

Application Process Flow Chart  
for  
Transition from Summer Food Service Program (SFSP) to  
National School Lunch Program Seamless Summer Option (SSO) for School Year 2021-2022

Complete By:	School Food Authority Responsibilities:
<b>June 11, 2021</b>	<p><b>Step 1:</b></p> <ul style="list-style-type: none"> <li>• Update <b>SFSP Site Applications</b> for June 2021, July 2021, and August 2021 through the last day of summer before school starts.           <ul style="list-style-type: none"> <li>*               <ul style="list-style-type: none"> <li>○ Update operation/serving days (Ex. Questions 17, 18, 19, B1, B2, L1, L2, 36)</li> <li>○ Update mealtimes, point of service locations &amp; ADP if necessary</li> <li>○ Add new site applications and complete required training</li> <li>○ Close sites if not used during summer months</li> <li>○ Review all site applications for any changes or updates needed to reflect summer operations</li> <li>○ Submit packet for approval.</li> </ul> </li> </ul> </li> </ul> <p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>• Complete <b>SSO Application Process for 2020-2021</b> for July, August &amp; September 2021 <i>starting with the first day of school for SY 21-22*</i> <ul style="list-style-type: none"> <li>○ The SSO site applications for SY 2020-2021 are found in the School Nutrition Programs module, Applications-Applications Packet for School Year 2020-2021 section in the School Nutrition Technology System (SNTS).</li> <li>○ Complete one site application for each school site operating in July, August &amp; September 2021.</li> <li>○ Submit packet for approval.</li> </ul> </li> </ul> <p><i>*Year-round schools may start in July.</i>  <i>*Inform your consultant of all year-round school sites and start date.</i></p>
<b>June 30, 2021</b>	<p><b>Step 3:</b></p> <ul style="list-style-type: none"> <li>• Complete <b>National School Lunch Program (NSLP) Application Packet for 2021-2022</b> <ul style="list-style-type: none"> <li>○ Refer to: <b>2021-2022 Annual Agreement Renewal Instructions</b> and the <b>Application Guide for SN Programs</b></li> <li>○ Complete Waiver List for SY 2021-2022</li> <li>○ Submit packet for approval.</li> </ul> </li> </ul>
<b>July 30, 2021</b>	<p><b>Step 4:</b></p> <ul style="list-style-type: none"> <li>• Complete <b>SSO Application Process for 2021-2022</b> for October 1, 2021-June 30, 2022           <ul style="list-style-type: none"> <li>○ Add &amp; complete SSO Site Applications for SY 2021-2022</li> <li>○ Upload 2021-2022 Accountability Procedures for SSO</li> </ul> </li> <li>• Attend SSO Training on May 20, 2021 (Recommendation)</li> <li>• Submit packet for approval.</li> </ul>