



## CO Child Nutrition Portal – SMP Application Instructions

### Important Information

- Log on to the [CO Child Nutrition Portal](#) with a current username and password. School Food Authorities operating additional programs will see colored tiles when they log in. Click on the blue, *School Nutrition Programs*, tile.
- To ensure application accuracy and no interruptions to your current school year operations **it is extremely important you complete the application in School Year 2024 – 2025**. To do this, follow these steps prior to completing application:
  - Select Year at the top of the screen under the CDE logo
  - Click on 2024 – 2025 and ensure the word “Selected” is next to it
  - Then, proceed to the Application menu to continue the application process
- Many of the fields in the sponsor and site applications roll over from the previous year. ***Please check these fields and update them as necessary*** and fill in all fields that still need information entered.
- Automated emails from the system will go only to the Child Nutrition Director, Claim Preparer, and Main Contact.

### Sponsor Application

- Go to Applications -> Application Packet
- Click on the red **Enroll** button.
  - “You have clicked the enroll button. Do you want to continue?” will come up—**click OK**
- Once in the 2024-25 Application Packet, select ‘Modify’ and begin completing the sponsor application.

**School Nutrition Programs**

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

Applications > Application Packet > School Year: 2024 - 2025

**2024 - 2025 Application Packet**

Packet Submitted Date:  
Packet Approved Date:  
Packet Original Approval Date:  
Packet Status: Not Submitted

Packet Assigned To: Amanda Gersabeck

Action	Attention	Form Name	Latest Version	Status
<a href="#">View</a> <a href="#">Modify</a> <a href="#">Admin</a>		Sponsor Application	<a href="#">Original</a>	Pending Validation
<a href="#">Details</a>		Meal Pattern Compliance Dashboard		Pending Validation
<a href="#">Details</a>		Checklist Summary		
<a href="#">Details</a>		NDL Application Packet Dashboard (1)		Complete

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
<a href="#">School Nutrition Program</a>	0	1	0	0	0	0	1
<a href="#">Seamless Summer Option</a>	0	0	0	0	0	0	0

< Back Submit for Approval Approve Return Deny Withdraw Packet

- For Special Milk Only sponsors select “yes” for question #2 within the SNP Sponsor Application



Type of Agency: Private Nonprofit Organization  
Type of SNP Organization: Private

Version: Original

**Sponsor Type**

1. Type of Agency: Private Nonprofit Organization

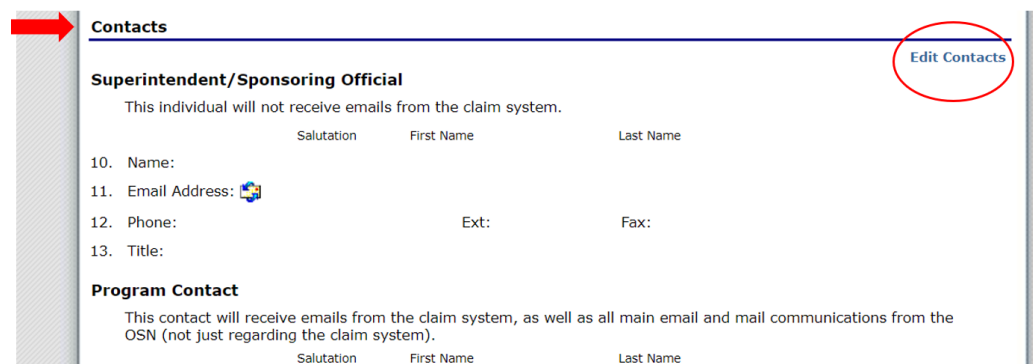
2. Will this Agency ONLY be participating in Special Milk Program? ☒ Yes ☐ No

**Street Address**

3. Address Line 1: 620 Elizabeth Street

This will ensure that only the appropriate questions are required to be answered within the application

- Sponsor Type, Street Address and Mailing Address will roll over. Review information and update as needed. Click “verify” to verify street address.
- Contacts:** select ‘Edit Contacts’ in the top right-hand corner. Updated contacts will appear across nutrition program applications and in the Dashboard.




**Contacts**

**Superintendent/Sponsoring Official**

This individual will not receive emails from the claim system.

Salutation First Name Last Name

10. Name:

11. Email Address: 

12. Phone: Ext: Fax:

13. Title:

**Program Contact**

This contact will receive emails from the claim system, as well as all main email and mail communications from the OSN (not just regarding the claim system).

Salutation First Name Last Name

[Edit Contacts](#)

This will take you to the contacts page, for SMP ONLY sponsors complete the following contacts only:

- Sponsoring Official: This contact will not receive automated emails from the system; please be sure this section is updated with your current superintendent.
- Program Contact - Title may be Food Service Director; receives The Dish Newsletter & automated emails
- Claim Preparer –enters claim information; receives The Dish Newsletter and automated emails from the claim system

**Save -> Finish**

- Eligibility Information- Questions #46-52
  - If question 46 is Yes, to sites participating in CEP for NSLP, answer the following questions accordingly.
  - If a school operates CEP but also operates the SMP for half-day students who do not have access to the NSLP or the SBP, then the school must process school meal applications for any students being served under the SMP if using Pricing with Free Option.
- Food Service Management Company (FSMC) - Questions #53-54 - Food Service Management Company questions: If only operating the SMP answer NO
- Read the Certification Statement. Click the box next to this, which will indicate that you agree to this certification.
  - Any time that you do not complete required fields or have incomplete information, you will receive notification that the sponsor application has errors. You will need to correct any errors prior to submitting your application packet.
- Click the red “Save” button. If there are errors, the system will identify them and give you the ability to make revisions. Be sure to pay close attention to the nature of the error so that it can be corrected.



## Uploading documents to the Checklist Summary

- From the Application Packet, select '**Details**,' next to the checklist summary.
- Select the sponsoring organization's name.
- Required forms:
  - **Permanent Agreement:** required for all sponsors. Sponsors will download, sign, and re-upload this document into the checklist summary. Please download from the checklist and re-attach in the Sponsor Profile.
  - **Special Milk Program Non-Pricing Policy Statement:** SFAs with the non-pricing Special Milk Program will provide the SMP non-pricing policy statement. Download the SMP non-pricing policy statement by clicking on the name of the form and saving it to your computer. Then, print the form and gather the required signatures. Scan the complete form and save it to your computer.

## Site Applications

- Access helpful information for various sections in the site application by hovering your mouse over the blue question marks throughout the site application
- Go to Applications → Application Packet → Site Applications → School Nutrition Program

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View   Modify   Admin	Sponsor Application	Original	Error
Details	Meal Pattern Compliance Dashboard		Pending Validation
Details	Checklist Summary (2)		
Details	Application Packet Notes		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	4	0	0	0	0	4
Seamless Summer Option	0	0	0	0	0	0	0

< Back Submit for Approval Approve Return Deny Withdraw Packet

Show Packet History

- Your sites should be listed here. If any are missing, you need to go to Add Site Application. If it is not listed in the "add site application" section, [please submit the Site Request Form](#).

Action	Site ID / Site Name
View   Modify   Admin	
Add Site Application	

- Completing Site Applications
  - Click on **Modify** under Action next to the Site ID
  - Verify Site Contact and Street Address are correct.
  - Program Information— select "D. Special Milk Program"
- Participation Information—
  - Q9: Select all grades at the site



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- Q10: if Pre-Kindergarten is selected answer, if not it may be blank
  - Section D- Special Milk Program (SMP)
    - Question D1- select site type
    - Question D2- select all months the SMP will operate, this is directly tied to the months you are able to claim for reimbursement
      - Question D2(a)- select all days of the week SMP will operate
    - Question D3- Milk Pricing- Note: all camps *must* operate a non-pricing program, otherwise, sponsors may choose either pricing or non-pricing. If operating a pricing program with free milk answer accordingly.
      - Highest charge to children: if non-pricing answer 0, if pricing please add price to be charged to students
      - Highest dairy cost: highest cost per ½ pint sponsor pays (able to be found within the invoice)
    - Question D4: average number of participants
    - Question D5- name of Point of Sale (POS) system name
  - Read the Certification Statement. Click the box next to this indicating that you agree to this certification.
  - Click the red “Save” button. If there are errors, the system will identify them and give you the ability to make revisions.
  - Repeat this process for each site participating.

## Submitting the Application to CDE

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- Once you have completed the sponsor application, all site applications, and all checklist items, on the Application Packet screen, click on the red Submit for Approval button. Click Okay.
- In big red letters, the following message will appear: **The Application Packet is currently under review by the State and is unavailable for changes.**
- If corrections need to be made, the packet will be returned to the Sponsor, along with comments (at the bottom of the sponsor and/or site application) on what needs to be corrected.
  - Please keep an eye out on your email (including junk mail) for communication from the system. You can also go to the system to check the application status at any time.
- Allow two weeks from the time all requirements are completed for application approval.
- Once the application is approved, check the Comments to Sponsor box at the end of the sponsor application.

*This institution is an equal opportunity provider.*