from the NSFSA can be offered free of charge. Non-program foods include but are not limited to a la carte sales, extra entrees, food sales to adults, catering, vending, concessions, or any other sales outside of a reimbursable meal. Non-program food items must be priced appropriately to fully cover all costs, including product cost, labor, paper products, overhead and ideally return some profit to the program as well. Use [MDE's A la Carte Pricing Worksheet](#) to properly price items prior to the upcoming school year.

Links Used in This Document:

https://mdoe.state.mi.us/MEGSPlus/Login2.aspx?APPTHEME=MIMDE_MEGSPLUS&returnURL=/MEGSPlus/

<https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/>

<https://forms.office.com/Pages/ResponsePage.aspx?id=h3D71Xc3rUKWaoku9HI0a dBQgBF3EpMrfJJyRNd7ZFUNTdCWDIaVVM3SVFSMzc3TFEwV1c1Qk9BMS4u>

<https://forms.office.com/Pages/ResponsePage.aspx?id=h3D71Xc3rUKWaoku9HI0a dBQgBF3EpMrfJJyRNd7ZFUMDhDUFRVQ0NUQkpTV1RYWjFWNIYxUkg0WC4u>

https://www.michigan.gov/mde/0,4615,7-140-66254_50144_92988-508782--,00.html

https://www.michigan.gov/mde/0,4615,7-140-66254_50144-194536--,00.html

https://www.michigan.gov/mde/0,4615,7-140-66254_50144_94240_94245-508152--,00.html

<https://www.fns.usda.gov/cn/child-nutrition-response-94>

<https://www.fns.usda.gov/cr/and-justice-all-posters-guidance-and-translations>

https://www.michigan.gov/documents/mde/Buy_American_Justification_Form_577657_7.pdf

https://www.michigan.gov/mde/0,4615,7-140-66254_50144-327975--,00.html

https://www.michigan.gov/mde/0,4615,7-140-66254_50144_94241-511346--,00.htm

<https://www.fns.usda.gov/cn/child-nutrition-response-93>

<https://www.fns.usda.gov/tn/digital-nutrition-resources-kids>

https://www.michigan.gov/documents/mde/Copy_of_Seamless_Summer_Option_Multiple_Meal_Distribution_Form_723711_7.xlsx

https://www.michigan.gov/mde/0,4615,7-140-66254_50144_94240_94245-508152--,00.html

<https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/>

<https://www.fns.usda.gov/cn/child-nutrition-response-86>

https://www3.michigan.gov/documents/mde/MDE_Adult_Pricing_Worksheet_SY_2021-2022_731869_7.xlsx

https://www.michigan.gov/documents/mde/MDE_Ala_Carte_Pricing_Worksheet_8-21_732597_7.xlsx