School Nutrition Programs

Web-based Illinois Nutrition System

WINS Annual Application

School Year 2025-2026

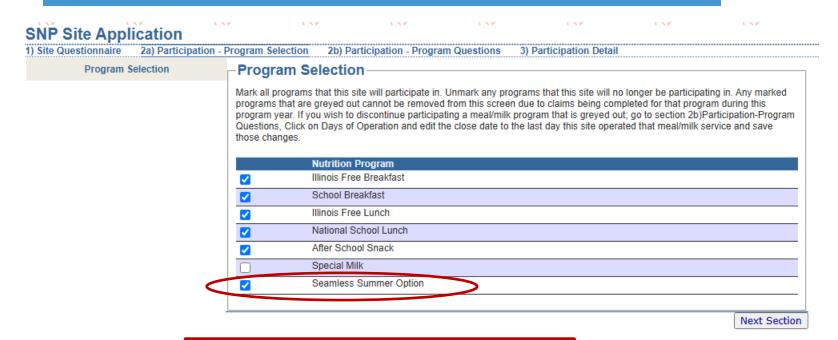# Instructions

Seamless Summer Option (SSO)
Congregate and Non-congregate

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STATE BOARD OF
EDUCATION

SSO Application

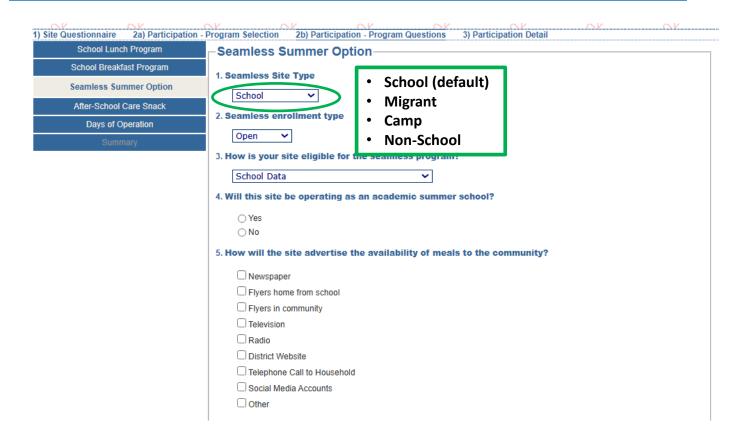**Seamless Summer Option Site Application**

- Each site must meet eligibility requirements to apply and operate.

- One site in district must be approved to operate NSLP

- Site applications must be submitted and approved prior to operating/serving meals.

- Site applications may not be backdated to the starting date of operation if prior to application date and application approval.

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SSO Application

SNP Site Application

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Program Selection

Program Selection

Mark all programs that this site will participate in. Unmark any programs that this site will no longer be participating in. Any marked programs that are greyed out cannot be removed from this screen due to claims being completed for that program during this program year. If you wish to discontinue participating a meal/milk program that is greyed out; go to section 2b)Participation-Program Questions, Click on Days of Operation and edit the close date to the last day this site operated that meal/milk service and save those changes.

	Nutrition Program
☑	Illinois Free Breakfast
☑	School Breakfast
☑	Illinois Free Lunch
☑	National School Lunch
☑	After School Snack
☐	Special Milk
☑	Seamless Summer Option

Next Section

- **To participate in Seamless Summer Option the program must be marked under *Participation-Program Selection* section of the site application.**

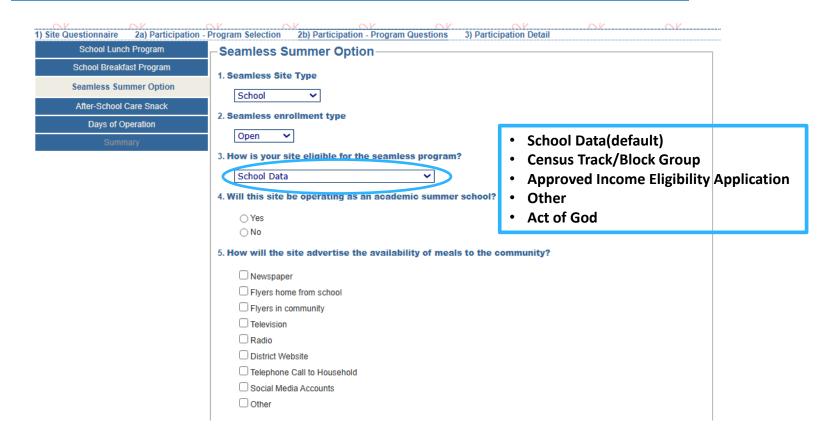- **Applications must be completed and approved prior to operating SSO sites.**

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SSO Application

SSO Application

SSO Application

SSO Application

SSO Application

SSO Application

6. Meals and Menus

Meal	Meal Prep Location	Offer vs. Serve
☐ Breakfast	⌄	⌄
☐ A.M. Snack	⌄	⌄
☐ Lunch	⌄	Offer vs. Serve ⌄
☐ P.M. Snack	⌄	⌄
☐ Supper	⌄	⌄

Select up to 2 meal services:
- Breakfast/Snack
- Breakfast/Lunch
- Lunch/Snack

Seamless Summer Option follows the same meal pattern grade groupings as National School Lunch Program (Pre K, K-5, K-8, 6-8, 9-12) and School Breakfast Program (Pre K, K-5, K-8, 6-8, 9-12 or K-12).

7. Please indicate the meal pattern grade group(s) being served by checking the all applicable grades below:

☐ P   ☐ K   ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

☐ 6   ☐ 7   ☐ 8   ☐ 9   ☐ 10   ☐ 11   ☐ 12

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SSO Application

6. Meals and Menus

Meal	Meal Prep Location	Offer vs. Serve
☐ Breakfast	⌄	⌄
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☐ P.M. Snack	⌄	⌄
☐ Supper	⌄	⌄

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7. Please indicate the meal pattern grade group(s) being served by checking the all applicable grades below:

☐ P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

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Congregate vs Non-Congregate

8. Will this site be serving non-congregate meals?

○ Yes
○ No

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NEW

- **Sites designated rural by USDA may operate as either congregate or non-congregate at a meal service or hybrid meal service models.**

- **Sites not located in rural designated areas may only operate as congregate meal sites**

USDA Rural Designation Map

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Congregate vs Non-Congregate

8. Will this site be serving non-congregate meals?

○ Yes
● No

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8. Will this site be serving non-congregate meals?

● Yes
○ No

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SSO Application Congregate

1) Site Questionnaire   2a) Participation - Program Selection   2b) Participation - Program Questions   3) Participation Detail

| School Lunch Program |
| School Breakfast Program |
| Seamless Summer Option |
| After-School Care Snack |
| **Days of Operation** |

Days of Operation

Program year runs 7/1/2025-6/30/2026. If needed, you may amend the prepopluated dates below To include July 2025 And/Or June 2026 by clicking On the edit icons below.

After School Snack

📝 Add Range

Edit	Delete	Start Date	End Date	Days of Week Operating

8. Will this site be serving non-congregate meals?

○ Yes
◉ No

Previous   Next

☐ Fri

Seamless Summer Option - Breakfast

📝 Add Range

No service date ranges are currently submitted.

Seamless Summer Option - Lunch

📝 Add Range

No service date ranges are currently submitted.

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SSO Application-Congregate

SSO Application-Congregate

Non-Congregate-SSO

8. Will this site be serving non-congregate meals?

- ● Yes
- ○ No

9. Are you planning on serving multiple meal types at once (e.g., breakfast and lunch)?

- ○ Yes
- ○ No

10. How many days of food will you service at once?

[∨] Days

11. Please explain in detail how you will ensure that multiple days of food will meet the meal pattern requirements:

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Non-Congregate-SSO

8. Will this site be serving non-congregate meals?

- ● Yes
- ○ No

9. Are you planning on serving multiple meal types at once (e.g., breakfast and lunch)?

- ○ Yes
- ○ No

10. How many days of food will you service at once?

[∨] Days

11. Please explain in detail how you will ensure that multiple days of food will meet the meal pattern requirements:

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Non-Congregate SSO

8. Will this site be serving non-congregate meals?

● Yes
○ No

9. Are you planning on serving multiple meal types at once (e.g., breakfast and lunch)?

○ Yes
○ No

10. How many days of food will you service at once?

[▼] Days

11. Please explain in detail how you will ensure that multiple days of food will meet the meal pattern requirements:

Non-Congregate SSO

12. How will the meals be provided?

Provide additional details here:

✓ Unitized meals
✓ Bulk food items
✓ Both

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Non-Congregate SSO

13. What type of non-congregate service do you intend to operate?

[▼]

Home Delivery is available for School Food Authorities (SFAs) only or non-SFAs with a Memorandum of Understanding (MOU) with an SFA to use Household Income Eligibility data.

Menus are required to be given to participants for each reimbursable non-congregate meal type. Menus must include the food items, portion sizes, and intended day of consumption for each meal type.

14. Provide an example of the menus and instructions that will be included with the meals.

[ ]

✓ Meal pickup
✓ Home delivery

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Non-Congregate SSO

15. **What procedures are in place to prevent a child from receiving more than one meal per child per day of the meal types offered?**

16. **What controls are in place to prevent duplicate meals for the same child on the same day?**
(For example, how would the site ensure that someone hasn't already picked up meals for that child?)

17. **What controls are in place to ensure that meals provided do not exceed the maximum number of meals allowable per day?**
(For example, how would the site ensure a child is not receiving the same meal type at a neighboring Summer School Food Service Program or Child and Adult Care Food Program site, such as a childcare center?)

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Non-Congregate SSO

18. Describe your food safety plan. How will the site ensure non-congregate meal service meets all state and local health and safety requirements?

19. Describe how the non-congregate meals will be packaged/stored/transported for safe distribution.

20. How will the site communicate to families about proper food storage and/or preparation instructions for the meals?
(The U.S. Department of Agriculture requires that additional food preparation [e.g., heating or mixing] is minimal)

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Non-Congregate SSO

21. Describe the outreach and promotion plan to advertise and inform your community of the non-congregate meal service option.

Non-Congregate SSO

22. What is the process for meeting the needs of children who require special dietary considerations?

23. Will the 'And Justice For All' poster be visible to participants?

○ Yes
○ No

24. How will the required racial and ethnic data of participants be collected?

25. What additional training does program site staff receive in order to operate a non-congregate meal program?

26. Any other comments?

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Non-Congregate SSO

1) Site Questionnaire   2a) Participation - Program Selection   2b) Participation - Program Questions   3) Participation Detail

School Lunch Program
School Breakfast Program
Seamless Summer Option
After-School Care Snack
Days of Operation
Summary

Days of Operation

Program year runs 7/1/2025-6/30/2026. If needed, you may amend the prepopluated dates below To include July 2025 And/Or June 2026 by clicking On the edit icons below.

- Add full date range(s) for all SSO programing and for each meal service provided, even if meal service is only provided once a week.
- If breaks occur between summer meal sessions enter separate date ranges for each meal session and save.

☑ Fri

Seamless Summer Option - Breakfast

Add Range

No service date ranges are currently submitted.

Seamless Summer Option - Lunch

Add Range

No service date ranges are currently submitted.

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Non-Congregate SSO

Meal service may be congregate for one meal and non-congregate for a second meal service.

For example:
Breakfast is served congregate during summer school and lunch is non-congregate and sent home with students at the end of a half day program.

Non-Congregate SSO

Non-congregate meals may be distributed on one or multiple days in a week, Monday-Friday.

Select the serving days, Sunday-Saturday, that will be covered by all meal distribution days combined.

Non-Congregate SSO

All non-congregate meal site applications must be approved by ISBE prior to operation and will display this error message as a reminder.

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SSO Application Congregate/Non-Congregate

1) Site Questionnaire	2a) Participation - Program Selection	2b) Participation - Program Questions	3) Participation Detail

Participation detail

1. Select SSO
2. Enter date range beginning and end dates
3. Enter enrollment including anticipated community participation
4. Enter serving beginning and ending times
5. Mark days of the week meals are provided to cover
6. Save

☐ Sunday	☑ Monday	☑ Tuesday	☑ Wednesday	☑ Thursday	☑ Friday	☐ Saturday

📝Go to daily detail

Meals will not be scheduled on days where the district is not in session, as indicated on the school calendar

	Program	Meal	Start date		End date		Enrollment	Begin time		End time		Meal preparation
☐	School Breakfast	Breakfast	8/1/2025	📅	8/15/2025	📅	0	08:00	AM ⌄	08:45	AM ⌄	Self Prep ⌄
☐	National School Lunch	Lunch	8/1/2025	📅	8/15/2025	📅	0	11:30	AM ⌄	12:45	PM ⌄	Self Prep ⌄
☐	After School Snack	P.M. Snack	8/1/2025	📅	8/15/2025	📅	0	03:45	PM ⌄	04:15	PM ⌄	Self Prep ⌄
☑	Seamless Summer Option	Breakfast		📅		📅	1591	05:00	AM ⌄	10:00	AM ⌄	Self Prep ⌄
☑	Seamless Summer Option	Lunch		📅		📅	1591	10:00	AM ⌄	02:00	PM ⌄	Self Prep ⌄

Save

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SSO Application Congregate/Non-Congregate

Participation detail

1. Select SSO
2. Enter date range beginning and end dates, repeat if multiple sessions
3. Enter enrollment including anticipated community participation
4. Enter serving beginning and ending times
5. Mark days of the week meals are provided to cover
6. Save

| ☐ Sunday | ☑ Monday | ☑ Tuesday | ☑ Wednesday | ☑ Thursday | ☑ Friday | ☐ Saturday |

✏️Go to daily detail

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☑	Seamless Summer Option	Lunch					1591	10:00	AM ⌄	02:00	PM ⌄	Self Prep ⌄

Save

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SSO Application Congregate/Non-Congregate

1) Site Questionnaire   2a) Participation - Program Selection   2b) Participation - Program Questions   3) Participation Detail

Participation detail

1. Select SSO
2. Enter date range beginning and end dates
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☐ Sunday   ☑ Monday   ☑ Tuesday   ☑ Wednesday   ☑ Thursday   ☑ Friday   ☐ Saturday

✐ Go to daily detail

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Save

ILLINOIS STATE BOARD OF EDUCATION

SSO Application Congregate/Non-Congregate

| 1) Site Questionnaire | 2a) Participation - Program Selection | 2b) Participation - Program Questions | 3) Participation Detail |

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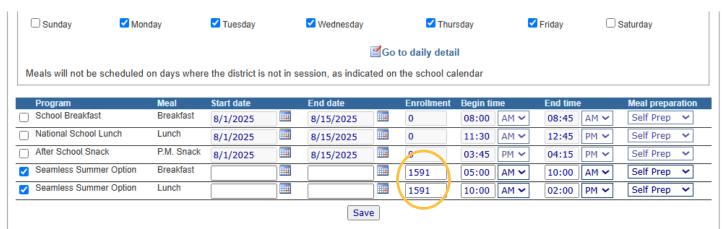| ☐ Sunday | ☑ Monday | ☑ Tuesday | ☑ Wednesday | ☑ Thursday | ☑ Friday | ☐ Saturday |

📝Go to daily detail

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Save

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SSO Application Congregate/Non-Congregate

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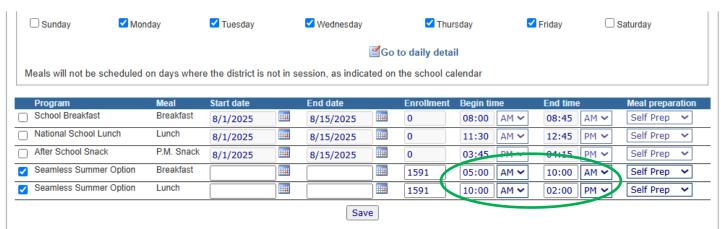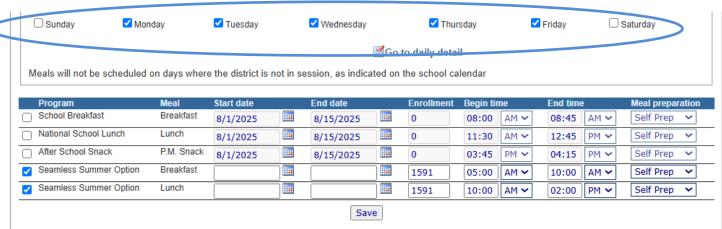5. Mark days of the week meals are provided to cover
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Save

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SSO Application Congregate/Non-Congregate

Participation detail

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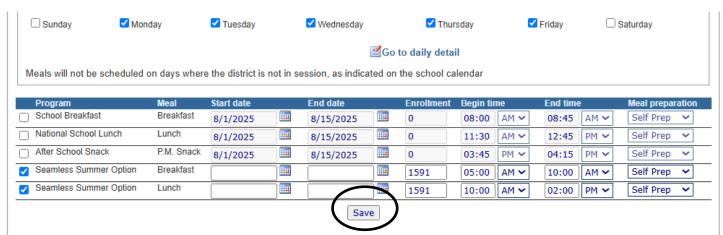5. Mark days of the week meals are provided to cover
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☑	Seamless Summer Option	Breakfast			1591	05:00 AM	10:00 AM	Self Prep
☑	Seamless Summer Option	Lunch			1591	10:00 AM	02:00 PM	Self Prep

Save

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Contact Information

Nutrition Department

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