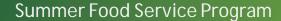
## **Claim Instructions**





## Claim Instructions for the Summer Food Service Program (SFSP)

To access the Claim System, visit: <a href="https://co.cnpus.com/Colorado/Splash.aspx">https://co.cnpus.com/Colorado/Splash.aspx</a>

- Log in using your username and password.
- Click on 'Claims' on the blue ribbon and then click on 'Claim-SFSP'.



Select the claim month for which you will be submitting a claim.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2020					\$0.00
Nov 2020					\$0.00
Dec 2020					\$0.00
Jan 2021					\$0.00
Feb 2021					\$0.00
Mar 2021					\$0.00
Apr 2021					\$0.00
May 2021					\$0.00
Jun 2021					\$0.00
Jul 2021					\$0.00
Aug 2021					\$0.00
Sep 2021					\$0.00
				Year to Date Totals	\$0.00
			< Back		



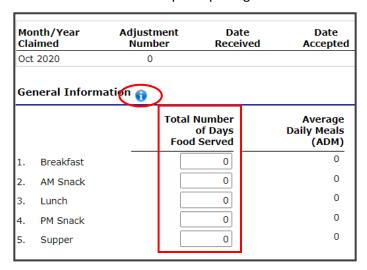
Once you click on the claim month, select 'Add Original Claim'.



The claim site list will populate. Click 'add' next to the site for which you are entering a claim.

Month/Year Claimed	•	stment nber	Date Received	Date Accepted	Date Process	ed	Reas Cod	
Oct 2020		0						
Actions	Site #	Site Na	me	1st Meal Amount	2nd Meal Amount	Previous Amount	Errors	Status
	00011	ACADEN	Y CHARTER SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
Add	00012	ACRES (	GREEN ELEMENTARY	\$0.00	\$0.00	\$0.00		
	02012	CRESTH	ILL MIDDLE SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
	02232	ROCK R SCHOOL	IDGE ELEMENTARY -	\$0.00	\$0.00	\$0.00		Not Eligible
	02954	ROXBOR	ROUGH INTERMEDIATE	\$0.00	\$0.00	\$0.00		Not Eligible
	04292	IRON HO	ORSE ELEMENTARY	\$0.00	\$0.00	\$0.00		Not Eligible

- Provide the **total number of days food is served** for the approved meals being served at this site (questions 1-5).
  - o **Tip:** Click the blue information icon for help completing the claim.





- Then, provide the **number of first meals served** and the **number of second meals served** for approved meals served at this site.
- Complete questions 6-10 for Self-Prep and/or Vended-Rural Meals; complete questions 11-15 for Vended-Urban Meals.
- ➤ Complete 6-10 OR 11-15 corresponding to the meal preparation type listed in the site application.

Self-Prep and/or Vended-Rural Meals Served to Children $_{f i}$						
Repo	Report only meals meeting the requirement on the agreement.					
		First Meals Served	Second Meals Served			
6.	Breakfast	500	0			
7.	AM Snack	0	0			
8.	Lunch	500	0			
9.	PM Snack	0	0			
10.	Supper	0	0			

Ver	Vended-Urban Meals Served to Children 🐧					
Repo	Report only meals meeting the requirement on the agreement.					
		First Meals Served	Second Meals Served			
11.	Breakfast	250	0			
12.	AM Snack	0	0			
13.	Lunch	250	0			
14.	PM Snack	0	0			
15.	Supper	0	0			

## Notes:

- The number of first meals served should be equal to or less than the Average Daily Meals (ADM) (this automatically calculates) times the number of days food is served.
  - o A 10% variance in Average Daily Meals (ADM) is allowed. Enter the number of days and number of meals in the claim and if the ADM is within 10% of what is stated on the application, the claim will go through.
- If you receive an error regarding ADM, revise the site application with the actual ADM as calculated in the claim.
- To calculate ADM: (number of meals served)  $\div$  (number of operating days). When calculating ADM, always round up (215  $\div$  10 = 21.5; ADM=22).
- > Up to two percent of second meals served will be reimbursed. You may enter the total number of second meals, and the system will calculate the two percent on the summary screen.

At the bottom of the claim page, click the red 'Save' button. Then click 'Finish'. The claim site list screen will be shown. Enter in all claims for all sites claiming for the month selected.

## Notes:

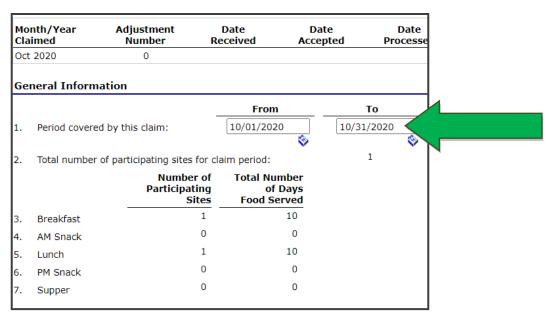
- **Warnings**: It is possible that warnings will pop up; please review these to ensure your claim is correct; claims can be submitted with warnings.
- **Errors**: It is possible that errors will pop up; please review these to ensure your claim is correct; claims cannot be submitted with errors.



Once all claims have been entered, click the red 'Continue' button.

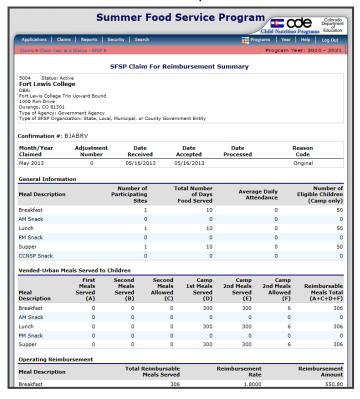


- If you are interested in a claim upload template, please contact <a href="mailto:summermealprogram@cde.state.co.us">summermealprogram@cde.state.co.us</a>.
- > The Claim for Reimbursement-Sponsor Information screen will populate.
- ➤ It is very important to adjust #1: Period covered by this claim. The 'From' date is the first day the claim covers, and the 'To' date is the last day the claim covers.
  - This step is also what allows a claim to be combined with another month, provided that one of the month's operating days is 10 or less.
- Click the red 'Continue' button.

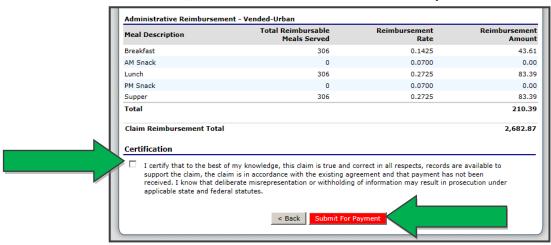




Next, the Claim for Reimbursement Summary screen will populate. This summarizes the total amount earned for reimbursement. Please check this screen for accuracy.



Click on the Certification box, and then click on the red 'Submit for Payment' button.





- > A page will come up thanking you for submitting your claim. Click 'Finished'.
- The Claim Year Summary Screen under Claim Status will show 'Accepted', and the Date Received column will be populated for the month.



- > To expedite the receipt of payment, please try to submit your claim as early as possible after the claim month is over.
- For questions, please contact <a href="mailto:summermealprogram@cde.state.co.us.">summermealprogram@cde.state.co.us.</a>