



SUMMER 2023 SCHOOL NUTRITION PROGRAMS

Claiming Instructions for School Nutrition Programs While Operating the Seamless Summer Option (SSO)

This report is available from:

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July 2023

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Wisconsin Department of Public Instruction
Jill K. Underly, PhD, State Superintendent
Madison, Wisconsin

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Claiming SSO and/or NSLP for the Month of June

School Food Authorities that wish to serve summer meals, after the end of the academic school year under the Seamless Summer Option (SSO), must be found area eligible and apply to participate in the program. If some sites in an SFA are not area eligible, meals served at those sites must be claimed under the traditional National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) by free and reduced eligibility.

June Meals Split between NSLP/SBP and SSO

In June, if an SFA operates both the NSLP/SBP and the SSO, the regular claim for the NSLP/SBP meals will be submitted through the online services portal and the SSO meals will be submitted as a manual email attachment to Michelle Zvonar at michelle.zvonar@dpi.wi.gov.

1. In the Online Services claiming portal, select the **month** for which you are claiming and the **correct year** from the drop-down boxes.
2. Then, click on "Template File." Do this step twice to save two copies of the month's Excel template file to your computer. (The second template file will be used to submit the SSO claim amendment for the Split-month SSO meals).

Date Claim Month Year

[Please download the [Template File](#) to enter claim data and upload below.]

[Upload Site(s) Claim Information]

Click Browse button to select Excel (XLS/XLSX) File that contain(s) Site Information

Selected File : No file chosen

 **UPLOAD**

3. Rename the second attachment as **(Month) SSO Claim**, so you choose the right file when attaching to an email later.



Submitting the Regular Academic School Year Portion of the June Claim for NSL/ SBP

1. For the **Operating Days** of **regular** NSLP (non-SSO) operation, use the **Regular Claiming Template** that you saved to your computer and submit your claim following the standard claiming procedures including an edit check. Submit the claim through Online Services as usual.
2. Enter the actual number of students approved for free or reduced, program operating days of regular service, actual site enrollment, and average daily attendance for those **regular operating days** of service.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
542856	60	NSL	03/01/2020	45	0	10	50	47	0	0	0	400
542856	80	NSL	03/01/2020	20	5	10	50	45	150	40	200	0
542856	100	NSL	03/01/2020	25	10	10	50	49	175	80	100	0

3. **Delete top row of headings** then save and browse for this **regular** NSL file and upload the file into the Online Services claiming portal as usual.

542856	60	NSL	03/01/2020	45	0	10	50	47	0	0	0	400
542856	80	NSL	03/01/2020	20	5	10	50	45	150	40	200	0
542856	100	NSL	03/01/2020	25	10	10	50	49	175	80	100	0

Date Claim Month Year

[Please download the [Template File](#) to enter claim data and upload below.]

[Upload Site(s) Claim Information]

Click Browse button to select Excel (XLS/XLSX) File that contain(s) Site Information

Selected File : No file chosen



4. Once the standard claiming procedure is complete and the regular meals have been submitted into the online claiming portal, repeat this process for each school nutrition program in which your SFA participates.

Submitting the SSO Portion of the June Claim: include the following information for each site serving meals

1. To submit the SSO part of the monthly claim, a claim template that only includes the SSO meals, must be emailed to Michelle Zvonar at michelle.zvonar@dpi.wi.gov. Use the second, renamed SSO claim template file that was saved to your computer, from the Template File instructions in #3 above. Gather all the SSO point of service (POS) documentation. Open the SSO Excel claim file to begin.



Renamed SSO Claiming

2. **Days Operating Calculation** (Column G) – The number used for **operating days** is the number of days for which meals were served under SSO.
3. **Free Student Meals** (Column J) – Add up all the meals served under SSO (by program) from your point of service (POS) count sheets and enter this total number of meals into the **Free Student Meals** column as all meals are claimed at the free rate.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
542856	60	NSL	03/01/2020	0	0	12	0	0	1000	0	0	0
542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

Note: If the claiming site is a Community Eligibility Participation (CEP) site, total meals served needs to be entered into both the Free Student Meals column (Column J) and the Total CEP Meals column (Column M) which is different from normal CEP claim submission.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
542856	60	NSL	03/01/2020	0	0	12	0	0	1000	0	0	1000
542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

4. **Enrollment** (Column H) – To calculate **Enrollment** for the SSO claim, take the number of total student meals recorded under the **Free Student Meals** column, and divide this number by the **Days Operating**, and round up to the nearest whole number. In the example: 1000 **Free Student Meals** divided by 12 **Operating days** equals 83.33; when rounded up to the nearest whole number this equals an **Enrollment** of 84. **Always round up even if it is .01.**

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
542856	60	NSL	03/01/2020	0	0	12	84	0	1000	0	0	0
542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

5. **Student Approved Free** (Column E) **and** (average daily attendance) **ADA** (Column I) - Use the same number that was calculated for **Enrollment** (Column H) and enter this number into **Student Approved Free** and **ADA**. **Always round up even if it is .01.**

A	B	C	D	E	F	G	H	I	J	K	L	M
Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
542856	60	NSL	03/01/2020	84	0	12	84	84	1000	0	0	0
542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

All CEP sites will use this same process, but they will enter total meals into the Total CEP Meals column.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
542856	60	NSL	03/01/2020	84	0	12	84	84	1000	0	0	1000
542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

6. Final steps to submit your SSO Excel claim for submission.

- Delete the top row heading.
- Delete any rows that do not have information recorded (do not delete columns).
- Save this attachment to your computer.

Example:

542856	60	NSL	03/01/2020	84	0	12	84	84	1000	0	0	0
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7. Once the SSO claim is complete, and saved to your computer:

- Email it as an electronic Excel attachment to Michelle Zvonar at michelle.zvonar@dpi.wi.gov.
- Email subject line must read: SSO Claim, Month, Agency#, SFA name, program name.
- Attach the SSO claim file, in **Excel format**, to the email. **DO NOT FAX or Scan.**
- Repeat the above process and submit separate Excel spreadsheets for each school nutrition program your SFA is utilizing to provide meals under SSO.

Claiming Only SSO meals for June, July, and/or August

In the summer months where only the SSO was operated, SSO “ONLY” claims are submitted as electronic email attachments to Michelle Zvonar at michelle.zvonar@dpi.wi.gov.

1. In the Online Services claiming portal, select the **month** for which you are claiming and the **correct year** from the drop-down boxes.
2. Then, click on “Template File.” save the Excel template file to your computer.

Date Claim Month Year

[Please download the [Template File](#) to enter claim data and upload below.]

[Upload Site(s) Claim Information]

Click Browse button to select Excel (XLS/XLSX) File that contain(s) Site Information

Selected File : No file chosen

3. Rename the attachment as **(Month) SSO Claim.**



4. **Days Operating Calculation** (Column G) – The number used for **operating days** is the number of days for which meals were served under SSO.

5. **Free Student Meals** (Column J) – Add up all the meals served under SSO (by program) from your point of service (POS) count sheets and enter this total number of meals into the **Free Student Meals** column as all meals are claimed at the free rate.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
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542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

Note: If the claiming site is a Community Eligibility Participation (CEP) site, total meals served needs to be entered into both the Free Student Meals column (Column J) and the Total CEP Meals column (Column M) which is different from normal CEP claim submission.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals (CEP Sites Only)
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6. **Enrollment** (Column H) – To calculate **Enrollment** for the SSO claim, take the number of total student meals recorded under the **Free Student Meals** column, and divide this number by the **Days Operating**, and round up to the nearest whole number. In the example: 1000 **Free Student Meals** divided by 12 **Operating days** equals 83.33; when rounded up to the nearest whole number this equals an **Enrollment** of 84. **Always round up even if it is .01.**

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542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

7. **Student Approved Free** (Column E) and (average daily attendance) **ADA** (Column I) - Use the same number that was calculated for **Enrollment** (Column H) and enter this number into **Student Approved Free** and **ADA**. **Always round up even if it is .01.**

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542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

All CEP sites will use this same process, but they will enter total meals into the Total CEP Meals column.

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542856	80	NSL	03/01/2020	0	0	0	0	0	0	0	0	0
542856	100	NSL	03/01/2020	0	0	0	0	0	0	0	0	0

8. Final steps to submit your SSO Excel claim for submission.
- Delete the top row heading.
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9. Once the SSO claim is complete, and saved to your computer:
- Email it as an electronic Excel attachment to Michelle Zvonar at michelle.zvonar@dpi.wi.gov.
 - Email subject line must read: SSO Claim, Month, Agency#, SFA name, program name.
 - Attach the SSO claim file, in **Excel format**, to the email. **DO NOT FAX or Scan.**
 - Repeat the above process and submit separate Excel spreadsheets for each school nutrition program your SFA is utilizing to provide meals under SSO.

August Meals Split Between SSO and NSLP/SBP

In August, if an SFA operates both the SSO and the NSLP/SBP, the SSO meals will be submitted as a manual email attachment to Michelle Zvonar at michelle.zvonar@dpi.wi.gov. The regular claim for the NSLP/SBP meals will be submitted through the online services portal.

Follow the same instructions for June Meals Split between SSO and NSLP/SBP using the August 2023 templates.

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

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