



# Special Milk Program (SMP) Claims Instructions

## When to Submit a Claim

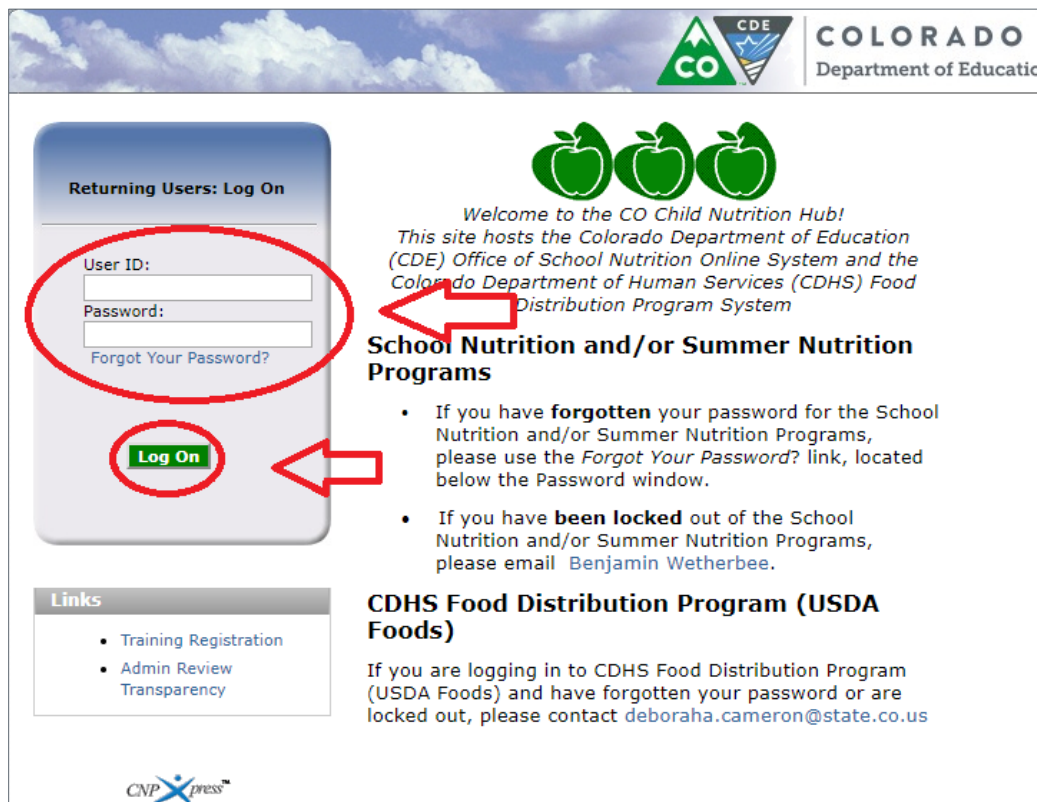
- Submit Special Milk Program reimbursement claims monthly
- Claims for reimbursement must be submitted within 60 calendar days following the close of the claiming month

## Access the Colorado Child Nutrition Hub

- For a video walk-through of this process go to:  
<https://coschoolnutrition.articulate-online.com/5149195142>
- Copy and paste the link into the browser to access the Hub:  
<https://cde.cnpus.com/codoe/Splash.aspx>

The screenshot shows the CO Child Nutrition Hub website. On the left is a dark blue navigation sidebar with white text. The main content area has a white background. A red circle highlights a link in the main content area that says "Click here to access the CO Child Nutrition Hub log on" with an image of three green apples below it.

- Access from the Colorado Department Of Education School Nutrition website as shown above **“Click here to access the CO Child Nutrition Hub Log on”**



**Returning Users: Log On**

User ID:

Password:

[Forgot Your Password?](#)

**Log On**

**Links**

- Training Registration
- Admin Review Transparency

**WELCOME TO THE CO CHILD NUTRITION HUB!**

This site hosts the Colorado Department of Education (CDE) Office of School Nutrition Online System and the Colorado Department of Human Services (CDHS) Food Distribution Program System

**School Nutrition and/or Summer Nutrition Programs**

- If you have **forgotten** your password for the School Nutrition and/or Summer Nutrition Programs, please use the *Forgot Your Password?* link, located below the Password window.
- If you have **been locked** out of the School Nutrition and/or Summer Nutrition Programs, please email [Benjamin Wetherbee](mailto:Benjamin.Wetherbee@cde.state.co.us).

**CDHS Food Distribution Program (USDA Foods)**

If you are logging in to CDHS Food Distribution Program (USDA Foods) and have forgotten your password or are locked out, please contact [deboraha.cameron@state.co.us](mailto:deboraha.cameron@state.co.us)

- Log in to the system using your supplied user ID and Password
- Click the green **“Log On”** button

### Important Information

If you cannot access the CO Child Nutrition Hub with your user ID and password contact Benjamin Wetherbee, [wetherbee\\_b@cde.state.co.us](mailto:wetherbee_b@cde.state.co.us)

or call 303-866-6661

## Input Claim into the CO Child Nutrition Hub



- Click on "Claims" at the top left of your screen



### School Nutrition Programs

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

Claims > School Year: 2017 - 2018

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

(Note: To see reimbursement rates for the current school year, click on Claim Rates)

- To begin submitting a claim click on **“Claim - SNP”**

Claim Month	Adj Number	Claim Status	Date Received	Date Processed
Jul 2017				
Aug 2017	0	Processed	10/30/2017	11/20/2017
Sep 2017	0	Processed	11/17/2017	12/05/2017
Oct 2017	0	Processed	12/21/2017	01/22/2018
Nov 2017	0	Processed	01/24/2018	02/05/2018
Dec 2017	0	Processed	02/14/2018	03/05/2018
Jan 2018	0	Processed	03/20/2018	04/05/2018
Feb 2018	0	Processed	04/11/2018	04/20/2018
Mar 2018	0	Pending Approval	05/03/2018	
<b>Apr 2018</b>				
May 2018				
Jun 2018				

- Click on the month for which you want to file a claim, **“Apr 2018”** in this example



Claim Month: April 2018

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

←

- Click on the red button, “Add Original Claim”

Actions	Site #	Site Name	Errors	Status
Add	6408	Site Names Protected		
Add	8700			
Add	8701			
Add	8702			
Add	8703			
Add	8704			
Add	8705			
Add	8706			

- Next to the site for which you want to file a claim, click on “Add”
- You are now on the Site Claim Report Page here you will enter all claim information for the selected site.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2018	0				
<b>Special Milk Program</b>					
M1. Number of Fluid Milk ½ Pints Purchased:				<input style="border: 1px solid gray; width: 50px;" type="text" value="0"/>	1. →
M2. Total Cost of Fluid Milk Purchased This Month:				<input style="border: 1px solid gray; width: 50px;" type="text" value="0.00"/>	2. →
M3. Number Operating Days:				<input style="border: 1px solid gray; width: 50px;" type="text" value="0"/>	← 3.
M4. Reimbursable Milks Served (Students Only)					
a. Free Milk Served:				<input style="border: 1px solid gray; width: 50px;" type="text" value="0"/>	4. →
b. Paid Milk Served:				<input style="border: 1px solid gray; width: 50px;" type="text" value="0"/>	← 5.
c. Total Milk Reimbursable (a + b):				<input style="border: 1px solid gray; width: 50px;" type="text" value="0"/>	

- You will need five pieces of information to complete the claim
- 1. The total number of fluid milk ½ pints purchased this month, if buying milk in quantities of milk greater than individual ½ pints, convert to ½ pint equivalents.



- Milk by the Gallon = 16, ½ pints per gallon
- Milk by the 5 gallon = 80, ½ pints per 5 gallons
- 2. The total cost of fluid milk purchased this month, this is the total cost, as seen on receipts, invoices, purchase orders etc. **This is not a per unit price**
- 3. The number of operating days in the month, this is the number of days that the Special Milk Program was operated in the selected month.
  - For Example: If you operate Monday through Friday, and the month has 4 weeks then you had 20 operating days that month, subtract any observed holidays and site closures.
- 4. The number of Reimbursable milks served as **FREE** to students
  - **IMPORTANT**: Only Enter free milk if you are operating a **Pricing with Free Option**
- 5. The number of Reimbursable milks served as **PAID** to students
  - **IMPORTANT**: If you are operating a **non-pricing program** input all milks served to students in the paid row
- The total line will calculate automatically.
- Click the red **“Save”** button at the bottom of the screen
- You may see a screen saying your claim has ERRORS or WARNINGS

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2018	0				

**The Site Claim has been saved with errors and warnings.**

Information entered is either incomplete or is not in compliance with the Colorado Department of Education Office of School Nutrition rules and regulations. All errors listed on the form must be corrected before the Site Claim can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Site Claim later.

- 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

Code	Error Description
M-118	Special Milk: Total Milk Served are greater than the number of children participating on the application times operating days on claim.

Code	Warning Description
23909	Special Milk: Year to Date Milk Served exceeds Year to Date milk purchased.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2018	0				

**Special Milk Program**

M1. Number of Fluid Milk ½ Pints Purchased:

M2. Total Cost of Fluid Milk Purchased This Month:

M3. Number Operating Days:

M4. Reimbursable Milks Served (Students Only)

    a. Free Milk Served:

    b. Paid Milk Served:

    c. Total Milk Reimbursable (a + b):

- Correct any errors according to the error description and correct any mistakes that may have caused warnings

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2018	0				

Internal Use Only

Actions	Site #	Site Name	Errors	Status
View   Modify	0001	Site Information Protected		Validated

- Add all additional sites using the same method.

### Submit Monthly Claims for Payment

- Once all sites are input confirm that the claim status is “Validated” for all sites then click the red “Continue”



Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2018	0				
<b>Sponsor Totals</b>					
Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount		
<b>Special Milk Program</b>					
Free	2,000	0.4503	900.60		
Paid	400	0.2050	82.00		
<b>Total</b>	<b>2,400</b>		<b>982.60</b>		
<b>Claim Reimbursement Total</b>					<b>982.60</b>
<b>Certification</b>					
<input type="checkbox"/> By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)					
		<input type="button" value=" &lt; Back"/> <input type="button" value=" Submit For Payment"/>			

- The next screen will give you the opportunity to review the consolidated claim for your district. Please check this to ensure accuracy
- Click on the “Certification box”
- Click on the red “Submit for Payment” button

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2018	0	08/23/2018	08/23/2018		Original
Confirmation Number: <b>HDCAUN</b>					
Thank you for your <b>August 2018</b> Claim Submission.					
An email confirmation has been sent to: YourEmailHere@YourSchool.Org					
herritt_c@cde.state.co.us					
<input type="button" value=" Finished"/>					

- The next page will show you your confirmation number, save this for your records, an email confirmation will also be sent to the email you have on file.





- Select the finished button you will be returned to the Claim Month Details page where you can see the earned amount of reimbursement for the month.
- You can view your claims on the Claim month screen as well as the Claim Year Summary

Claim Month: August 2018						
Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Summary</a>	0	08/23/2018	08/23/2018		\$982.60	Accepted
<b>Total Earned</b>					<b>\$982.60</b>	

[< Back](#)

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2018					\$0.00
Aug 2018	0	Pending	08/23/2018		\$982.81
Sep 2018					\$0.00
Oct 2018					\$0.00
Nov 2018					\$0.00
Dec 2018					\$0.00
Jan 2019					\$0.00
Feb 2019					\$0.00
Mar 2019					\$0.00
Apr 2019					\$0.00
May 2019					\$0.00
Jun 2019					\$0.00
<b>Year to Date Totals</b>					<b>\$982.81</b>

*This institution is an equal opportunity provider and employer.*