Applying for SSO

Permanent Agreement & MARS application
Do I have to re-do my permanent agreement to add SSO?

• No

• Your current permanent agreement will suffice

• If you have a new superintendent or a new alternate signatory (typically the CND), you will need to redo your permanent agreement.
• You will submit an SSO Application in MARS
• Similar to the annual contract you do each year for NSLP/SBP
• The Interface will look very familiar
• We will walk through the entire process in the next slides
Quick Note about Program Years in MARS

You will have to submit two different applications to get you through the SY!

• Unfortunately, Program Years for SSO do not correspond with regular School Years

• July 2021 – September 2021 will be part of your 2020-2021 Application in MARS

• October 2021– June 2022 will be part of your 2021-2022 Application in MARS

• We will ask you to complete each application one at a time rather than at the same time. If you complete them separately, we can “roll over” your 20-21 application, it will be much easier for you to complete your 21-22 application.
Select School Nutrition Program
Click on “Applications”
Click on “Application Packet”

**School Nutrition Programs**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Packet</td>
<td>Applications Forms (Organization and Site)</td>
</tr>
<tr>
<td>Verification Report</td>
<td>Mandatory Annual Verification Report</td>
</tr>
<tr>
<td>Food Safety Inspections</td>
<td>Number of Food Safety Inspections by Site</td>
</tr>
<tr>
<td>Annual Audits</td>
<td>Annual Audits</td>
</tr>
<tr>
<td>FFVP Application Packet</td>
<td>Fresh Fruit and Vegetable Program Application Forms (SFA and Site)</td>
</tr>
<tr>
<td>Capital Expenditure Request</td>
<td>Request for funds to purchase capital items $\geq$ $5,000$</td>
</tr>
<tr>
<td>Community Eligibility Provision</td>
<td>Enrollment and Eligibility for Community Eligibility Provision</td>
</tr>
<tr>
<td>Download Forms</td>
<td>Forms Available for Downloading</td>
</tr>
</tbody>
</table>
Select the Appropriate School Year

Select School Year

Currently, there are 3 School Year(s) available. Select the year you wish to access.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Date Range</th>
<th>Application Packet</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021 - 2022</td>
<td>07/01/2021 - 06/30/2022</td>
<td>Application Packet on File</td>
</tr>
<tr>
<td>2020 - 2021</td>
<td>07/01/2020 - 06/30/2021</td>
<td>Application Packet on File</td>
</tr>
<tr>
<td>2019 - 2020</td>
<td>07/01/2019 - 06/30/2020</td>
<td>Application Packet on File</td>
</tr>
</tbody>
</table>
Click on Seamless Summer Option
Potential Error

• If you get an error at this point and cannot access the Seamless Summer Option, notify your Program Specialist

You have reached a page that you are not allowed to access! Please contact your system administrator if you feel you should have access.

< Back
Check to Make Sure All sites are Listed

- If any of your sites are not listed, DO NOT ADD THEM YOURSELF!!
- Contact your Program Specialist

<table>
<thead>
<tr>
<th>Action</th>
<th>Site ID / Site Name</th>
<th>AM BRK</th>
<th>AM SNK</th>
<th>PM BRK</th>
<th>PM SNK</th>
<th>Version/Status</th>
<th>% Enroll Free/Redc Oct 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>View / Modify</td>
<td>0001 TEST HIGH SCHOOL</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Original / Not Submitted</td>
<td>0.0000</td>
</tr>
<tr>
<td>View / Modify</td>
<td>0004 TEST ELEMENTARY SCHOOL</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Original / Not Submitted</td>
<td>0.0000</td>
</tr>
</tbody>
</table>

Total Sites Enrolled: 2
Check to Make Sure All sites are Listed

My third site that was missing is now listed! *(because I called my Program Specialist)*
Click on “Modify” Next to the Site Name

• Will have to click “modify” for each site on your list / in your district to complete the required information for each site.

<table>
<thead>
<tr>
<th>Action</th>
<th>Site ID / Site Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>0001 TEST SITE</td>
</tr>
<tr>
<td>Modify</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>0003 TEST HIGH SCHOOL</td>
</tr>
<tr>
<td>Modify</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>0004 TEST ELEMENTARY SCHOOL</td>
</tr>
<tr>
<td>Modify</td>
<td></td>
</tr>
<tr>
<td>Add Site Application</td>
<td></td>
</tr>
</tbody>
</table>
Enter Basic Information About the Site

SSO Site Application
For School Year: 2021 - 2022

TEST SCHOOL DISTRICT
DBA: 100 Commerce Street
Cityville, MS 39000-0000
Type of Agency: Educational Institution
Type of SNP Organization: Public

TEST SITE
100 N. Franklin
P.O. Box 10
Cityville, MS 39000-0000

Site Supervisor

1. Name: Ms. Daisy Duke
2. Email Address: dduke@schooldistrict.org
3. Phone: 6622542384 Ext: Fax:
4. Title: Manager

Physical Address

5. Address Line 1: 100 N. Street
6. Address Line 2: P.O. Box 10
7. City: Cityville
8. State: MS Zip: 39000-0000 USPS Zip Code Lookup
9. County: Monroe (048)
Can Operate as an Open or Closed Site

<table>
<thead>
<tr>
<th>Type of Site and Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Indicate the type of site.</td>
</tr>
<tr>
<td>○ Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.</td>
</tr>
<tr>
<td>○ 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?</td>
</tr>
<tr>
<td>○ 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. Organization 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. Based on MSIS / DC match percentages for the site.</td>
</tr>
<tr>
<td>Why sponsoring a closed site? As allowed during COVID-19 by USDA Waiver</td>
</tr>
</tbody>
</table>

Complete the following if Open, Restricted Open, or Closed Enrolled is selected:

Qualified by:

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

Select the Qualifying Site for the Seamless Summer Option:

TEST SITE (0.0000) ☑

- Census data

Current USDA waivers allow sites to operate as closed enrolled regardless of their location or current eligibility percentage.
IMPORTANT- you are only adding any SSO operations for July 2021-Sept 2021 here.
**Period of Operation (2021-2022 Program Year)**

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

**12.** Summer Operational Dates:  
- Start Date: **10/01/2021**  
- End Date: **06/30/2022**

**13.** Enter the number of days the Site will operate each month:  
- OCT 2021: 19  
- NOV 2021: 20  
- DEC 2021: 14  
- JAN 2022: 20  
- FEB 2022: 19  
- MAR 2022: 20  
- APR 2022: 19  
- MAY 2022: 20  
- JUN 2022: 19  
- JUL 2022: 0  
- AUG 2022: 0  
- SEP 2022: 0

**14.** Field Trip Dates:

---

**IMPORTANT**- remember that current USDA waivers related to SSO expire on June 30, 2022.
Meals Participation

15. Check the meal type and service information:

<table>
<thead>
<tr>
<th>Type of Meals to be Served</th>
<th>Estimated Number to be Served</th>
<th>Time Meal Service Begins</th>
<th>Time Meal Service Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days served:</td>
<td>Mon-Fri ❑ Sun ☐ Mon ❑</td>
<td>Tue ❑ Wed ❑ Thu ❑</td>
<td>Fri ☐ Sat</td>
</tr>
<tr>
<td>AM Snack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days served:</td>
<td>Mon-Fri ☐ Sun ☐ Mon ☐</td>
<td>Tue ☐ Wed ☐ Thu ☐</td>
<td>Fri ☐ Sat</td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days served:</td>
<td>Mon-Fri ☑ Sun ☐ Mon ❑</td>
<td>Tue ❑ Wed ❑ Thu ❑</td>
<td>Fri ☐ Sat</td>
</tr>
<tr>
<td>PM Snack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days served:</td>
<td>Mon-Fri ☐ Sun ☐ Mon ☐</td>
<td>Tue ☐ Wed ☐ Thu ☐</td>
<td>Fri ☐ Sat</td>
</tr>
<tr>
<td>Supper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days served:</td>
<td>Mon-Fri ☐ Sun ☐ Mon ☐</td>
<td>Tue ☐ Wed ☐ Thu ☐</td>
<td>Fri ☐ Sat</td>
</tr>
</tbody>
</table>
Meal Planning and Service

16. Indicate the menu planning option that will be used: 
   Traditional Food Based Menu Planning (FBMP)

17. Meal Service:
    Are any meals vended?  
      ☐ Yes ☐ No
    Are meals prepared on this site?  
      ☐ Yes ☐ No
    Are meals transported to this site?  
      ☐ Yes ☐ No

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

19. How many Points of Service?  
    1
20. 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): 9/20/21

- Newspaper announcement/press release
- Flyers - neighborhood
- Organization website
- Other

- TV/Radio
- Flyers - school
- Posters and signs
- School newspaper
21. If Organization is not providing site personnel, please provide the name of the organization and title of the person responsible for communication between the Organization and the organization:

Organization: ___________________________  Person Responsible: ___________________________

Severe Need Qualification

Don’t put anything here! We are going to zero it out anyway!
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.

Click Finish

SSO Site Application
For School Year: 2021 - 2022

00001   Status: Active
TEST SCHOOL DISTRICT
DBA:
100 Commerce Street
Cityville, MS 39000-0000
Type of Agency: Educational Institution
Type of SNP Organization: Public

0004    Status: Active
TEST ELEMENTARY SCHOOL
518 WEST COMMERCE STREET
ABERDEEN, MS 39730-0000

The SSO Site Application has been saved.

< Edit  Finish
Repeat for All Sites, then click “Back”

<table>
<thead>
<tr>
<th>Action</th>
<th>Site ID / Site Name</th>
<th>AM</th>
<th>BK</th>
<th>LUN</th>
<th>PM</th>
<th>SNK</th>
<th>SPR</th>
<th>Version Status</th>
<th>% Enroll Free/Redc Oct 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Mod</td>
<td>0001 TEST SITE</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Original / Not Submitted</td>
<td>0.0000</td>
</tr>
<tr>
<td>View Mod</td>
<td>0002 TEST HIGH SCHOOL</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Original / Not Submitted</td>
<td>0.0000</td>
</tr>
<tr>
<td>View Mod</td>
<td>0004 TEST ELEMENTARY SCHOOL</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Original / Not Submitted</td>
<td>0.0000</td>
</tr>
</tbody>
</table>

Add Site Application

Total Sites Enrolled: 3
You will need to “Modify” your Org Application

Check to make sure your personnel is still the same!

Change your end date on Question 4!
You will need to “Modify” your Org Application

Change your end date on Question 4! For PY 20-21, it will be 9/30/21
Click “Submit for Approval”
Yes, you want to Continue

cnmsuat.mdek12.org says

You have clicked the 'Submit for Approval' button. Do you want to continue?

OK    Cancel
Your SSO Application was submitted!

The Application Packet is currently under review by the State and is unavailable for changes.

 NOTE: email confirmation message for packet status change was not sent.

<table>
<thead>
<tr>
<th>Action</th>
<th>Form Name</th>
<th>Latest Version</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Organization Application</td>
<td>Original</td>
<td>Submitted</td>
</tr>
<tr>
<td>View</td>
<td>Community Eligibility Provision (CEP) Schedule</td>
<td>Original</td>
<td>Approved</td>
</tr>
<tr>
<td>Details</td>
<td>Checklist Summary (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>Application Packet Notes for Organization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>Attachment List</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachments

Things you will have to upload in MARS with your SSO application
Attachments to SSO application in MARS

Don’t forget to attach or send to your PS

- Operations form (required)
- Public Notification (required)
- Site Health Inspections (required for all sites, including non-school sites!)
- Meal Pattern Waiver (if applicable)
- Parent Pick Up Waiver (if applicable)

Don’t forget, waivers must be approved by the SA! Just because your application in MARS is approved, does not necessarily mean your Waivers were approved.
You must complete the Meal Operations Form

- You will need to provide your Program Specialist with information about your delivery strategies (non-congregate delivery strategies) before your application can be approved.

- You will complete a separate form (similar to what some of you may have completed for traditional summer in the SFSP)

- When there are changes in your delivery strategies, you must either update your form or notify your Program Specialist
You must complete the Meal Operations form
Meal Distribution Strategies

How to Complete the form

- Multiple pages if your sites don’t fit on one form
- If you are doing the same thing at all sites, you can click “All Sites” and just fill out one line to save time
- Will need to know if your District is Traditional, Virtual, or Hybrid
- We will need to know if you are doing bus delivery
- We will need to know if you are sending multiple days’ worth of meals at one time
- If you are delivering to a non-school site, it MUST have a current health permit!
Meal Pattern Waiver

Send to your Program Specialist for Approval

- Will be discussed at length in another presentation
- We can process your Application without a meal pattern waiver, but if you need one, PLEASE complete one!
Do I have to re-apply for a parent pick up waiver?

- Currently issued waivers are specific to the SFSP and expire on 9/30/21
- You will need a new waiver for SSO, and would have to apply for each program year (remember the program year starts over in Oct)
Parent Pick Up Waiver Form

Application to Participate in Waiver to Allow Parents and Guardians to Pick Up Meals for Children as part of the SSI (2021-2022 SY)

As allowed by COVID-19 Child Nutrition Response WYF, Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children in FY 2021-22; issued on 4/28/2021. This waiver is effective between the date of approval and April 30, 2021, and may be removed for the duration of the 2021-2022 SY through 4/30/2022 at the discretion of the SA.

Waiver Request Applies to: [ ] All Sites [ ] Preferred Sites (indicated below)

1. List all Sites:

2. Read and understand the Parent/Guardian Meal Pick Up system and how it will ensure that meals are only distributed to parents or guardians of eligible children.

3. Provide a description of how you will ensure that duplicate meals are not distributed to any child.

*Sample Language is Available!"
Parent Pick Up

You MUST have a plan for verifying the eligible children!

- Added an additional certification to the waiver
- You must have a plan to verify eligible children
- You must have a roster
- You must train your staff
- Adults should NOT be walking up and picking up meals without being verified
- Do NOT tell the SA, “Oh, my staff know my families…”
Public Notification

We need a copy!

• Your PS will ask for a copy of your public notification for the SSO

• How did you notify families that they would receive free meals through the SSO for the duration of the 2021-2022 SY
Questions