



Food Safety Inspection Reporting Instructions:

Authorized users will access the online claim system at <https://cde.cnpus.com/codoe/splash.aspx>.

After logging in, if the first screen that come up has colored tiles, be sure you click the *blue tile*, *School Nutrition Programs*. After this, the following screen will display. Click on Applications in the upper left hand corner:

School Nutrition Programs

Colorado Department of Education
Child Nutrition Programs

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

Applications

- Online applications for 2014-2015 are now available! The Renewal Agreement is again incorporated in the claim system, along with other required forms for 2014-2015.

Be certain to refer to the Simplified Step By Step Instructions for Applying, found at <http://www.cde.state.co.us/nutrition/nutriprogramrenewal>. Please read and follow these in order to avoid your application being sent back for corrections.

Click on Applications above to get started.

#44 on the sponsor application must be answered "yes."

- For assistance with making any modifications to the site and sponsor applications during the year, refer to the instructions at <http://www.cde.state.co.us/nutrition/nutriprogramrenewal>.

Claims

- For assistance with filing claims, please read the Claiming Instructions posted at <http://www.cde.state.co.us/nutrition/nutriprogramrenewal>.

Remember that claims are due by the 60th day after the end of the claim month.

To ensure your claim is submitted all of the way, be sure you go through the whole claim and get to the Confirmation page. On the claim month overview, the claim should display as "accepted."



Next, click on Food Safety Inspections:

Child Nutrition Programs | Department of Education

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

Applications > School Year: 2014 - 2015

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site

Several years will display. Click on **Modify** next to School year 2016-2017.

Food Safety Inspections

2800 Status: Active
MOFFAT 2
 DBA:
 P. O. Box 428
 501 Garfield Avenue
 Moffat, CO 81143-0428
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Action	School Year	Received Date	Status
Modify	2016 - 2017		Not Started
View Admin	2015 - 2016	10/05/2016	Submitted
View Admin	2014 - 2015	10/01/2015	Submitted
View Admin	2013 - 2014	10/15/2014	Submitted
View Admin	2012 - 2013	10/06/2013	Submitted

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A list of the schools in the SFA will appear. Next to each school, click on the drop down to indicate the number of inspections obtained in **2016-2017**. If reporting 0 to 1, click on the drop down in the next box to indicate the reason the federal requirement was not met. If needed, you may provide more information in the "Reason" box below.

Instructions

Food Safety Inspections for School Year (SY) 2016-2017

Indicate the number of Food Safety Inspections conducted at each listed site between July 1, 2012 and June 30, 2013. If you did not select "Two" or "Three or more" in item 1a, you **MUST** also indicate **WHY** you did not meet the regulation by selecting one of the options in item 1b. If you select "Other", enter the reason in the space provided.

Site ID	Site Name and Address	1. Safety Inspections performed in 2012 - 2013. For each site indicating either "Zero" or "One", select the reason in 1b.	
		1a. Food Safety Inspections	1b. Reason for fewer than two inspections conducted (Select the most predominant reason).
0030	ADAMS ELEMENTARY SCHOOL 6450 W. 95th Place Westminster CO, 80021-0000	One ▼	Scheduling (inspector not available) ▼ Reason: <input type="text"/>
0724	BELMAR ELEMENTARY SCHOOL 885 South Garrison Street	One ▼	Scheduling (inspector not available) ▼



At the bottom of the screen, the Food Safety Inspection Summary will provide a total of how many schools obtained none, one, two, and three or more inspections. It will also provide a total of each reason that the number of inspections was not met.

When you have filled in all of your information on the form, click on Save at the bottom of the screen.

9785	YOUTH & FAMILY ACADEMY CHARTER "1580 Logan Street, #210" Denver CO, 80203			Reason:
1795	COLORADO SPRINGS EARLY COLLEGES 1580 Logan St. Suite 210 Denver CO, 80203			Reason:

Food Safety Inspection Summary

Site Summary					Reasons Summary				
None	One	Two	Three or More	Total Sites	Cost	Schd. Inspector Not Avail.	N/A	Other	Total Reasons
0 +	2 +	1 +	1 =	4	0 +	0 +	0 +	1 =	1

VIEW | MODIFY

This screen will then appear. Click on Finish.

School Nutrition Programs



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

Applications > Food Safety Inspections > Food Safety Inspections Details > School Year: 2012 - 2013

Food Safety Inspections For School Year: 2016-2017

8001 Status: Active
CHARTER SCHOOL INSTITUTE
 DBA:
 1580 Logan St. Suite 210
 Denver, CO 80203
 Type of Agency: Not Selected
 Type of SNP Organization: Not Selected

The Food Safety Inspection has been processed.



This is the final screen that will display:

Child Nutrition Programs EDUCATION

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

Applications > Food Safety Inspections > School Year: 2014 - 2015

Food Safety Inspections

1420 Status: Active
JEFFERSON COUNTY R-1
DBA:
1829 Denver West Drive Bldg. #27
P.O. Box 4001
Golden, CO 80401-0001
Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	School Year	Received Date	Status
	2013 - 2014		Not Started
View Admin Modify	2012 - 2013	10/22/2013	Submitted
View Admin	2011 - 2012	10/31/2012	Submitted
	2010 - 2011		Not Started

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If you need to make any changes, you can go to **Modify** on this screen above, or if you have already logged out of the system and need to make changes, you can always return to the report by logging into the system, selecting Applications, and then selecting Food Safety Inspections again. This final screen will appear, again allowing you to make any needed modifications.

Once you have submitted your data, our office will contact you if we have any questions. As a reminder, this federal report is required, and it is due by **October 31, 2017**.

For questions, please contact Sara Rose Foreman at foreman_s@cde.state.co.us.

