

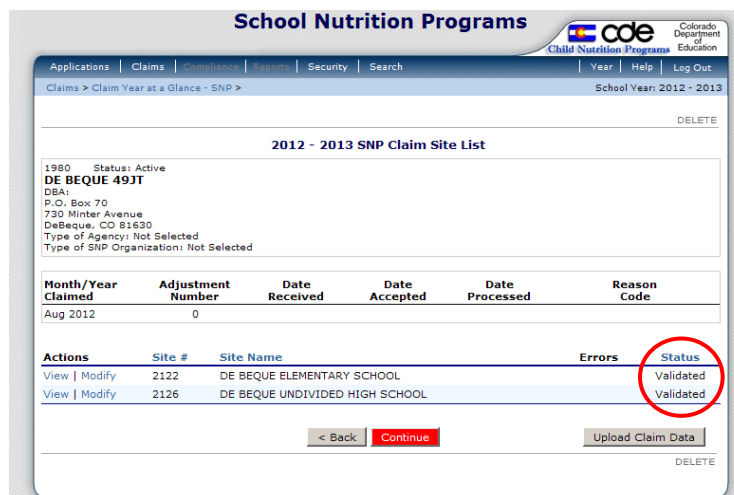


CO Child Nutrition Hub (Online Claim System) Instructions

- At <https://cde.cnpus.com/codoe/Splash.aspx> log into the system with your username and password.
- Click on Claims on the top blue menu tab.
 - (Note: If you then click on Claim Rates, this will show you the rates for current school year)
- Click on Claim – SNP
- Click on the month for which you want to file a claim
 - Click on the red button, Add Original Claim
- Next to the school for which you want to file a claim, click on Add
 - School Nutrition Program General Information
 - 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)
 - G2 – Number of Children Approved for Reduced Meals (this should be the highest number of children approved for reduced meals within the month of the claim)
 - G3 – Number of Enrolled Children (this should be the highest number of enrolled children within the month of the claim)
 - National School Lunch Program
 - L1 – Enter number of operating days
 - Enter total numbers of free (L2a.), reduced (L2b.), and paid lunches served (L2c.); the system will then total this for you
 - Reduced Lunch Protection Program Information
 - P1 – Enter the Number of Participants Approved for Reduced Price Lunch Meals in Grades **PK-8** Only (Note: This should be a subset of your total reduced students in the school)
 - P2 – Enter the number of lunch meals served during the month to the PK-8 reduced students
 - School Breakfast Program (Note: If the school is approved for Severe Need, “Severe Need Reimbursement” will appear next to “Breakfast;” this designation can be double-checked against the site application) If you are uploading from a POS system, please double-check regular breakfast numbers vs severe need breakfast numbers. You may need to open each school claim individually and re-save in order to submit regular breakfast numbers vs severe need breakfast numbers correctly.
 - N1 – Enter number of operating days
 - Enter total numbers of free (N2a.), reduced (N2b.), and paid lunches served (N2c.); the system will then total this for you
 - Community Eligibility Provision (CEP) Schools/SFAs:
 - Enter the total number of meals, per meal service.
 - The system will calculate the free and paid meals, based on the SFA’s free claiming percent.
 - PK-5 Reduced Lunch: No numbers should be entered here, as there are no reduced students in the CEP.
 - Afterschool Care Snack Program (ACSP) (Area Eligible)
 - Enter the Number of Children Approved for Free Snacks (this should be the highest number of enrolled students for the month for the ACSP)
 - Enter number of operating days
 - Enter the number of Free Snacks Served (this should be all reimbursable snacks served)
 - Afterschool Care Snack Program (ACSP) (Non-Area Eligible)



- Enter the Number of Children Approved for Free Snacks, the Number of Children Approved for Reduced Snacks, and the Number of Enrolled Children (i.e., the highest number of enrolled students for the month for the ACSP)
- Enter number of operating days
- Enter the number of reimbursable snacks served (the numbers of free, reduced, and paid snacks should be in each of the next three boxes); the system will then total this for you
- Special Milk Program (SMP) (Pricing with Free Option)
 - Enter the monthly total number of fluid milk ½ pints purchased for the SMP
 - Enter the monthly total cost of fluid milk ½ pints purchased for the SMP
 - For operating days, enter the number of days in the claiming month that milk is being served in the SMP
 - Enter the number of reimbursable milks served for this claiming month on the appropriate lines: Free Milk Paid Milk
 - The system will then total the number of milks for you
- Special Milk Program (SMP) (Pricing without Free Option)
 - Enter the monthly total number of fluid milk ½ pints purchased for the SMP
 - Enter the monthly total cost of fluid milk ½ pints purchased for the SMP
 - For operating days, enter the number of days in the claiming month milk is being served in the SMP
 - Enter the number of reimbursable milks served for this claiming month on the Paid Milk Served line (an error will trigger if you enter a number in the free milks box)
 - The system will then total the number of milks for you
- Special Milk (SMP) (Non-pricing; no cost to children)
 - Enter the monthly total number of fluid milk ½ pints purchased for the SMP
 - Enter the monthly total cost of fluid milk ½ pints purchased for the SMP
 - For operating days, enter the number of days in the claiming month milk is being served in the SMP
 - Enter the number of reimbursable milks served for this claiming month on the Paid Milk Served line (an error will trigger if you enter a number in the free milks box)
 - The system will then total the number of milks for you
- Repeat these steps until you have all of the claims entered for all of your sites
- Warnings: It is possible that warnings will pop up; please review these to ensure your claim is correct; claims can be submitted with warnings
- Errors: It is possible that errors will pop up; please review these to ensure your claim is correct; claims cannot be submitted with errors
- Once your screen shows “Validated” for all of your claims, click on Continue





- The next screen will give you the opportunity to review the consolidated claim for your district. Please check this to ensure accuracy
 - Note that this screen adds in the additional \$0.30 in state Start Smart funds for each reduced breakfast
 - The additional 6 cents for Certification for each lunch meal claimed will also be added in on this screen on a separate line
- Click on the Certification box
- Click on the red Submit for Payment button

School Nutrition Programs
Colorado Department of Education
Child Nutrition Programs

Applications | Claims | **Completed** | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2012 - 2013

School Nutrition Programs Claim Month Details for May 2013

1980 Status: Active
DE BEQUE 49JT
DEA:
730 Minter Avenue
DeBeque, CO 81630
Type of Agency: Educational Institution
Type of SNP Organization: Public

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
May 2013	1				

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	406	2.8600	1,161.16
Reduced	100	2.4600	246.00
Paid	292	0.2700	78.84
Total	798		1,486.00
Meal Pattern \$0.06 Lunch Meal Reimbursement			
Claimed	798	0.0600	47.88
Adjusted	0	0.0600	0.00
Total	798		47.88

State Reimbursement - Sponsor Totals

Meal Type	Meals Served	State Rate	Reimbursement State Amount
PK-2 Reduced Lunch	43	0.4000	17.20
Total			17.20

Claim Reimbursement Total 1,551.08

Certification

I certify that to the best of my knowledge, this claim is true and correct in all respects, records are available to support the claim, the claim is in accordance with the existing agreement and that payment has not been received. I know that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

< Back **Submit For Payment**

- Click Finished
- 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



Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2012 - 2013

2012 - 2013 SNP Claim Year Summary

1980 Status: Active
DE BEQUE 49JT
DBA:
P.O. Box 70
730 Minter Avenue
DeBeque, CO 81630
Type of Agency: Not Selected
Type of SNP Organization: Not Selected

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2012					\$0.00
Aug 2012	0	Accepted	08/19/2012		\$1,858.20
Sep 2012					\$0.00
Oct 2012					\$0.00
Nov 2012					\$0.00
Dec 2012					\$0.00
Jan 2013					\$0.00
Feb 2013					\$0.00
Mar 2013					\$0.00
Apr 2013					\$0.00
May 2013					\$0.00
Jun 2013					\$0.00
Year to Date Totals					\$1,858.20

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Payments

CDE Grants Fiscal extracts payment information from the CO Child Nutrition Hub twice per month—on the 5th and 20th of the month. If the 5th or the 20th falls on a weekend or holiday, the claims will be pulled the following business day. To expedite the receipt of payment, please submit your claim before these dates.