National School Lunch Program Seamless Summer Option Program Renewal for SY 2021-2022

Date: May 17, 2021
To: Authorized Representative of School Nutrition Programs
From: Cheryl Johnson, MS, RD, LD, Director, Child Nutrition & Wellness

What is the National School Lunch Program (NSLP) Seamless Summer Option (SSO)?
Under the National School Lunch Act, SFAs can serve meals free of charge to children following the school meal program rules during summer vacation periods through the SSO program. The statute traditionally does not allow SFAs to provide SSO meals when schools are open during the regular school year. However, USDA is allowing SFAs to participate under the SSO when school is open during the 2021-2022 school year (COVID-19: Child Nutrition Response #85). Allowing SFAs to participate under SSO during the regular school year will help facilitate the safe provision of meals by eliminating the need to collect meal payments, including cash payments, at meal sites. This can speed up meal service, thereby reducing contact and potential exposure to COVID-19.

The SSO is an extension of the NSLP; therefore, SFAs must complete School Nutrition Program (SNP) Renewal in KN-CLAIM for SY 21-22. SFAs will elect to participate in the SSO on the Sponsor application and each of its site application(s).

Note: If a SFA decides not to elect to administer the SSO for SY2021-2022 and opts to administer the NSLP, please notify Cheryl Johnson at csjohnson@ksde.org, Julie Henry at jhenry@ksde.org and Jill Ladd at jladd@ksde.org for Program Renewal Instructions.

Why would SFAs want to serve SSO meals vs NSLP/SBP meals?
- SFAs will receive a higher reimbursement rate for SSO meals to cover the increased cost of providing Child Nutrition Program meals
- Families benefit as students eat free of charge
- Eliminates the need to collect meal payments
- Lessens administrative paperwork for SFAs such as not collecting and determining free and reduced price meal applications or conducting verification
- Supports efforts to serve meals in a safe and accessible manner

SSO Program Renewal Webinar – May 18 at 2:00 pm
Join an important SSO Program Renewal Webinar on May 18 at 2 pm by using the following link: https://ksde.zoom.us/j/93001580396?pwd=ZIIiMTVuemh3d0VoVU80aGVQcmpuZz09. The Program Renewal training will be recorded for those unable to attend the live training. For those unable to attend the live training SFAs can request the recording by emailing Sarah Bruschi at sbruschi@ksde.org, indicate in the subject line SNP Program Renewal Training Recording Request.

SSO Program Renewal Documents – Due July 15
All program renewal forms are available in KN-CLAIM under the Checklist tab. The Accessing KN-CLAIM Quick Reference explains how to obtain access to KN-CLAIM – available at www.kn-eat.org, School Nutrition Programs, Key Links, How to Access KN-CLAIM. Reimbursement claims for school year 2021-2022 cannot be processed until all program renewal documents are approved by KSDE.
Program Agreement
A new 2022 Program Agreement is not required. Pull the original fully executed 2020 Agreement forward in your files and upload a copy as a part of Program Renewal.

KN-CLAIM Forms (Note: KN-CLAIM PY 2022 will not be available until later this week.)
Update the following forms in the KN-CLAIM system:

- **Program Year 2021:**
  - MFR/AFR Tab
    - Annual Financial Report (due August 15)
  - Wellness Tab
    - Wellness Impact Tool (due July 15)

- **Program Year 2022** (due July 15):
  - Applications Tab
    - Sponsor Application (complete first)
    - Site Application(s)
    - Child Nutrition Program Waiver Elections for School Year 2021-2022
    - Waiver to Allow Specific School Meal Pattern Flexibility for School Year 2021-22
  - Forms Tab
    - Food Safety Training Record
  - Checklist Tab
    - Required Forms indicated with ✓ (will appear once a Site Application has been initiated)
    - Front Line Training

For step-by-step instructions, see the KN-CLAIM Quick References that are available in KN-CLAIM:
- Sponsor & Site Applications,
- Direct Certification,
- Wellness Impact Tool and

Upload Feature: Renewal documents that do not require an original signature must be uploaded to KSDE via the Checklist Tab in the KN-CLAIM computer system. The Safari browser cannot be used to upload forms on either PCs or MACs. To use the upload feature, files will need to be in one of the following formats with the appropriate extension (i.e. the last three or four characters following the period in the file’s name):
- Adobe PDF (.pdf)
- Microsoft Excel (.xls) or (.xlsx)
- Microsoft Word (.doc) or (.docx)
- Generic text (.txt)

Note: Be sure to clear cache (delete browsing history) prior to uploading documents.
Instructions for uploading documents are in the KN-CLAIM Quick Reference for the Sponsor and Site Applications.

Electronic Forms
All forms that require entry of variable information are available in KN-CLAIM under the Checklist tab as Microsoft Word documents. Forms/records other than those provided by KSDE, must be reviewed and approved by KSDE prior to use. For alternative form approval during the program year, email your Child Nutrition Consultant for instructions.”
Appointment of a New Authorized Representative
Remember to complete the Appointment of a New Authorized Representative form found on the Checklist Tab in KN-CLAIM ONLY if the Authorized Representative has changed. Original signatures of the new Authorized Representative and Board Chairperson are required. The form with original signatures must be mailed to Child Nutrition & Wellness, Kansas State Department of Education, Landon State Office Building, 900 SW Jackson Str, Suite #251, Topeka, KS 66612.

New Sites
If you need to add a new site that will serve lunch, breakfast, or after school snacks, complete a New Site Application found at www.kn-eat.org, School Nutrition Programs, Administration, Program Initiation & Program Renewal and scan and email to Julie Henry (jhenry@ksde.org) with a cc to your area Child Nutrition Consultant.

Reimbursement & Adult Meal Prices
The prices charged for adult meals must be sufficient to cover the overall cost of the meal, including the value of cash-in-lieu of commodities. If cost data is not available, the sponsor should set the adult meal charge at least equal to the free meal reimbursement rate for the Seamless Summer Option per meal type.

SY 2021-2022 SNP Administrative Update Training
Sponsors should make plans to attend SNP Administrative Update training. At least one representative from each Sponsor must participate in the SNP Administrative Update. Authorized Representatives and Food Service Directors are encouraged to attend. Live virtual training options via zoom include:

- SNP Administrative Update on June 10, 8:30 am–12:00 pm
  https://ksde.zoom.us/j/93691288962?pwd=YldyeEtjakhuK3o5Z2EwKzIVUkdFUT09
- SNP Administrative Update (REPEAT Session) on June 15, 8:30 am–12:00 pm
  https://ksde.zoom.us/j/91207196964?pwd=Q0N6RFNmTjU1MktBeW8ySkdFRG5hQT09
- SNP Administrative Update/CACFP Administrative Workshop on July 13, 8:00 am–12:00 pm
  https://ksde.zoom.us/j/95799263660?pwd=Z2NxM3IbcXo4cVpPaFdjOHMyeUNNZz09
Sponsors unable to attend a live virtual session will have the opportunity to take the training through the KSDE Learning Portal at a later date.

Meal Pattern Training Opportunities
Nutrition Standards and Calculating Components will be taught via live webinar this summer on the following dates:

- Nutrition Standards for School Meals on June 24, 9:00 am – 4:00 pm
  https://ksde.zoom.us/j/99084069834?pwd=ZkVhNlRFVl0Qkpp2MDkQIpqZFIwQT09
- Calculating Components – Grains on July 15, 1:30 pm – 3:30 pm
  https://ksde.zoom.us/j/93167184705?pwd=OEZvDVRjIdc3I5b09MMUtLU25rdz09
- Calculating Components – Fruit/Vegetable on July 22, 1:30 pm – 3:30 pm
  https://ksde.zoom.us/j/9522101019?pwd=cFjyTNXeDUvkJ2RTKv0Ni9sTDhXUT09
- Calculating Components – Meat/Meat Alternate on July 29, 1:30 pm – 3:30 pm
  https://ksde.zoom.us/j/98488964873?pwd=L2xTczU4akttOGFmYXh0QUd3UU5NiQT09

Kansas leads the world in the success of each student.
Direct Certification

All sponsors are required to use the Direct Certification system to assure that all foster students and students eligible for Food Assistance (FA) or Temporary Assistance to Families (TAF) are approved. A complete list of all foster students and students eligible for Food Assistance or TAF will be available online by July 8. The Direct Certification System displays daily matches for public schools and all private schools who send student records to KSDE. KSDE will send an email notification when a new student is added to the Sponsor list. The new students added will be displayed at the top with the date matched. Sponsor will need to track the “created date.”

Sponsors can begin directly certifying students as soon as the July list is available. The Letter to Household about Direct Certification has been updated to reflect the unique circumstances of SY 2021-2022 and is available on the Checklist Tab in KN-CLAIM as well as a Consent for Disclosure form. Check the Direct Certification List frequently. The KN-CLAIM Quick Reference for Direct Certification is available in KN-CLAIM, Quick References.

Procurement Plan and Written Standards of Conduct

All Sponsors administrating Child Nutrition Programs must develop and follow a procurement plan and have Written Standards of Conduct. During annual Program Renewal, sponsors are required to upload the plan and standards of conduct which will be reviewed by KSDE prior to program approval. A procurement plan and written standards of conduct are valuable in that they clarify the purchasing practices of the Sponsor and can guide employees to use the appropriate method of purchasing for each category of items. The Procurement Plan and Written Standard of Conduct Prototypes are available on the Checklist Tab in KN-CLAIM.

Catalog of Federal Domestic Assistance (CFDA) Numbers

Kansas State Department of Education is required to provide sponsors participating in Child Nutrition Programs with CFDA numbers for USDA programs that are administered by Kansas State Department of Education. The following is the list of CFDA numbers and their respective programs:

<table>
<thead>
<tr>
<th>CFDA</th>
<th>Source Code</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.555</td>
<td>4553</td>
<td>National School Lunch Program</td>
</tr>
<tr>
<td>10.555</td>
<td>4553</td>
<td>Afterschool Snack Program</td>
</tr>
<tr>
<td>10.553</td>
<td>4552</td>
<td>School Breakfast Program</td>
</tr>
<tr>
<td>10.556</td>
<td>4555</td>
<td>Special Milk Program</td>
</tr>
<tr>
<td>10.558</td>
<td>4554</td>
<td>Child and Adult Care Food Program</td>
</tr>
<tr>
<td>10.559</td>
<td>4556</td>
<td>Summer Food Service Program</td>
</tr>
<tr>
<td>10.582</td>
<td>4557</td>
<td>Fresh Fruit and Vegetable Program</td>
</tr>
<tr>
<td>10.574</td>
<td>4558</td>
<td>Team Nutrition Grants</td>
</tr>
<tr>
<td>10.579</td>
<td>4011</td>
<td>Equipment Grant</td>
</tr>
</tbody>
</table>

This information will be useful to auditors when you have an audit. All program participants that expend over $750,000 in federal financial assistance from all sources are required to have a Single Audit (previously called A133 Audit) annually.
Reminders

- A Seamless Summer Option Q&A is available at www.kn-eat.org, School Nutrition Programs, What’s New.
- Community Eligibility Provision (CEP): Sponsors, schools, or groups of schools within the sponsor electing CEP for SY 2021-22 must complete the Community Eligibility Provision Application in KN-CLAIM by September 30, 2021. Please contact your area Child Nutrition Consultant if considering the CEP.
- Waiver opportunities are available for SY 21-22:
  - Waiver to Allow the Seamless Summer Option through SY 21-22
  - Waiver to Allow Summer Food Service Program Reimbursement Rates in SY 21-22
  - Waiver to Allow Non-Congregate Meal Service for SY 21-22
  - Waiver of Meal Times Requirements for SY 21-22
  - Waiver to Allow Parents and Guardians to Pick Up Meals for Children for SY 21-22
  - Waiver to Allow Specific School Meal Pattern Flexibility for SY 21-22
  - Waiver to Allow Offer Versus Serve Flexibility for Senior High Schools in SY 21-22
  - Waiver of Area Eligibility in Afterschool Programs in SY 21-22
  - Waiver of Onsite Monitoring Requirements in the School Meals Programs

These waivers are posted at: Child Nutrition Nationwide Waiver Update for School Year 2021-2022 | USDA-FNS or https://www.fns.usda.gov/cn/child-nutrition-response-84. School Food Authorities (SFAs) can elect waiver opportunities within KN-CLAIM for SY 2021-22. The waiver elections can be found on the Applications tab within the SNP section of KN-CLAIM. There are two applications in which an SFA may complete:
  - Child Nutrition Program Waiver Elections for School Year 2021-22.
  - Waiver to Allow Specific School Meal Pattern Flexibility for School Year 2021-22

KSDE staff must review and approve waiver applications prior to SFAs implementing the flexibilities in which they wish to elect.
- Please call our office (785-296-2276) or your area consultant if you have questions or need assistance.
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: https://www.usda.gov/oascr/how-to-file-a-program-discrimination-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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For more information, contact:

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