

Instructions for Claim Submission in the Colorado Nutrition Portal



Log into the Colorado Child Nutrition Portal <https://co.cnpus.com/Colorado/Splash.aspx> to claim School Breakfast and National School Lunch Program including Community Eligibility Provision (CEP) and Provision 2 programs, afterschool snack (ASP), Fresh Fruit and Vegetable (FFVP), Special Milk (SMP). Please see separate claiming instructions for [FFVP](#) and [SMP](#).

Healthy School Meals for All (HSMA) Reminders

Any HSMA sites not participating in the Community Eligibility Provision must count and claim students by eligibility, even though all meals are being offered for free. Do NOT enter all students as free when inputting your claims.

HSMA sites participating in the Community Eligibility Provision should submit claims as specified in [the CEP instructions](#) included below.

Claiming Breakfast and Lunch

Item	Description
Claim - SNP	School Nutrition Program Claims
Claim - SSO	Seamless Summer Option Claims
Claim - FFVP	Fresh Fruit and Vegetable Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor

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)



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- 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 and claim numbers will be **N1** and **N2**)
 - i. **B1** – Enter number of operating days
 - ii. **B2** – Enter total numbers of free breakfasts served (**B2a**), reduced-price breakfasts served (**B2b**), and paid breakfasts served (**B2c**); Total breakfasts served (**B2d**) auto-populates

Claiming Afterschool Snack

Click on **Claims** on the top blue menu tab

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 Community Eligibility Provision (CEP)

Click on **Claims** on the top blue menu tab

1. Click on **Claim – SNP**
2. Click on the month to claim
3. Click on the red button, **Add Original Claim**
4. 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.

This institution is an equal opportunity provider.



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- 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.

Claiming Provision 2

***Please note: In your base year of Provision 2 you must continue to count and claim by student eligibility and follow the instructions used for Breakfast and Lunch**

Click on **Claims** on the top blue menu tab

1. Click on **Claim – SNP**
2. Click on the month to claim
3. Click on the red button, **Add Original Claim**
4. 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 provides the consolidated claim. **This screen displays additional funding sources:**
 - \$0.30 state Start Smart funds
 - \$0.40 State Reduced Lunch Protection Act fund
 - Additional \$0.08 cents for Performance-Based Reimbursement (Lunch)
 - HSMA State Funding for breakfast and lunch

Please check this to ensure accuracy.
3. Click on the **Certification** box
4. Click on the red **Submit for Payment**
5. Click **Finished**



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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.

Claim Month	Adj Number	Claim Status	Date Received
Apr 2023	0	Accepted	05/09/2023

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.

Claim Modification

If an entered claim needs to be modified before the claim due date and before it has been processed, click on the claim and you will see the *Modify* option. Click *Modify* until you get to the claiming screen to make your modification. Save and click continue to certify the claim and submit for payment.

Claim Items	Adj Number
View Modify Summary	0

Claim Revision

If an entered claim needs to be revised before the claim due date but after it has been processed, click on the claim and *Add Revision* option. Click *Revise* to enter the revision. Save and click continue to certify the claim and submit for payment.

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed
View Summary	0	01/29/2024	01/29/2024	02/13/2024

Total Earned

< Back **Add Revision**

Actions
View Revise

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Payments

CDE Grants Fiscal extracts payment information from the CO Child Nutrition Hub twice a 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 at your bank within three days. Not-for-Profits and Charter Schools will receive their payment 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.

Utilize the claim summary to compare payment received to the expected payment. For example, ensure that meal counts match edit checks.

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

If you are asking about whether a specific claim has been processed/paid, please contact Patrick Mueller at mueller_p@cde.state.co.us or 303-656-9341 with the Office of Grants Fiscal Management.

Where to learn more:

- How to Claim Webpage: <https://www.cde.state.co.us/nutrition/national-school-lunch-program#howtoclaim>
- Online (Moodle) Meal Counting and Claiming Training: <https://sitesed.cde.state.co.us/course/view.php?id=349>

