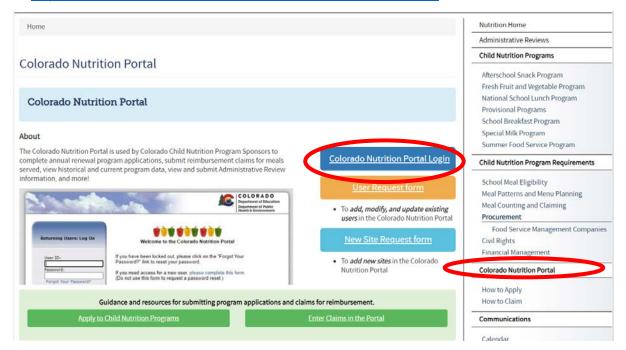
Claim Instructions

Fresh Fruit and Vegetable Program (FFVP)

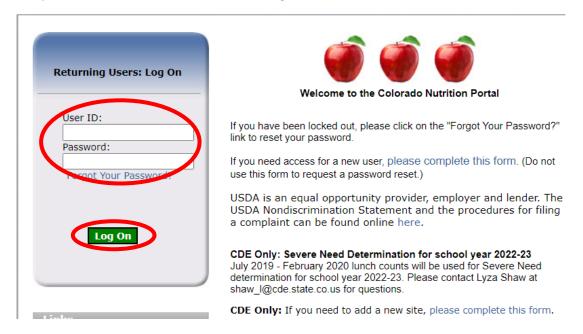


Colorado Nutrition Portal Login

1) Log in to the Colorado Nutrition Portal through the School Nutrition webpage: https://www.cde.state.co.us/nutrition/nutrionlineclaimsandservices



Enter your User ID and Password and click "Log On":



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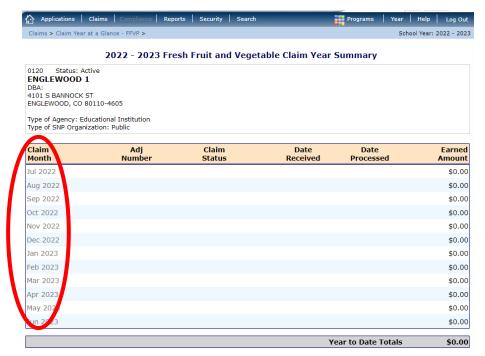


Accessing the Claim

1) Click "Claims", then "Claim - FFVP":



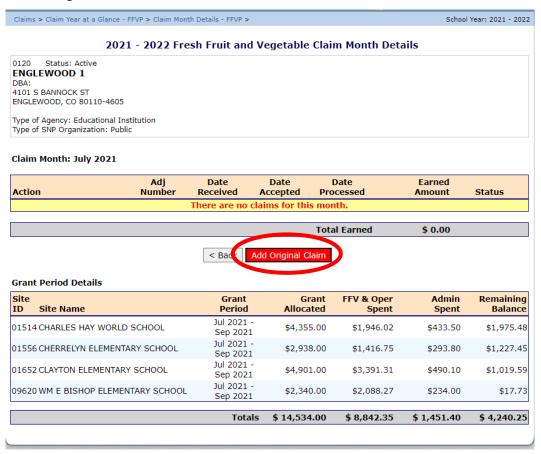
2) Click the claim month you wish to enter a claim for. The claim month will appear in blue if a claim is eligible for submission:



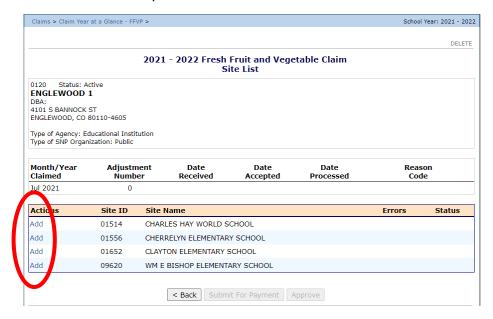


Entering the Claim

1) Click "Add Original Claim":



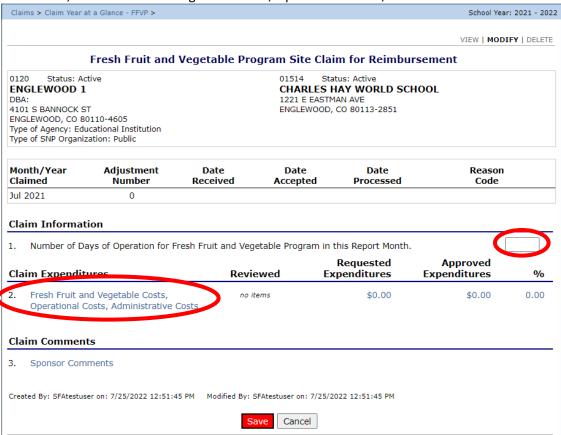
2) Click "Add" for **EACH** school you wish to submit a claim for:



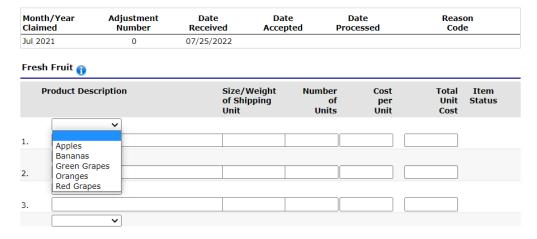
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- 3) Provide site level information for the claim month
 - a. Under claim information, enter the number of operating days for FFVP that month.
 - b. Next, "Fresh Fruit and Vegetable Costs, Operational Costs, Administrative Costs":



4) Enter the fruits served during the claim month. You can use the dropdown to select popular fruits or write in the fruit name.





- 5) Enter the weight of the unit (lbs., counts, cases, etc.); then enter the number of units purchased for the FFVP; enter the cost per **ONE** unit.
- 6) The "Total Unit Cost" will calculate based on Number of Units X Cost Per Unit:

Fresh Fruit 👸

Product Description		Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Item Unit Status	
1.	APPLE, FUJI	138-150CT	3.00	26.0500	78.15 REVIEWED	
2.	KIWI	108CT	3.00	30.0500	90.15 REVIEWED	
3.	APPLE, AKANE	20#	2.00	36.9200	73.84 REVIEWED	
				Total Cost	\$242.14 242.14	

7) Follow the same procedure for all vegetables served during the claim month:



8) Enter Operational Personnel Costs in the next section. These include labor costs of staff directly involved with the preparation, service, and/or cleanup of the FFVP. Ensure the number of hours and rate per hour are accurate. The Labor Cost will automatically calculate after the hours and rate are entered:



9) Enter any Small Supplies or Other Operational Costs. Any low-fat or non-fat dips or seasonings (such as Tajin or low-fat ranch) purchased during the month go in this section. Enter any other small supplies purchased such as plates, napkins, gloves, etc. The Total Unit Cost will calculate automatically after the number of units and cost per unit are entered:



Small Supplies/Other Operational Costs (Small supplies - e.g. napkins, paper plates, utensils, bowls, pans and the like. Other - are such items as Low or no-fat dips, etc.)

Product Description		Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Napkins	5.00	8.0000	40.00	
2.	Tajin	2.00	25.0000	50.00	
3.	Low-fat ranch	3.00	15.0000	45.00	
			Total Cost	¢125.00	0.00

10) Enter Administrative Personnel Costs in the next section. These are costs associated with planning, ordering, writing menus, reporting, billing, etc. The Administrative Personnel Cost will automatically calculate after the hours and rate per hour are entered:

Administrative Personnel Cost (Labor includes but not limited to planning, ordering, writing menus, reporting, billing, tracking, nventory, etc.) ₁						
N	lame\Position	# of Hours	Rate per Hour	Labor Cost	Item Status	
	Ben Banana	10.00	25.0000	250.00		
			Total Cost	\$250.00	0.0	

11) Enter the cost of any Durable Supplies purchased during the month, if any. This includes any large equipment purchases, such as a sectionizer or robot coupe. The Total Unit Cost will automatically calculate after the number of units and cost per unit are entered:

(Equipment purchases and leasing) 📵						
Product Description		Number of Units	Cost per Unit	Total Unit Cost	Item Status	
1.	Sectionizer	1.00	270.0000	270.00		
			Total Cost	\$270.00	0.00	

a. Reminders:

Durable Supplies

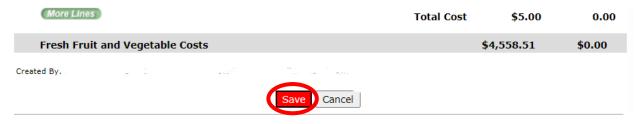
- i. Sponsors must complete the Equipment Justification Form prior to purchasing any single durable supply that is more than \$250.
- ii. If purchasing a piece of equipment that will be used in other programs, such as the National School Lunch Program, the equipment cost must be prorated among all programs. For example: If you purchase a Robot Coupe and the FFVP will use it 75% of the time, 75% of the cost can be allocated using FFVP funds.
- 12) Enter any Other Administrative Costs, if any. Other Administrative Costs could include a delivery or storage fee, for example. The Total Unit Cost will automatically calculate after the number of units and cost per unit are entered:



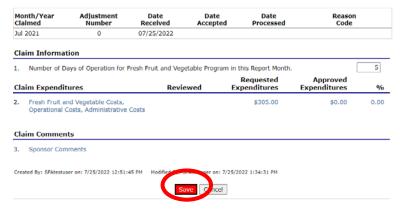
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13) Review the claim for accuracy and press "Save" when finished. The Fresh Fruit and Vegetable Costs will automatically calculate based on the information entered in the claim. Click "Finish" on the next screen:



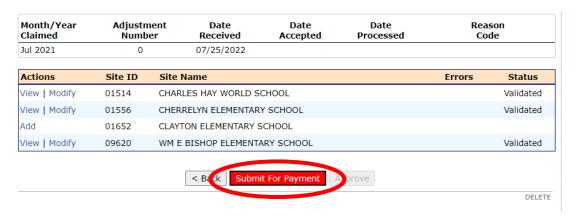
14) Click "Save" on the site claim screen. Click "Finish" on the next screen.



15) Complete the same process for all sites submitting a claim for that month.

Submitting the Claim

1) After all claim information is entered, click the red "Submit for Payment" button:





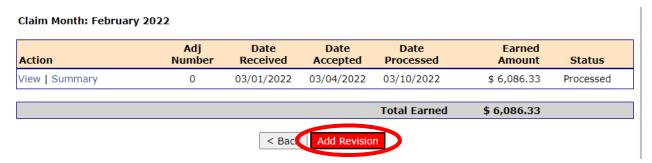
2) The claim will show "Pending Approval" on the claim summary screen:



3) Once CDE School Nutrition reviews and approves the claim, it will show "Accepted" status and be sent to the CDE Grants Fiscal team for payment.

Revising a Claim

- 1) To revise a claim, please contact School Nutrition first. Then, click "Add Revision" in the Portal for the claim you need to revise and follow the same process as you did to submit the original claim.
- 2) FFVP sponsors may revise claims if needed. Claims revisions requiring an *upward adjustment* must be submitted within 60 days of the last day of the claiming month. Claims requiring a *downward adjustment* may be submitted at any time.



Claim Due Dates

- 1) FFVP claims follow the same due dates as all other Child Nutrition Programs claims are due 60 days following the last day of the claiming month. <u>View the claim due dates</u>.
- 2) Claims in "Pending", "Incomplete", or "Error" status by the claim due date are considered late.
- 3) If claims are not submitted on time, sponsors must use a one-time exception to submit a late claim. This exception may only be used once every 36 months for any Child Nutrition Program.
- 4) FFVP sponsors will receive email claim reminders if a claim is not submitted two weeks prior to the claim deadline.