



CO Child Nutrition Hub - Application Instructions

SSO Program Information

- SFAs participating in NSLP/SBP are eligible to apply for SSO
- SFAs serve meals free of charge to children, 18 and under
- Program available for year-round sites with vacation periods longer than 10 school days
- Program available for traditional calendar sites May-September when school is not in session
- SFAs must follow the NSLP/SBP menu patterns

Important Information

- Log on to the [CO Child Nutrition Hub](#) with a current username and password. School Food Authorities (SFAs) operating additional programs will see colored tiles when they log in. Click on the blue, *School Nutrition Programs*, tile.

Seamless Summer Option Application

- Go to Applications → Application Packet → Site Applications → Seamless Summer Option

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Sponsor Application	Original	Not Submitted
Add	Community Eligibility Provision (CEP) Schedule		Not Started
Details	FSMC Contract List		No Contracts
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	➔ Checklist Summary (3)		
Details	Application Packet Notes		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications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

- Previously approved school sites will be listed here. If any of your sites are **not** on this list and need to be added, please contact Vivien Skrupskis at skrupskis_v@cde.state.co.us. When contacting School Nutrition, please provide the following information:
 - Name of site
 - County
 - Program Participation
 - Seamless Summer Option (SSO)
- Once the site is added by the School Nutrition, you will be able to complete the Site Application
- If any schools need name/code changes, please contact Vivien Skrupskis at skrupskis_v@cde.state.co.us.
- Completing Site Applications:
 - Click, *Modify*, next to the Site ID.
 - Be sure the Site Supervisor and Physical Address are correct.
 - Type of Site and Eligibility: Information from the previous school year will automatically populate.
 - To operate the SSO, sites must meet [eligibility criteria](#). Use the information below to ensure the SSO site is meets criteria.
 - Question 10: Indicate the site type



- Open: Open to all children ages 0-18
- Restricted Open: Open to all children ages 0-18, attendance limited for space of safety concerns
- Closed Enrolled: Limited to group of enrolled children ages 0-18; either area eligible or 50% of enrolled children qualify for free/reduced price meals
 - Qualified by:
 - [School Data](#) – school must have at least a 50% Free and Reduced rate
 - [Census Data](#) – located in an area where at least 50% of children meet [income eligibility guidelines](#)
 - Income eligibility forms – list the projected number of children enrolled and projected number of children eligible for free/reduced price meals. The projected number eligible must be at least 50%
- Migrant
- Camp Site: Residential or non-residential
 - If camp: select Residential or Non-residential
 - Indicate the source of documentation for individual children’s eligibility
 - Select the projected number of children enrolled and the number of children eligible for free/reduced price meals
 - **Please note: Camp sites may **only** claim reimbursement for eligible children*
- Period of Operation:
 - Enter the number of operating days per month
 - **You may only claim meals served for months selected in the application*
- Meal Participation:
 - Question 15: Indicate the meal type, estimated number of meals, and meal service times as shown below:

15. Check the meal type and service information:

Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends
<input checked="" type="checkbox"/> Breakfast	300	8:00 AM	8:30 AM
Days served:	<input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <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"/> AM Snack			
Days served:	<input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat		

- Advertising:
 - Question 20: SFAs are required to promote availability of free meals for open sites. If operating an open site, indicate the dates and method for advertising.
- Click the red, *Save*, button. If there are errors, the system will identify them and provide the ability to make revisions.
- Repeat this process for each school participating this year.

➤ Click, *Save*, and then, *Finish*.

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