8/13/12

New Claim System

Dear Districts,

As mentioned in our Thursday Update on 6/7, we are launching a new claim system for the 12-13 school year! This system will involve a few changes this year, but in the end, we hope this move will make life easier for everyone, as it will  consolidate the diverse systems we have been using in the past and will streamline our processes.

**User Information**

* Current claim system users will have access to the new system. If you need to change any users, please email me to let me know, so I can make the changes for you. At this time, as before, each district may have up to two users.
* Passwords: Users will be able to log in using their user IDs and passwords from the current claim system. Please send me an email if you cannot remember your password, and I will send it to you.
* Direct Cert: Passwords will continue to be managed by the current system. So, for those individuals who use both Direct Cert and the online claim system, please note that if you change your password in the claim system, it will no longer also change your Direct Cert password—and vice versa.

**Elements in the Claim System**

* PK-2: We will no longer be using the PK-2 Reduced Lunch Claim System, as PK-2 reimbursements have been incorporated into the new system.
* Renewal Agreement: The Renewal Agreement this year is part of the claim system. There is a checklist section where users will be able to access this form (and others), have them completed by the appropriate SFA representative (this person is different in each district), and then submit them in the system. These documents will accompany the usual site and sponsor applications in order to complete the annual renewal packet. Claim system users will submit this “packet” within the system, at which point CDE will review it for approval.
* Other Forms: As mentioned above, there are other forms that must be completed within the claim system, in order for the SFA to be approved for 12-13. These forms, the *Permanent Agreement*;the *Distribution, Collection, and Coding Form;* and the *Free and Reduced Policy Statement*, are being included this year, as they have not been updated with CDE for several years. Additionally, the *Afterschool Care Snack Program (ACSP) Addendum* and *ACSP Cycle Menus* must be completed for the SFAs to whom this applies. Finally, as usual, the *District Contact Form* will need to be completed.
* Past claim data: We are still in the process of converting old data. Once this is complete, you will be able to view your claim history from previous years.

**Website Information**

* The Renewal Page can be accessed at <http://www.cde.state.co.us/cdenutritran/nutriprogramrenewal.htm>.
* This page has the following information:
	+ Renewal Overview (This is a critical one-page document that will tell you everything a district needs to know for beginning of the year requirements and the renewal process. Please be sure to read through this.)
	+ Link to the new claim system
	+ Simplified step-by-step instructions for applying in the new claim system
	+ 2012-2013 reimbursement rates
	+ 2012-2013 claim due dates

**July Claims**

* If you have a July claim, please note that the deadline for submission for these claims is still 29 September. Be sure to submit your application as soon as possible, and also send an email to otey\_j@cde.state.co.us to inform us that you have a July claim. Priority will be given to SFAs with July claims; after that, SFAs will be approved in the order in which their completed application is received.

**Questions**

* Adding new schools and updating school names/codes: Please send me an email if you have any changes that need to be made to schools.
* Please refer to the step-by-step instructions on the website, for how to apply. These will lay out exactly how to get through the application process. Then, if you get stuck, just let us know.
* Any other questions? Feel free to email or call!

Thank you,

Jennifer Otey

Consultant

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