School Nutrition Program: SSO
How-To Submit an Application in MAPS

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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**.
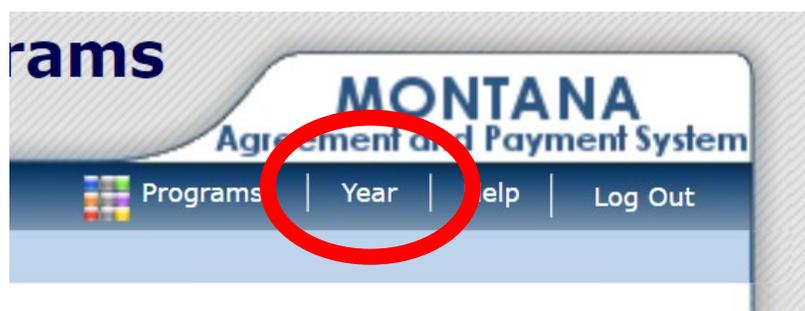
To begin, select Program Year 2020-2021.
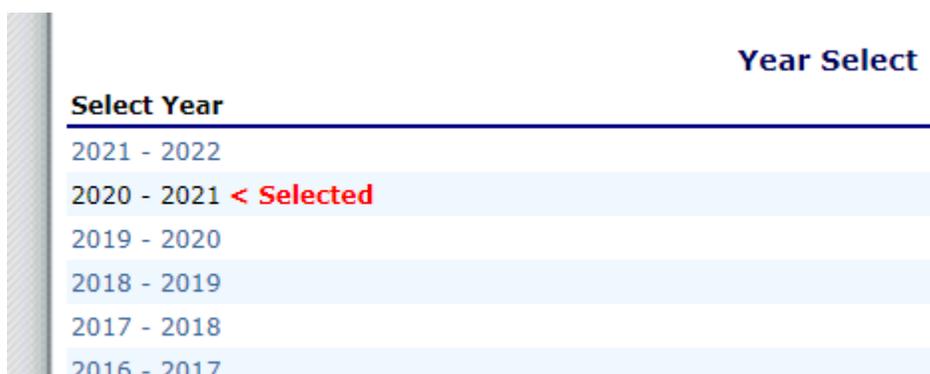
School Nutrition Program: SSO
How-To Submit an Application in MAPS

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

Click **Application Packet** under the Item column.
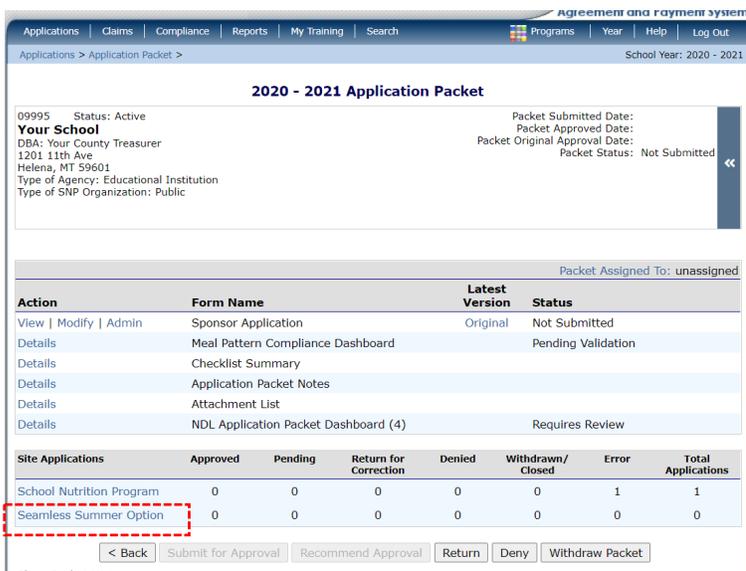
Click Seamless Summer Option **– this is the only section that needs to be amended in the 2020-2021 application.**

School Nutrition Program: SSO
How-To Submit an Application in MAPS

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

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

School Nutrition Program: SSO
How-To Submit an Application in MAPS

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.

   [N/A   ]

   Why sponsoring a closed site?

   [Covid   ]

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: [N/A   ]

School Nutrition Program: SSO
How-To Submit an Application in MAPS

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

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

August 2021

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

September 2021

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

School Nutrition Program: SSO
How-To Submit an Application in MAPS

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
☑ Breakfast	100	7 AM ▾ :30 ▾	8 AM ▾ :00 ▾
Days served: ☑ Mon-Fri ☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☐ Sat ☐ Sun			
☐ AM Snack		▾ :00 ▾	▾ :00 ▾
Days served: ☐ Mon-Fri ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun			
☑ Lunch	100	11 AM ▾ :00 ▾	12 Noon ▾ :00 ▾
Days served: ☑ Mon-Fri ☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☐ Sat ☐ Sun			
☐ PM Snack		▾ :00 ▾	▾ :00 ▾
Days served: ☐ Mon-Fri ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun			
☐ Supper		▾ :00 ▾	▾ :00 ▾
Days served: ☐ Mon-Fri ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ 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: Traditional Food Based Menu Planning (FBMP) ▾

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? [2]

School Nutrition Program: SSO

How-To Submit an Application in MAPS

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): 8/15/2021

- ☑ 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 Spon suspended, proposed for debarment, this transaction by any Federal/State

I certify under penalty of perjury that will immediately report to the State a information is being given in connecti deliberate misrepresentation of inforn criminal statutes.

Click Certification and Save and Finish!

Save   Cancel

School Nutrition Program: SSO
How-To Submit an Application in MAPS

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

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

School Nutrition Program: SSO

How-To Submit an Application in MAPS

- 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
Clinton Elementary
DBA: Missoula County Treasurer
20397 E Mullan Rd
Clinton, MT 59825
Type of Agency: Educational Institution
Type of SNP Organization: Public

Packet Submitted Date: 12/09/2020
Packet Approved Date: 12/09/2020
Packet Original Approval Date: 08/17/2020
Packet Status: Approved

2020 - 2021 Application Packet

595   Status: Active
linton Elementary
BA: Missoula County Treasurer
0397 E Mullan Rd
inton, MT 59825
pe of Agency: Educational Institution
pe of SNP Organization: Public

2020 - 2021 ⌄

0595 - Clinton Elementary   ⌄

Switch

This institution is an equal opportunity provider.

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