

SCHEDULE C-16 – 2015-16 SEAMLESS Summer Option (SSO) Funded through the ADE

Complete for schools or locations which will be sites for the Seamless Summer Food Service Program

District LEA#: _____ District Name: _____ Superintendent: _____ Phone: _____

Address: _____

No. SSO sites: _____ District Child Nutrition Director: _____ Phone: _____

	Sample Site 1	Sample Site 2	Site 1	Site 2	Site 3	Site 4
School Name	Smith Elem	Smith Elem				
Phone Number	501-555-1212	501-555-1313				
Serving Site Address*	202 S. Main, LR	Central Park				
# Locations Students Consume Meals _____	1 of 2 No	380 S. Main, LR				
Year Round School? Yes or No		2 of 2 No				
School LEA Number	099-09-009	099-09-009				
Designated Site Manager	B. L. Jones	B. L. Jones				
Enrollment Cycle 2 Report (most current info)	452	452				
Free Eligibles	250	250				
Reduced Price Eligibles	25	25				
% Free & Reduced Price Eligibles (Free + Reduced ÷ Enrollment)	60.8%	60.8%				
Census Data Used for Area Eligibility (If yes, attach Census Data documentation)	Yes No	Yes No				
SSO Start Date	June 1, 2016	June 15, 2016				
SSO End Date	July 17, 2016	June 26, 2016				
Type of site **	Open	Open				
Method of Notification of Public	Newspaper	Newspaper				
Organization operating site (if applicable)		Boys Club				
Circle Age/Grade Grouping – For Open & Restricted Open Sites ONLY - Circle Most Common Used (can be more than one) – SEE #14 of the instructions	Bkfst K-12 K-5 6-8 9-12	Bkfst K-12 K-5 6-8 9-12	Bkfst <input type="checkbox"/> K-12 <input type="checkbox"/> K-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12	Bkfst <input type="checkbox"/> K-12 <input type="checkbox"/> K-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12	Bkfst <input type="checkbox"/> K-12 <input type="checkbox"/> K-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12	Bkfst <input type="checkbox"/> K-12 <input type="checkbox"/> K-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12
	Lunch K-5 K-8 6-8 9-12	Lunch K-5 K-8 6-8 9-12	Lunch <input type="checkbox"/> K-5 <input type="checkbox"/> K-8 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12	Lunch <input type="checkbox"/> K-5 <input type="checkbox"/> K-8 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12	Lunch <input type="checkbox"/> K-5 <input type="checkbox"/> K-8 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12	Lunch <input type="checkbox"/> K-5 <input type="checkbox"/> K-8 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12

*** ALL schools will be on Traditional Food-Based Menu Planning*****

*The maximum number of programs (breakfast, lunch, snack and supper) that can be offered per site is 2. Site **SHALL NOT** offer both lunch and supper.*

	Days	Times	Days	Times	Days	Times	Days	Times	Days	Times	Days	Times
Breakfast	M-F	7-8	M-F	7-8								
Lunch	M-F	12-1	M-F	12-1								
Snack												
Supper												
CN district employee responsible for meal service & record keeping. (May be the same as the designated site manager)	B. L. Jones		B. L. Jones									
CN Office Use Only: Authorized by Area Specialist (Initial & approve/deny)												

* List address of each site where meals are consumed by students

**Contact CN Office for additional information for a "Closed enrolled site" or "Restricted open site"

ADE USE ONLY -- Approved by:

Patricia Winders, MS, RD, LD Assistant Director, ADE/CNU
 Seamless Summer Schedule C-16 Page 1 of 3 April 2015
 Date: _____ # of Approved sites: _____

Superintendent's Signature: _____

Date: _____

District Child Nutrition Director: _____

Date: _____

Agreement Instructions for Seamless Summer Program:

The district must submit the Seamless Summer Schedule C for approval at least two weeks prior to beginning the Seamless Summer Program each year:

- To apply for operation of the Seamless Summer Program, or
- In order to continue participating in the Seamless Summer Program

Please fill out the form, Seamless Summer Schedule C-16 for SY 2015-2016. If any errors, mark through and correct. Do not use white out. After the calculations are made to determine free and reduced price meal eligibility percentages:

1. Change the printed school district Child Nutrition Program SY 2015-2016 Schedule A from the Agreement and Policy Statement data form to reflect any changes for schools sites.
2. Be sure to mark the Child Nutrition Program Schedule A check box for Seamless Summer to ADD schools that have not previously participated in the program and to DELETE schools no longer participating.
3. Return two copies of this form with original signatures with the Child Nutrition Program Renewal Agreement for School Year 2015-2016.
4. If the district is approved for operation of the Seamless Summer Program and does NOT implement the program, the district must send notification by letter to the Arkansas Department of Education, Child Nutrition Unit, Attn: Patricia Winders.
5. Seamless Summer meals cannot be claimed for reimbursement until the district receives an approved SY 2015-2016 Schedule C.

FORM INSTRUCTIONS: (See pages 6-10 of Agreement for Seamless Summer Program Information.)

1. District information at top of page.
2. List School Name, and the Address and Phone Number of the serving sites that will be participating in the Seamless Summer Program.
3. Indicate number of sites where children will consume meals.
4. Indicate Yes or No if site is a year round school.
5. LEA number for the school participating in the Seamless Summer Program.
6. Designated site manager (This person must be present when meals are served).
7. Enrollment and Free and Reduced Price Eligibles using the most recent Cycle 2 Report available (Oct. 1 Report). To get the % Free and Reduced Price Eligibles add the Free Eligibles to the Reduced Price Eligibles and divide that number by the enrollment.
8. Indicate Yes or No if using Census Data to report site area eligibility. If Yes, attach Census Data map documentation of area eligibility. See Commissioner's Memo FIN-15-083.
9. Seamless Summer Start Date at each serving site.
10. Seamless Summer End Date at each serving site.
11. Type of Site – Open, Restricted Open, Closed Enrolled – Contact ADE, CNU for sites planning Restricted Open or Closed.
12. Method of Notification to Public. List method the district will use to notify the public of the availability of the Seamless Summer Program with specific locations, etc.
13. If organization other than School Food Authority (SFA) is operating the site, supply organization name.
14. As of July 1, 2012, districts/schools must use the Traditional Menu Planning Approach for planning menus. Indicate most common Age/Grade Grouping for site. Could be more than one. Districts operating an open or restricted open site may use a single age/grade group meeting the minimum meal pattern requirements for the most common age/grade group attending the site. A reasonable justification for the need to use a single age/grade grouping must be included with this form. Example of age/grade grouping justification: Based on past site participation, students eating at this site range from estimated age of ___ to ___, although meals are available for ages 6 weeks to 18 years old with portion sizes adjusted accordingly.
15. Indicate days of the week and times of day meals will be served. If meal service will be on a weekend, submit special request with application.
16. Fill in the name of the district employee that will be responsible for meal service and record keeping.
17. The Seamless Summer Schedule C-16 must be signed by the district Superintendent and the district Child Nutrition Director.