

Seamless Summer Option Claim for Reimbursement Instructions

Sponsors in the National School Lunch Program (NSLP) that operate a Seamless Summer Option (SSO) must follow a two-step process to submit a Claim for Reimbursement.

Step 1 Submit Electronic Claim for Reimbursement in IWAS

- Sponsors must submit a Claim for Reimbursement in IWAS for meals served to all children in the SSO (one claim for each month).
- A Claim for Reimbursement must be submitted for each site. Then consolidate and submit in the Sponsor's Claim for Reimbursement.
- If NSLP and SSO meals are served in the same month, the Claim for Reimbursement is combined and submitted for the entire month.

Step 2 Submit Paper Claim for Reimbursement By Fax

- An SSO Monthly Claim Addendum must be completed for each month of operation. The Seamless Summer Option Monthly Claim Addendum is available online at http://www.isbe.net/funding/excel/seamless_addendum.xls.
- Fax the SSO Monthly Claim Addendum to Funding and Disbursements, attention Gladys Rothenberg at 217/782-3910.

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