Instructions for the Summer Food Service Program Claim System

To access the Claim System, visit: https://cde.cnpus.com/codoe/Splash.aspx

Log in using your username and password.

Click on 'Claims' on the blue ribbon and then click on 'Claim-SFSP.'

		eports Security Search	Vear Help Log Ou
Claims			Program Year: 2012 - 20
Item		Description	
Claim -	- SFSP	Summer Food Service Prog	ogram Claims
Claim F	Rates	View current claim rates	
Payme	nt Summary	Summary of payments ma	ade to this Sponsor

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

Applications	Claims Reports	Security Search		Year	Help Log Ou
Claims > Claim	Year at a Glance - SFSP	>		Program	Year: 2012 - 2
		2012 - 2013 SI	FSP Claim Year S	Summary	
0480 Statu BOULDER V. DBA: PO Box 9011 Boulder, CO 80 Type of Agenc Type of SFSP (s: Active ALLEY RE 2 0303 y: Educational Institutio Organization: Not Selec	on ited			
Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earn Amou
Oct 2012					\$0.
Nov 2012					\$0.
Dec 2012					\$0.
Jan 2013					\$0.
Feb 2013					\$0.
Mar 2013					\$0.
Apr 2013					\$0.
May 2013					\$0.
					\$0.
Jun 2013					\$0.
Jun 2013 Jul 2013					
Jun 2013 Jul 2013 Aug 2013					\$0.
Jun 2013 Jul 2013 Aug 2013 Sep 2013					\$0. \$0.

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

	Summe	r Food	Service	Program	Child Nutrition Prog	Colorado Department of Education
Applications Claims	Reports Security	Search			Year Hel	P Log Out
Claims > Claim Year at a Gl	ance - SFSP >				Program Yea	r: 2012 - 2013
	2012 -	2013 SFSP	Claim Mont	h Details		
BOULDER VALLEY RE DBA: PO Box 9011 Boulder, CO 80303 Type of Agency: Education Type of SFSP Organizatio	2 mal Institution n: Not Selected					
Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
	The	ere are no cla	ims for this i	nonth.		
				Total Earr	\$0.00	
	1	< Back Ad	d Original Clai			

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

		Su	mmer Food	Service	Prog	ram		Colora Departr of Educa
Applications	Claims	Reports	Security Search		_		Year H	elp 📔 Log Ou
Claims > Clair	n Year at a Gla	nce - SFSP >	•				Program V	ear: 2012 - 20
								DELE
			2012 - 2013 9	SFSP Claim Si	te List			
BOULDER \ DBA: PO Box 9011 Boulder, CO 1 Type of Agen Type of SFSP	ALLEY RE	2 al Institutio : Not Select	in ted					
Month/Yea Claimed	r Adju Nu	ıstment ımber	Date Received	Date Accepted	Date Process	ed	Reas	ion le
May 2013		0						
Internal Use (Only							
Actions	Site #	Site N	ame	1st Meal Amount	2nd Meal Amount	Previous Amount	Errors	Status
Add	0125	ARAPA SCHOO	HOE RIDGE HIGH DL	\$0.00	\$0.00	\$0.00		
	1842	COLUM	BINE ELEMENTARY	\$0.00	\$0.00	\$0.00		Not Eligib
	2702	EMERA SCHOO	LD ELEMENTARY DL	\$0.00	\$0.00	\$0.00		Not Eligib
	2702 7592	EMERA SCHOO SANCH SCHOO	LD ELEMENTARY DL IEZ ELEMENTARY DL	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00		Not Eligib Not Eligib

For this site, provide the total number of days food is served and the average daily attendance for the approved meals being served at this site (questions 1-5). Then, provide the number of first meals served and the number of second meals served for approved meals being served at this site (questions 6-10).

	Su	nmer Foo	d Service	Program	
				Ch	aild Nutrition Programs
Applications	Claims Reports	Security Search			Year Help Log Out
Claims > Claim Ye	ar at a Glance - SFSP :	•			Program Year: 2012 - 201
				VIEW MODIEY	DELETE INTERNAL USE ONLY
		2012 - 2013	SESP Site Clain	n Report	
0480 Status:	Active		0125 Sta	tus: Active	
BOULDER VAL	LEY RE 2		ARAPAHOI	E RIDGE HIGH SCH	100L
PO Box 9011 Boulder, CO 803	03		Boulder, CO	80303	
Type of Agency: Type of SESP Or	Educational Institutio	n ted			
Month/Year	Adjustment	Date	Date	Date	Reason
May 2013	0	Received	Accepted	FIOCESSED	code
General Inform	nation				
General Inforn	nation Total Food	Number of Days Av Served	erage Daily Attendance		
General Inforn 1. Breakfast	nation Total <u>Food</u>	Number of Days Av Served	erage Daily Attendance		
General Inforn 1. Breakfast 2. AM Snack	nation Total Food	Number of Days Av Served	erage Daily Attendance		
General Inforr 1. Breakfast 2. AM Snack 3. Lunch	nation Total <u>Food</u>	Number of Days Av Served 0 [0]	erage Daily Attendance		
General Inform 1. Breakfast 2. AM Snack 3. Lunch 4. PM Snack	nation Total Food	Number of Days Served 0 0 0 0	erage Daily Attendance 0 0 0 0		
1. Breakfast 2. AM Snack 3. Lunch 4. PM Snack 5. Supper	nation Total <u>Food</u>	Number of Days Served 0 0 0 0 0 0 0	Attendance		
1. Breakfast 2. AM Snack 3. Lunch 4. PM Snack 5. Supper Self-Prep and,	nation Total <u>Food</u> /or Vended-Rural	Number of Days Av Served	Attendance		
General Inform Series African Monack Lunch PM Snack Supper Self-Prep and, Report only meal that the Actual El	nation Total Food /or Vended-Rural /s meeting the requi igible ADP for each	Number of Days Av Served 0 [0 [0 [0] 0 [0] 0 [0] 0 [0] 0 [0] 0] 0 [0] 0] 0 [0] 0] 0] 0] 0] 0] 0] 0] 0] 0]	erage Daily Attendance 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ting the Camp Meals on the Site Applicatic	Served column, I certify on.
General Inform Breakfast AM Snack AM Snack Lunch PM Snack Supper Self-Prep and, Report only meal the Actual El	nation Total Food /or Vended-Rural /s meeting the requir igible ADP for each	Number of Days Served 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	erage Daily Attendance 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ing the Camp Meals on the Site Applicatic	Served column, I certify on.
General Inform Breakfast AM Snack AM Snack Lunch PM Snack Supper Self-Prep and, Report only meal the Actual El	nation Total Food /or Vended-Rural is meeting the requir igible ADP for each	Number of Days Served 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	erage Daily Attendance 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ting the Camp Meals on the Site Applicatio	Served column, I certify on.
General Inform Breakfast AM Snack AM Snack Lunch PM Snack Supper Self-Prep and, Report only meal that the Actual El A Breakfast	Nation Total Food Yor Vended-Rural Is meeting the requir igible ADP for each	Number of Days Served 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	erage Daily Attendance 0 0 0 0 0 0 0 0 0 0 0 Children ment. By comple rect and accurate Second Meals Served 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ting the Camp Meals on the Site Applicatio	Served column, I certify on.
General Inform Breakfast AM Snack Au Snack Drepand, PM Snack Supper Self-Prep and, Report only meal that the Actual El Au Snack A M Snack A M Snack	Nation Total Food foor Vended-Rural s meeting the requir igible ADP for each	Number of Days Served 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	erage Daily Attendance 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ting the Camp Meals on the Site Applicatio	Served column, I certify on.
General Inform Breakfast AM Snack AM Snack Lunch PM Snack Supper Self-Prep and, Report only meal hat the Actual El AM Snack AM Snack Lunch	Anation Total Food for Vended-Rural s meeting the requir igible ADP for each	Number of Days Served 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	erage Daily Attendance 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ting the Camp Meals on the Site Applicatio	Served column, I certify on.
	Anation Total Food /or Vended-Rural s meeting the requir igible ADP for each	Number of Days Served 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	erage Daily Attendance 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ting the Camp Meals on the Site Applicatio	Served column, I certify on.

Note: The number of first meals served should be equal to or less than the average daily attendance times the number of days food is served. 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.

To calculate average daily attendance: number of meals served \div number of operating days. When calculating average daily attendance, always round up (215 \div 10 = 21.5; ADP=22).

At the bottom of this 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.

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

								grams Educate
Applications	Claims Rep	orts Sec	irity Search			Programs	Year He	elp Log Out
Claims > Claim Ye	ar at a Glance ·	- SFSP >					Program	Vear: 2012 - 20
								DELE
			2012 - 2013 SI	FSP Claim S	te List			
SOULDER VA DBA: 00 Box 9011 Boulder, CO 8030 Type of Agency: Type of SFSP Org Code 220101	LLEY RE 2 03 Educational Ir ganization: No rror Descrig ilaim Period '	nstitution ot Selected ption From' date	cannot be before the a	approved meal	service Start	date.		
Month/Year Claimed May 2013	Adju: Nu	stment mber 0	Date Received	Date Accepted	Date Process	ed	Reas Cod	son le
Month/Year Claimed May 2013 nternal Use On	Adju: Nu	stment mber 0	Date Received	Date Accepted	Date Process	ed	Reas Cod	son le
Month/Year Claimed May 2013 Internal Use On Actions	Adjus Nu ly Site #	stment mber 0 Site Na	Date Received	Date Accepted	Date Process 2nd Meal Amount	ed Previous Amount	Reas Cod	son le Status
Month/Year Claimed May 2013 Internal Use On Actions View Modify	Adjus Nu ly Site # 0125	o Site Na ARAPAH SCHOO	Date Received	Date Accepted 1st Meal Amount \$9.90	Date Process 2nd Meal Amount \$0.00	ed Previous Amount \$0.00	Reas Cod	son le Status Validated
Month/Year Claimed Hay 2013 Internal Use On Actions Yiew Modify	Adju: Nut ly Site # 0125 1842	o Site Na ARAPAH SCHOO COLUMI SCHOO	Date Received	Date Accepted 1st Meal Amount \$9.90	Date Process	ed Previous Amount \$0.00 \$0.00	Reas Cod	Status Validated Not Eligibl
Month/Year Claimed May 2013 Internal Use On Actions View Modify	Adjus Nut ly <u>Site #</u> 0125 1842 2702	Site Na Site Na ARAPAH SCHOO COLUM SCHOO EMERAI SCHOO	Date Received	Date Accepted 1st Meal Amount \$9.90 \$0.00 \$0.00	Date Process 2nd Meal Amount \$0.00 \$0.00 \$0.00	ed Previous <u>Amount</u> \$0.00 \$0.00 \$0.00	Reas Cod	Status Status Validated Not Eligibl Not Eligibl
Month/Year Claimed May 2013 Internal Use On Actions View Modify	Adjus Nut Site # 0125 1842 2702 7592	stment mber 0 Site Na ARAPAH SCHOO COLUM SCHOO SANCHI SCHOO SANCHI	Date Received	Date 1st Meal Amount \$9.90 \$0.00 \$0.00 \$0.00	Date Process 2nd Meal Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	ed Previous Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Reas Cod	Status Status Validated Not Eligibl Not Eligibl
Month/Year Claimed May 2013 Internal Use On Actions fiew Modify	Adjus Nu Site # 0125 1842 2702 7592	Site Na Site Na ARAPAH SCHOO COLUM SCHOO SANCHI SCHOO	Date Received	Date 1st Meal Amount \$9,90 \$0,00 \$0,00 \$0,00 \$0,00 \$0,00 \$0,00 \$0,00	Date Process 2nd Meal Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	ed Previous Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Reas Cod	Status Status Validated Not Eligibl Not Eligibl Not Eligibl

Then the Claim for Reimbursement Summary screen will be shown. This summarizes the total amount earned for reimbursement. Please check this screen for accuracy.

	Su	inner i	-000 3	Service	Fiogra	Child Nutritio	n Programs	
Applications Claims	Reports S	ecurity Search			Pro	grams Year	Help Log Ou	
Claims > Claim Year at a	Glance - SFSP >					Pro	ogram Year: 2012 - 2	
		SFSP Claim	For Rein	nbursement	Summary			
5004 Status: Activ Fort Lewis Colleg DBA: Fort Levis College Tric 1000 Rim Drive Durango, CO 81301 Type of Agency: Gover Type of SFSP Organiza	e I e Upward Bound rnment Agency tion: State, Local	, Municipal, or C	ounty Gover	nment Entity				
Confirmation #: BJ Month/Year Claimed	ABRV Adjustment Number	Date Receive	d ,	Date Accepted	Date Processed		Reason Code	
May 2013	0	05/16/20	13 0	5/16/2013			Original	
General Informatio								
Meal Description		Number of Participating Sites	т	otal Number of Days Food Served	Averaç Atte	je Daily Indance	Number Eligible Childr (Camp on	
Breakfast		1		10		0		
AM Snack		0		0		0		
unch		1		10		0		
PM Snack		0		0		0		
Supper		1		10		0		
CONSP Snack		0		0		0		
/ended-Urban Mea	als Served to C	hildren						
Meal Description	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp 1st Meals Served (D)	Camp 2nd Meals Served (E)	Camp 2nd Meals Allowed (F)	Reimbursal Meals To (A+C+D+	
Breakfast	0	0	0	300	300	6	3	
M Snack	0	0	0	0	0	0		
unch	0	0	0	300	300	6	3	
PM Snack	0	0	0	0	0	0		
Supper	0	0	0	300	300	6	3	
Operating Reimbu	rsement							
1eal Description		Total Re M	imbursabl eals Serve	e d	Reimburseme Ra	nt te	Reimburseme Amou	
Breakfast			30	6	1.800	00	550.	

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

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimburseme Amou
Breakfast	306	0.1425	43
AM Snack	0	0.0700	C
Lunch	306	0.2725	83
PM Snack	0	0.0700	C
Supper	306	0.2725	83
Certification	t of my knowledge, this claim is true and	correct in all respects, records a	re available to
	claim is in accordance with the existing ac	reement and that payment has	not been
support the claim, the received. I know that d applicable state and fee	eliberate misrepresentation or withholdin leral statutes.	g of information may result in pr	

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.

	Su	ummer Foo	d Service	Program	Colorado Departmen of Education
Applications	Claims Reports	Security Search		Programs Year	Help Log Out
Claims > Claim Ye	ear at a Glance - SFSP >			Prog	ram Year: 2012 - 20:
		2012 - 2013 SF	SP Claim Year S	ummary	
5004 Status Fort Lewis C DBA: Fort Lewis Colleç 1000 Rim Drive Durango, CO 81 Type of Agency: Type of SFSP Or Claim	: Active college ge Trio Upward Bound 301 Government Agency ganization: State, Loc Adj	ial, Municipal, or County (Claim	Sovernment Entity Date	Date	Earne
Month	Number	Status	Received	Processed	Amoun
Oct 2012					\$0.0
Nov 2012					\$0.0
Dec 2012					\$0.0
Jan 2013					\$0.0
Feb 2013					\$0.0
Mar 2013					\$0.0
Apr 2013					\$0.0
May 2013	0	Accepted	05/16/2013		\$2,682.8
Jun 2013					\$0.0
Jul 2013					\$0.0
Aug 2013					\$0.0
Sep 2013					\$0.0
				Year to Date Totals	\$2,682.8
			< Back		

CDE typically pays claims twice per month—once in the first two weeks of the month and once in the last two weeks of 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 Ashley Moen (moen_a@cde.state.co.us) or Jennifer Otey (otey_j@cde.state.co.us).

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