Online Claims & Services

Submitting Fresh Fruit & Vegetable Claims for Reimbursement
When to Submit a Claim:

- Submit FFVP reimbursement claims monthly
  - If you make a purchase toward the end of the month, and the purchase is not utilized until next month, claim in the month it is purchased
- Claims for reimbursement must be submitted within 60 calendar days following the close of the claiming month
- You have 90 calendar days past the end of the claim month to revise an accepted claim
- You may combine a partial month claim with a full month claim for reimbursement

Participating in the FFVP requires you to follow reporting and record keeping requirements. You are responsible for ensuring that all claims are correct and appropriate. When submitting a claim, remember, to include only those costs related to the FFVP on your claim form. Claims must be complete and submitted monthly to CDE’s CO Child Nutrition Hub

Remember, to submit your claims on time. You will be given 60 days following the close of the claiming month to submit your claim for reimbursement; however, you will have 90 days past the end of the claim month to submit a REVISED claim. When revising a claim, you must already have a submission for that claim. Remember to review your claim before you submit for reimbursement!
How to Submit a Claim

1. Go to the CDE OSN Webpage:
   - http://www.cde.state.co.us/nutrition.htm

2. Click on the left hand column “Co Child Nutrition Hub”
   - http://www.cde.state.co.us/nutrition/nutritionclaimandservices

To access the online claims system, open the CDE OSN homepage. Next, in the column on the left, click “Online Claims and Services” tab. Click the “CO Child Nutrition Hub” box to access the log in screen.
To log in enter your USER ID and Password in the box, shown above.

If you forget your log in information please contact Stacey Macklin.

Once you have received your log in information, please remember to write it down.
At the top of your screen, click the “claims” button to begin your claims submission.
Now to enter into the FFVP claiming system, Click on the blue letters that are labeled, “Claim-FFVP”
On this page, you will see the month’s listed. When entering a claim, make sure you enter the claim for the correct month.

Click the month you want to enter a claim for.

<table>
<thead>
<tr>
<th>Claim Month</th>
<th>Adj Number</th>
<th>Claim Status</th>
<th>Date Received</th>
<th>Date Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug 2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 2014</td>
<td>0</td>
<td>Processed</td>
<td>09/29/2014</td>
<td>10/10/2014</td>
</tr>
<tr>
<td>Oct 2014</td>
<td>0</td>
<td>Processed</td>
<td>11/06/2014</td>
<td>12/08/2014</td>
</tr>
<tr>
<td>Nov 2014</td>
<td>0</td>
<td>Processed</td>
<td>12/03/2014</td>
<td>12/08/2014</td>
</tr>
<tr>
<td>Dec 2014</td>
<td>0</td>
<td>Processed</td>
<td>01/08/2015</td>
<td>01/21/2015</td>
</tr>
<tr>
<td>Jan 2015</td>
<td>0</td>
<td>Processed</td>
<td>02/03/2015</td>
<td>02/06/2015</td>
</tr>
<tr>
<td>Feb 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You should see the message, “There are no claims for this month”

This indicates you have not yet submitted a claim.

Enter a new claim, by clicking the red button “Add Original Claim”
Below the Month/year Claimed, you will see a list of schools participating in the FFVP

On the left hand side you will see the actions you can take
Click “Add” to add your claim for that school

Remember to double check your claims to ensure they match up with the correct school, and the correct invoices
Now you will enter your claim expenditures

1. In the right hand side of the page you will see a box, enter your number of operating days for the month.

2. On the left hand side of the page you will see “Claim Expenditures”. This is where you will enter your claims for each category.

   1. First enter your ‘Fresh Fruit and Vegetable Costs’
      1. Click the link “Fresh Fruit and Vegetable Costs”
Here you will enter the products purchased for the month, for the FFVP service only.

Please ensure Fresh Fruit is listed under the “Fresh Fruit” section and Fresh Vegetables are listed under the “Fresh Vegetables” section. It is important to be detailed in your product description. Please include descriptions such as Fresh, Fresh-Cooked, etc.

Under the columns:

- “Size/Weight of Shipping Unit” enter the weight of the unit as it is purchased. (For example, 40 lbs. , 1 case, 113 ct., 1 pt.)
- “Number of Units” enter the number of units served/used for the FFVP service
- “Cost per Unit” enter the cost of one unit
- “Total Unit Cost” The Hub will calculate the total cost based on the number of units purchased and the cost per unit.
- Item Status will indicate if your claim has been approved or denied.
“Please keep in mind that most of a school’s FFVP funds must go toward purchasing fresh fruits and vegetables.” (FFVP Handbook pg. 22)
Enter each FS worker directly involved in the preparation and service of the FFVP only.
Enter the number of hours dedicated solely toward the FFVP and the rate per hour. Labor costs will be calculated based on the number of hours worked for the FFVP and the rate per hour.

When listing operational costs such as small wares, supplies, or dressing please be detailed in your description. Ensure you are using on low-fat or fat-free dressings for vegetables only.

Only account of items that are utilized in the FFVP.
<table>
<thead>
<tr>
<th>Month/Year Claimed</th>
<th>Adjustment Number</th>
<th>Date Received</th>
<th>Date Accepted</th>
<th>Date Processed</th>
<th>Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2015</td>
<td>0</td>
<td>02/03/2015</td>
<td>02/05/2015</td>
<td>02/06/2015</td>
<td>Original</td>
</tr>
</tbody>
</table>

**Claim Information**

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month: 10

**Claim Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>Reviewed</th>
<th>Requested Expenditures</th>
<th>Approved Expenditures</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Fresh Fruit and Vegetable Costs</td>
<td>✔️</td>
<td>$2,455.15</td>
<td>$2,455.15</td>
<td>86.91</td>
</tr>
<tr>
<td>3. Operational Costs</td>
<td>✔️</td>
<td>$353.66</td>
<td>$353.66</td>
<td>12.52</td>
</tr>
<tr>
<td>4. Administrative Costs</td>
<td>✔️</td>
<td>$15.98</td>
<td>$15.98</td>
<td>0.57</td>
</tr>
</tbody>
</table>

**Claim Totals**

- $2,824.79
- $2,824.79

**Claim Comments**

5. Sponsor Comments
6. Internal Use Only Comments

Click “Administrative Costs” to input administrative labor and other equipment costs.
Administrative costs that are related to planning, ordering, writing menus, tracking, and inventory are listed under “personnel Costs”

If equipment purchases are made for the FFVP list these items under “durable supplies”.

Please remember all items purchased over $250 must first have an approved Justification Form on file. Equipment purchases that are claimed before a justification form is filed, will be denied.

Note, your administrative costs must not exceed 10% of the sites' total FFVP grant allocation
After, all site claims are entered and saved, you will see this screen.

**Ensure you double-check all claims before submitting for payment.**

Once all claims are reviewed, “Submit for Payment”
After, you have submitted your FFVP claim for reimbursement, you will be redirected back to the “Claim Year Summary” page. Under the claim status you will see your claim as “Pending Approval”. This will ensure your claim was entered and waiting approval from the CDE OSN office.

Once the claim has been reviewed, the claim status will then changed to “approved”. This will indicate your claim has been reviewed and submitted for payment. When the claim status indicates “processed” this means, it was sent to payment.

Ensure your FFVP claims for reimbursement are fully submitted. Keep confirmation emails on file and or screen shots showing completion of claim submission.

*Note, if you see the claim status indicating “Pending” this means the claim has not been fully submitted on your end. Please review and fully submit the claim. It is important to note, that if you enter a submitted claim, after submission, it will kick the claim back out of the submission state, and
into “pending”.
Once you have submitted a claim and the claim has been reviewed and accepted, you will have 90 calendar days from the last day of the claiming month to submit a revision. Click “Add Revision” and follow the same process as submitting your original claim.

Again, if you enter the claim under the “Pending Approval” status, this will kick the claim out of submission.
**Best Practices:**

- Identify standard operating procedures for receiving and submitting a FFVP claim for reimbursement.
- If monitoring multiple FFVP sites, utilize the FFVP site Claim Form [http://www.cde.state.co.us/nutrition/ffvpresourcespage](http://www.cde.state.co.us/nutrition/ffvpresourcespage).
- Set a date for all sites to submit their FFVP claim for reimbursement.
- Monitor & Evaluate FFVP Budget, utilize the FFVP Budget Tool.
- Monitor Operational & Administrative Costs.
- Be detailed in your item & claim descriptions.
- Keep all documentation to support your claim.
- Double check & review claims, ensure all items are allowable.
- Submit claim for reimbursement on time.
- Keep claim submission documentation on file for your records.

To ensure your FFVP operation runs smoothly follow these simple best practices when monitoring and submitting your FFVP claim for reimbursement.

Recommended to print this power point for a quick reference when submitting your online FFVP claim for reimbursement.
Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.