

How to Import Meal Claims into the Hub

Instructions for Claim Import File Specifications

Because most point of sale (POS) systems have the capability to generate monthly reimbursement claims by site, the CO Child Nutrition Hub provides the ability to import this POS file directly. This option is available for breakfast, lunch, snack, Special Milk Program and Provisional program claims. Once the file is imported, claim validation and edit checks will function in the same manner as if the data was manually entered. Use this function to streamline processes and save time!



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Getting Started - Creating Import File

1. Contact point of sale vendor and/or district IT and provide the file specifications for claim import
2. File specifications: import process relies on an interface file with a fixed width ASCII text file and contains site level claim reporting information from the POS. File must be formatted according to the layout specified in the **Claim Import – File Layout Requirements** resource.
3. Once file is created, the file will be saved on local computer. The name of the file is not relevant to the upload process.

Importing Claim File

1. Login to the CO Child Nutrition Hub:
<https://cde.cnpus.com/codoe/Splash.aspx>
2. Select **Claims** and then select **Claim – SNP**
3. Select month to claim
4. Click **Add Original Claim**
5. Click **Upload Claim Data**
6. Select the saved claim import file; Click **Upload**
7. Review for accuracy before submitting claim

Current Vendors with Claim Import Capability

- Heartland/MCS
- Horizon
- PrimeroEdge
- Infinite Campus

Best Practices

- Use edit checks and meal claim to reconcile records and ensure accurate meal claiming.
- Print claim summary and keep on file for five years
- Review claim summary for accuracy before submitting claim.
- Analyze claim data at least monthly to ensure accuracy.

Where can I learn more?

- Meal Counting and Claiming webpage: <https://www.cde.state.co.us/nutrition/howtoclaim-1>
- Meal Counting and Claiming online training:
<https://www.cde.state.co.us/nutrition/professionaldevelopment/ondemand>