Arizona Department of Education
Health and Nutrition Services
Program Year 2022 Preparation Checklist- National School Lunch Program Seamless Summer Option

This checklist is intended to assist School Food Authorities (SFAs) applying to operate the National School Lunch Program Seamless Summer Option (SSO) during summer of 2022. For more information, please review the following memorandum, HNS 04-2022: Serving Meals During Summer Months in 2022.

USDA Foods	**Continuing Participation during SSO:** If the contacts and delivery sites currently listed in myFOODS and FFAVORS will not change for SSO operations, no actions are needed. Your account status will remain active for your SSO operation. **Adding Delivery Sites:** ☐ Complete the "Delivery Sites" section of myFOODS/FFAVORS Delivery and Contact Form and send to ContactHNS@azed.gov. **SFAs New to USDA Foods:** ☐ Complete the myFOODS/FFAVORS Delivery and Contact Form and follow the instructions for entities new to USDA Foods in Schools. Send the completed form to ContactHNS@azed.gov. After the form is submitted, HNS will contact you with additional information and user permissions.
Current SSO Operators	SFAs who operated the SSO during SY 2021-22 and would like to operate SSO when school is no longer in session must complete the following actions: ☐ Update existing Program Year 2022 (PY 22) site applications in the SFSP portal in CNPWeb to provide the new operation dates and any operational changes. ☐ Submit PY 22 Sponsor Application in the SFSP portal in CNPWeb. Please note, the CNPWeb applications must be approved before the meal service begins. o Available Resources: How to Submit Site and Sponsor Applications in CNPWeb: Seamless Summer Option) **(if applicable) Adding New SSO Site(s):** ☐ Complete an Add/Change/Delete (PDF) (Electronic) and route to ADE.
Entities Who Have Not Operated SSO in SY 21-22	SFAs who did not operate the SSO in SY 2021-22 and are electing to operate the SSO over the summer months must complete the following actions: ☐ Submit Site and Sponsor Applications in the SFSP Portal of the CNPWeb. Please note, the CNPWeb applications must be approved before the meal service begins. ☐ If any of the meals will be vended, submit a complete Contract for Vended Meals to HNSContracts@azed.gov (Checklist) (Template Contract) o Available Resources: How to Submit Site and Sponsor Applications in CNPWeb: Seamless Summer Option
Pandemic Waiver Opt Ins	All entities operating the SSO over the summer months must also complete the following actions in order to reflect and report the use of Pandemic waivers up to their expiration on June 30, 2022: ☐ Login to the NSLP portal of the CNPWeb. Review the responses to Section 5. General Information. Verify the responses accurately reflect use of Pandemic waivers up to their expiration on June 30, 2022. If changes are needed, create a new NSLP Sponsor Application, update the sections, and submit the revisions for HNS to review.