



CO Child Nutrition Hub Claiming Instructions

Log into the CO Child Nutrition Hub (the Hub) at: <https://cde.cnpus.com/codoe/Splash.aspx>.

Claiming Breakfast and Lunch Program

1. Click on **Claims** on the top blue menu tab
2. Click on **Claim – SNP**
3. Click on the month to claim
4. Click on the red button, **Add Original Claim**
5. Click **Add** next to *each* site to claim
 - a. School Nutrition Program General Information
 - i. **G1** – Number of Children Approved for Free Meals (this should be the highest number of children approved for free meals within the month of the claim)
 - ii. **G2** – Number of Children Approved for Reduced-Price Meals (this should be the highest number of children approved for reduced-price meals within the month of the claim)
 - iii. **G3** – Number of Enrolled Children (this should be the highest number of enrolled children within the month of the claim)
 - b. National School Lunch Program
 - i. **L1** – Enter number of operating days
 - ii. **L2** – Enter total number of free lunches served (**L2a**), reduced-price lunches served (**L2b**), and paid lunches served (**L2c**); Total lunches served (**L2d**) auto-populates
 - c. School Breakfast Program (if site qualifies, Severe Need Reimbursement will show in parenthesis)
 - i. **N1** – Enter number of operating days
 - ii. **N2** – Enter total numbers of free breakfasts served (**N2a**), reduced-price breakfasts served (**N2b**), and paid breakfasts served (**N2c**); Total lunches served (**N2d**) auto-populates

*CO legislation (Start Smart and Reduce-Price Lunch Protection) allow all reduced-price students to eat breakfast and lunch at no charge. School Food Authorities (SFAs) are reimbursed with state funding for all reduced-price meals served. **Reduced-price eligible students must be claimed as reduced-price, not free.***

Claiming Afterschool Snack Program

1. Afterschool Snack Program (ASP) – Area Eligible
 - a. **A1** – Enter the Number of Children Approved for Free Snacks (this should be the highest number of students enrolled for ASP for the month)
 - b. **A2** – Enter number of operating days
 - c. **A3** – Enter the total number of Free Snacks Served (this should be all reimbursable snacks served)
2. Afterschool Snack Program (ASP) – Non-Area Eligible
 - a. **A1** – Number of Children Approved for Free Snacks (this should be the highest number of children approved for free snacks in the ASP within the month of the claim)
 - b. **A2** – Number of Children Approved for Reduced-Price Snacks (this should be the highest number of children approved for reduced-price snacks in the ASP within the month of the claim)
 - c. **A3** – Number of Enrolled Children (this should be the highest number of enrolled children in the ASP within the month of the claim)



- d. **A4** – Enter number of operating days
- e. **A5** – Enter the total number of free snacks served (**A5a**), reduced-price snacks served (**A5b**), and paid snacks served (**A5c**); Total snacks served (**A5d**) auto-populates

Claiming a Special Provision Program

Community Eligibility Provision (CEP) and Provision 2 Claiming

1. Click on **Claims** on the top blue menu tab
2. Click on **Claim – SNP**
3. Click on the month to claim
4. Click on the red button, **Add Original Claim**
5. Click **Add** next to *each* site to claim
 - a. School Nutrition Program General Information
 - i. **G1** – The system will calculate the number of free and reduced-price students from the total enrollment entered in G3. This is based off claiming percentages.
 - ii. **G2** – The system will calculate the number of free and reduced-price students from the total enrollment entered in G3. This is based off claiming percentages.
 - iii. **G3** – Number of Enrolled Children (this should be the highest number of enrolled children within the month of the claim)
 - b. National School Lunch Program
 - i. **L1** – Enter number of operating days
 - ii. **L2d** – Enter total number of lunches served. L2a, b, and c will auto-populate based on claiming percentages.
 - c. School Breakfast Program (if site qualifies, Severe Need Reimbursement will show in parenthesis)
 - i. **N1** – Enter number of operating days
 - ii. **N2** – Enter total number of breakfasts served. N2a, b, and c will auto-populate based on claiming percentages.

Submitting a claim

1. Click on **Save** once you have finished entering all required information
2. Click on **Continue** once all site claims have been entered
 - a. The next screen is the claim summary. This provides the consolidated claim. **Please check this to ensure accuracy.**
 - i. For eligible sites the \$0.30 in state Start Smart funds for each reduced breakfast and the \$0.40 in state Reduced Lunch Protection funds for each reduced lunch and the additional 6 cents for Certification for each lunch meal claimed is added.
3. Click on the **Certification** box
4. Click on the red **Submit for Payment**
5. Click **Finished**
6. The Claim Year Summary Screen under Claim Status will show “Accepted,” and the Date Received column will be populated for the month. This means the claim has been fully submitted.



Warnings: If a warning appears when submitting a claim please review the claim to ensure accuracy; claims can be submitted with warnings.

Errors: If an error appears when submitting a claim please review correct the error and re-submit the claim; claims cannot be submitted with errors.

Payments

CDE Grants Fiscal extracts payment information from the CO Child Nutrition Hub at least two times per month. District payments are received via an electronic fund transfer (EFT). Claim notification emails, with payment detail, are sent the night the EFT reimbursement is processed and funds are to arrive to your bank within three days. Not for Profits and Charter Schools will continue to receive payments via a paper check. It is best practice to print and/or save your claim submissions from the Hub in order to reconcile payments once they are received.

Reimbursements may be consolidated with other payments from CDE. It is important nutrition funds are transferred and/or clearly separated into the non-profit food service account. Please work with your district business office to coordinate payment confirmation for *each* reimbursement and balance with your edit check records and original Hub claim submission.

If you have any questions or concerns about your payments, please contact:

CDEpayments@cde.state.co.us or at 303-866-6797 or 303-866-6792

Office of Grants Fiscal Management – Brittany Shores: shores_b@cde.state.co.us or 303-866-6911

Where can I learn more:

- How to Claim Webpage: <https://www.cde.state.co.us/nutrition/howtoclaim-1>
- Online Meal Counting and Claiming Training: <https://www.cde.state.co.us/nutrition/nutritrainings>



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