

School Nutrition Program: SSO

How-To Submit an Application in MAPS

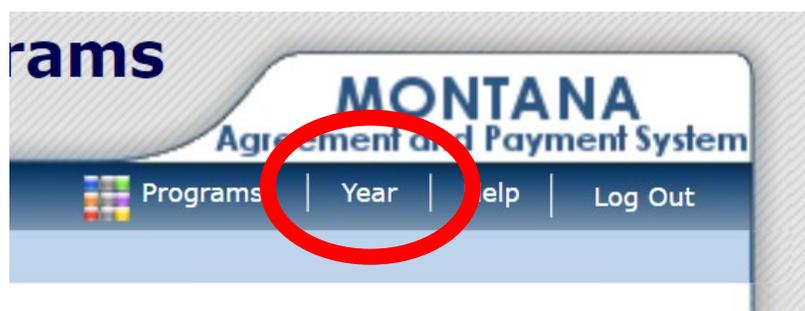


For Schools planning to operate the Seamless Summer Program – NSLP Sponsors disregard
The Seamless Summer Program runs October – September.

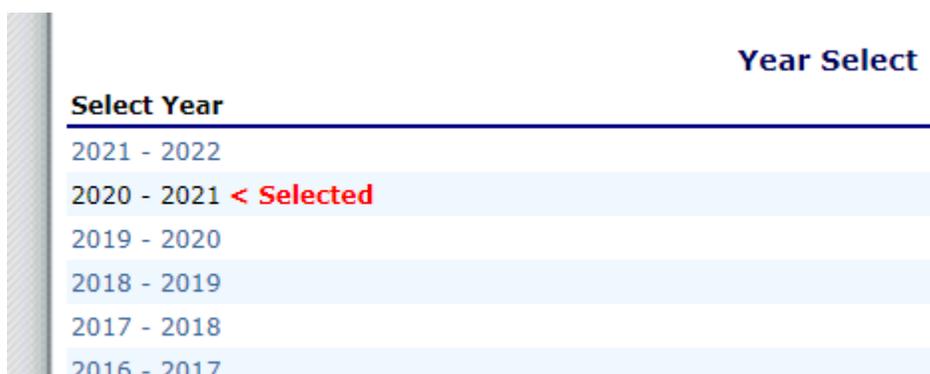
- **Step 1** - Complete the SSO application and claims in MAPS for the Beginning of the 2021 School Year *through* September 30, 2021 in the **2020-2021** MAPS Program Year.
- **Step 2** - Complete the application and claims for October *through* end of school year in the **2021-2022** MAPS Program Year.



SSO Applications will be completed under the Blue SNP Button in [MAPS](#).



To begin, select **Program Year 2020-2021**.



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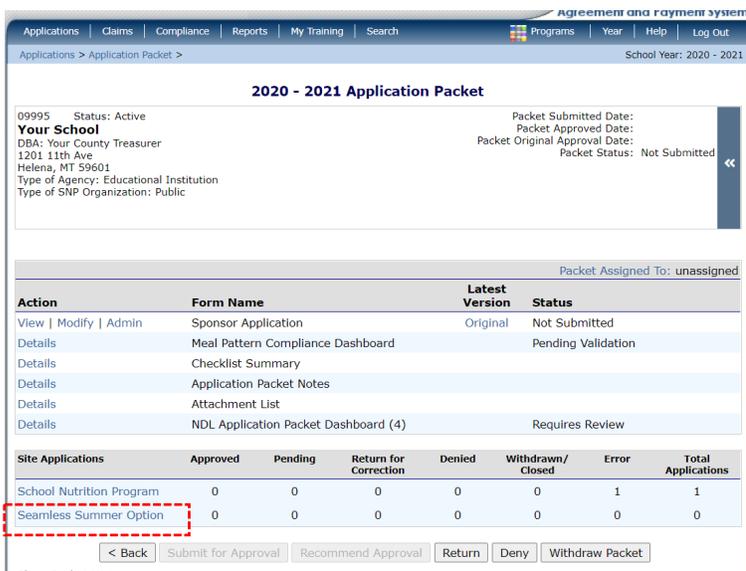
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Click **Applications** in the upper left corner.



Click **Application Packet** under the Item column.



Click Seamless Summer Option – this is the only section that needs to be amended in the 2020-2021 application.

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The screenshot shows the '2020 - 2021 Seamless Summer Option Site List' page in the MAPS system. The page header includes 'MONTANA Agreement and Payment System' and navigation tabs for 'Applications', 'Claims', 'Compliance', 'Reports', 'My Training', and 'Search'. The main content area displays school information for 'Your School' (DBA: Your County Treasurer, 1201 11th Ave, Helena, MT 59601) and a table with columns for 'Action', 'Site ID / Site Name', 'AM BRK', 'SNK LUN', 'PM SNK', 'SPR', and 'Version/Status'. A yellow banner across the table reads 'No Sites enrolled in this year.' Below the table, the 'Add Site Application' button is circled in red, and a '< Back' button is visible at the bottom.

Each SSO site will have its own application, click **Add Site Application** to complete each SSO app.

The screenshot shows the 'SSO Site Application For School Year: 2020 - 2021' form. The form header includes 'MONTANA Agreement and Payment System' and navigation tabs. The main content area displays school information for 'Your School' and 'YOUR SCHOOL SITE'. Below this, the 'Site Manager' section includes fields for 'Salutation', 'First Name', 'Last Name', 'Email Address', 'Phone', and 'Title'. The 'Street Address [Meal Serving Location]' section includes fields for 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Zip'. The form is titled 'Version: Original'.

All open boxes **MUST** be completed within the site application.

In question #10, you will decide if your site will be:

- **Open** – *Open to all children age 18 or under even if they do not attend your school*
- **Closed Enrolled** – *Will only serve children enrolled in the school (can include virtual)*
 - Click “Area Eligible”, Type “N/A” in first text field, Type “Covid” in second text field

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Type of Site and Eligibility

10. Indicate the type of site.

Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.

Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

Why is attendance limited/restricted due to security, safety or control?

Closed Enrolled (1-2 Meals) Located in an eligible area (enrichment only) or non-eligible area that is limited to a group of enrolled children through age 18, of which at least 50% must be eligible for free or reduced price meals.

Area Eligible

Non-Area Eligible

Sponsor must provide explanation of how it was determined that at least 50% of the enrolled children in a non-eligible area qualified for free and reduced price meals.

Why sponsoring a closed site?

Question #10 continued... Select Other and type "N/A"

Complete the following if Open, Restricted Open, or Closed Enrolled is selected:

Qualified by:

% Free and Reduced approved, school data (most recent October data).

Select the Qualifying Site for the Seamless Summer Option:

Other:

Census data

Census Tract No.

Block Group No.

Income eligibility forms are:

Collected

On File

SFA Listing

Projected number of children enrolled

Projected number of children eligible for free/reduced price meals

Other:

Explain:

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Questions #11 & 12

- #11 – Yes
- #12 – Click Calendar
 - A pop-up window will appear. Enter the Start and End Dates:
 (2020-2021 App) Start: First day of school → End: 9/30/2021
 (2021-2022 App) Start: 10/1/2021 → Last Day of School
 - Check the boxes next to the days of the week you will serve
 - Click Update Calendar
 - Click on any highlighted days below that you will not be serving (ie. holidays and school breaks)
 - Click Save and Close
 - Click Refresh From Calendar

2021 SSFO Site Operating Dates

Calendar Options

Calendar Year: 2020 - 2021

Start: 8/23/2021 End: 9/30/2021

Days To Include: Sun Mon Tue Wed Thu Fri Sat Update Calendar

Save and Close

Days Selected per Month

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
0	0	0	0	0	0	0	0	0	0	7	22	29

July 2021							August 2021							September 2021									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
				1	2	3											1	2	3	4			
	4	5	6	7	8	9	10		1	2	3	4	5	6	7		5	6	7	8	9	10	11
	11	12	13	14	15	16	17		8	9	10	11	12	13	14		12	13	14	15	16	17	18
	18	19	20	21	22	23	24		15	16	17	18	19	20	21		19	20	21	22	23	24	25
	25	26	27	28	29	30	31		22	23	24	25	26	27	28		26	27	28	29	30		
									29	30	31												

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Question #13 – Type in “N/A” – Even if you are going on a field trip

Question #14

- Up to two meals may be selected, no Lunch and Supper
- Estimated Number to Be Served = Enrollment

Meal Participation

14. Check the meal type and service information:

Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Starts	Time Meal Service Ends
<input checked="" type="checkbox"/> Breakfast	<input type="text" value="100"/>	<input type="text" value="7 AM"/> <input type="text" value=":30"/>	<input type="text" value="8 AM"/> <input type="text" value=":00"/>
Days served:	<input checked="" type="checkbox"/> Mon-Fri <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue	<input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri	<input type="checkbox"/> Sat <input type="checkbox"/> Sun
<input type="checkbox"/> AM Snack	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Days served:	<input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue	<input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri	<input type="checkbox"/> Sat <input type="checkbox"/> Sun
<input checked="" type="checkbox"/> Lunch	<input type="text" value="100"/>	<input type="text" value="11 AM"/> <input type="text" value=":00"/>	<input type="text" value="12 Noon"/> <input type="text" value=":00"/>
Days served:	<input checked="" type="checkbox"/> Mon-Fri <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue	<input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri	<input type="checkbox"/> Sat <input type="checkbox"/> Sun
<input type="checkbox"/> PM Snack	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Days served:	<input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue	<input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri	<input type="checkbox"/> Sat <input type="checkbox"/> Sun
<input type="checkbox"/> Supper	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Days served:	<input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue	<input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri	<input type="checkbox"/> Sat <input type="checkbox"/> Sun

Questions #15-18

- Question #15 = Traditional Food Based Menu
- Questions #16-18 Fill out depending on food service plans

Meal Planning and Service

15. Indicate the menu planning option that will be used:

16. Meal Service:

Are any meals vended? Yes No

Are meals prepared on this site? Yes No

Are meals transported to this site? Yes No

If meals served at this site are prepared at another facility, identify the name of where meals are prepared:

Facility 1

Facility 2

17. Will Offer versus Serve (OVS) be implemented? Yes No

18. How many Points of Service?

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Questions #19-21

- Complete Question #19 with school's meal advertisement plan
- 20 & 21 Can be left blank/as is

Advertising

19. Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use. (Not applicable for Closed Enrolled and Camp sites)

Advertisement Date(s):

- Newspaper announcement/press release TV/Radio
 Flyers - neighborhood Flyers - School Posters and Signs
 Sponsor Website School Newspaper
 Other

Organization Liaison

20. If Sponsor is not providing site personnel, please provide the name of the organization and title of the person responsible for communication between the Sponsor and the organization:

Organization:

Person Responsible:

Severe Need Breakfast Qualification

21. Site ISP for School Year (2018 - 2019) - Severe Need Breakfast Reimbursement Rate Determination

Enrollment	Nbr of Identified Students	ISP	Claim % Free	Qualify for Severe Need Breakfast Reimb. Rate
12	8	66.67	100.00%	Yes

Certification

I hereby certify that neither the Sponsor is suspended, proposed for debarment, or has been determined to be in violation of any Federal/State laws or regulations.

I certify under penalty of perjury that the information being given in connection with this application is true and correct. I will immediately report to the State any information that I know to be false or misleading or that I know to be in violation of any Federal/State laws or regulations.

Click Certification and Save and Finish!

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After clicking Finish, return to **Add Site Application**, or click **Application Packet** to return to Submit for Approval.

Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SSO > School Year: 2020 - 2021

2020 - 2021 Seamless Summer Option Site List

09995 Status: Active
Your School
 DBA: Your County Treasurer
 1201 11th Ave
 Helena, MT 59601

Type of Agency: Educational Institution
 Type of SNP Organization: Public

Action	Site ID / Site Name	BRK	AM SNK	LUN	PM SNK	SPR	Version/Status
Totals		1	0	1	0	0	
View Modify Admin	100498 Your School Site	X		X			Original / Not Submitted

Add Site Application

Total Sites Enrolled: 1

[< Back](#)

Applications > Application Packet > School Year: 2020 - 2021

2020 - 2021 Application Packet

09995 Status: Active
Your School
 DBA: Your County Treasurer
 1201 11th Ave
 Helena, MT 59601
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Sponsor Application	Original	Not Submitted
Details	Meal Pattern Compliance Dashboard		Pending Validation
Details	Checklist Summary		
Details	Application Packet Notes		
Details	Attachment List		
Details	NDL Application Packet Dashboard (4)		Requires Review

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	0	0	0	0	1	1
Seamless Summer Option	0	1	0	0	0	0	1

[< Back](#) **Submit for Approval** [Recommend Approval](#) [Return](#) [Deny](#) [Withdraw Packet](#)

Show Packet History

Once all SSO Site Applications are complete, **Submit for Approval.**

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- Application information from 2020-2021 will carryover to Application for 2021-2022 **once you have received notification your 2020-2021 Application Packet has been approved.**
- Once 2020-2021 application has been approved, you may log into MAPS and complete the application for the remainder of the school year.
- 2021-2022 application packet will include a review of Sponsor Application form if that has not been done already.
- Complete SSO site applications following instructions above
 - End date cannot go past June 30, 2022 unless waivers are extended. Submit for Approval.
- Reminder:
 - Claims for **beginning of school year through September 2021** will be filed under Program Year **2020-2021**
 - Claims for **remainder of school year** will go under Program Year **2021-2022**
 - NEW FEATURE: Switch years using the Search Feature!

2020 - 2021 Application Packet

0595	Status: Active	Packet Submitted Date:	12/09/2020
Clinton Elementary		Packet Approved Date:	12/09/2020
DBA: Missoula County Treasurer		Packet Original Approval Date:	08/17/2020
20397 E Mullan Rd		Packet Status:	Approved
Clinton, MT 59825			
Type of Agency: Educational Institution			
Type of SNP Organization: Public			

2020 - 2021 Application Packet

0595 Status: Active

Clinton Elementary

DBA: Missoula County Treasurer

20397 E Mullan Rd

Clinton, MT 59825

Type of Agency: Educational Institution

Type of SNP Organization: Public

2020 - 2021

0595 - Clinton Elementary

Switch

This institution is an equal opportunity provider.

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