

# Claim Instructions

## Fresh Fruit and Vegetables Program (FFVP)



**COLORADO**  
Department of Education

### Colorado Nutrition Portal Login

- 1) Log in to the Colorado Nutrition Portal through the School Nutrition webpage:  
<https://www.cde.state.co.us/nutrition/nutritionlineclaimsandservices>

Home

Colorado Nutrition Portal

**Colorado Nutrition Portal**

**About**

The Colorado Nutrition Portal is used by Colorado Child Nutrition Program Sponsors to complete annual renewal program applications, submit reimbursement claims for meals served, view historical and current program data, view and submit Administrative Review information, and more!

**Colorado Nutrition Portal Login**

**User Request form**

- To *add, modify, and update existing users* in the Colorado Nutrition Portal

**New Site Request form**

- To *add new sites* in the Colorado Nutrition Portal

**Colorado Nutrition Portal**

Guidance and resources for submitting program applications and claims for reimbursement.

Apply to Child Nutrition Programs      Enter Claims in the Portal

Nutrition Home

Administrative Reviews

**Child Nutrition Programs**

Afterschool Snack Program  
Fresh Fruit and Vegetable Program  
National School Lunch Program  
Provisional Programs  
School Breakfast Program  
Special Milk Program  
Summer Food Service Program

**Child Nutrition Program Requirements**

School Meal Eligibility  
Meal Patterns and Menu Planning  
Meal Counting and Claiming

**Procurement**

Food Service Management Companies  
Civil Rights  
Financial Management

**Colorado Nutrition Portal**

How to Apply  
How to Claim

**Communications**

Calendar

- 2) Enter your User ID and Password and click "Log On":

**Returning Users: Log On**

User ID:

Password:

**Log On**

**Welcome to the Colorado Nutrition Portal**

If you have been locked out, please click on the "Forgot Your Password?" link to reset your password.

If you need access for a new user, please complete this form. (Do not use this form to request a password reset.)

USDA is an equal opportunity provider, employer and lender. The USDA Nondiscrimination Statement and the procedures for filing a complaint can be found online [here](#).

**CDE Only: Severe Need Determination for school year 2022-23**  
July 2019 - February 2020 lunch counts will be used for Severe Need determination for school year 2022-23. Please contact Lyza Shaw at [shaw\\_l@cde.state.co.us](mailto:shaw_l@cde.state.co.us) for questions.

**CDE Only:** If you need to add a new site, please complete this form.

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## Accessing the Claim

- 1) Click "Claims", then "Claim – FFVP":

**School Nutrition Programs**

Applications | **Claims** | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > School Year: 2022 - 2023

Item	Description
Claim - SNP	School Nutrition Program Claims
Claim - SSO	Seamless Summer Option Claims
<b>Claim - FFVP</b>	Fresh Fruit and Vegetable Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor

- 2) Click the claim month you wish to enter a claim for. The claim month will appear in blue if a claim is eligible for submission:

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2022 - 2023

**2022 - 2023 Fresh Fruit and Vegetable Claim Year Summary**

0120 Status: Active  
**ENGLEWOOD 1**  
 DBA:  
 4101 S BANNOCK ST  
 ENGLEWOOD, CO 80110-4605

Type of Agency: Educational Institution  
 Type of SNP Organization: Public

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2022					\$0.00
Aug 2022					\$0.00
Sep 2022					\$0.00
Oct 2022					\$0.00
Nov 2022					\$0.00
Dec 2022					\$0.00
Jan 2023					\$0.00
Feb 2023					\$0.00
Mar 2023					\$0.00
Apr 2023					\$0.00
May 2023					\$0.00
Jun 2023					\$0.00
<b>Year to Date Totals</b>					<b>\$0.00</b>

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## Entering the Claim

- 1) Click "Add Original Claim":

Claims > Claim Year at a Glance - FFVP > Claim Month Details - FFVP > School Year: 2021 - 2022

### 2021 - 2022 Fresh Fruit and Vegetable Claim Month Details

0120 Status: Active  
**ENGLEWOOD 1**  
 DBA:  
 4101 S BANNOCK ST  
 ENGLEWOOD, CO 80110-4605  
 Type of Agency: Educational Institution  
 Type of SNP Organization: Public

**Claim Month: July 2021**

Action	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
<b>Total Earned</b>					<b>\$ 0.00</b>	

**Grant Period Details**

Site ID	Site Name	Grant Period	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
01514	CHARLES HAY WORLD SCHOOL	Jul 2021 - Sep 2021	\$4,355.00	\$1,946.02	\$433.50	\$1,975.48
01556	CHERRELYN ELEMENTARY SCHOOL	Jul 2021 - Sep 2021	\$2,938.00	\$1,416.75	\$293.80	\$1,227.45
01652	CLAYTON ELEMENTARY SCHOOL	Jul 2021 - Sep 2021	\$4,901.00	\$3,391.31	\$490.10	\$1,019.59
09620	WM E BISHOP ELEMENTARY SCHOOL	Jul 2021 - Sep 2021	\$2,340.00	\$2,088.27	\$234.00	\$17.73
<b>Totals</b>			<b>\$ 14,534.00</b>	<b>\$ 8,842.35</b>	<b>\$ 1,451.40</b>	<b>\$ 4,240.25</b>

- 2) Click "Add" for **EACH** school you wish to submit a claim for:

Claims > Claim Year at a Glance - FFVP > School Year: 2021 - 2022

DELETE

### 2021 - 2022 Fresh Fruit and Vegetable Claim Site List

0120 Status: Active  
**ENGLEWOOD 1**  
 DBA:  
 4101 S BANNOCK ST  
 ENGLEWOOD, CO 80110-4605  
 Type of Agency: Educational Institution  
 Type of SNP Organization: Public

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2021	0				

Actions	Site ID	Site Name	Errors	Status
Add	01514	CHARLES HAY WORLD SCHOOL		
Add	01556	CHERRELYN ELEMENTARY SCHOOL		
Add	01652	CLAYTON ELEMENTARY SCHOOL		
Add	09620	WM E BISHOP ELEMENTARY SCHOOL		

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- 3) Provide site level information for the claim month
  - a. Under claim information, enter the number of operating days for FFVP that month.
  - b. Next, "Fresh Fruit and Vegetable Costs, Operational Costs, Administrative Costs":

Claims > Claim Year at a Glance - FFVP > School Year: 2021 - 2022

VIEW | MODIFY | DELETE

### Fresh Fruit and Vegetable Program Site Claim for Reimbursement

0120 Status: Active <b>ENGLEWOOD 1</b> DBA: 4101 S BANNOCK ST ENGLEWOOD, CO 80110-4605 Type of Agency: Educational Institution Type of SNP Organization: Public	01514 Status: Active <b>CHARLES HAY WORLD SCHOOL</b> 1221 E EASTMAN AVE ENGLEWOOD, CO 80113-2851
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Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2021	0				

#### Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs, Operational Costs, Administrative Costs	<i>no items</i>	\$0.00	\$0.00	0.00

#### Claim Comments

3. Sponsor Comments

Created By: SFAtestuser on: 7/25/2022 12:51:45 PM Modified By: SFAtestuser on: 7/25/2022 12:51:45 PM

- 4) Enter the fruits served during the claim month. You can use the dropdown to select popular fruits or write in the fruit name.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2021	0	07/25/2022			

#### Fresh Fruit ?

Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1. <div style="border: 1px solid gray; padding: 2px; display: inline-block; vertical-align: top;">                     Apples                      Bananas                      Green Grapes                      Oranges                      Red Grapes                 </div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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- 5) Enter the weight of the unit (lbs., counts, cases, etc.); then enter the number of units purchased for the FFVP; enter the cost per **ONE** unit.
- 6) The “Total Unit Cost” will calculate based on Number of Units X Cost Per Unit:

**Fresh Fruit** ⓘ

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	APPLE, FUJI	138-150CT	3.00	26.0500	78.15	REVIEWED
2.	KIWI	108CT	3.00	30.0500	90.15	REVIEWED
3.	APPLE, AKANE	20#	2.00	36.9200	73.84	REVIEWED
<b>Total Cost</b>					<b>\$242.14</b>	<b>242.14</b>

- 7) Follow the same procedure for all vegetables served during the claim month:

**Fresh Vegetables** ⓘ

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	<input type="text" value="Broccoli"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2.	<input type="text" value="Carrots"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- 8) Enter Operational Personnel Costs in the next section. These include labor costs of staff directly involved with the preparation, service, and/or cleanup of the FFVP. Ensure the number of hours and rate per hour are accurate. The Labor Cost will automatically calculate after the hours and rate are entered:

**Operational Personnel Cost - Preparation and Services**  
(Labor directly related to the preparation and serving of fresh fruit and vegetables) ⓘ

	Name\Position	# of Hours	Rate per Hour	Labor Cost	Item Status
1.	Sandy Strawberry	15.00	20.0000	300.00	
<b>Total Cost</b>				<b>\$300.00</b>	<b>0.00</b>

- 9) Enter any Small Supplies or Other Operational Costs. Any low-fat or non-fat dips or seasonings (such as Tajin or low-fat ranch) purchased during the month go in this section. Enter any other small supplies purchased such as plates, napkins, gloves, etc. The Total Unit Cost will calculate automatically after the number of units and cost per unit are entered:



**Small Supplies/Other Operational Costs**  
 (Small supplies - e.g. napkins, paper plates, utensils, bowls, pans and the like. Other - are such items as Low or no-fat dips, etc.)

Product Description	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1. Napkins	5.00	8.0000	40.00	
2. Tajin	2.00	25.0000	50.00	
3. Low-fat ranch	3.00	15.0000	45.00	
<b>Total Cost</b>			<b>\$135.00</b>	<b>0.00</b>

10) Enter Administrative Personnel Costs in the next section. These are costs associated with planning, ordering, writing menus, reporting, billing, etc. The Administrative Personnel Cost will automatically calculate after the hours and rate per hour are entered:

**Administrative Personnel Cost**  
 (Labor includes but not limited to planning, ordering, writing menus, reporting, billing, tracking, inventory, etc.)

Name\Position	# of Hours	Rate per Hour	Labor Cost	Item Status
1. Ben Banana	10.00	25.0000	250.00	
<b>Total Cost</b>			<b>\$250.00</b>	<b>0.00</b>

11) Enter the cost of any Durable Supplies purchased during the month, if any. This includes any large equipment purchases, such as a sectionizer or robot coupe. The Total Unit Cost will automatically calculate after the number of units and cost per unit are entered:

**Durable Supplies**  
 (Equipment purchases and leasing)

Product Description	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1. Sectionizer	1.00	270.0000	270.00	
<b>Total Cost</b>			<b>\$270.00</b>	<b>0.00</b>

a. Reminders:

- i. Sponsors must [complete the Equipment Justification Form prior to purchasing any single durable supply that is more than \\$250.](#)
- ii. If purchasing a piece of equipment that will be used in other programs, such as the National School Lunch Program, the equipment cost must be prorated among all programs. For example: If you purchase a Robot Coupe and the FFVP will use it 75% of the time, 75% of the cost can be allocated using FFVP funds.

12) Enter any Other Administrative Costs, if any. Other Administrative Costs could include a delivery or storage fee, for example. The Total Unit Cost will automatically calculate after the number of units and cost per unit are entered:

**Other Administrative Costs**

Product Description	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1. Delivery fee	1.00	5.0000	5.00	
<b>Total Cost</b>			<b>\$5.00</b>	<b>0.00</b>

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13) Review the claim for accuracy and press “Save” when finished. The Fresh Fruit and Vegetable Costs will automatically calculate based on the information entered in the claim. Click “Finish” on the next screen:

More Lines

	<b>Total Cost</b>	<b>\$5.00</b>	<b>0.00</b>
<b>Fresh Fruit and Vegetable Costs</b>		<b>\$4,558.51</b>	<b>\$0.00</b>

Created By: [User Name]

**Save** Cancel

14) Click “Save” on the site claim screen. Click “Finish” on the next screen.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2021	0	07/25/2022			

**Claim Information**

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs, Operational Costs, Administrative Costs		\$305.00	\$0.00	0.00

**Claim Comments**

3. Sponsor Comments

Created By: SFAtestuser on: 7/25/2022 12:51:45 PM Modified By: [User Name] on: 7/25/2022 1:34:31 PM

**Save** Cancel

15) Complete the same process for all sites submitting a claim for that month.

### Submitting the Claim

1) After all claim information is entered, click the red “Submit for Payment” button:

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2021	0	07/25/2022			

Actions	Site ID	Site Name	Errors	Status
<a href="#">View</a>   <a href="#">Modify</a>	01514	CHARLES HAY WORLD SCHOOL		Validated
<a href="#">View</a>   <a href="#">Modify</a>	01556	CHERRELYN ELEMENTARY SCHOOL		Validated
<a href="#">Add</a>	01652	CLAYTON ELEMENTARY SCHOOL		
<a href="#">View</a>   <a href="#">Modify</a>	09620	WM E BISHOP ELEMENTARY SCHOOL		Validated

< Back **Submit For Payment** Approve

DELETE



- The claim will show “Pending Approval” on the claim summary screen:

Jun 2022	0	Pending Approval	07/25/2022	\$0.00
<b>Year to Date Totals</b>				<b>\$35,453.75</b>

[< Back](#)

- Once CDE School Nutrition reviews and approves the claim, it will show “Accepted” status and be sent to the CDE Grants Fiscal team for payment.

### Revising a Claim

- To revise a claim, please contact School Nutrition first. Then, click “Add Revision” in the Portal for the claim you need to revise and follow the same process as you did to submit the original claim.
- FFVP sponsors may revise claims if needed. Claims revisions requiring an **upward adjustment** must be submitted within 60 days of the last day of the claiming month. Claims requiring a **downward adjustment** may be submitted at any time.

Claim Month: February 2022

Action	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
<a href="#">View   Summary</a>	0	03/01/2022	03/04/2022	03/10/2022	\$ 6,086.33	Processed
<b>Total Earned</b>					<b>\$ 6,086.33</b>	

[< Back](#) [Add Revision](#)

### Claim Due Dates

- FFVP claims follow the same due dates as all other Child Nutrition Programs – claims are due 60 days following the last day of the claiming month. [View the claim due dates.](#)
- Claims in “Pending”, “Incomplete”, or “Error” status by the claim due date are considered late.
- If claims are not submitted on time, sponsors must use a one-time exception to submit a late claim. This exception may only be used once every 36 months for any Child Nutrition Program.
- FFVP sponsors will receive email claim reminders if a claim is not submitted two weeks prior to the claim deadline.