

ILLINOIS SCHOOL BOARD OF EDUCATION

Nutrition Programs
100 North First Street W-270
Springfield, Illinois 62777-0001
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FISCAL YEAR 2009 SEAMLESS SUMMER OPTION SITE APPLICATION INSTRUCTIONS

SEAMLESS SUMMER OPTION DESCRIPTION

The conditions of a Seamless Summer Option for a school food authority (SFA) are available on the Illinois State Board of Education (ISBE) website (http://www.isbe.net/nutrition/htmls/seamless_summer.htm) under *Questions and Answers*. This document outlines the conditions of operating the Seamless Summer Option. It also provides a description of an approvable program. If the SFA has questions regarding the Seamless Summer Option, please contact our office using the information below.

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800/545-7892

Site Application

Sponsor must complete a *Site Application* for each site.

Step 1

Site applications are located on IWAS (ISBE Web-Based Application System) at <https://sec1.isbe.net/iwas/asp/login.asp?js=true>.

Step 2

Login to your IWAS account using the same login name and password as you use for your National School Lunch Program login. Select the following options in the order listed.

- System Listing
- Child Nutrition—ACES
- Application and Claims
- Search Type = Application
- Sponsor
- Program Year = 2009
- Program Type = NSL
- Application/Claim Status = ALL
- Search

Step 3

The screen will show:

- Agreement number
- Sponsor name
- Application status for National School Lunch—Approved
- Select a link . . .

Step 4

Select *View Sites*

Step 5

Sites approved in the National School Lunch Program will appear, select *Seamless Summer*. The application will appear in draft status.

Step 6

The site application will have contact information fields completed. If a change needs to be made in the contact for the Seamless Summer Option, please make changes now.

Step 7

- A. 1. *Select Site Type*: open, closed enrolled, migrant site, National Youth Sports Program (NYSP), non-residential camp, residential camp, restricted open site, or Upward Bound.
- 2. *Select Eligibility Determination*: approved Income Eligibility Applications; census track/block group; documentation from migrant/National Youth Sports Program (NYSP) organization; eligibility status certified by school district; school data; or other.
- B. *Type of Facility*: camp, church, homeless shelter, NYSP, park, public housing, unknown, Upward Bound, or other.
- C. *Year-Round School Calendar*
- D. Enter *Open and Close Dates*: change month by clicking on calendar arrows.
- E. Enter *Days of Site Operation*.
- F. 1. Enter *Meal Types* and *Begin and End Times*.
- 2. Enter *Highest Daily Participation*: this number can be an estimate and changed as you see a need to increase or decrease.
- G. *Meal Prep Type*: prepare at own site, delivered from centrally prepared facility (self-prep), delivered from centrally prepared facility (vended), extended school year contract, food service management company (FSMC), or school food authority (SFA) contract.
- H. *Outreach*: check all that apply
- I. Add any additional site information as needed
- J. Submit to ISBE

The application will appear on the screen in *approved* status; copy the application and maintain for your records.

Repeat steps 5–7 for each operating site.