

How to Certify SSO claims

Please follow the steps below in order to certify your SSO Claim. In FY 22, When filing claims in the Seamless Summer Program, you will file a claim for each accredited site. Even if you have three sites (ES, MS, HS) and one kitchen (eating site), you will enter a claim and certify for all three sites (ES, MS, HS). If you have three sites (ES, MS, HS) and three kitchens, you will certify all three site claims.

#1- Log into claims as you normally would;

National School Lunch Program - Claim Entry

District Name

Staff Quick-Picks

Jul - 2019	Aug - 2019	Sep - 2019	Oct - 2019	Nov - 2019	Dec - 2019
Jan - 2020	Feb - 2020	Mar - 2020	Apr - 2020	May - 2020	Jun - 2020

#2- Click on the month you need to insert a claim for as you normally would;

SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
Select	Revise	3	2020		Incomplete	Unlocked	Original	Not Started

Select the latest revision to enter a revised claim

[View Claim Summary](#)

Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Submit Date
Select	Site Name			\$0.00	

#3- Once your site list appears, click on the site you need to insert a claim for, then a drop down box will appear and you can select which type of claim you need to submit;

Site Claim Data

SELECT CLAIM TYPE ▼

SELECT CLAIM TYPE

NSLP

EFVP

SSO

#4 Now click on "SSO";

Seamless Summer Program

Start New Claim

#5 Click on "Start New Claim" and the claim will appear;

How to Certify SSO claims

#6 Now enter your claim information.

- A) Be sure to complete #5 first.
- B) Enter the number of days in which meals were served.
- C) Enter your regular breakfast or severe need breakfast meals. Only the approved breakfast type box will be available for you to enter meals. Enter your lunch meals. Snacks will be claimed under NSLP (or claimed under CACFP if approved in that program).
- D) Once you have entered all the information for the site claim, click "Save". Once saved, the certify button will become available. Once the certify button has been pressed, the claim will be submitted for reimbursement. If changes are needed on the claim BEFORE it has been paid, please call the office to "Reject" the claim. If a claim needs adjusted AFTER it has been paid, please call the office to "Revise" the claim. If you need assistance, contact the main office. The Warrant Effective Date will be available shortly after payments are made.

Days operated this claim period		<input type="text" value="16"/>			
Breakfast	<input type="text" value="0"/>	X	<input type="text" value="\$2.4625"/>	=	<input type="text" value="\$0.00"/>
Severe Need Breakfast	<input type="text" value="2172"/>	X	<input type="text" value="\$2.4625"/>	=	<input type="text" value="\$5,348.55"/>
Lunch	<input type="text" value="3164"/>	X	<input type="text" value="\$4.3175"/>	=	<input type="text" value="\$13,660.57"/>
Supper	<input type="text" value="0"/>	X	<input type="text" value="\$4.3175"/>	=	<input type="text" value="\$0.00"/>
Snacks	<input type="text" value="0"/>	X	<input type="text" value="\$1.0200"/>	=	<input type="text" value="\$0.00"/>
Total Reimbursement				=	<input type="text" value="\$19,009.12"/>
<p>* FY 22 Only: SSO meals will be reimbursed under SFSP Rural or Self-Prep rate, per USDA. * If you are participating in After School Snack Program, Snacks should be claimed on NSLP. * If you are participating in At-Risk, Snacks and Supper meals should be claimed on CACFP.</p>					
Lunch Warrant Amount			<input type="text" value="\$13,660.57"/>		
Breakfast Warrant Amount			<input type="text" value="\$5,348.55"/>		
Warrant Effective Date			<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Certify"/> <input type="button" value="Revise"/> <input type="button" value="Reject"/> <input type="button" value="Print Claim"/>					