

Annual Renewal Process Overview

Office of School Nutrition (OSN)
School Year 2018-2019



COLORADO
Department of Education

The Office of School Nutrition (OSN) Renewal page provides the following information:

<http://www.cde.state.co.us/nutrition/nutriprogramrenewal>

- Annual Renewal Process Overview (this sheet)
- Renewal Application Instructions
- Renewal Application Revision Instructions
- Submitting Forms in the CO Child Nutrition Hub

Requirements for an SFA to be approved for SY 2018 – 2019

- To be completed within the CO Child Nutrition Hub:
 - All site applications and the sponsor applications
 - All required Checklist Summary forms

Useful Information

- Start Smart Nutrition Program: OSN reimburses SFAs \$.30 for each breakfast meal served to reduced price students in all grades.
- Lunch Protection Program: OSN reimburses SFAs \$.40 for each lunch meal served to reduced students in grades PK-5.
- Severe Need: Severe Need reimbursement rates for the School Breakfast Program and National School Lunch Program will be assigned to schools that qualify and are participating in these programs. Individual school data for SY 2016-17 previously reported in the CO Child Nutrition Hub will be used in determining which schools and SFAs will receive these reimbursements. This information is available on the site and sponsor applications in the system.
- If an SFA is interested in applying for the Afterschool Snack Program (ASP), complete the appropriate section within the online system. A cycle menu will also need to be submitted. For more information on the ASP, please see <http://www.cde.state.co.us/nutrition/nutrisnack>.
- If an SFA is interested in applying for the Special Milk Program (SMP), complete the appropriate section within the online system. For more information on the SMP, please see <http://www.cde.state.co.us/nutrition/nutrimilk>.

Process

- The name of the OSN staff assigned to your packet located on the top grey row on the left side of the Application Packet. Please contact this person with questions related to your application renewal process.
- Using the application renewal instructions, users will need to complete the site and sponsor applications, as well as submit required forms in the Checklist Summary. **The applications and forms are due by Friday September 14, 2018.**
- Please allow about two weeks (from the time all requirements listed above are completed) for the OSN to approve your applications/forms. The Child Nutrition Director and Main Contact listed in the CO Child Nutrition Hub will receive an email notification of any corrections that need to be made, as well as notice of the approval.
- The documents signed by the OSN will be available within the online system for SFAs to print and save for their records. Being approved in the system allows the SFA to claim reimbursement from OSN for the 2018-19 school year.

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