



CO Child Nutrition Hub - Application Instructions

Important Information

- Log on to the [CO Child Nutrition Hub](#) with a current username and password. School Food Authorities (SFAs) operating additional programs will see colored tiles when they log in. Click on the blue, *School Nutrition Programs*, tile.
- This school year, we are opening application packets earlier than in previous years. To ensure application accuracy and no interruptions to your school year 2017 – 2018 operations **it is extremely important you are completing the application in School Year 2018 – 2019**. To do this, follow these steps prior to completing application:
 - Select Year at the top of the screen under the CDE logo
 - Click on 2018 – 2019 and ensure the word “Selected” is next to it
 - Then, proceed to the Application menu to continue the application process
 - **When the application process for 2018 – 2019 school year is complete, return to the, *Year*, menu and re-select 2017-2018 to ensure claiming and other operations are still taking place in the current school year.**
- Many of the fields in the sponsor and site applications roll over from last year. ***Please check these fields and update them as necessary*** and fill in all fields that still need information entered.
- Automated emails from the system will go only to the Child Nutrition Director, Claim Preparer, and Main Contact.

Sponsor Application

- 1) Go to Applications → Application Packet
- 2) If school years come up, click on the current school year (with the green, *New*, button)
- 3) Click on the red, *Enroll*, button.
 - a. “You have clicked the enroll button. Do you want to continue?” will come up—click, *OK*
- 4) To the left of the Sponsor Application under Action select, *Modify*
- 5) Complete the sponsor application, answering all questions. Below is an explanation of questions you may need additional information:
 - a. Superintendent/Sponsoring Official: this contact will not receive automated emails from the system; please be sure this section is updated with your current superintendent.
 - b. Child Nutrition Director: title may be Food Service Director; this is the person at your district who receives Thursday Updates & automated emails.
 - c. District Business Official: person at your district who works with the financial aspects of the school district including the food service program.
 - d. Main Contact: receives Thursday Updates, automated emails from the online system, and all main correspondence from the OSN.
 - e. Claim Preparer: person at your district who enters claim information; receives Thursday Updates, and automated emails from the claim system.
 - f. Hearing Official: this person ensures all required provisions of the appeal process are followed as outlined in the Free and Reduced Policy Statement. The hearing official must be someone not involved in making the determination under appeal or any previous conference and hold a position at a higher administrative level than the determining and verifying official(s).



- g. Determining Official: this person processes applications and makes eligibility determinations; also referenced as Free and Reduced contact.
 - h. Verifying Official: person at your district who completes the required annual verification process for the SFA.
 - i. Meal Count and Collection Procedures: enter the name of your Point of Sale software system.
 - j. Eligibility Information:
 - i. **NEW** - Question #40: any answer of, *No*, will require the template being used by the SFA to be uploaded into the Checklist Summary for approval.
 - ii. **NEW** - Question #41: answer will be, *No*. No changes are applicable to report this year.
 - iii. **NEW** - Question #42: if, *Yes*, is selected, ensure the name of the benefit issuance (free and reduced) software system is clear.
 - iv. **NEW** - Question #43: if, *Yes*, is selected, ensure a useable URL link to the online application is provided. Our office must be able to navigate the application to ensure compliance.
 - k. Residential Child Care Institutions (RCCI): complete only if your sponsor is operating as a RCCI.
 - l. Food Service Management Company (FSMC): if your food service program is operated by a FSMC, answer “*Yes*” to Question #44 and complete the rest of the information.
 - m. Vended Meals: if Question #49 or #50 are answered yes, this will populate a form in the Checklist Summary and an additional required document will need to be completed and uploaded. If you are only operating SMP, answer *No* to both of these questions.
 - n. Severe Need (SN) Lunch – Reimbursement Rate Determination: this is calculated within the system; it will tell you whether your district is eligible for SN. Nothing should need to be entered here. SN is based on lunch data from two years prior—if the district as a whole served more than 60% of its lunches to F&R students, then the district receives a higher reimbursement rate.
- 6) Read the Certification Statement. Click the box next to this, which will indicate that you agree to this certification.
- 7) Any time you do not complete required fields, or have incomplete information, you will receive notification that the sponsor application has errors. You will need to correct any errors prior to submitting your application packet.
- 8) Click the red, *Save*, button. If there are errors, the system will identify them and provide the ability to make revisions. Ensure to pay close attention to the nature of the error so it can be corrected.

Community Eligibility Provision (CEP)

- The CEP Schedule will populate on the Application Packet under Form Name if you answer, *Yes*, to Question #43 in the Sponsor application.
- OSN will complete this area of the Application Packet.

FSMC Contract List (applicable only to SFAs with Food Service Management Companies)

- The FSMC Contract List will populate on the Application Packet under Form Name if you answer, *Yes*, to Question #44 in the Sponsor application.
- For new FSMC information click on Create New Contract and complete the information in the form.
- Information from Sponsors with a FSMC from the previous year will roll over.
- From the Application Packet screen, click on, *Details*, next to the FSMC Contract List. Select, *Modify*, and make any updates to the information.



Site Applications

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

Packet Assigned To: unassigned			
Action	Form Name	Latest Version	Status
View Modify Admin	Sponsor Application	Original	Not Submitted
Add	Community Eligibility Provision (CEP) Schedule		Not Started
Details	FSMC Contract List		No Contracts
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	➔ Checklist Summary (3)		
Details	Application Packet Notes		
Details	Attachment List		

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

- School sites will be listed here. If any of your sites are **not** on this list and need to be added, please contact the OSN staff member your application has been assigned to. When contacting OSN, please provide the following information:
 - Name of site
 - County
 - Program Participation
 - School Nutrition Programs (SNP)
 - Seamless Summer Option (SSO)
 - Summer Food Service Program (SFSP)
- Once the site is added by the OSN, you will be able to complete the Site Application
- If any schools need name/code changes, please contact Benjamin Wetherbee at wetherbee_b@cde.state.co.us.
- Completing Site Applications:
 - Click on, *Modify*, under Action next to the Site ID.
 - Be sure the Site Contact and Street Address are correct.
 - Program Information: programs from the previous school year will be already checked.
 - If you need to add a program; click on, *Modify Program Selection*, to choose the programs in which the school site will be adding.
 - Participation Information: this screen shows whether the school is eligible for Severe Need (SN) breakfast. This data is calculated from within the system, and no further action is needed for this section. SN breakfast is based on lunch data from two years prior—if the school served more than 40% of its lunches to F&R students, then the school receives a higher reimbursement rate. Complete Questions #10 through #13 accordingly.
 - Pricing Information:
 - Pricing information will roll over from last school year.
 - Please 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-5.
 - Non-Pricing should be selected for CEP and Provision 2 sites and sites that do not charge meal prices.
 - Section A – National School Lunch Program (NSLP):



- Ensure the months of operation, days of the week, and meal service times are updated and accurate to reflect the 2018-19 school year.
- OVS is mandatory for high school lunch.
- Grades utilizing OVS must be completed.
- Menu Planning Method must be completed.
- A7: Select, *Not Participating*, unless this school site operates Provision 2 or CEP.
- Section B – School Breakfast Program (SBP):
 - Ensure the months of operation, days of the week, and meal service times are updated and accurate to reflect the 2018-19 school year.
 - OVS is optional for all grades.
 - Grades utilizing OVS must be completed.
 - Menu Planning Method must be completed.
 - B6: indicate whether your school is required to participate in the Breakfast after the Bell Nutrition Program (BABNP). All SFAs have been notified of whether any of their sites are required to participate.
 - B7: Select type of service. If the site is BABNP, you must select an answer that includes “...after the tardy bell” or other and explain in the text box.
 - B8: Select, *Not Participating*, unless this school site operates Provision 2 or CEP.
- Section C – Afterschool Snack Program (ASP): all items in this section must be completed. If applying for an extended day ASP, please complete the [ASP Extended Day application](#) and submit application and supporting material to Erica Boyd at boyd_e@cde.state.co.us.
 - Ensure C1 (Months of Operation) includes all programs in operation as this is tied to your ability to submit claims for ASP.
 - Ensure C1 (Months of Operation) coincides with C8 (Dates of Operation).
 - C4: If this is your first time participating in the ASP, a cycle menu must be submitted and uploaded in the Checklist Summary section of the application. If you are a returning ASP sponsor, please upload the cycle menu indicating your renewal.
 - C5: If multiple ASPs will be in operation, include any additional programming in C15.
 - C9: Ensure ASP service times ***begin after the end of the normal school day***. Verify the length of service reflects ASP service only and is reasonable given the program and number of participants.
 - C13: *Yes*, should be selected. If, *No*, is selected, ASP Program Specialist at OSN will follow up with you.
 - C14: ASP must be provided in collaboration with structured, supervised enrichment activities.
 - C15: If more than one program is indicated for one site, ensure all information is included:
 - Program Name
 - Date(s) of Operation
 - Time(s) of Operation
 - Grades
 - Enrichment Activities Provided
 - **Required Documentation:**
 - If the SFA is new to ASP (including Extended Day), you must submit a 2-week cycle menu into the application checklist.



- If the SFA already participates in ASP and is adding a site that is new to **only** the Extended Day ASP, you must submit ASP Extended Day Application and a bell schedule for each new Extended Day site to Erica Boyd at boyd_e@cde.state.co.us.
 - If a site participated in ASP Extended Day during the 2017-18 school year, you must submit **only** the current year bell schedule to Erica Boyd at boyd_e@cde.state.co.us.
- Section D – Special Milk Program (SMP): all items in this section must be completed.
 - Read the Certification Statement. Click the box next to this, which will indicate that you agree to this certification.
 - Click 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 this year.

Checklist Summary (for required forms)

***Please note: Some of these forms require signatures, and most SFAs will need to print them, have them signed, and scan them back into the computer in order for them to be uploaded into the system.*

- Go back to the Application Packet. There is a red arrow next to Checklist Summary. Click on, *Details*, to the left of the arrow.
- Click on the name of your district under Sponsor.
- Required forms:
 - Permanent Agreement: print, sign, and upload to the checklist summary item.
 - Free and Reduced Price Meal Policy Statement: print, sign, and upload to the checklist summary item
 - **NEW** – Free and Reduced-Price School Meal Policy Attachments: this will only populate if any question #40 A-F is answered, *No*. Any SFA not using USDA/CDE OSN free and reduced template prototypes will need to upload their documents into the checklist summary for approval. Multiple documents can be uploaded to this same checklist item.
 - SFAs purchasing meals from another SFA or from a Food Service Management Company: provide contract list for vended sponsors.
 - SFAs with the Afterschool Snack Program: provide ASP cycle menu form
 - SFAs with the non-pricing Special Milk Program: provide SMP non-pricing policy statement.
- In this section, only some forms will need to be downloaded to your computer by clicking on the name of the form and saving it to your computer.
- Then you can print the form, obtain the required signatures, scan the form to yourself (be sure to include the entirety of the form, not just the page you filled out/signed), and save it to your computer.
- To upload the forms you have completed and saved on your computer back into the system, click on the blue paperclip. Be sure you upload the correct form under the correlating heading. For example, to upload the Permanent Agreement, click on the blue paperclip next to Permanent Agreement.
- Click on, *Browse*, by File to Upload.
- Find the appropriate file that you have saved on your computer. Click, *Open*.
- If you have any comments, please include them in the, *Comments from Sponsor*, box. Click, *Save*, and then, *Finish*.
- The document will appear at the bottom of the screen under Checklist Item.
- Complete this process for all documents. Each time you are uploading a form, be sure you are starting this process from the blue paperclip screen.



- After you have uploaded all of the forms, next to the name of the forms by the blue paperclip, click on the boxes under, *Document Submitted to CDE OSN*. Dates will populate.
- Click, *Save*, and then, *Finish*.

Submitting the Application to CDE

- Once you have completed the sponsor application, all site applications, and all forms, navigate back to the Application Packet screen. Click on the red, *Submit for Approval*, button. Click, *Okay*.
- In big red letters, the following message will appear: **The Application Packet is currently under review by the State and is unavailable for changes.**
- If corrections need to be made, the packet will be returned, along with comments (at the bottom of the sponsor and/or site application) on what needs to be corrected.
 - For help on making corrections, please see the Steps for Revising Online Applications at <http://www.cde.state.co.us/nutrition/nutriprogramrenewal>.
 - Please monitor your email (including junk mail) for communications from the system or a CDE OSN staff member. You can also go to the system to check the application status at any time.
- Please allow up to 2 weeks (from the time all requirements are completed) for CDE OSN to approve your applications and forms.
- Once the application is approved, check the, *Comments to Sponsor*, box at the bottom of the sponsor application for any additional comments.

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