



Mike DeWine, Governor
Paolo DeMaria, Superintendent of Public Instruction

To: School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP)

From: Brigette Hires, Child Nutrition Program Manager
Office of Integrated Student Supports

Date: March 13, 2020

Re: Unanticipated School Closures During a Novel Coronavirus Disease (COVID-19) Outbreak

Overview

Schools participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) may be dismissed or closed due to Federal, State, or local public health requirements for social distancing due to the novel coronavirus disease (COVID-19). Under these circumstances, school food authorities (SFAs) and other eligible community organizations (CO) may continue to serve meals to children affected by unanticipated school closures through the Seamless Summer Option (SSO) or Summer Food Service Program (SFSP).

A school closure means closing the school and sending all the students and staff home. In a school dismissal, the school may stay open for staff while the children stay home. In this guidance, the term closure or dismissal is used to refer to schools that are closed or at which all students are dismissed. Please note, schools may only receive meals for reimbursement served under the SSO or SFSP due to a COVID-19-related school closure.

Refer to [SP 08-2020, SFSP 04-2020, Child Nutrition Program Meal Service during Novel Coronavirus Outbreaks](#) for more information.

Request to Feed Children during COVID-19-Related School Closure

All schools that plan to serve meals due to a COVID-19-related school closure must complete the [survey](#) to receive approval from the Ohio Department of Education, Office of Integrated Student Supports. Schools must complete all questions in the survey and indicate whether they intend to participate in SSO or SFSP. Upon approval, SFAs must begin the application process for either the SSO or SFSP.

The SSO combines features of the NSLP, SBP and SFSP. Schools opting to serve meals through the SSO follow NSLP and SBP meal patterns. Offer versus serve is not allowable when serving meals due to a COVID-19-related school closure. This option reduces paperwork and administrative burden as the program operates within the NSLP and site applications are completed in the SFA's application packet in the

[Claims Reimbursement and Reporting System \(CRRS\)](#) School Nutrition Program module.

The SFSP is a separate program that allows sponsoring agencies to serve meals and snacks at sites that meet eligibility requirements when school is not in session. Schools opting to serve meals through the SFSP must follow the SFSP meal patterns. To participate in the SFSP, schools must submit a complete application in the [CRRS](#) Summer Food Service Program module. Please note the SFSP application process takes time and is not an aspect of the NSLP.

Completing the Seamless Summer Option (SSO) Application

Schools that opt to serve meals through the SSO may complete the application in the [Claims Reimbursement and Reporting System \(CRRS\)](#) School Nutrition Program module in your 2019-2020 Application Packet after receiving approval from the Office of Integrated Student Supports. You must fully complete each SSO site application.

- Click **Seamless Summer Option** under the Site Applications.
- Complete all site application questions. In the periods of operation section, document the meal service start date and anticipated date meal service will end. A revised application may be submitted to amend this date as needed. Enter the number of serving days anticipated for March and April in the top and the estimated number of students served daily in the bottom boxes.
- When all questions are completed, click **Save** then **Finish** in the SSO site application
- Click **Submit** to resubmit the application packet for approval.

SFAs must provide the anticipated periods of operation, servings days for March and April and estimated number of students served daily. SFAs will be permitted to revise their applications to amend dates as needed.

Completing the Summer Food Service Program (SFSP) Application

Schools that opt to serve meals through the SFSP may complete the application in the [CRRS](#) SFSP module after receiving approval from the Office of Integrated Student Supports. Schools must complete the following sections of the SFSP application to be approved. Please note that the SFSP application process takes time.

1. Sponsor Application
2. Management Plan
3. Food Production Facility List (even if self-prep)
4. Site Applications
5. Budget Detail: Complete after all sites have been entered and submitted error free
6. Checklist Summary for sponsors and sites (supporting documents)
7. Submit completed application packet for approval

