



### Summer Meal Programs Annual Sponsor Training

#### Seamless Summer Option (SSO) of the National School Lunch Program Regulations

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Caroline Cooke  
Terese Maineri



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Education

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Bureau of Child Nutrition Programs

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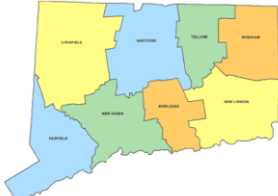


### Housekeeping

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### SSO Technical Assistance County Contacts



Caroline

- Fairfield
- Middlesex
- New Haven
- New London

Terese

- Litchfield
- Hartford
- Tolland
- Windham

<https://portal.ct.gov/sde/nutrition/seamless-summer-option-ssso-of-the-nsnp/contact>

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### Summer Preparation Activities

- Full list of training webinars
- Interest Survey regarding Summer Meal Program participation




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### SSO Application Timeline

- Site application instructions mid-May
- Complete site applications in school year 2024-25 NSLP application packet
- CSDE Goal: Approve all SSO site applications prior to beginning of meal distribution



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### SSO Regulations

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### Valuable SSO Resources

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### Valuable Resources

- CSDE SFSP/SSO webpages
- NSLP regulations (7 CFR 210)
- USDA SSO webpage
- USDA SFSP handbooks
- USDA and CSDE operational memoranda




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### CSDE Webpage

#### Seamless Summer Option (SSO) of the NSLP




<https://portal.ct.gov/sde/nutrition/seamless-summer-option-ssso-of-the-nslp>

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### CSDE Webpage

#### Summer Food Service Program (SFSP)




<https://portal.ct.gov/sde/nutrition/summer-food-service-program>

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### USDA Webpage

#### NSLP Regulations (7 CFR 210)



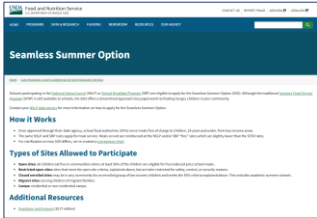
<https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210>

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### USDA Webpage

#### Seamless Summer Option



<https://www.fns.usda.gov/summer/ssso>


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USDA Resource

SFSP Handbooks

- Summer Food Service Program Administration Guide




<https://www.fns.usda.gov/sfsp/administration-guide>  
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CSDE Webpage

Operational Memoranda (USDA and CSDE)

- Operational Memoranda for SFSP
- Operational Memoranda for School Nutrition Programs




<https://portal.ct.gov/sde/lists/operational-memoranda-for-school-nutrition-programs>  
<https://portal.ct.gov/sde/lists/operational-memoranda-for-the-sfsp>  
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USDA Resource

USDA Memo SP 30-2015, CACFP 16-2015, and SFSP 18-2015: Office of Management and Budget Super-Circular 200




<https://www.fns.usda.gov/cn/office-management-and-budget-super-circular-2cfr-part-200>  
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USDA Resource

USDA SP 07-2016 and SFSP 07-2016: Local Foods in the Summer Meal Programs




<https://www.fns.usda.gov/cn/local-foods-and-related-activities-summer-meal-programs-questions-and-answers>  
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USDA Resource

USDA Memo SFSP 04-2024 and SP 06-2024: Rural Designations in the Summer Meal Programs



<https://www.fns.usda.gov/sfsp/rural-designations-memo>  
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Definitions

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### Children

- persons 18 years of age and under
- persons 19 years of age or older who are determined by a state or local public educational agency to be mentally or physically handicapped and who participate in a public or nonprofit private school program established for the mentally or physically handicapped

Terms to Know

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### Area Eligibility

- An area in which 50 percent or more of the children residing in the area are eligible for free or reduced-price school meals

Terms to Know

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/annual-training>

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### Area Eligibility Can Be Conferred By

- **School Data**
  - Area Eligible Schools List (and Site Eligible Schools List) distributed by CSDE each winter
- **Census Data**
  - Census Block Groups (CBGs)
  - Census Tracts
- **Documentation from other approved sources**, i.e., welfare or education agencies, zoning commissions, housing authorities




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### Meal Site Eligibility Duration

- Open and Closed Enrolled meal site eligibility based on school data or census data is five years
- CSDE encourages sponsors to assess and reset the five-year duration of determination each year, if possible
- Meal site eligibility based on other sources (i.e., income eligibility applications, migrant organizations) must be updated annually



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### Meal Site Types

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### Most Common Meal Site Types in Connecticut

- Open Site
- Restricted Open Site
- Closed Enrolled Site
- Residential Camp




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Less Common Meal Site Types in Connecticut

- Migrant Site
- Tribal Site
- National Youth Sports Program Site
- Nonresidential/Day Camp



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Open Meal Sites Eligibility

- Located where 50 percent or more of children residing in the area are eligible for free or reduced-price school meals
- Area eligibility established using
  - school or census data
  - documentation from other approved sources



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Characteristics of Open Meal Site

- Meals are made available to all children requesting a meal on a first-come, first-served basis
- Must be publicized in community served



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Restricted Open Meal Site

- Circumstances restrict or limit the feeding site's attendance for reasons of **space, security, safety, or control**
- Sponsors must publicize that site is **open** to all children in community




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Closed Enrolled Meal Site

- Only serve meals to children enrolled in programming, as opposed to community at large
- Must receive prior written approval from the CSDE to operate as a Closed Enrolled Site and must not negatively impact program access




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Closed Enrolled Meal Site Area Eligibility

Closed Enrolled Site in Area Eligible Location

- SFSP regulations now allow use of Area Eligibility
- Eligibility determinations for Closed Enrolled Sites can be based on school or census data.
- May utilize if programming takes place in area eligible location, but not appropriate to be accessed by public as Open site




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Closed Enrolled Meal Site via Household Eligibility

Closed Enrolled Site in Area Eligible Location

- At least 50% of children enrolled at site are eligible for free or reduced-price school meals
  - Direct certification or household income application
  - Eligibility not conferred by CEP participation




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Academic Summer School

- Cannot feed academic summer school students via Closed Enrolled SFSP/SSO meal site
- If school site is area eligible and opens its meal program to community, may serve all meals at no cost to families under SFSP/SSO
- Alternative option to serve just academic summer school students through extension of NSLP and SBP



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Meal Site Locations



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Common Summer Meals Site Locations

- Schools
- Summer Programs
- Parks
- Churches
- Libraries
- Playgrounds

- Community Pools/Splash Pad
- Housing Complexes
- Community/Recreation Centers
- Any place where children congregate



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Attendance



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Staff Training



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Staff Training Requirements

- Administrative and site staff must be trained in Civil Rights requirements
- CSDE Civil Rights PowerPoint Available




[https://portal.ct.gov/-/media/sde/nutrition/civilrights/civil\\_rights\\_snp\\_presentation.pptx](https://portal.ct.gov/-/media/sde/nutrition/civilrights/civil_rights_snp_presentation.pptx)

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Civil Rights Staff Training

- Instructing staff to post “...And Justice for All” poster is not sufficient
- Must train on content
- Display posters prominently in all administrative and meal service locations



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Civil Rights

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Civil Rights Requirements

- Serve meals to all attending children regardless of race, color, national origin, sex, age or disability
- Allow all children equal access to services and facilities at your site regardless of race, color, national origin, sex, age or disability



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Civil Rights Requirements, continued

- Display “...And Justice for All” poster in prominent place at each meal site and in administrative office
- Make program materials available to the public upon request, accommodating language needs




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Civil Rights Assurances

- FNS Instruction 113-1
- Must be included in all subcontracting awards
- Follow the downstream flow of federal funds from federal to state to local expenditures of federal tax dollars



<https://fns-prod.azureedge.us/sites/default/files/resource-files/FNS-113-1.pdf>

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### Sponsor Monitoring

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### Sponsor Monitoring Ensures

- Sites operate according to federal requirements
- Accurate records are available
- Children in community are getting safe, nutritious meals




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### Sponsor Monitoring Requirements

- SFAs must review each SSO meal site at least once during site's operation
- Pre-operational Site Visit form available on CSDE webpage




<https://portal.ct.gov/sde/nutrition/seamless-summer-option-ssof-the-nsfp/forms>

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### Food Service Review

- Determines if site is meeting all program requirements
- Must review
  - Meal counting and claiming procedures
  - Meal pattern compliance
  - Records




<https://portal.ct.gov/sde/nutrition/seamless-summer-option-ssof-the-nsfp/forms>

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### Required Sponsor Monitoring Records

- POS meal counts
- Production records
- Standardized recipes
- Written menus
- Food safety
  - Temperature logs
  - Standard Operating Procedures (SOPs)



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### Meal Counting and Claiming


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Allowable Meal Services

- Meal types available under SSO operations are breakfast, AM snack, lunch, PM snack, supper
- All sites can claim up to two meals per day (snacks are considered a meal)
- Sites cannot claim lunch and supper meals on same day




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Meal Count Requirement

- Count and record number of meals as they are given out
  - Cannot obtain meal count by subtracting meals leftover from beginning balance of meals on hand or counting trays before/after service
- Serve only one meal to each child during meal service




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Meal Count Recordkeeping

- Daily meal count forms must be finalized in entirety at end of each meal
- Site must submit meal counts to sponsor at least weekly



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Meal Patterns




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SSO Follows School Meal Patterns

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Afterschool Snack Program (ASP)




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Reminder: Meal Pattern Requirements for Milk

- Minimum daily and weekly servings
- Allowable types
  - Low-fat, unflavored or flavored
  - Fat free, unflavored or flavored
- Must offer milk variety
  - ≥ 2 different choices
  - ≥ 1 unflavored choice



<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs/milk>

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Reminder: Meal Pattern Requirements for Meats/Meat Alternates (MMA)

- Minimum daily and weekly servings
- At lunch must be served in
  - main dish or
  - main dish and only one other food item
- Grains/MMA component at breakfast




<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs/meats-and-meat-alternates>  
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Reminder: Meal Pattern Requirements for Grains

- Minimum daily and weekly servings
- ≥ 80 percent of weekly menu items must be whole grain-rich (WGR)
- Weekly limit for grain-based desserts at lunch (includes graham/animal crackers)
  - ≤ 2 ounce equivalents




<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs/grains>  
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Reminder: Meal Pattern Requirements for Vegetable

- Minimum daily and weekly servings
- Minimum weekly servings of 5 vegetable subgroups
- Raw leafy greens fruits credit as half the volume served
- Juice limit
  - ≤ half of weekly vegetables offered




<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs/vegetables>  
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Reminder: Meal Pattern Requirements for Fruits

- Minimum daily and weekly servings
- Dried fruits credit as twice the volume served
- Juice limit
  - ≤ half of weekly fruits offered



<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs/fruits>  
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Reminder: Requirement for Plain Potable Water

- Must plain potable water available without restriction to children at no charge during meal service




<https://portal.ct.gov/sde/nutrition/water-availability-for-school-nutrition-programs>  
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CSDE Webpage

Meal Pattern Training for School Nutrition Programs

- What's in a Meal: National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12



<https://portal.ct.gov/sde/nutrition/meal-pattern-training-materials>  
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A La Carte Sales



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Recommendation

- Eliminate a la carte sales during Summer Meals to provide the best nutrition for children



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Sites Selling A La Carte Foods and Beverages

- Must meet all state and federal laws for competitive foods that apply to school nutrition programs



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Sponsors Implementing Healthy Food Certification (HFC)

- All a la carte foods must comply with Connecticut Nutrition Standards (CNS)
  - Sales from SSO sponsor
  - Sales from any other sources on school premises




<https://portal.ct.gov/sde/nutrition/connecticut-nutrition-standards>

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State Beverage Statute (Section 10-221q)

- Applies to all beverages available for sale to children on school premises in public schools
  - Sales from SSO sponsor
  - Sales from any other sources on school premises



<https://portal.ct.gov/sde/nutrition/beverage-requirements>

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State Competitive Foods Regulations: Section 10-215b-1

- **Competitive foods**
  - Restrictions for selling and dispensing certain types of competitive foods
  - Different requirements for SSO sponsors Implementing HFC



[https://portal.ct.gov/-/media/sde/nutrition/compfoods/overview\\_ct\\_competitive\\_foods\\_regulations.pdf](https://portal.ct.gov/-/media/sde/nutrition/compfoods/overview_ct_competitive_foods_regulations.pdf)

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State Competitive Foods Regulations: Section 10-215b-23

- **Accrual of income**
  - Applies to all SSO sponsors




[https://portal.ct.gov/-/media/sde/nutrition/compfoods/overview\\_ct\\_competitive\\_foods\\_regulations.pdf](https://portal.ct.gov/-/media/sde/nutrition/compfoods/overview_ct_competitive_foods_regulations.pdf)

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Last Gasp:  
Final Reminders




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Notification of Site Changes

- Sponsors must notify CSDE regarding any site changes
- Must receive written CSDE approval prior to changes being implemented




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Examples of Site Changes

- Location
- Mealtimes
- Menu changes
- Opening dates
- Closing dates
- Enrollment figures
- Holidays and other days that require closing




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Outreach Requirements

- SFAs participating in NSLP must conduct Summer Meals outreach
- Consider partnering with nearby communities that are not sponsoring Summer Meal Programs



<https://portal.ct.gov/sde/nutrition/summer-food-service-program/annual-training>


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Outreach Avenues

- Traditional and social media releases
- Webpage
- Town/organization/school newsletters
- Fliers/mailings
- Community posting boards

- Automated telephone calls/emails/texts
- June NSLP menu
- Summer-themed NSLP lunch prior to end of school year



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Records Retention

- Must retain for current year and three preceding years



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Examples of Nonreimbursable Meals

- Do not meet NSLP/SBP meal patterns
- Not served as complete unit (unless implementing OVS)
- Meal patterns/types not approved by CSDE
- Served at sites not approved by CSDE or outside approved meal service times
- Consumed off-site (except 1 fruit, vegetable, or grain item)
- Adult meals (staff and non-program adults)

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Questions?  
Contact CSDE's  
Summer Meals Staff



[https://portal.ct.gov/-/media/sde/nutrition/cnstaff/county\\_assign\\_summer\\_meals.pdf](https://portal.ct.gov/-/media/sde/nutrition/cnstaff/county_assign_summer_meals.pdf)

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Thanks for participating!

- More guidance and resources



<https://portal.ct.gov/sde/nutrition/summer-food-service-program/annual-training>

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- mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- fax: (833) 256-1665 or (202) 690-7442; or
- email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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