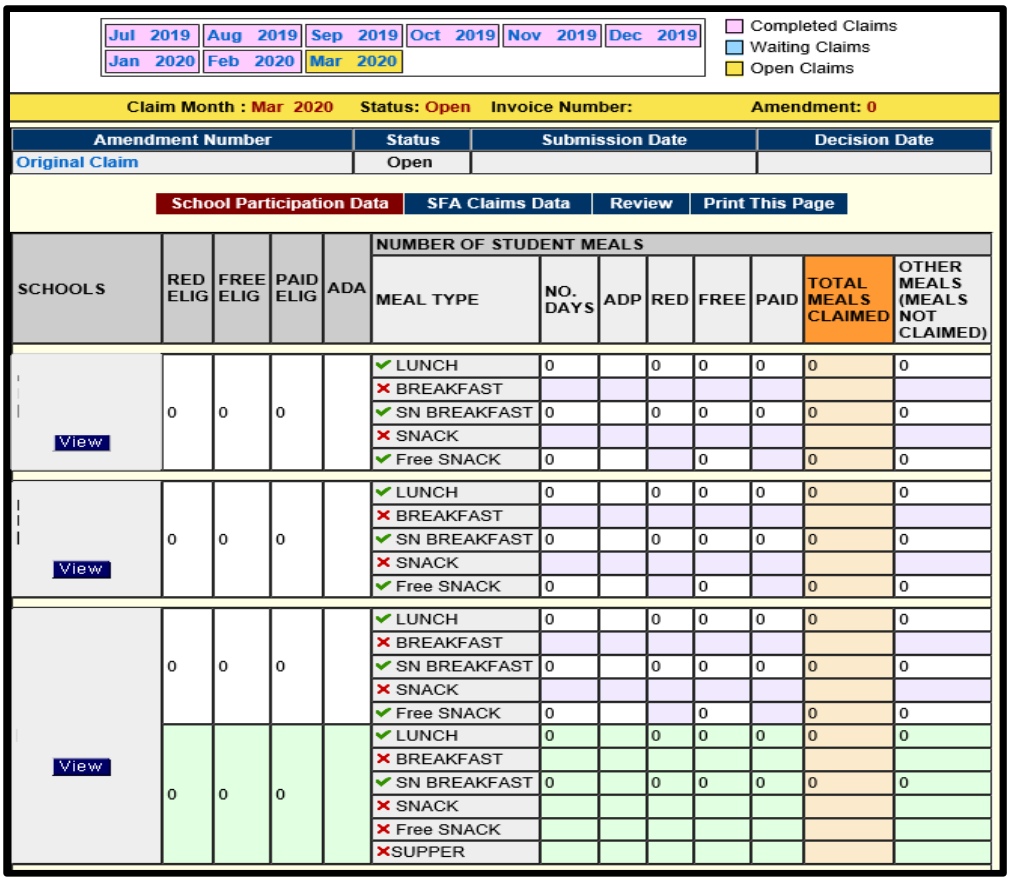
Seamless Summer Option (SSO) Claim Guidance During School Closures

- Seamless Summer Option (SSO) claims for reimbursement are filed through the Child Nutrition Program website (http://cnp.doe.louisiana.gov) under the green School Food Service tab. As with all claiming through the CNP Website, log-in access is required in order to access the claim feature.

- SSO claims are submitted through the same process as the National School Lunch Program (NSLP) and School Breakfast Program (SBP), which includes filing of the claim following the end of the claim period (or month).

- SSO meal count data will be reported separately from any applicable NSLP/SBP meal data for the school site; SSO line items will appear in **GREEN** in the claim for all sites operating SSO. A screenshot of this can be viewed below.



Jul 2019 | Aug 2019 | Sep 2019 | Oct 2019 | Nov 2019 | Dec 2019 | Jan 2020 | Feb 2020 | Mar 2020

Completed Claims
Waiting Claims
Open Claims

Claim Month : Mar 2020 Status: Open Invoice Number: Amendment: 0

Amendment Number	Status	Submission Date	Decision Date
Original Claim	Open		

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SCHOOLS	RED ELIG	FREE ELIG	PAID ELIG	ADA	NUMBER OF STUDENT MEALS							
					MEAL TYPE	NO. DAYS	ADP	RED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (MEALS NOT CLAIMED)
View	0	0	0		✔ LUNCH	0		0	0	0	0	0
					✘ BREAKFAST							
					✔ SN BREAKFAST	0		0	0	0	0	0
					✘ SNACK							
					✔ Free SNACK	0			0		0	0
View	0	0	0		✔ LUNCH	0		0	0	0	0	0
					✘ BREAKFAST							
					✔ SN BREAKFAST	0		0	0	0	0	0
					✘ SNACK							
					✔ Free SNACK	0			0		0	0
View	0	0	0		✔ LUNCH	0		0	0	0	0	0
					✘ BREAKFAST							
					✔ SN BREAKFAST	0		0	0	0	0	0
					✘ SNACK							
					✔ Free SNACK	0			0		0	0
	0	0	0		✔ LUNCH	0		0	0	0	0	0
					✘ BREAKFAST							
					✔ SN BREAKFAST	0		0	0	0	0	0
					✘ SNACK							
					✘ Free SNACK							
					✘SUPPER							

- The same claim deadlines apply to SSO, as for any other Child Nutrition Program (CNP) claims filed.

- The final deadline to submit the claim is the 60th calendar day following the claim period, but sponsors should aim to submit claims by the 10th of the month following the claim period.

- **For each site that has offered SSO Meals during the applicable claim period, the following site-level SSO Data will be required in completing the claim. To begin site-level data entry, first click on the "view" button located immediately below the site name.**

    - **Total enrollment and free eligibility:** these data points may be reported as the highest number of meals provided on any given day of SSO operations for the applicable claim period. In these cases, total enrollment reported will be equal to free eligibility.
    - **Total Attendance:** this data point will reflect the total number of SSO reimbursable meals provided during the claim period (breakfast or lunch, whichever is higher)
    - **School Days**: total number of SSO operating days for the claim period.
    - **Reduced and Paid Eligibility**: no edits are needed to these fields. These will remain reported as zeroes due to area eligibility (all eligible participants receive free meals under the SSO).

PLEASE BE SURE TO INPUT SSO SITE-LEVEL DATA IN THE TABLE SHADED IN GREEN, AS THE FIRST TABLE TO DISPLAY IS FOR NSLP/SBP-OFFERED MEALS. SEE SCREENSHOT CONTAINING BOTH TABLES BELOW: Example provided below

In this example, the school in which the claim is being entered operated under SSO for 12 days in March 2020, with a total attendance (total number of meals claim for breakfast **OR** lunch, whichever is higher) reported at "6,000" and the highest meal count on any given day reported at "550".

Reduced Eligibility	0	Free Eligibility	550
Paid Eligibility	0	Total Enrollment (Not to exceed 0)	550
Total Attendance	6,000	School Days	12
ADA (Total Attendance ÷ School Days)			*Prepopulated by website*

- Additionally, the **total reimbursable meals (by type)** *for the claim period* will be entered into this section, in the area immediately below the table containing eligibility, attendance, enrollment, and school days data.

MEAL TYPE	NO. DAYS	ADP	REDUCED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (meals not claimed)
LUNCH	12		0	6,000	0	0	0
BREAKFAST							
SN BREAKFAST	12		0	6,000	0	0	0
SNACK							
FREE SNACK							
Supper							