

## Instructions for Completing the Seamless Summer Option (SSO) Application in the Child Nutrition Technology System

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- STEP 1: Log in to the CN Technology System at <https://www.ncchildnutrition.org>
  - STEP 2: Click on the “Programs” tab (located at the top right side of the screen)
  - STEP 3: Select “Program Year 2009 – 2010”
  - STEP 4: Click on “Seamless Summer Food Service Program”
  - STEP 5: Click on the “Applications” tab
  - STEP 6: Click on “Applications”
  - STEP 7: Click on “**New App**” and complete the SFA Application  
(Note: SFA Application is the “Sponsor” Application and not all questions can be completed such #16, #17, and #21 because the information will roll over from the “Site” Application(s) once completed.)
  - STEP 8: Click on “**SAVE**” after entering all the information possible
  - STEP 9: Click on “Finish” and then “Back” to return to the main screen
  - STEP 10: Click on “**Add Site App**” to add a school and complete a “Site” Application  
(Note: Every SSO site for the purpose of H1N1 school-related closings will be a “Closed Enrolled.” If adding a school before October 1, use the Free/Reduced percentage for June, 2009 for the specific school; if enrolling after October 1, use the current Free/Reduced percentage for the school.)
  - STEP 11: Repeat Step 10 until all school “Site” Applications have been added
  - STEP 12: Once all sites have been added, the SFA application will need to be “re-saved” by following these steps:
    - Click on “**Details**” on the SFA Application line
    - Click on “**Modify**”
    - Scroll to the bottom of the application and click “**SAVE**”
- (These three steps allow the information from all of the Site Applications to roll over and complete the SFA Application.)
- STEP 13: Click on “Submit for Approval” at the bottom of the screen to finalize the process for the school district (local level)
  - STEP 14: Wait for approval from the NCDPI because all SSO sites must be approved before operation begins!!!

**NOTE:** Steps 1-14 should follow the exact same process as the NSLP Online Agreement. The only difference is that the Seamless Summer Option will not require a checklist.