



**Summer Meal Programs
Annual Sponsor Training**

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

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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-sso-of-the-nslp/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-sso-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/sso>

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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

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

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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

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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



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



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Required Sponsor Monitoring Records



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

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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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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

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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

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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

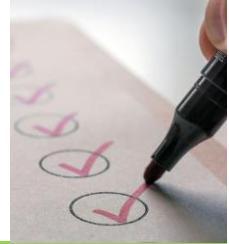


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Examples of Site Changes

- 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

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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

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