

Claim Instructions

Summer Food Service Program



COLORADO
Department of Education

Claim Instructions for the Summer Food Service Program (SFSP)

To access the Claim System, visit: <https://co.cnpus.com/Colorado/Splash.aspx>

- Log in using your username and password.
- Click on '**Claims**' on the blue ribbon and then click on '**Claim-SFSP**'.

Item	Description
Claim - SFSP	Summer Food Service Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor

- Select the claim month for which you will be submitting a claim.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2020					\$0.00
Nov 2020					\$0.00
Dec 2020					\$0.00
Jan 2021					\$0.00
Feb 2021					\$0.00
Mar 2021					\$0.00
Apr 2021					\$0.00
May 2021					\$0.00
Jun 2021					\$0.00
Jul 2021					\$0.00
Aug 2021					\$0.00
Sep 2021					\$0.00
Year to Date Totals					\$0.00


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- Once you click on the claim month, select 'Add Original Claim'.

Claim Month: October 2020						
Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$0.00	
		<input type="button" value=" < Back"/> <input type="button" value=" Add Original Claim"/>				

- The claim site list will populate. Click 'add' next to the site for which you are entering a claim.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code		
Oct 2020	0						
Actions	Site #	Site Name	1st Meal Amount	2nd Meal Amount	Previous Amount	Errors	Status
 Add	00011	ACADEMY CHARTER SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
	00012	ACRES GREEN ELEMENTARY SCHOOL	\$0.00	\$0.00	\$0.00		
	02012	CRESTHILL MIDDLE SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
	02232	ROCK RIDGE ELEMENTARY SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
	02954	ROXBOROUGH INTERMEDIATE	\$0.00	\$0.00	\$0.00		Not Eligible
	04292	IRON HORSE ELEMENTARY SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible

- Provide the **total number of days food is served** for the approved meals being served at this site (questions 1-5).
 - **Tip:** For PY 2021 the total number of days food is served includes intended serving days (i.e. if you distributed 5 days' worth of food on Monday, there are 5 intended serving days for that week)
 - **Tip:** Click the blue information icon for help completing the claim

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted
Oct 2020	0		
General Information 			
		Total Number of Days Food Served	Average Daily Meals (ADM)
1.	Breakfast	<input type="text" value="0"/>	0
2.	AM Snack	<input type="text" value="0"/>	0
3.	Lunch	<input type="text" value="0"/>	0
4.	PM Snack	<input type="text" value="0"/>	0
5.	Supper	<input type="text" value="0"/>	0

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- Then, provide the **number of first meals served** and the **number of second meals served** for approved meals served at this site.
- Complete questions **6-10 for Self-Prep and/or Vended-Rural Meals**; complete questions **11-15 for Vended-Urban Meals**.
- Complete 6-10 OR 11-15 only, depending on the meal preparation type listed in the site application.

Self-Prep and/or Vended-Rural Meals Served to Children i			
Report only meals meeting the requirement on the agreement.			
		First Meals Served	Second Meals Served
6.	Breakfast	<input type="text" value="500"/>	<input type="text" value="0"/>
7.	AM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
8.	Lunch	<input type="text" value="500"/>	<input type="text" value="0"/>
9.	PM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
10.	Supper	<input type="text" value="0"/>	<input type="text" value="0"/>

Vended-Urban Meals Served to Children i			
Report only meals meeting the requirement on the agreement.			
		First Meals Served	Second Meals Served
11.	Breakfast	<input type="text" value="250"/>	<input type="text" value="0"/>
12.	AM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
13.	Lunch	<input type="text" value="250"/>	<input type="text" value="0"/>
14.	PM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
15.	Supper	<input type="text" value="0"/>	<input type="text" value="0"/>

Notes:

- The number of first meals served should be equal to or less than the Average Daily Meals (ADM) (this automatically calculates) times the number of days food is served.
- If you receive an error regarding ADM, revise the site application with the correct ADM.
- A limited number of second meals served as a unit can be claimed for reimbursement, as long as the total number of second meals does not exceed two percent of first meals served by the sponsor, for all sites, during the claiming period. You may enter the total number of second meals, and the system will calculate the two percent on the summary screen.

At the bottom of the claim page, click the red **'Save'** button. Then click **'Finish'**. The claim site list screen will be shown. Enter in all claims for all sites claiming for the month selected.

Notes:

- **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 all claims have been entered, click the red 'Continue' button.

23302	of Castle Rock	\$0.00	\$0.00	\$0.00	Not Eligible
23305	Stone Canyon Outdoor Ed Camp	\$0.00	\$0.00	\$0.00	Not Eligible
23337	Discovery Park	\$0.00	\$0.00	\$0.00	Not Eligible
Total		\$652.75	\$0.00	\$0.00	Net \$652.75

DELETE

- CDE School Nutrition developed a claim upload template. This can be helpful if you have numerous sites as it streamlines the claim process. If you are interested in a claim upload template, please contact free&reducedpriceschoolmeals@cde.state.co.us
- The Claim for Reimbursement- Sponsor Information screen will populate.
- **It is very important to adjust #1: Period covered by this claim.** The 'From' date is the first day the claim covers, and the 'To' date is the last day the claim covers.
 - This step is also what allows a claim to be combined with another month, provided that one of the month's operating days is 10 or less.
- Click the red 'Continue' button.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed
Oct 2020	0			
General Information				
1. Period covered by this claim:		From	To	
		10/01/2020	10/31/2020	
2. Total number of participating sites for claim period:		1		
	Number of Participating Sites	Total Number of Days Food Served		
3. Breakfast	1	10		
4. AM Snack	0	0		
5. Lunch	1	10		
6. PM Snack	0	0		
7. Supper	0	0		

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- Next, the Claim for Reimbursement Summary screen will populate. This summarizes the total amount earned for reimbursement. Please check this screen for accuracy.

Summer Food Service Program

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Claims > Claim Year at a Glance - SFSP > Program Year: 2020 - 2021

SFSP Claim For Reimbursement Summary

NOT ON NDL
 0900 Status: Active
DOUGLAS COUNTY RE 1
 DSIC:
 620 WILCOX ST
 CASTLE ROCK, CO 80104-1739
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Confirmation #: AAMLAD

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2021	0	02/17/2021	02/17/2021		Original

Period Covered From: 01/01/2021 To: 01/31/2021

General Information

Meal Description	Number of Participating Sites	Total Number of Days Food Served	Average Daily Meals	Number of Eligible Children (Camp only)
Breakfast	61	19	7,429	31,980
AM Snack	0	0	0	0
Lunch	74	19	16,920	36,617
PM Snack	0	0	0	0
Supper	0	0	0	0

Self-Prep and/or Vended-Rural Meals Served to Children

Meal Description	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp 1st Meals Served (D)	Camp 2nd Meals Served (E)	Camp 2nd Meals Allowed (F)	Reimbursable Meals Total (A+C+D+F)
Breakfast	141,138	0	0	0	0	0	141,138
AM Snack	0	0	0	0	0	0	0
Lunch	321,463	0	0	0	0	0	321,463
PM Snack	0	0	0	0	0	0	0
Supper	0	0	0	0	0	0	0

- Click on the Certification box, and then click on the red 'Submit for Payment' button

Administrative Reimbursement - Vended-Urban

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	306	0.1425	43.61
AM Snack	0	0.0700	0.00
Lunch	306	0.2725	83.39
PM Snack	0	0.0700	0.00
Supper	306	0.2725	83.39
Total			210.39

Claim Reimbursement Total 2,682.87

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.

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- A page will come up thanking you for submitting your claim. Click **'Finished'**.
- The Claim Year Summary Screen under Claim Status will show **'Accepted'**, and the Date Received column will be populated for the month.

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 CDE

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[Claims > Claim Year at a Glance - SFSP >](#)
Program Year: 2020 - 2021

2020 - 2021 SFSP Claim Year Summary

✔ NOT ON NDL
 0900 Status: Active
DOUGLAS COUNTY RE 1
 DBA:
 620 WILCOX ST
 CASTLE ROCK, CO 80104-1739
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2020	0	Processed	12/15/2020	12/18/2020	\$1,
Nov 2020	0	Processed	01/20/2021	01/25/2021	\$1,
Dec 2020	0	Processed	01/26/2021	02/01/2021	
Jan 2021	0	Accepted	02/17/2021		
Feb 2021					\$0.00
Mar 2021					\$0.00
Apr 2021					\$0.00
May 2021					\$0.00
Jun 2021					\$0.00
Jul 2021					\$0.00
Aug 2021					\$0.00
Sep 2021					\$0.00

- To expedite the receipt of payment, please try to submit your claim as early as possible after the claim month is over.
- For questions, please contact free&reducedpriceschoolmeals@cde.state.co.us

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