



## Log into the [Colorado Nutrition Portal](#)

- Log into the [Colorado Nutrition Portal](#) with your username and password. Request system access via the [New User Request form](#).
- School Food Authorities (SFAs) operating multiple programs will see different colored tiles upon login. Click on the blue, *School Nutrition Programs*, tile.
- Ensure application accuracy by selecting the correct school year prior to completing the application:
  - Select *'Year'* at the top right of the screen under the logo
  - Click on **2020 – 2021** and ensure the word *'Selected'* is next to it
  - Click on *'Applications'* to continue the application process
    - ***After the 2020-2021 application is complete, navigate back to 2019-2020 to ensure claiming and other operations continue taking place in the correct school year.***
- Many of the fields in the sponsor and site applications roll over from last year. *Review these fields and update as necessary.* Complete all fields that require information.
- Automated emails from the system are delivered to the Child Nutrition Director, Claim Preparer, and Main Contact regarding application status.
- [Subscribe to the Dish](#) to receive important program updates throughout the year.

## Sponsor Application

- 1) Click *'Applications'* -> click *'Application Packet'*
- 2) Click on the current school year:

School Year	Date Range	Application Packet
<b>NEW!</b> 2020 - 2021	07/01/2020 - 06/30/2021	Application Packet on File

- a.
- 3) Click *'Enroll'* -> click *'ok'*
- 4) To the left of the Sponsor Application under Action select, *'Modify'*
- 5) Complete the sponsor application.
  - a. ***Superintendent/Sponsoring Official:*** this contact does not receive automated emails from the system; ensure this section is updated with the current superintendent.
  - b. ***Child Nutrition Director:*** title may be Food Service Director; this is the individual who receives The Dish & automated emails and is responsible for food service operations.
  - c. ***District Business Official:*** individual who works with the financial aspects of the school district, including the food service program.
  - d. ***Main Contact:*** receives [The Dish](#), automated emails from the online system, and all main correspondence from CDE School Nutrition.
  - e. ***Claim Preparer:*** individual who submits claim information; receives [The Dish](#), and automated emails from the claim system.
  - f. ***Hearing Official:*** individual who ensures all required provisions of the appeal process are followed as outlined in the Free and Reduced Policy Statement. The hearing official must be someone not involved in making the determination under appeal or any previous conference and hold a position at a higher administrative level than the determining and verifying official(s).

- g. **Determining Official:** individual who processes applications and makes eligibility determinations; also referenced as Free and Reduced contact.
  - h. **Verifying Official:** individual who completes the required annual verification process for the SFA.
  - i. **Meal Count and Collection Procedures:** enter the name of your Point of Sale software system.
  - j. **Eligibility Information:** answer questions accordingly.
  - k. **Residential Child Care Institutions (RCCI):** complete only if your sponsor is operating as a RCCI.
  - l. **Food Service Management Company (FSMC):** if your food service program is operated by a FSMC, answer, 'Yes', to Question #45 and complete the required information.
  - m. **Vended Meals:** if Question #50 or #51 are answered 'Yes,' this will populate a form in the Checklist Summary. An additional required document will need to be completed and uploaded.
    - i. **If you are only operating SMP, answer 'No' to both questions.**
  - n. **Severe Need (SN) Lunch Reimbursement Rate Determination:** the severe need lunch reimbursement rate is calculated by the system and will notify you if your district is eligible for the SN reimbursement rate. SN is calculated using lunch data from two years prior—if the district served more than 60% of its lunches to F&R students, then the district receives a higher reimbursement rate.
- 6) Read the Certification Statement and click the box to indicate that you agree to this certification.
  - 7) Any incomplete information in the application will trigger an error. Errors must be corrected prior to submitting the application packet.
  - 8) Click the red, 'Save,' button. If there are errors, the system will identify them and provide the ability to make revisions. Ensure to pay close attention to the nature of the error so it can be corrected.

### Community Eligibility Provision (CEP)

- The CEP Schedule will populate on the Application Packet under Form Name if you answer, 'Yes,' to Question #44 in the Sponsor application.
- CDE School Nutrition will complete this area of the Application Packet.

### FSMC Contract List (applicable only to SFAs with Food Service Management Companies)

- The FSMC Contract List populates on the Application Packet under Form Name if you answer, 'Yes,' to Question #45 in the Sponsor application.
- For new FSMC information, click 'Create New Contract' and complete the information in the form.
- Information from Sponsors with a FSMC from the previous year will roll over.
- From the Application Packet screen, click on, 'Details,' next to the FSMC Contract List -> 'Modify,' and complete any necessary updates.

## Site Applications

- Go to 'Applications' → 'Application Packet' → 'Site Applications' → 'School Nutrition Program'

Packet Assigned To: unassigned			
Action	Form Name	Latest Version	Status
View   Modify   Admin	Sponsor Application	Original	Not Submitted
Add	Community Eligibility Provision (CEP) Schedule		Not Started
Details	FSMC Contract List		No Contracts
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	➔ Checklist Summary (3)		
Details	Application Packet Notes		
Details	Attachment List		

  

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

- School sites will be listed here. To add sites, or to update school names/codes, contact Vivien Skrupskis at [skrupskis\\_v@cde.state.co.us](mailto:skrupskis_v@cde.state.co.us) with the following information:

- Name of site
- County
- Program Participation: School Nutrition Programs (SNP), Seamless Summer Option (SSO), Summer Food Service Program (SFSP)

Once the site is added by the School Nutrition, you will be able to complete the Site Application.

- Complete Site Applications:

- Click on, '**Modify,**' under Action next to the Site ID.
- Ensure the Site Contact and Street Address are correct.
- **Program Information:** programs from the previous school year will be already checked.
  - To add a program; click, '**Modify Program Selection,**' to choose the programs in which the school site will be adding.
- **Participation Information:** this screen shows whether the school is eligible for Severe Need (SN) breakfast. This data is calculated from within the system, and no further action is needed for this section. SN breakfast is based on lunch data from two years prior—if the school served more than 40% of its lunches to F&R students, then the school receives a higher reimbursement rate. Complete Questions #10 through #13 accordingly.
- **Pricing Information:** Pricing information will roll over from last school year.
  - Refer to the [Adult Meal Pricing Tool](#) to calculate appropriate adult meal prices.
    - Please note that the Reduced Price breakfast box is automatically left blank, as the charge for Reduced Price breakfast is \$0.00.
    - Schools may not charge Reduced Price lunch for students in grades PK-12 as the Reduced-Price Lunch Protection Program has been expanded to cover all grades. Reduced-price lunch must always be \$0.00.
      - Non-public sponsors are not eligible for this benefit and should enter amount charged to reduced-price eligible students accordingly.
  - Non-Pricing should be selected for CEP and Provision 2 sites and sites that do not charge meal prices (Universal Free).

- **Section A: National School Lunch Program (NSLP):**

- Ensure the months of operation, days of the week, and meal service times are updated and accurate.
- OVS is mandatory for high school lunch.

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- Grades utilizing OVS must be completed.
  - Menu Planning Method must be completed.
  - A7: Select, '*Not Participating*,' unless this school site operates Provision 2 or CEP.
- **Section B: School Breakfast Program (SBP):**
  - Ensure the months of operation, days of the week, and meal service times are updated and accurate.
  - OVS is optional for all grades.
  - Grades utilizing OVS must be completed.
  - Menu Planning Method must be completed.
  - B6: indicate whether your school is required to participate in the Breakfast after the Bell Nutrition Program (BABNP). All SFAs have been notified of whether any of their sites are required to participate.
  - B7: Select type of service. If the site is BABNP, you must select an answer that includes "...after the tardy bell" or other and explain in the text box.
  - B8: Select, '*Not Participating*,' unless this school site operates Provision 2 or CEP.
- **Section C: Afterschool Snack Program (ASP):** *All* items in this section must be completed. If applying for an extended day ASP, please complete the [ASP Extended Day application](#) and submit application and supporting material to Erica Boyd at [boyd\\_e@cde.state.co.us](mailto:boyd_e@cde.state.co.us).
  - Ensure C1 (Months of Operation) includes all programs in operation as this is tied to your ability to submit claims for ASP.
  - Ensure C1 (Months of Operation) coincides with C8 (Dates of Operation).
  - C4: If this is this site's first time participating in the ASP, a cycle menu must be emailed to Erica Boyd at [boyd\\_e@cde.state.co.us](mailto:boyd_e@cde.state.co.us).
  - C5: If multiple ASPs will be in operation, include any additional programing in C15.
  - C9: Ensure ASP service times **begin after the end of the normal school day**. Verify the length of service reflects ASP service only and is reasonable given the program and number of participants.
  - C13: Yes, should be selected. If, '*No*,' is selected, the ASP Program Specialist at CDE School Nutrition will follow up with you.
  - C14: ASP must be provided in collaboration with structured, supervised enrichment activities.
  - C15: If more than one program is indicated for one site, ensure all information is included:
    - Program Name
    - Date(s) of Operation
    - Time(s) of Operation
    - Grades
    - Enrichment Activities Provided
  - **Required Documentation:**
    - If the SFA is new to ASP (including Extended Day), you must submit a 2-week cycle menu to Erica Boyd at [boyd\\_e@cde.state.co.us](mailto:boyd_e@cde.state.co.us)
    - If the SFA already participates in ASP and is adding a site that is new to **only** the Extended Day ASP, you must submit ASP Extended Day Application and a bell schedule for each new Extended Day site to Erica Boyd at [boyd\\_e@cde.state.co.us](mailto:boyd_e@cde.state.co.us).
    - If a site participated in ASP Extended Day during the 2019-20 school year, you must submit **only** the current year bell schedule to Erica Boyd at [boyd\\_e@cde.state.co.us](mailto:boyd_e@cde.state.co.us).
- **Section D: Special Milk Program (SMP):** all items in this section must be completed.
  - Read the Certification Statement and click the box next to it to indicate agreement to the certification.

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- Click the red, *'Save,'* button. If there are errors, the system will identify them and provide the ability to make revisions.
- Repeat this process for each school participating this year.

### Upload required forms to the Checklist Summary

*\*\*Some of these forms require signatures; most need to be printed, signed, scanned, and uploaded\*\**

- Navigate to the Application Packet. There is a red arrow next to Checklist Summary. Click on, *'Details,'* to the left of the arrow. Click on the district name under Sponsor.
- Required forms:
  - SFAs purchasing meals from another SFA or from a Food Service Management Company: provide contract list for vended sponsors.
  - SFAs with the non-pricing Special Milk Program: provide SMP non-pricing policy statement.
- Download the SMP non-pricing policy statement by clicking on the name of the form and saving it to your computer. Then, print the form and gather required signatures. Scan the complete form and save it to your computer.
- To upload all forms, click on the blue paperclip under the correlating heading.
- Click on, *'Browse,'* by File to Upload.
- Find the appropriate file that you have saved on your computer. Click, *'Open'.*
- If you have any comments, please include them in the, *'Comments from Sponsor,'* box. Click, *'Save,'* and then, *'Finish'.*
- The document will appear at the bottom of the screen under Checklist Item.
- After you have uploaded all of the forms, next to the name of the forms by the blue paperclip, click on the boxes under, *Document Submitted to CDE OSN.* Dates will populate.
- Click, *'Save,'* and then, *'Finish'.*

### Submitting the Application

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- Once you have completed the sponsor application, site applications, and have uploaded applicable forms, navigate back to the Application Packet screen. Click the red, *'Submit for Approval,'* button. Click, *'Okay'.*
- The following message will appear: **The Application Packet is currently under review by the State and is unavailable for changes.**
- The packet will be returned if corrections need to be made. Monitor your email for communications from the system/CDE School Nutrition staff member. Check the application status at any time in the system.
- Allow up to three weeks for CDE School Nutrition to approve the application and forms.