Claiming Instructions for
Seamless Summer Option (SSO) Meals

Return to SFA claim

Enter values for new record

Claim Month:	Jul	
Program Enrollment:		**Days of Service:**
Free Elig:		**Reduced Elig:**
Free Meals:		**Reduced Meals:**
Paid Meals:		**Total Meals:**
SSO Days of Service:		**SSO Meals:**

Insert **Clear**

- To begin, SFA's will log into CNMS and follow the usual steps to file a new claim for breakfast, lunch, and snack.

- The same claim screens are used to capture free, reduced and paid meals AND meals served under the SSO.

- All claiming screens will have additional boxes where you will enter in your total SSO meal counts for each meal service and SSO days of service. However, these boxes only allow numbers to be submitted if the Recipient Agency (RA) and programs have been activated.

- Do not use these claim instructions to claim meals served under the SFSP. To claim SFSP meals, use the SFSP claim screens and follow this guidance.

Standard Counting & Claiming Schools
NSLP/SBP

1. **Program Enrollment:** Enter the highest day of enrollment of the days in operation. *Required for closed enrolled SSO operators.*
2. **Days of Service:** Enter the number of days regular Free, Reduced, and/or Paid meals were served.
3. **Free Elig & Reduced Elig:** Enter the number of students approved for regular free meals in the "Free Elig" box and the number of students approved for reduced priced meals in the "Reduced Elig" box.
4. **Free, Reduced, & Paid Meals:** Enter the number of regular Free, Reduced & Paid meals in the respective boxes.

PLEASE CONTINUE TO THE NEXT SLIDE

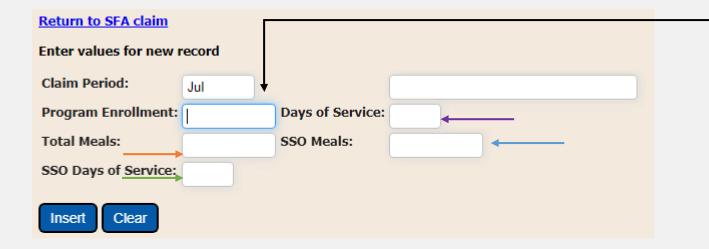# Standard Counting & Claiming Schools Cont'd
NSLP/SBP

Return to SFA claim

Enter values for new record

Claim Month: Jul

Program Enrollment: | Days of Service:

Free Elig: Reduced Elig:

Free Meals: Reduced Meals:

Paid Meals: Total Meals: ←

SSO Days of Service: →   SSO Meals: ←

Insert   Clear

5. **Total Meals:** Add Free Meals, Reduced Meals, Paid Meals, AND SSO meals together and enter here. If **only** SSO meals were served, the number entered here will be the same as the number entered for SSO meals as well. *Required for SSO operators.*

6. **SSO Days of Service:** Enter in the number of days SSO meals were served. If there were days in which meals were served for multiple days, each day's meals must be counted. For example, if on Friday you served 3 days of meals for Fri, Sat, and Sun. This would count as 3 service days. *Required for SSO operators.*

7. **SSO Meals:** Enter the number of SSO meals served during the claim period. These meals will not be included in Free, Reduced, or Paid Meals boxes. Again, if only SSO meals were served, the number entered here will match the number in Total Meals. *Required for SSO operators.*
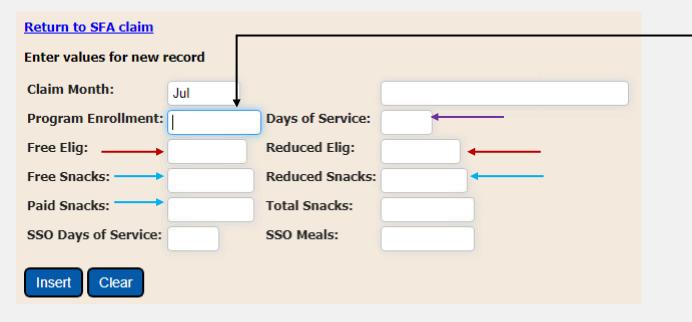
Community Eligibility Provision (CEP) and Provision 2 Schools

NSLP/SBP

1. **Program Enrollment:** Enter the highest day of enrollment of the days in operation. *Required for closed enrolled SSO operators.*
2. **Days of Service:** Enter the number of days regular meals were served.
3. **SSO Meals:** Enter the number of SSO meals served during the claim period. These meals will not be included in Free, Reduced, or Paid Meals boxes. If **only** SSO meals were served, the number entered here will be the same as the number in Total Meals. *Required for SSO operators.*
4. **Total Meals:** Add Free Meals, Reduced Meals, Paid Meals, AND SSO meals together and enter here. Again, if **only** SSO meals were served, this number will match SSO meals. *Required for SSO operators.*
5. **SSO Days of Service:** Enter in the number of days SSO meals were served. If there were days in which meals were served for multiple days, each day's meals must be counted. For example, if on Friday you served 3 days of meals for Fri, Sat, and Sun. This would count as 3 service days. *Required for SSO operators.*

Afterschool Snack (Under 50%)

1. **Program Enrollment:** Enter the highest day of enrollment of the days in operation. *Required for closed enrolled SSO operators.*
2. **Days of Service:** Enter the number of days regular meals were served.
3. **Free Elig & Reduced Elig:** Enter the number of students approved for regular free meals in the "free elig" box and the number of students approved for reduced priced meals in the "reduced elig" box.
4. **Free, Reduced, & Paid Snacks:** Enter the number of Free, Reduced & Paid Snacks in the respective boxes.
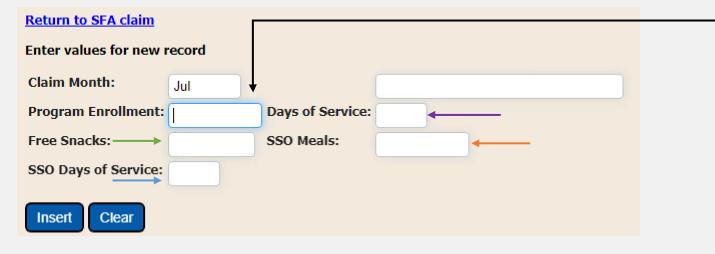
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Afterschool Snack (Under 50%) Cont'd

5. **Total Snacks:** Add Free Snacks, Reduced Snacks, Paid Snacks, AND SSO Meals together and enter here. Again, if **only** SSO meals were served, this number will match SSO Meals. *Required for SSO operators.*

6. **SSO Days of Service:** Enter in the number of days SSO snacks were served. If there were days in which meals were served for multiple days, each day's meals must be counted. For example, if on Friday you served 3 days of meals for Fri, Sat, and Sun. This would count as 3 service days. *Required for SSO operators.*

7. **SSO Meals:** Enter the number of SSO Meals served during the claim period. These meals will not be included in Free, Reduced, or Paid Snacks boxes. If **only** SSO snacks were served, the number entered here will be the same as the number in Total Snacks. *Required for SSO operators.*

Afterschool Snack Needy (over 50%)

1. **Program Enrollment:** Enter the highest day of enrollment of the days in operation when school was open. *Required for closed enrolled SSO operators.*
2. **Days of Service:** Enter the number of days regular snacks were served.
3. **Free Snacks (Total snacks): A**dd the Free Snacks served AND SSO Meals snacks together and enter here. If **only** SSO snacks were served, this number will match SSO Meals.
4. **SSO Meals:** Enter the number of SSO snacks served during the claim period. Again, if **only** SSO snacks were served, the number entered here will be the same as the number in Total Snacks. *Required for SSO operators.*
5. **SSO Days of Service:** Enter in the number of days SSO snacks were served. If there were days in which snacks were served for multiple days, each day's snacks must be counted. For example, if on Friday you served 3 days of snacks for Fri, Sat, and Sun. This would count as 3 service days. *Required for SSO operators.*