OSPI Summer Meal Programs Renewal Application Checklist

Seamless Summer Option (SSO) Application Checklist

Local Education Agencies (LEAs) planning to operate the Seamless Summer Option (SSO) must complete a program application. Applications are due annually by June 1.

LEAs may use this checklist as a guide to complete the application. You do not need to return this form to OSPI. We recommend gathering all your required materials before starting your Washington Integrated Nutrition System (WINS) program application.

USDA Child Nutrition Program requirements are subject to change both as updated guidance is received from the USDA and at the discretion of the State Agency. Please check Child Nutrition Services Updates and OSPI's website for all important updates and/or changes.

Requirements

☐Step 1: Apply for SSO in WINS by June 1.

Log into WINS, you will then be on your sponsor home page.

☐ Revise the Sponsor Application to include SSO.

a. Select the '*Sponsor Profile*' button in the upper right-hand corner.

b. Select the '*Revise Application*' button on the '*Applications*' tab and complete the Sponsor Application wizard.

- Review and update all sponsor information in the '*Sponsor Application*' section in WINS.
- The address section will require updating and confirmation that it is correct.
  - Staff Contact information must be entered or updated when completing the application. Inactive and past employees should be removed. Reference the Updating Sponsor Contacts Information Sheet for detailed information on updating WINS. **Ensure contact information, including e-mail addresses, are current and entered correctly.**
  - Contacts entered in this section will now show in the Sponsor Staff box in the *Sponsor Profile Page*.

☐ Site Application – For each site that will serve meals, revise the site application and site calendar to include SSO.

a. Sites must be located in an area where at least 50% of students are eligible for free or reduced-price meals based off school or census data to operate SSO.
    - **NOTE:** School sites offering accredited summer school programs **must** be open sites and offer meals to ALL children.
b. **Non-Congregate Sites Only:** Sites must be located in an area considered rural based off the USDA Rural Designation Map. Proof of rural eligibility, such as a screenshot of the map, must be uploaded within the site application.

☐Site Calendar – For each site that will serve meals, revise the site application and site calendar to include SSO.

a. Select '*Add*' a new schedule and select '*NSLP*' as the schedule type.
b. Indicate the '*Start Date*,' '*End Date*,' and days of operation.
c. Include the meals to be served and the appropriate meal service times.
    - **NOTE:** Select 'Seamless' as the program.

☐Submit WINS Application

a. Go to the 'Current Overview' tab to review your application, confirming that each section is submitted.
b. Email your program specialist to alert them that your application is ready to be reviewed.

☐ Sponsors Operating Rural, Non-Congregate Sites Only - Step 2: Complete Training Requirements

☐ Enroll in the Seamless Summer Option (SSO) course in Canvas.

- **NOTE:** You may need to create a free Canvas account to access the course.

☐ Complete the Rural, Non-Congregate Meal Service Option training module in Canvas.

☐ Email your completed training certificate to schoolmeals@k12.wa.us.

☐ Step 3: Complete Monitoring Requirements for SSO.

- All sponsors must complete a site review of each SSO site within the **first three weeks** of operation.
- Forms can be found on the SSO Program Materials and Required Documents webpage.
- Keep the form on file in the district office—You are not required to submit this form to OSPI Child Nutrition Services.