



## Getting Started

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- Request system access via the [New User Request form](#) if you do not have a username and password.
- Login to the [Colorado Nutrition Portal](#) with your username and password.
- Sponsors operating multiple nutrition programs will see the Dashboard upon login. The dashboard includes important information about applicable nutrition programs in one place. View the [Dashboard Overview](#) for more information about how to navigate and use the Dashboard.
- Many of the fields and data in the sponsor and site applications will roll over. *Review these fields and update as necessary.* Complete all fields that require information.
- Contact your [CDE Point Person](#) if you have application questions.
- [Subscribe to the Dish](#) to receive important program updates throughout the year.

## Accessing the 2023-24 Application

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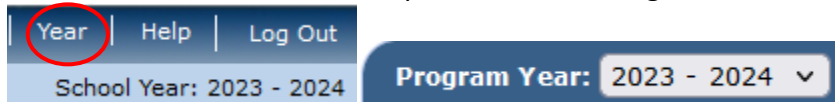
- From the dashboard, select **'SNP,'** or if your organization only operates SNP programs, click on the blue *School Nutrition Programs* tile.
  - Click **'Applications'** -> click **'Application Packet'**
- Select the correct school year prior to completing the application:
- Select **'Year'** at the top right of the screen under the logo and select **'2023-2024'**

### Select Year

2023 - 2024 < Selected

2022 - 2023

- Or, from the dashboard select the dropdown next to Program Year on the Dashboard.



- Click on **'Applications'** to continue the application process. Click **'Enroll'** -> click **'ok'**

**The Sponsor has not started in the current year (2023).**

Click **'Enroll'** to enroll for this year based on your prior year's information.



- Once the 2023-24 application is complete, navigate back to 2022-23 to ensure NSLP/SBP claiming and other operations continue taking place in the correct school year.

## Completing the Sponsor Application

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- Once in the 2023-24 Application Packet, select **'Modify'** and begin completing the sponsor application.
- 1. – Select Type of Agency (will rollover for existing sites)
- 2. – Answer 'yes' or 'no'



- **\*New\*** 3. Will the Sponsor participate in the [Healthy School Meals for All program](#)? Answer 'yes' or 'no'.
  - By selecting 'yes', Sponsors are required to operate CEP at eligible sites. CDE School Nutrition will work directly with Sponsors to ensure CEP sites are set up correctly and that CEP groupings are accurate.
- Sponsor Type, Street Address and Mailing Address will roll-over. Review information and update as needed.
- **Contacts:** Review all contacts and verify information. To update a contact, select '**Edit Contacts**' in the top right-hand corner. Updated contacts will appear across nutrition program applications and in the Dashboard.
  - If the contact is the same person for multiple fields, select the '**Same as**' checkbox to auto-fill the information. Please only use the 'same as' option when it applies to each contact's job duties. It is important that the **correct** contacts be entered for data and information purposes.
- **Meal Count and Collection Procedures:** select the name of your Point of Sale (POS) software system from the dropdown list. If 'other,' please type in the name of your POS.
- **Eligibility Information:** answer questions accordingly.
  - Q47 asks sponsors operating CEP how they will collect household information from CEP sites as CEP sites cannot collect and process FRL income applications. Sponsors planning to use the FEDS form should select "Alternate Form". Sponsors planning to use the combo form should select "Other" and add detail in Q48.
  - If the answer to Q49 is 'no' and the answer to Q50 is 'yes,' a checklist item will populate in the Checklist Summary. Please upload copies of free and reduced-price documentation you are using for state review. Submitted documents will be reviewed for compliance to ensure all requirements are included in free and reduced-price materials. Your point of contact will notify you if changes need to be made.
    - Sponsors planning to use the combo form should include this in your Checklist Summary upload. Sponsors planning to use the FEDS form are not required to upload this form for approval.
- **Residential Child Care Institutions (RCCI):** complete only if your sponsor is operating as a RCCI.
- **Food Service Management Company (FSMC) and Vended Meals:** if your food service program is operated by a FSMC, or if any schools receive meals from a meal vendor, answer, '**Yes**', to Q53/Q54.
- Any incomplete information in the application will trigger an error. Errors must be corrected prior to submitting the application packet.
- Select the Certification checkbox.
- Click the red, '**Save**,' button. If there are errors, the system will identify them and provide the ability to make revisions. Review the nature of the error and correct it. If you have questions, please reach out to the consultant assigned to your application for assistance.
- Select the red '**Go to Site List**' to continue to the site applications or select '**Finish**' to return to the application packet screen.

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## Adding new sites

- If any of your sites need to be added, or if any school needs a name or site code change, please complete the [new site request form](#). Please note that all CDE Schools must match the [name and site code provided by CDE](#).
- Once the site is added, you will be able to complete the Site Application.
- **Please note:** The number of physical sites and/or number of sites with distinct CDE building codes does not affect the grade group meal pattern requirements. Sponsors must plan all menus to [meet the grade group requirements](#) for the grade groups served at each site.

## Completing Site Applications

- Access helpful information for various sections in the site application by hovering your mouse over the blue question marks throughout the site application.



- Go to **'Applications'** → **'Application Packet'** → **'Site Applications'** → **'School Nutrition Program'**

Packet Assigned To: Vivien Skrupskis							
Action	Form Name	Latest Version	Status				
View   Modify	✓ Sponsor Application	Rev. 1	Not Submitted				
Details	✓ Checklist Summary (1)						
Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

- Select, **'Modify,'** under Action next to the Site ID.
  - Review participating programs. If adding or removing a program (such as breakfast, snack or milk), select **'Modify Program Selection'**
  - Ensure Site Contact and Street Address are correct and update if needed. Once the site address is added, click the **'Verify'** button to verify the address against US postal data.

8. County:   **Verified**

- If the address is verified, a green **'Verified'** text will appear.
- If the address is not verified, check to make sure the address is correct. If the address is correct but is not verified, this may mean that it is a mailing address and not a physical address. If this is the case, click the box to use the non-verified address entered.

Use the non-verified address entered.

- Participation Information:

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- Q9: Severe Need Breakfast is calculated within the system based on lunch data from two years' prior. If the school served more than 40% of its lunches to free and reduced-price students, the school will receive a higher reimbursement rate. **Please note:** Severe need determinations will be calculated for the 2023-24 school year based on [USDA guidance](#).
- Q10: Select all grades at the site.
- Q11: Select 'yes' or 'no'.
  - Comingled: eating at the same time and in the same place as other grade groups.
- Pricing Information:
  - Refer to the [Adult Meal Pricing Tool](#) to calculate appropriate adult meal prices.
    - Please note that the Reduced-Price breakfast box is automatically left blank, as the charge for Reduced-Price breakfast is \$0.00.
    - Schools may not charge Reduced-Price lunch for students in grades PK-12 as the Reduced-Price Lunch Protection Program has been expanded to cover all grades. Reduced-price lunch must always be \$0.00.
      - Non-public sponsors are not eligible for this benefit and must enter amount charged to reduced-price eligible students accordingly (\$.30 for breakfast and \$.40 for lunch).
  - Non-Pricing should be selected for CEP and Provision 2 sites and sites that do not charge meal prices (Universal Free).
  - Sponsors participating in the Healthy School Meals for All program will not charge any students for meals. **Select Non-Pricing- Universal Free for all sites.**
  - USDA Average Weighted Price is the (difference between the free reimbursement – paid reimbursement rate). Please reference the paid lunch equity guidance for more information.
    - For SY 2023-24, SFAs with a positive or zero balance in the nonprofit school food service account as of June 30, 2022, are exempt from PLE pricing requirements.
    - Sponsors participating in the Healthy School Meals for All program are exempt from PLE requirements.
- **Section A: National School Lunch Program (NSLP)**
  - Ensure the months of operation, days of the week, and meal service times are updated and accurate.
  - A3 – Select the elected Provisional Option CEP or Provision 2.
- **Section B: School Breakfast Program (SBP)**
  - Ensure the months of operation, days of the week, and meal service times are updated and accurate.
  - Select the type of breakfast service used; if other, please indicate in the text box provided.
  - B4 – Select the elected Provisional Option CEP or Provision 2.
- **Section C: Afterschool Snack Program (ASP)**
  - Ensure the months of operation, start and end dates of the snack program, snack service times, and days served are accurate.
  - C5-6: Indicate when the snack is served.

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- If served during the extended school day, a bell schedule must be uploaded in the Checklist Summary for approval.
- Extended Day ASP Criteria:
  - Grades PK-5: must have a school day greater than or equal to 7 hours.
  - Grades 6-12: must have a school day greater than or equal to 7.5 hours.
- C7: Select 'yes' or 'no'. ASP must be provided with structured, supervised enrichment activities.
- C8: Indicate site eligibility.
  - If the site is below 50% free and reduced percentage, but is located within the same attendance area of the applying site, the site can qualify as area-eligible. Select 'Attendance Area Eligible – based on another site' –and find the site within the drop-down menu to qualify the site.
  - If the site is below 50% free and reduced and is not within the attendance area of an eligible school, the school can still operate ASP under non-area eligibility. This means snacks are counted and claimed at free, reduced, and paid rates based on student eligibility. Select 'Non-Area Eligible' for sites that meet these criteria.
  - **Please note:** the Healthy School Meals for All program does not apply to ASP. If opting into HSMA and operating non-area eligible ASP sites, reduced and paid snacks will be claimed as normal and will not receive additional state funding. If opting into HSMA and operating area-eligible ASP sites, all sites are served free and claimed at the free rate. If operating ASP at a CEP school, the school may be area eligible if 50% of students are free or reduced-price eligible or if the school's individual ISP is 31.25%, or if the school is located in the attendance area of another school with an FRL% of at least 50%. CEP schools that are not area-eligible claim snacks under their CEP claiming percentages.
- **Section D: Special Milk Program (SMP)**
  - Review, or enter, site contact and address. Verify the address as instructed above.
  - Indicate the grades participating at the site. **Please note:** SMP cannot serve the same group of students as the NSLP.
  - D1. Select Site Type (School, Residential Summer Camp, Other).
  - D2. Ensure months of operation and days of the week are accurate.
  - D3. Select milk pricing option.
    - Pricing programs must indicate highest charge to student per pint and highest dairy cost. To calculate highest allowable charge to students, use the following formula:
      - $\frac{1}{2}$  pint cost \$\_\_.
      - + \$0.05 administrative handling fee
      - - \$\_\_ current year reimbursement rate
      - = \$\_\_  $\frac{1}{2}$  pint price to charge students (rounded to the nearest nickel)
  - D4: Enter number of children participating in this program.
  - D5: Select 'yes' or 'no'. If no, describe how the  $\frac{1}{2}$  pints of milk are served to children.
- Select the red, 'Save,' button. If there are errors, the system will identify them and provide the ability to make revisions.
- Repeat this process for each school participating in the Special Milk Program this year.

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## Uploading documents to the Checklist Summary

- From the Application Packet, select *'Details,'* next to the checklist summary.
- Select the sponsoring organization's name.
- Required forms:
  - **Permanent Agreement: required for all sponsors for 2023-24.** Download, sign, and re-upload this document into the checklist summary.
  - **Special Milk Program Non-Pricing Policy Statement:** SFAs with the non-pricing Special Milk Program will provide the SMP non-pricing policy statement. Download, sign, and re-upload this document into the checklist summary.
  - **Afterschool Snack Bell Schedule:** required if the sponsor is operating ASP during the school day.
- To upload documents: click on the blue paperclip under the correlating heading.

Required Forms/Documents to send to State Agency	Document Submitted to State Agency	Date Submitted to State Agency
Current Year Bell Schedule	 <input checked="" type="checkbox"/>	03/04/2021

- Select *'Choose File'*
  - Find the appropriate file. Click, *'Open'*.
- If you have any comments, please include them in the, *'Comment,'* box. Select, *'Save,'* and then, *'Finish'*.
- The document will appear at the bottom of the screen under Checklist Item.
- Click, *'Save,'* and then, *'Finish'*.

## Submitting the Application

- Once you have completed the sponsor application, site applications, and have uploaded applicable forms, navigate back to the Application Packet screen. Click the red, *'Submit for Approval,'* button. Click, *'Okay'*.
  - Please note that all sponsor and site applications need to be in *'Not Submitted'* status before the application packet can be submitted.
- The following message will appear: **The Application Packet is currently under review by the State and is unavailable for changes.**
  - The packet will be returned if corrections need to be made. Monitor your email for communications from the system and the Nutrition consultant assigned to your packet.
- Allow up to two weeks for CDE School Nutrition to approve the application and forms.
- Once the 2023-24 application is complete, navigate back to 2022-23 to ensure NSLP/SBP claiming and other operations continue taking place in the correct school year.

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## Additional Resources

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- Visit the [How to Apply webpage](#) for additional information about submitting school year 2023-24 applications.
- Reach out to the consultant assigned to your application in the [Portal](#) for program related questions and support with applications, reviews, and training and technical assistance needs.