

SPECIAL MILK PROGRAM



APPLICATION / REIMBURSEMENT ONLINE CLAIM SYSTEM INSTRUCTIONS

NUTRITION UNIT

COLORADO DEPARTMENT OF EDUCATION

Child Nutrition Claims Process

INSTRUCTIONS TO LOGIN:

Begin at the **CDE Nutrition website:** http://www.cde.state.co.us/index_nutrition.htm

Click on the "**ONLINE CLAIM SYSTEM**" gray button.

Enter "**User ID**"

Enter "**Password**"

Click on "**Login**"

Bookmark this site for easy access to the web site and the CN system.

SYSTEM

The Claims system is web-based. The system is available 24 hours a day / 7 days a week, with the exception of short downtime processes. The system operates in "real time." E-mail messages will be the means of communicating claim and application status, edit check problems, and other system messages.

SCREEN OVERVIEW

3 Panel Screen – Simple three step process regardless of which screen you are accessing:

Search Window

The Search Window is located in the lower left-hand corner of the screen. This window functions as the system's primary search engine. All actions (view, add, update, and delete) involving applications, claims, and payments begin in the Search Window.

Results Window

The Results Window is located in the upper-right hand corner of the screen. The primary function of this window is to display the results of a search. The Results Window is also the mechanism through which users can open a specified file (such as an application, claim or payment summary) in the Maintenance Window.

Maintenance Window

The Maintenance Window is located in the lower right-hand corner of the screen. This window is the primary means by which users will view, add, and update, and delete application and claim payment information. The content of the Maintenance

Window is program-specific and will vary depending on the search criteria in the Search Window.

SPONSOR APPLICATION SCREEN

Sponsoring Authorities will use this screen to view, add, update and delete sponsor-level applications. The screen improves program integrity by controlling access at the user level. The screen reduces manual data entry by rolling over approved application data from one program year to the next.

Program participants can quickly determine the status of their application through online screens. In addition, changes to the status of an application are automatically communicated to a given user via e-mail.

APPLICATION OVERVIEW:

A sponsor code will be used. Site codes assigned by CDE will be used as the identifier.

- **Sponsor Authority Information**
- **Authorized Representative Contact Information**

System access will be given to two (2) users.

INSTRUCTIONS TO CHANGE PASSWORD:

PASSWORD REQUIREMENTS:

- A minimum of eight and a maximum of twelve characters
- One numeric character which cannot be only the first or the last character
- At least one lower case letter
- At least one upper case letter which cannot be only the first character
- At least one non-alphanumeric character (such as: !, @, #, \$, %).

1. Click on CHANGE PASSWORD
2. Type in OLD PASSWORD
3. Type in NEW PASSWORD
4. Type in NEW PASSWORD a second time to verify.

Site Application Screen

Use this screen to view, add, update and delete site-level applications. This screen reduces labor-intensive activities by automatically recalculating program eligibility.

Site Information

Lead Contact Information

General Information

Program Information:

NSLP

SBP

After School Snack Program

SMP

Only section required for SMP sponsor

CLAIM FOR REIMBURSEMENT SCREEN

Sponsoring Authorities will use this screen to submit site-level claims for reimbursement. Edits in the claim prevent a Sponsor from accidentally submitting a claim for meal services that are not approved at a given site.

Completing a claim is a two-step process:

1. Enter and submit claim information
 - Number of days served
 - Highest Daily Enrollment
 - Number of ½ pints served
2. Release the claim (Follow the Federal Payments directions below)

PAYMENT SUMMARY

Sponsoring Authorities will use this screen to determine their reimbursement. In some circumstances (such as a claim adjustment), the amount claimed may differ from the amount paid.

The payment detail screen, accessible from the Payment Summary Screen, provides Sponsoring Authorities with a user friendly means of reconciling claims and payments.

Federal Payments

Clicking the Federal Payments button will take users to the Payment Summary Screens.

Claim Status

Transmittal Report

Transmittal Information

Rate

INSTRUCTIONS TO COMPLETE SPONSOR AND SITE APPLICATION:

NOTE: Use the "TAB" key to move between fields.

1. From the **MAIN MENU**, click on **APPLICATION**.
Note: You must complete the **SITE APPLICATION** first.
2. Working from the SEARCH WINDOW: **PARTICIPANT TYPE** click on the **SITE** button. Click on the **SITE ID** box and choose your first site. (Site Id will initially list All Sites.)
PROGRAM – should be on 'SNP'
APPLICATION STATUS – leave as 'All Applications'
YEAR – change from 'All Years' to the new year, example '2010'.
Click on **SEARCH**.
3. RESULTS WINDOW - Upper right-hand corner click on '**Apply for 10-11**' (or current school year ending)
4. Complete the SITE APPLICATION** and click on '**INSERT**' – wait for '**INSERT SUCCESSFUL**'. (It is not necessary to click on the Save button once the Insert button has been clicked).
**REPEAT above steps if you have more than one site
5. **SPECIAL MILK PROGRAM participants:** complete only the Special Milk Program section in the SNP Site Application.
6. When **ALL** Site Applications have been completed, click on the **SPONSOR** button and click on **SEARCH**. In the results window - Upper right-hand corner click on '**Apply for 10-11**' (or current year) The SPONSOR APPLICATION will appear.
7. Complete the **SPONSOR APPLICATION** information. Once the information is completed, click on '**INSERT**'. Scroll to the top to SPONSORING AUTHORITY INFORMATION, to the **STATUS** area. If the **PENDING SUBMISSION** button is checked, change the status to **SUBMITTED TO CDE**. Scroll down and click on '**SAVE**'. Notification will appear **UPDATE SUCCESSFUL**.

The application cannot be approved at CDE until this process is complete. For any questions please call the Nutrition Office at 303.866.6661.

INSTRUCTIONS TO COMPLETE THE CLAIM FOR REIMBURSEMENT:

1. Go to the CDE Nutrition website; http://www.cde.state.co.us/index_nutrition.htm
2. Click on the **ONLINE CLAIM SYSTEM** gray button. Bookmark this site for easy access to the web site and the CN system.
3. The Main Screen will appear.
 - Type in the **USER ID** and **PASSWORD**
 - click the **LOGIN** button.
4. Select the **CLAIMS** button.
5. Complete the criteria in the **CLAIMS SEARCH** window:
 - **SITE ID** – Click on SITE ID and choose your site
 - **PROGRAM**, SMP
 - **STATUS** - Leave the status as ALL
 - Click on **YEAR** – Current calendar year
 - Click on **MONTH** and select the month for which the claim will be completed
 - Click on the blue **SEARCH** button
6. In the upper right hand corner **MONTH/YEAR ORIGINAL** will appear. Click on these words. This will open the claim. Complete the required information in the white boxes. When completed, click on **INSERT**. (The claim is now saved.)
CAUTION: Do not click on the ADJUST link unless completing an adjusted claim.
Insert ALL site claims BEFORE releasing the claims for payment.
7. Click on the blue **MENU** button (left-hand side in Search Screen). This will take you to the main menu.
8. Click on **PAYMENT SUMMARY**. Click on **FEDERAL PAYMENTS**. Complete the **FEDERAL PAYMENTS SEARCH** criteria and click on **SEARCH**.
9. The RESULTS SCREEN will appear a Title Bar. Under the words 'RELEASED?' **click on view** to double check the accuracy of the claim. Then **click on the white box**, so that a check mark appears.
10. Click on the blue **SAVE** button. **Once completed the message 'INSERT SUCCESSFUL' will appear. Under the 'RELEASED?' column 'YES' will appear.** Under the **RELEASE DATE** column, the date the claim was released will appear.

NOTE: Please review the data prior to Releasing the claim. Once the claim has been released the claim screens will change to Read-only and corrections cannot be made. If there is an error you will not be able to correct the error until after the claim has been paid.