

## Overview

The programs dashboard includes helpful program information about applicable child nutrition programs all in one place. This resource helps sponsors navigate the new dashboard feature to quickly access important program information, including application status and claim information, in the portal.

## Accessing the dashboard

Users are automatically directed to the Dashboard upon login.

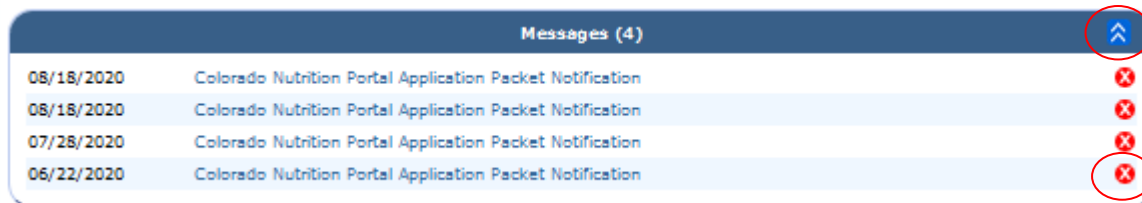
Users can click the new 'Home' icon in the left-hand corner of the top banner to navigate to the dashboard from a different page.



## Using the dashboard

### Messages

Messages from 2020 and on will display in the messages section. A maximum of 25 messages will display, so periodically delete messages to ensure new messages are seen. To delete messages, click the red X on the right-hand of the messages section. To collapse any of the sections of the dashboard, click the blue arrow at the top right of the section.



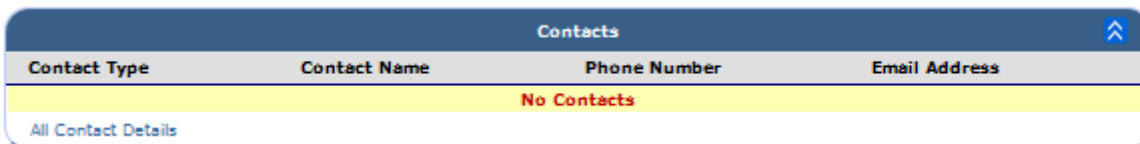
Messages (4)		↑
08/18/2020	Colorado Nutrition Portal Application Packet Notification	×
08/18/2020	Colorado Nutrition Portal Application Packet Notification	×
07/28/2020	Colorado Nutrition Portal Application Packet Notification	×
06/22/2020	Colorado Nutrition Portal Application Packet Notification	×

Click to collapse section

Click to delete message

### Contacts

For sponsors that participate in the Child and Adult Care Food Program, contacts will display after the program year 2020-21 application is approved. For School Nutrition Program or Summer Food Service Program sponsors, the contacts will display once the school year 2021-22, or summer program year 2020-21 application is approved. New program applications contain a common contacts form, eliminating duplicate contact entry across programs.



Contact Type	Contact Name	Phone Number	Email Address
No Contacts			

All Contact Details

**Access the Portal at:**  
<https://co.cnpus.com/Colorado/Splash.aspx>

### Questions?

Contact the School Nutrition Unit at:

<https://www.cde.state.co.us/nutrition/nutrstaff>

## Sponsor and Site Applications

Each program application and its' status will display in the dashboard. Click on the program on the left side of the section to access the application packet.

Click to access the sponsor application

Program Year: 2020 - 2021			
Sponsor Applications			
Program	Form Name	Packet Status	Form Status
SNP		Approved	
	✓ Sponsor Application		Approved
	Meal Pattern Compliance Dashboard		Pending Validation
	Checklist Summary		
	Attachment List		
	SNP Sites (1)		
	SSO Sites (0)		
SFSP		Not Submitted	
	Sponsor Application		Pending Validation

Click to access the site application

Site Applications								
Program	Approved	Submitted for Approval	Not Submitted	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
SNP	1	0	0	0	0	0	0	1
SSO	0	0	0	0	0	0	0	0
SFSP	0	0	2	0	0	0	1	3

## Claims

Claims for each program will display in the claims section, with the total year-to-date earned amount and distribution amounts after each claim month submitted. Click on the program link to access the claim year summary.

Click to access the claim year summary

Claims						
Program Year	Program	Claim Month	Claim Status	Claim Amount	YTD Earned Amount	YTD Distribution Amount
2019 - 2020	SFSP	May 2020	Pending	\$2,084.63	\$0.00	\$0.00

## Quick Links

In the Quick Links section, frequently used reports and forms are linked for each program. Click on each link to access the link for each program.

Click to access the form or report

Quick Links		
Program	Item	Description
CACFP	Download Forms	Forms Available for Downloading
SNP	Capital Expenditure Request List	Capital Expenditure Request List
	FFVP Application Year List	FFVP Application Year List
	Reports	Reports - SNP
SFSP	Advance Summary	Advance Summary

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