

7/19/16

Dear Main Nutrition Contacts and Food Service Directors,

The CO Child Nutrition Hub is now open for the SY 2016-17 application renewals! **Please note that if you have created an application prior to today, it may have been deleted as the system was not set up yet for this process.**

Due Date

- ◆ All SFAs must have the application renewal process completed by Thursday September 15th. Remember that the process takes up to two weeks to complete, especially if you have extra programs such as Afterschool Snack Program (ASP) or Special Milk Program (SMP) to please plan accordingly. You will not be able to submit a claim until your renewal application is considered complete.

Reimbursement Rates

- ◆ Note that the reimbursement rates for SY 2016-17 have not yet been released by the USDA. They should come out sometime in late July and the OSN will let you know once they are available.

User Information

- ◆ Current users have access to the system. If you need to change any users, please email me at [jgriffith_j@cde.state.co.us](mailto:jgriffith@cde.state.co.us) to let me know, so I can make the changes for you. At this time, as before, each district may have up to two users for claims/applications.
- ◆ Passwords: Passwords can be reset by accessing the "Forgot Your Password?" link on the log on screen of the CO Child Nutrition Hub.

Attachments in the System

- ◆ Permanent Agreement: This agreement must be signed this year by all SFAs.
- ◆ F&R Policy Statement: This document must be submitted again this year by all SFAs.
- ◆ Other Forms: These forms include the Afterschool Snack Program Cycle Menu (for participating SFAs); and the Contract List for Vended Sponsors (for SFAs with vended meals).

Website Information

- ◆ The Renewal Page can be accessed at <http://www.cde.state.co.us/nutrition/nutriprogramrenewal>.
- ◆ This page has the following information:
 - Renewal Overview for SY 2016-17 (This is a one-page document that will tell you everything an SFA needs to know for beginning of the year requirements and the renewal process. Please be sure to read through this. This document is also attached to this email.)
 - A copy of this email
 - Link to other programs in the CO Child Nutrition Hub
 - Application Renewal Instructions; Step-by-step instructions for applying in the claim system
 - Application Revision Instructions

School Codes

- ◆ It is critical that the schools listed in the claim system have the correct names, codes, and grades, as recognized by CDE. All schools that have CDE school codes and that are being served meals as part of the National School Lunch/Breakfast Programs must be set up with a site application in the claim system. Any sites without CDE school codes cannot be set up as sites in the claim system. Let me know if you need to have any schools added, deactivated, or changed (i.e., names or codes).

Frequently Asked Questions

- ◆ Please refer to the resources on the website as they will probably answer most of your questions.
- ◆ Someone at OSN will review your sponsor application, site application and attachments. The name of the person assigned to your packet is located on the Application Packet screen on the top right corner of the grey table.
- ◆ Any other questions? Feel free to email or call!