

Seamless Summer Option (SSO) in School Year 2021-2022

Topics Covered

Program Overview
Site Types
Meal Counts
Reimbursement Rates
Meal Pattern
Meal Service Operation
Monitoring
Training
Food Safety and Sanitation
Civil Rights
USDA Foods
Procurement
Administrative Reviews
Application Packet
Miscellaneous

Program Overview

Program Guidance

- [SP 09-2017 2017 Edition of Questions and Answers for the National School Lunch Program's Seamless Summer Option](#)
- [SP 10-2017, SFSP 06-2017 Meal Service Requirements in the Summer Meal Programs, with Questions and Answers- Revised](#)
- [Comparison of Programs SFSP/NSLP/Seamless Summer Option](#)
- [SP 15-2021, CACFP 13-2021, SFSP 08-2021 Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022](#)
- [SP 16-2021, CACFP 14-2021 Previously Issued Questions and Answers Relating to Operation of the Child Nutrition Programs: Updated for School Year 2021-2022](#)
- [SP 22-2021, CACFP 17-2021, SFSP 10-2021 Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022, Q&A #2](#)

SSO Overview

It is part of the suite of School Meals Programs.

It is a combination of the School Meals Programs and Summer Food Service Program (SFSP), designed to provide a streamline operation for School Food Authorities (SFAs) to provide meals in the summer.

SSO Operation in School Year 2021-2022

- [COVID-19: Child Nutrition Response #85 Nationwide Waiver to Allow the Seamless Summer Option through School Year 2021-2022](#), allows SSO when school is open during the regular school year, effective July 1, 2021 through June 30, 2022.
- There are a number of other waivers in place for SY2021-2022 operation to allow program flexibility as we transition back to a more standard model of service.

Site Types

Area Eligibility in SY2021-2022

- Not in effect for School Year 2021-2022.
- All children receive meals at no cost and SFAs receive same rate of reimbursement for all meals served to children.

Who can participate?

- It is only for SFAs, not non-profit organizations.
- Sites may be school or non-school sites. Question 9 of [SP 15-2021, CACFP 13-2021, SFSP 08-2021 Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022](#), confirmed that non-school sites are allowed.

New Entities

- New programs that meet the SFA criteria may participate in SSO without first participating in the National School Lunch Program (NSLP)/School Breakfast Program (SBP)
- New programs should contact Jen Hutchinson, jennifer.hutchinson@vermont.gov or (802)-828-2025

Types of Sites

- Open
- Closed-Enrolled
- Camp
- Migrant
- At open, closed enrolled, and migrant sites, sponsors are reimbursed for all meals.

Open Sites

- All children can receive a meal, no questions asked.
- May serve up to two meals/snacks a day.

Closed-Enrolled Sites

- For a set population of children.
- Sites can be reimbursed for up to two meals/snacks.

Meal Counts

Point of Service (POS) Meal Counts

- Point of Service (POS) meal counts must be taken at the time each child/household receives a reimbursable meal.
- Meal counts cannot be taken before the meal is served or counted after the meal service.
- Counts based on pre-order numbers, attendance numbers, or counting trays or number of leftovers is not allowable.

Daily Meal Count Form Options

Sponsors may use:

- Electronic POS system
- Some form of electronic spreadsheet
- Paper tic sheet, such as the recommended Template Daily Meal Count Form:

<https://education.vermont.gov/documents/edu-sso-daily-meal-count-form>

Daily Meal Count Form

- If the Daily Meal Count Form is used, it must be completed correctly, with meals hashed off or circled.
- Drawing a continuous line through the numbers or served or simply writing a total number, no numbers hashed or circled, is not acceptable.

Second Meals at Breakfast

- Per 7 CFR 220.9(a) second breakfasts may be served and claimed for reimbursement, provided that you do not prepare breakfasts with the intention of serving seconds

Adult Meals

- Meals served to adults are not eligible for reimbursement.
- However, these meals must be tracked and reported on the monthly Claim for Reimbursement.
- Program Adult Meals are an allowable cost, meaning you do not have to charge for them.
- Non-Program Adult Meals can be sold, but the price must be enough to cover the cost of the meal. Or you can cover the cost with other non-federal funds.

Non-Program Adult Lunch Price

- The Non-Program Adult Lunch price must cover the cost of preparing the meal, so the reimbursement from children's meals is not subsidizing the adult meals. It must be a minimum of the lunch reimbursement rate plus the USDA Foods rate.
- The SFSP lunch reimbursement rate as of the beginning of SY2021-2022 was \$4.3175 and the USDA foods effective rate is \$.3975, for a minimum adult lunch price of \$4.72.

Reimbursement Rates

SFSP Reimbursement Rates

[COVID-19: Child Nutrition Response #86 Nationwide Waiver to Allow Summer Food Service Program Reimbursement Rates in School Year 2021-2022](#), allows SFSP reimbursement rates in SSO, effective July 1, 2021 through June 30, 2022.

Highest SFSP Reimbursement Rates

Per questions 11-13 of [SP 15-2021, CACFP 13-2021, SFSP 08-2021 Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022](#), all SSO sites, regardless of location and site type, may claim meals at the higher SFSP rate.

Reimbursement Rate Change Over

The SFSP rates were updated in January 2022 (per question 14 of [SP 15-2021, CACFP 13-2021, SFSP 08-2021 Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022](#)).

SFSP Reimbursement Rates as of January 1st, 2022

Meal	Reimbursement Rate
Breakfast	2.6050
Lunch/Supper	4.5625
AM/PM Snack	1.0775

SFSP Reimbursement Rates for the First Half of School Year 2021-2022

Meal	Reimbursement Rate
Breakfast	2.4625
Lunch/Supper	4.3175
AM/PM Snack	1.0200

State Match

Per question 17 of [SP 15-2021, CACFP 13-2021, SFSP 08-2021 Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022](#), schools operating SSO in SY 2021-2022 are eligible to receive State Match funds.

Meal Pattern

Meal Pattern

SSO follows the School Breakfast Program and National School Lunch Program meal pattern.

Nationwide Waiver 74

- Per question 22 of [SP 15-2021, CACFP 13-2021, SFSP 08-2021 Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022](#), SFAs can use the broader
- [COVID-19: Child Nutrition Response #74 Nationwide Waiver to Allow Meal Pattern Flexibilities for Summer 2021 Operations - EXTENSION 9](#), which is in effect until September 30, 2021.

Meal Pattern Waiver SY2021-2022

[COVID-19: Child Nutrition Response #90](#)
[Nationwide Waiver to Allow Specific School](#)
[Meal Pattern Flexibility for School Year](#)
[2021-2022](#) goes into effect October 1, 2021 through June 30, 2022. This waiver is requested in the SSO Waivers tab of the Site Application.

Meal Pattern Flexibility Waiver

[COVID-19: Child Nutrition Response #90 Nationwide Waiver to Allow Specific School Meal Pattern Flexibility for School Year 2021-2022](#), effective October 1, 2021 through June 30, 2022, sponsors may request the following flexibilities:

- Sodium requirements
- Whole grain-rich
- For preschoolers that at least one serving be whole grain-rich
- Vegetable subgroups
- Milk choice
- Requirement that low-fat milk be unflavored
- Age/grade group requirements

Crediting Resources

- Food Buying Guide

<https://foodbuyingguide.fns.usda.gov/>

- Using the Food Buying Guide in CNP Training

<https://register.gotowebinar.com/register/839388479465925901>

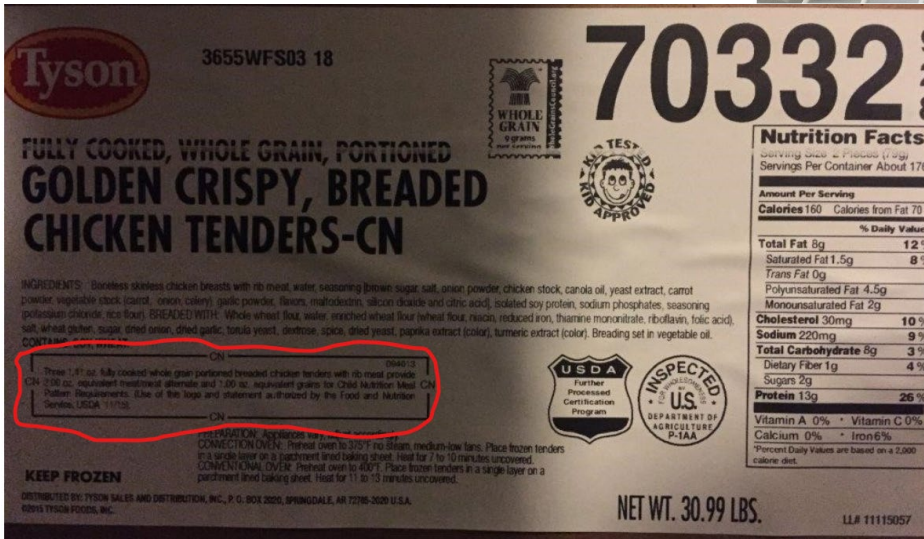
- Exhibit A: Grain Requirements for Child Nutrition Programs

<https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/ExhibitA.pdf>

Meal Pattern Documentation

- Production Records are required
- Follow standardized recipes
- Use products with Child Nutrition (CN) labels or Product Formulation Statements (PFS), as appropriate
 - The USDA maintains a [CN Label Verification Report](#) which is a list of CN-labeled products.
- Maintain receipts and invoices

Examples of CN-Labels



Examples of Product Formulation Statements

Tyson Product Formulation Statement

Product Name: FC Whole Grain Breaded CKN Breast Chunk-Shaped Patties-with RMT Code No: 002378-0928
 Manufacturer: Tyson Foods, INC Case/Pack/Count/Portion/Size: / 250 / 5 (0.69 oz) Chunk

I. Meat/Meat Alternate
 Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

	Description of Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield	Creditable Amount *
Chickens	BONELESS CHICKEN W/SKIN IN NATURAL PROPORTION	0.3862820	X	0.70	0.27039740
Total					0.27039740

* Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information

II. Alternate Protein Product (APP)
 If the product contains APP please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

	Description of APP, Manufacturer's name, and Code Number	Soy Type	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is *	Divide by 18 **	Creditable Amount APP ***
APP	PROFAM 981_ADM	Isolate	0.027352	X	96	= by 18	0.1306817
Total Creditable APP Amount							0.1306817

* Percent of Protein As-Is is provided on the attached APP documentation.

** 18 is the percent of protein when fully hydrated.

*** Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.

Total Creditable Amount may be rounded down to the nearest 0.25oz (1/4 oz) would round down to 1.25 oz (nearest equivalent). Do not round up. If you are crediting MMA and APP, you do not need to round down in box A (Total Creditable MMA Amount) until after you have added the Total Creditable APP Amount from box B to box C.

Total weight (per portion) of product as purchased 3.45 oz.
 Total creditable amount of product (per portion) 2.00 oz.

(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a 2.45 ounce serving of the above product (ready for serving) contains 2.00 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as determined by the attached supplier documentation.

Karen Shank, MS, RD/N
 Signature Title
 Karen Shank, MS, RD/N 7/7/2016 (479) 290-3659
 Printed Name Date Phone Number

Formulation Statement for Documenting Grains in School

Product Name: FC Whole Grain Breaded CKN Breast Chunk-Shaped Patties-with RMT Code No: 002378-0928
 Manufacturer: Tyson Foods, INC Case/Pack/Count/Portion/Size: / 250 / 5 (0.69 oz) Chunk

I. Does the product meet the Whole Grain-Rich Criteria?: Yes No
 (Refer to SP 39-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program)

II. Does the product contain non-creditable grains?: Yes No How many grams: 0.31 g

III. Use Policy Memorandum SP 39-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G, Group H or Group I. (Please be aware that different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16 grams creditable grain per oz eq. Group H uses the standard of 33 grams creditable grain per oz eq, and Group I is reported by volume or weight). Indicate which Exhibit A Group (A-I) the Product Belongs: _____

	Description of Food Buying Guide	Portion Size of Product as Purchased	Weight of one ounce equivalent as listed in SP 39-2012	Creditable Amount *
Grains	BATTER TYPE COATING	1.00	1.00	1.00
Total Creditable Amount				1.0000000

* Protein Size = (Exhibit A weight for one oz eq)

** Total Creditable Amount must be rounded down to the nearest quarter (0.25) oz eq. Do not round up.

Total weight (per portion) of product as purchased 3.45 oz.
 Total creditable amount of product (per portion) 1.00 oz.

I further certify that the above information is true and correct and that a 2.45 ounce portion of this product (ready for serving) provides 1.00 oz equivalent Grains. I further certify that non-creditable grains are not above the 0.34 oz eq, per portion.

Karen Shank, MS, RD/N
 Signature Title
 Karen Shank, MS, RD/N 7/7/2016 (479) 290-3659
 Printed Name Date Phone Number

RFS# L3494 This is a Child Nutrition equivalent statement. This item does not have a Child Nutrition label.



Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (MMA) Products

Product Name: GC RED SOD OR TKY BRST Code No.: 831702

Manufacturer: Jennie-O Turkey Store Case/Pack/Count/Portion/Size: 2/7-9 LB

I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount *
Turkey Boneless Fresh or Frozen w/ Skin in Natural Proportions	2.8834	X	70%	2.0044
		X		

A. Total Creditable Amount¹

¹Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the Food Buying Guide yield.

II. Alternate Protein Product (APP)

If the product contains APP please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacturer's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is ²	Divide by 18 ³	Creditable Amount APP ^{3,4}
		X		= by 18	

B. Total Creditable Amount¹

C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 1/4 oz)

²Percent of Protein As-Is is provided on the attached APP documentation.

³18 is the percent of protein when fully hydrated.

⁴Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.

Total Creditable Amount must be rounded down to the nearest 0.25oz (1/4 oz) would round down to 1.25 oz (nearest equivalent). Do not round up. If you are crediting both MMA and APP, you do not need to round down in box A until after you have added the creditable APP amount from box B.

Total weight (per portion) of product as purchased 2.98 oz.

Total creditable amount of product (per portion) 2.00 oz.

(Reminder: Total creditable amount cannot count for more than the total weight of product)

I certify that the above information is true and correct and that a 2.98 ounce serving of the above product (ready for serving) contains 2.00 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

Chad Randick
 Signature Title
 Chad Randick 7-1-16 800-328-1756
 Printed Name Date Phone Number

Jennie-O Turkey Store Sales, LLC
 2505 Willmar Avenue SW Willmar, MN 56201 (320) 235-2622

Low-Fat Flavored Milk

- Through a congressional act, low-fat (1%) flavored milk is allowed through September 30, 2021.
- As of October 1, 2021, request to use the Meal Pattern Flexibility Waiver in the SSO Waivers tab of the Site Application

Offer vs. Serve (OVS)

[COVID-19: Child Nutrition Response #92 Nationwide Waiver to Allow Offer Versus Serve Flexibility for Senior High Schools in School Year 2021-2022](#), effective July 1, 2021 through June 30, 2022.

Meal Service Operation

Weekend and Vacation Meals

Per question 8 of [SP 15-2021, CACFP 13-2021, SFSP 08-2021 Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022](#), SFAs operating SSO in School Year 2021-2022 may not serve weekend and holiday meals.

Non-Congregate Meals

- [COVID-19: Child Nutrition Response #87 Nationwide Waiver to Allow Non-Congregate Meal Service for School Year 2021-2022](#), effective July 1, 2021 through June 30, 2022.
- Need for non-congregate meals to determined by the State agency and the SFA on a case-by-case basis.
- Request this waiver in SSO Waivers tab in the Site Application.

Need for Non-Congregate

Per question 4 of [SP 15-2021, CACFP 13-2021, SFSP 08-2021 Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022](#):

How to determine need for non-congregate meals: For example, when all students at a school can safely return to the school cafeteria for breakfast and lunch, the school would no longer need the non-congregate meal service waiver.

However, FNS understands that some schools will use alternative meal service models next school year and may need the flexibilities provided in these waivers in order to continue serving safe meals.

In other cases, schools may be able to return to an in-person meal service but need flexibility for certain students who continue with remote learning due to special healthcare needs.

Local circumstances will differ and change over time, and FNS encourages schools to return to standard meal service operations when it is safe to do so.

Meal Service Times Waiver

- [COVID-19: Child Nutrition Response #88 Nationwide Waiver of Meal Time Requirements for School Year 2021-2022](#), effective July 1, 2021 through June 30, 2022
 - Meal services can be at any time.
 - Meal services can be for any length of time.
 - Still required to include meal service times in Site Application.
- Combined with the non-congregate feeding waiver, this allows multiple meals to be served at one time, such as breakfast and lunch together, and multiple days worth of meals to be served at one time, up to 5 days worth.

Waiver of Requirement that Children Be Present for Meal Service

- [COVID-19: Child Nutrition Response #89 Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children for School Year 2021-2022](#), effective July 1, 2021 through June 30, 2022.
- This allows parents/guardians to pick up grab and go meals or receive delivered meals without children present.
- In the SSO Waivers tab of the Site Application, if you indicate non-congregate meals, you will be prompted to address whether you plan to use this waiver.

Integrity Plan to Prevent Duplicate Meals

- There must be a system in place to prevent duplication of meals served so that children that are in school receiving meals, do not also get non-congregate meals for those same days, or do not get non-congregate meals from different sites for the same days.
- This can be accomplished through signage at the grab and go location, information provided with the meals, and information provided to households on the program website, in the form of newsletters, email, or social media communicating that they should only receive one meal type, per child, per day.

Information Provided with Non-Congregate Meals

- If meals are served without children present, they must include a statement indicating meals are to be consumed by children, not adults.
- If the meals are perishable, they must include expiration dates and information about maintaining appropriate temperatures.
- Informational sheets must contain the short non-discrimination statement “This institution is an equal opportunity provider.”

Public Notification

- Per question 10 of [SP 15-2021, CACFP 13-2021, SFSP 08-2021 Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022](#), schools operating SSO must provide public notification regarding the availability of free school meals. For SY 2021-2022, schools participating in SSO should notify households that all meals will be offered free through SSO, at or near the beginning of the school year.
- In the SSO Site Info tab in the Site Application, indicate Advertisement Method.

Potable Water

Per questions 10 and 11 of [SP 16-2021, CACFP 14-2021 Previously Issued Questions and Answers Relating to Operation of the Child Nutrition Programs: Updated for School Year 2021-2022:](#)

- Potable water is required to be offered at lunch, whether it is in the cafeteria or classrooms.
- Potable water is required to be offered to at breakfast when it is served in the cafeteria.

Smart Snacks Requirements

- Schools are permitted to sell a la carte items, but must follow Smart Snacks Standards.
- See the School Meals section, <https://education.vermont.gov/student-support/nutrition/school-meals>, of our webpage for more information on Smart Snacks.

Monitoring

Monitoring Requirements

- Each year, SFAs are required to review each SSO site at least once during operation. The SFA must review the site's compliance with meal counting, claiming, menu planning, and food safety requirements. It is recommended that this is completed in the first few months of the school year.
- [Seamless Summer Option \(SSO\) Site Monitoring Form SY2021-2022](#)
- Maintain on file.

On-Site Monitoring Waiver

[COVID-19: Child Nutrition Response #94 Nationwide Waiver of Onsite Monitoring Requirements in the School Meal Programs – Revised – EXTENSION 3](#), allows SFAs to conduct off-site monitoring, remains in effect until 30 days after the end of the public health emergency as declared by the United States Department of Health and Human Services.

Training

Required Training

- This training will be recorded.
- We anticipate holding a follow-up training later in the summer or releasing a set of Q&As, as we receive additional information from USDA.
- Anyone involved in the program must receive Civil Rights training, use either the [Child Nutrition Programs Civil Rights Training Recorded Webinar](#) or the [Child Nutrition Programs Civil Rights Training](#)

Professional Standards

Per question 6 of [SP 22-2021, CACFP 17-2021, SFSP 10-2021 Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022, Q&A #2](#), SFAs operating SSO in School Year 2021-2022, do not have to meet Professional Standards requirements. We strongly recommend appropriate training for new staff and particularly training in the areas of food safety and sanitation.

Food Safety and Sanitation

Follow State and Local Health Standards

- Must meet applicable State and local health standards during all aspects of food receiving, storage, and preparation, service of meals, and the handling of leftovers.
 - Vermont Food Code:
https://www.healthvermont.gov/sites/default/files/documents/2016/12/REG_food-service-establishments.pdf

Health Inspections

- Health Inspections will occur, and the most recent version of the Health Inspection Report must be publicly posted.

Reminders

- Wear proper hair restraints, such as hats or hairnets
- Change gloves after each task and wash hands in between
- Iowa State University Foodservice Employee Training Videos resource:
<https://www.extension.iastate.edu/foodsafety/foodservice-employee-training>

Temperatures

- Monitor and record temperatures for:
- All cold storage units, including walk-in refrigerators, walk-in freezers, chest freezers, milk coolers, and standing refrigerators
- Dishwashers
- Cooked foods; after cook, start of service and end of service recommended

HACCP-Based SOPs

- Each site/kitchen is required to have HACCP-based Standard Operating Procedures (SOPs)
- It is recommended that they are periodically assessed to ensure they reflect actual safe practices used in Child Nutrition Program operation
- Some SFAs pick one SOP a month and review it as a group. The Institute of Child Nutrition has template [HACCP-Based Standard Operating Procedures](#). They also have a number of other [Food Safety Resources](#).

Civil Rights

Civil Rights Highlights

- Although required to take Civil Rights training, worth nothing:
- Prominently display JFA poster
- Provide meal modifications to accommodate disabilities
- Include non-discrimination statement on documents and website
- [Civil Rights Complaint Procedure](#)

USDA Foods

USDA Foods

- SSO is the same allocation process as school year.

Cheryl Rogers

Grants Specialist

(802)-828-1590

cheryl.rogers@vermont.gov

Procurement

Buy American Provision

- SFAs must, to the maximum extent practicable, purchase domestic commodities or products.
- This promotes the dual nature of the programs, which is to provide children with healthy meals and to support American agriculture.

Buy American Continued

- **“Domestic”** is a product produced in the United States and is processed in the United States substantially using agricultural commodities that are produced in the United States. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as US territories.
- **“Substantially”** means that over 51% of the final processed product consists of agricultural commodities that were grown domestically. The provision should be included in bid specifications to ensure compliance.

Buy American Provision Exceptions

There are two exceptions which allow the purchase of foreign products.

- **Availability:** when the product is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality.
 - Example: There are no domestic bananas available. You may continue to serve foreign bananas.
- **Cost:** the cost of a U.S. product is significantly higher than the cost of a comparable foreign product. “Significantly” is not federally defined, but it is a best practice that it be defined by the SFA within its required written procurement procedures.
- Buy American Provision Exception Sheet
<https://education.vermont.gov/documents/BuyAmericanProvisionExceptionSheet>

Procurement Questions

As of this time, please direct procurement questions to:

Rosie Krueger

State Director of Child Nutrition Programs

mary.krueger@vermont.gov

802-828-1589

Administrative Reviews

Administrative Reviews in SY2021-2022

- We will observe meal service on-site and review paperwork off-site.
- Most of the review will be a desk review.
- [Child Nutrition Administrative Review List SY 2021-2022](#)
- For more information, [register for Acing your Administration Review](#) at Summer Institute

Application Packet

School Year 2021-2022 Application Packet Process

- In the new Harvest online application and reimbursement system:
<https://harvest.education.vermont.gov/>
complete your Organization Profile and then your School Nutrition Program Application Packet.
You will complete a Site Application for each location where meals are served.

Site Application Tabs

- Site Information
- Program Participation
- Ethnicity and Racial Data
- If operating, Afterschool Snack Program complete this tab

Site Application Tabs continued

- If operating SSO, you do not need to complete the School Breakfast Program, National School Lunch Program, and Special Milk Program tabs
- Must complete the SSO Site Info, SSO Meals, and SSO Waivers tabs
- Certification tab

SSO Site Info Tab

- Contact Information
- Site Type
- Advertisement

SSO Meals Tab

- Logistical information about site operation, including:

Dates of operation for each meal service

SSO Waivers Tab

- Meal Pattern Flexibility Waiver
- Non-Congregate Meal Waiver
 - Parent/Guardian Pick-Up Waiver

Miscellaneous

Free and Reduced-Price Meal Applications

- Although, all children receive meals at no cost through SSO, free and reduced-price meal applications must be collected for P-EBT eligibility and for other household benefits.
- As applications will be collected, the verification process must be conducted. For more information, [register for Verification Process for School Meals](#) at Summer Institute.

Fresh Fruit and Vegetable Program (FFVP)

Per question 27 of [SP 15-2021, CACFP 13-2021, SFSP 08-2021 Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022](#), elementary schools that operating SSO may also provide FFVP.

NSLP Afterschool Snack Service and CACFP At-Risk Afterschool Meals

- These programs may be offered in conjunction with SSO.
- Per [COVID-19: Child Nutrition Response #93 Nationwide Waiver of Area Eligibility in the Afterschool Programs and for Family Day Care Home Providers in School Year 2021-2022](#), area eligibility is waived in NSLP Afterschool Snack.
- For questions about CACFP At-Risk Afterschool Meals, contact Becca Cochran, rebecca.cochran@vermont.gov or (802)-828-1610

SSO at some schools and NSLP/SBP at others

Per question 7 of [SP 16-2021, CACFP 14-2021 Previously Issued Questions and Answers Relating to Operation of the Child Nutrition Programs: Updated for School Year 2021-2022](#), SFAs may operate SSO at some schools and NSLP/SBP at others, based on the needs of each school.

Record Retention

- All records must be maintained on file for 3 years, plus the current year.
- Local rules may require records be maintained longer.

Food Service Managers ListServ

- Make sure you are signed up for the Food Service Managers ListServ with your correct email address
- Please email Ailynne Adams at ailynne.adams@vermont.gov to sign up

Non-Discrimination Statement

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: [How to File a 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.

This institution is an equal opportunity provider.