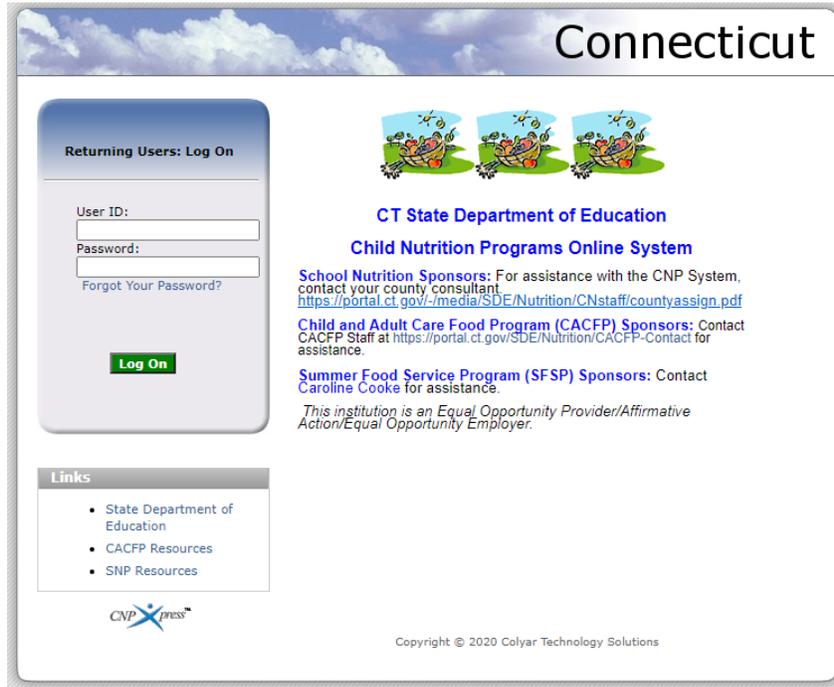
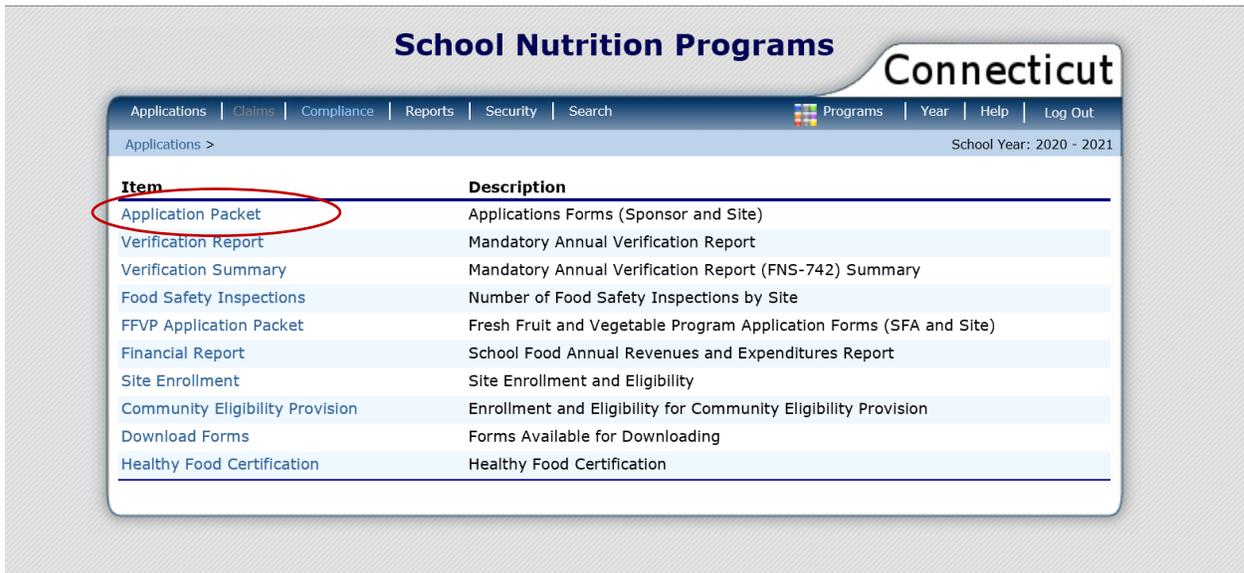


Steps for Updating the Seamless Summer Option (SSO) in the Online CNP System for September 2020

1. Access the Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.



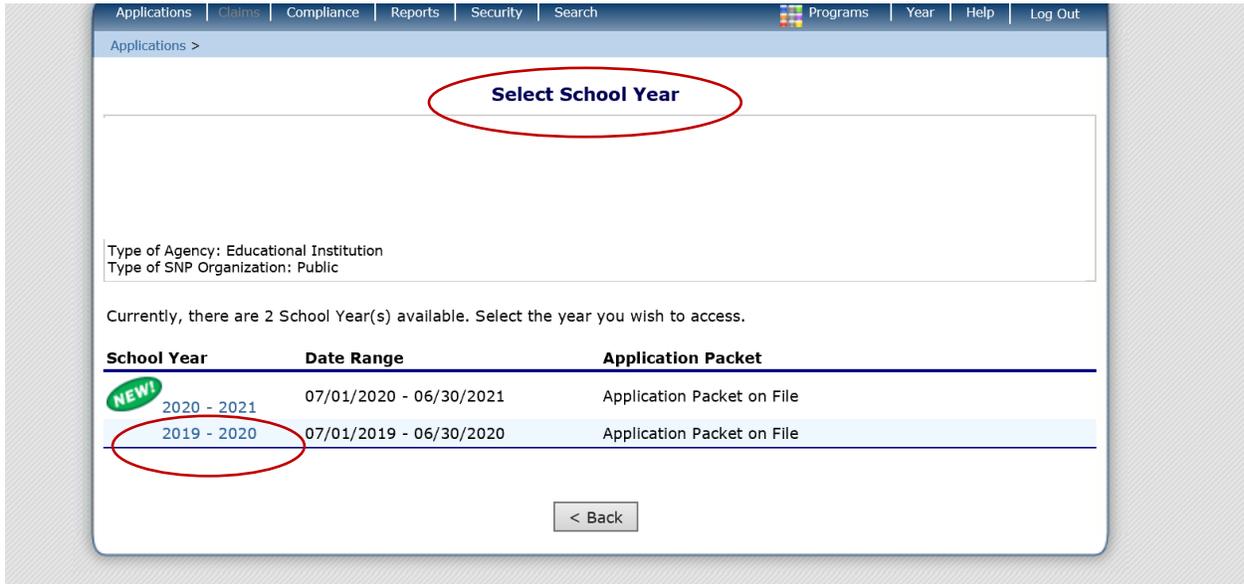
2. Click on **Applications** in the CNP System, then click on **Application Packet**.



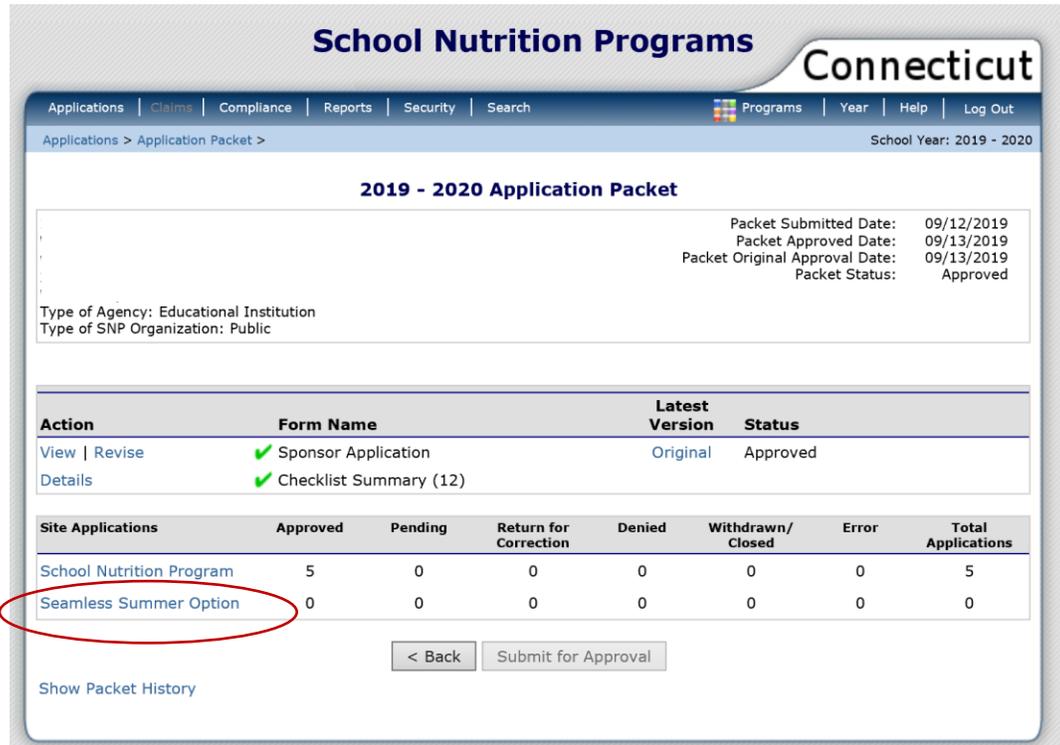
Steps for Updating the Seamless Summer Option (SSO) in the Online CNP System for September 2020

- Select school year 2019-20.

Note: You are selecting school year 2019-2020 because SSO meals served in September 2020 will need to be claimed in SY 2019-2020.



- Click on **Seamless Summer Option** under **Site Applications**.



Steps for Updating the Seamless Summer Option (SSO) in the Online CNP System for September 2020

5. Click **Add Site Application**.

Note: After clicking **Add Site Application**, a list of all available sites will appear. **Add all schools operating as SSO sites for SY 2020-21.** Contact your [county consultant](#) if a SSO site is not listed.

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SSO > School Year: 2019 - 2020

2019 - 2020 Seamless Summer Option Site List

Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	Site ID / Site Name	AM BRK	AM SNK	PM LUN	PM SNK	PM SPR	Version/Status
No Sites enrolled in this year.							
Add Site Application							

< Back

6. Complete a **Site Application** for each school added.

Reminder: SSO meals must be claimed at the site where the meals are served.

Steps for Updating the Seamless Summer Option (SSO) in the Online CNP System for September 2020

7. Answer questions 1-10.

VIEW | **MODIFY** | DELETE

SSO Site Application For School Year: 2019 - 2020

03 Status: Active

SCHOOL

No address on file for this year

Type of Agency: Educational Institution
Type of SNP Organization: Public

Version: Original

Site Supervisor

	Salutation	First Name	Last Name
1. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Email Address:	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Title:	<input type="text"/>		

Physical Address

5. Address Line 1:	<input type="text"/>
6. Address Line 2:	<input type="text"/>
7. City:	<input type="text"/>
8. State:	<input type="text"/> Zip: <input type="text"/>
9. County:	<input type="text"/>
10. Directions To Site:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Please note that if information appears in question 6, please delete.

VIEW | **Show Changes**

SSO Site Application For School Year: 2019 - 2020

Type of Agency: educational institution

Version: Rev. 2

Type of SNP Organization: Public

Type of Agency: educational institution
Type of SNP Organization: Public

Version: Rev. 2

Site Supervisor

	Salutation	First Name	Last Name
1. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Email Address:	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Title:	<input type="text"/>		

Physical Address

5. Address Line 1:	<input type="text"/>
6. Address Line 2:	<input type="text" value="Grab & Go B,L, M-F Daily Distribution"/>
7. City:	<input type="text"/>
8. State:	<input type="text"/> Zip: <input type="text"/>
9. County:	<input type="text"/>
10. Directions To Site:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Steps for Updating the Seamless Summer Option (SSO) in the Online CNP System for September 2020

8. Answer question 11: Type of Site and Eligibility.

Type of site: Select either **Open** or **Closed Enrolled**.

Do not select “Restricted Open,” “Migrant,” or “Camp”

Note: The CSDE expects that all sites implementing the area eligibility waiver will serve as “Open” meal sites. If any sponsor implementing the area eligibility waiver must operate one or more “Closed” meal sites to serve only children enrolled in programming at that site, they must work in partnership with the CSDE to identify the locations that will provide access to the public. The CSDE will consider “Closed” site designation for sites implementing the area eligibility waiver only under the circumstances of concerns due to space, security, safety, or control.

Type of Site and Eligibility

11. Indicate the type of site.

Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.

Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

Why is attendance limited/restricted due to security, safety or control?

Closed Enrolled (1-2 Meals) Located in an eligible area (enrichment only) or non-eligible area that is limited to a group of enrolled children through age 18, of which at least 50% must be eligible for free or reduced price meals. Sponsor must provide explanation of how it was determined that at least 50% of the enrolled children in a non-eligible area qualified for free and reduced price meals.

Why sponsoring a closed site?

When to select “Open”

Select “Open” when the site is where meals will be distributed to any child age 18 years and younger, including students in the district. Example: The sponsor is distributing all meals for remote learners from the high school. In order for elementary and middle school students to pick-up meals at the high school, this site must be operated as an “Open” site. This also enables the sponsor to serve all children in the household ages 18 years and younger.

When to select “Closed Enrolled”

Select “Closed Enrolled” when the site will be distributing meals only to students enrolled in the actual site where meals are being served due to safety, security, or capacity concerns. Meals can be served only to enrolled students and claimed only at the site where the student is enrolled at Closed Enrolled sites. Example: The sponsor’s elementary school is distributing meals strictly for the enrolled elementary school students and no other children will be served at this site.

Steps for Updating the Seamless Summer Option (SSO) in the Online CNP System for September 2020

Question 11: Type of Site and Eligibility, *continued*

This part addresses area eligibility for an Open site (may serve all children 18 years old and younger) or Closed Enrolled site.

Type of Eligibility: Select qualified by **School Data**, **Census Data** or **Other**.

- **School Data:** Determined by a site appearing on the CSDE’s [Area Eligible Schools](#) list, or if the school’s address is in the attendance area of a school on the list.
- **Census Data:** Determined by a site’s address being in an [eligible census block](#) group
- **Other:** Select this option if the site can be made area eligible only by using the CSDE’s [Application for Area Eligibility in Summer Food Service Program and Seamless Summer Option Operations during School Year 2020-21](#). Under “Explain,” enter “area eligibility waiver.”

Qualified by:

% Free and Reduced approved, **school data** (most recent October data).

Select the Qualifying Site for the Seamless Summer Option:

Census data

Census Tract No.

Block Group No.

Income eligibility forms are:

Collected

On File

SFA Listing

Projected number of children enrolled

Projected number of children eligible for free/reduced-price meals

Other:

Explain:

Migrant (1-3 Meals)

Camp (1-3 Meals)

Residential

Non-residential (day camp)

If 'Non-residential' is selected, provide a brief description of the organized program.

Why sponsoring a camp?

Source of documentation for individual children's eligibility:

Regular School Year Eligibility (SFA Listing)

Application Submitted to Camp Site

Combination of both (Regular School Year Eligibility and Application Submitted to Camp Site)

Projected number of children enrolled

Projected number of children eligible for free/reduced price meals

Select to provide assurance camp will only claim reimbursement for children eligible for free or reduce price meals.

Steps for Updating the Seamless Summer Option (SSO) in the Online CNP System for September 2020

9. Answer questions 12-14.

Question 13

Start Date: Enter the first day of school when meals were served.

End Date: Enter 9/30/2020.

Question 15: Do **not** answer.

Period of Operation

12. Is the Site located in an area where the school operates on a year-round calendar? Yes No

13. Summer Operational Dates: Start Date: End Date:

14. Enter the number of days the Site will operate each month:

OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEP 2020
<input type="text"/>											

15. Field Trip Dates:

10. Answer questions 16-20.

Meal Participation

16. Check the meal type and service information:

Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends
<input type="checkbox"/> Breakfast	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input type="checkbox"/> AM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input type="checkbox"/> Lunch	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input type="checkbox"/> PM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			
<input type="checkbox"/> Supper	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat			

Meal Planning and Service

17. Indicate the menu planning option that will be used:

18. Meal Service:

Are any meals vended? Yes No

Are meals prepared on this site? Yes No

Are meals transported to this site? Yes No

19. Will Offer versus Serve (OVS) be implemented? Yes No

20. How many Points of Service?

Steps for Updating the Seamless Summer Option (SSO) in the Online CNP System for September 2020

11. Answer **question 21**. Click the **Certification** box and click **Save**.

Advertising

21. Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use.
(Not applicable for Closed Enrolled and Camp sites)

Advertisement Date(s):

Newspaper announcement/press release TV/Radio
 Flyers - neighborhood Flyers - school Posters and signs
 Sponsor website School newspaper
 Other

Organization Liaison

22. If Sponsor is not providing site personnel, please provide the name of the organization and title of the person responsible for communication between the Sponsor and the organization:

Organization: Person Responsible:

Severe Need Breakfast Qualification

23. Severe Need Breakfast Eligibility based on Qualifying School

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %
5,602	1,814	15,431	22,847	32.45%

Certification

By checking the box above, I certify that the information on the application forms in the Child Nutrition Online Claim System is true and correct and that I will immediately report to the state any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state may verify information, and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes. I hereby certify that this School Food Authority will operate the Child Nutrition program(s) indicated in the Child Nutrition Online Claim System in accordance with the agreement(s) on file.

VIEW | MODIFY | DELETE

Steps for Updating the Seamless Summer Option (SSO) in the Online CNP System for September 2020

12. When SSO Site Applications are complete with **no errors**, go the application dashboard and click **Submit for Approval**.

The screenshot shows the '2019 - 2020 Application Packet' dashboard. At the top, there are navigation tabs for Applications, Claims, Compliance, Reports, Security, and Search. The school year is set to 2020 - 2021. The packet status is 'Not Submitted'. Below this, there are fields for 'Type of Agency: Educational Institution' and 'Type of SNP Organization: Public'. A table lists the forms included in the packet, with 'Checklist Summary (12)' highlighted. At the bottom, a summary table shows the status of site applications, with the 'Seamless Summer Option' row circled in red. Below the summary table, a row of buttons includes '< Back', 'Submit for Approval' (circled in red), 'Approve', 'Return', 'Deny', and 'Withdraw Packet'.

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	5	0	0	0	0	5
Seamless Summer Option	0	1	0	0	0	0	1

Steps for Updating the Seamless Summer Option (SSO) in the Online CNP System for September 2020



For more information, visit the CSDE's [Operation of Child Nutrition Programs during Coronavirus \(COVID-19\) Outbreaks](#) webpage, or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/COVID-19/Steps_Updating_SSO_SFSP_CNP_System_September2020.pdf.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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Steps for Updating the Seamless Summer Option (SSO) in the Online CNP System for September 2020