**7/27/12**

**Certification**

**Dear Districts,**

This is the moment for which you have all been waiting! Certification materials are now ready!



**What is Certification?**

The Healthy, Hunger-Free Kids Act required the new lunch meal pattern to go into effect on 1 July 2012. SFAs will be seeking certification of compliance with the new meal patterns and can thereby receive an additional 6 cents per lunch meal in reimbursement, beginning with meals served 1 October 2012.

**What is Required?**

* Training: In order to be certified to receive the additional 6 cents, each SFA must complete the online Certification training. This training can be accessed at <http://www.cde.state.co.us/cdenutritran/nutriCertification.htm>. Results may be emailed or faxed to Jennifer Otey (see below for contact information).
* Flash Drives: Flash drives have been mailed (on 7/27/12) to each SFA. The flash drives contain information about all of the required materials that must be submitted to CDE to begin the Certification process. The documents to be returned to CDE via the flash drive include: Menu Checklist, Menu Worksheets, a one-week menu for both breakfast and lunch (for each distinct menu being used in the SFA), and the Simplified Nutrient Assessment/or Nutrient Analysis. For more information, please refer to the training and the materials on the flash drive.
  + Please note: When returning the flash drive to CDE, please use the provided pre-stamped pre-paid envelope and return only the flash drive. (The postage has been determined based on only the weight of the flash drive. Including any additional papers will cause the envelope to be returned to the SFA for inadequate postage.)

**What Happens Next?**

* The CDE OSN has 60 days from the receipt of completed submitted materials to approve or deny an SFA’s certification (and up until 11/30 for any materials submitted before 9/30).
* Once receiving materials, the OSN will be in touch with the SFA to ask for clarification and to work on approval. It is possible that this communication will take place in our new claim system. We will provide more information at a later time on this step.

**Questions?**

* For all questions related to Certification, please contact Lindsay Hucknall ([hucknall\_l@cde.state.co.us](mailto:hucknall_l@cde.state.co.us); 303-866-6871) or Katie Jackson ([jackson\_k@cde.state.co.us](mailto:jackson_k@cde.state.co.us); 303-866-6759).
* For further information, please see our Certification site, <http://www.cde.state.co.us/cdenutritran/nutriCertification.htm>.

Thank you!



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