



Colorado Nutrition Portal Application Instructions

CDE School Nutrition Unit

School Nutrition Unit
1525 Sherman St Suite 309, Denver, CO 80203

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Instructions Summary

The applications for the following Colorado Nutrition Programs (National School Lunch, National School Breakfast Program, Special Milk Program, Fresh Fruit and Vegetable Program, and Food Service Management/Vended Meals) have been combined into the following document for ease of use and navigability.

Getting Started

- Request system access, change access, or remove access via the [User Request Form](#).
- Add new sites or request site changes with the [Site Request Form](#).
 - Note: For public school sites, align portal entries with each school's [CDE School Code](#).
- Log in to the [Colorado Nutrition Portal](#) with your username and password.
- Review fields and data that roll over from previous years. Update and complete all required fields.
- Sponsors operating multiple nutrition programs will see the Dashboard upon login. The dashboard includes important information about applicable nutrition programs in one place. View the Dashboard Overview for more information about how to navigate and use the Dashboard.
- Contact your [CDE Point Person](#) for questions and subscribe to [The Dish](#) Newsletter to receive important program updates throughout the year.
 - Note: The portal logs out users after 30 minutes of inactivity.

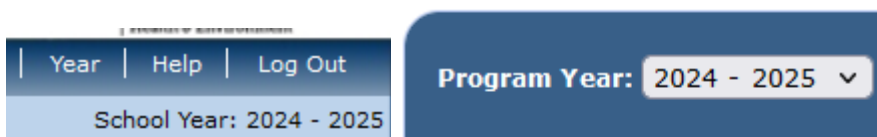
Accessing the Sponsor Application

- From the dashboard, select 'SNP,' or if your organization only operates SNP programs, click on the blue School Nutrition Programs tile.
 - Click 'Applications' -> click 'Application Packet'
- Select the correct school year prior to completing the application:
- Select 'Year' at the top right of the screen under the logo and select the current program year.

Select Year

2024 - 2025 < Selected

- Or, from the dashboard select the dropdown next to Program Year on the Dashboard.



- Click on 'Applications' to continue the application process. Click 'Enroll' -> click 'ok'
- Completing the Sponsor Application
- Once in the Application Packet, select 'Modify' and begin completing the sponsor application.
 - 1. – Select Type of Agency (will rollover for existing sites)
 - 2. – Answer 'yes' or 'no'
 - 3. Will the Sponsor participate in the Healthy School Meals for All program? Answer 'yes' or 'no'.
 - By selecting 'yes', sponsors will be required to implement CDE School Nutrition's operating recommendations to maximize federal funding. For sponsors implementing CEP, refer to the HSMA instructions for sponsors operating CEP for additional information on applications and the CEP schedule.
 - Note: Starting in SY24-25, sponsors will see the checkboxes to opt in to the wages/stipends and local food programs. Please do not check these boxes, as these supplemental grant programs have been deferred for SY24-25.

- **HSMA instructions for sponsors operating CEP*
 - CDE School Nutrition communicated operating recommendations for SY2024-25, which must be followed to receive [Healthy School Meals for All](#) state reimbursements. If your operating recommendations included any sites operating CEP, review the steps below to ensure your application is accurately set up for the upcoming school year.
- *HSMA Specific Information within Sponsor Application*
 - Q3: Will the Sponsor participate in the Healthy School Meals for All program? Answer 'yes' or 'no'.
 - By selecting 'yes', Sponsors may be required to operate CEP at eligible sites pending financial analysis. CDE School Nutrition will work directly with Sponsors to ensure CEP sites are set up correctly and that CEP groupings are accurate.
 - Note: Starting in SY2024-25, sponsors will see the checkboxes to opt in to the wages/stipends and local food programs. Please do not check these boxes, as these supplemental grant programs have been deferred for the SY2024-25.
- Sponsor Type, Street Address and Mailing Address will roll-over. Review information and update as needed.
- Contacts: Review all contacts and verify information. Accurate contact information is crucial for data integrity, ensuring compliance with regulations and to ensure the correct people receive outreach and communication from the School Nutrition Unit. To update a contact, select 'Edit Contacts' in the top right-hand corner. Updated contacts will appear across nutrition program applications and in the Dashboard.
 - Sponsoring Official: this individual is responsible for the oversight of the sponsor's operations. This is typically the superintendent.
 - Program Contact: this individual oversees the implementation of child nutrition programs. This is typically the food service director. Note: this person will receive emails from the system and will be placed on the School Nutrition Unit's main contact list. If a director prefers not to receive system emails, the food service director should be listed as the Additional Responsible Individual.
 - District Business Official: this individual manages the financial and operational aspects of the district. This is typically the business official, chief financial officer or business administrator.
 - Claim Preparer: this individual is responsible for consolidating and entering meal claims for reimbursement.
 - Additional Responsible Individual: this individual has responsibility for functions related to the operations and implementation of child nutrition programs. This may be the assistant director or manager. If the food service director is listed in this field, the assistant director or manager should be listed as the Program Contact. This individual will receive communication from the School Nutrition Unit.
 - If the contact is the same person for multiple fields, select the 'Same as' checkbox to auto-fill the information. The 'same as' option must only be used when it applies to each contact's job duties.
- Meal Count and Collection Procedures: select the name of your Point of Sale (POS) software system from the dropdown list. If 'other,' please type in the name of your POS.
- Eligibility Information: answer questions accordingly.
 - Q47 asks sponsors operating CEP how they will collect household information from CEP sites as CEP sites cannot collect and process FRL income applications. Sponsors planning to use the FDS form should select "Alternate Form". Sponsors planning to use the combo form should select "Other" and add detail in Q48. o

- If the answer to Q49 is 'no' and the answer to Q50 is 'yes,' a checklist item will populate in the Checklist Summary. Please upload copies of the free and reduced-price documentation you are using for state review. Submitted documents will be reviewed for compliance to ensure all requirements are included in free and reduced-price materials. Your point of contact will notify you if changes need to be made.
 - Sponsors planning to use the combo form should include this in your Checklist Summary upload. Sponsors planning to use the FEDS form are not required to upload this form for approval.
- Residential Child Care Institutions (RCCI): complete only if your sponsor is operating as a RCCI.
- Food Service Management Company (FSMC) and Vended Meals: if your food service program is operated by a FSMC, or if any schools receive meals from a meal vendor, answer 'Yes' to Q53/Q54.
 - *Any incomplete information in the application will trigger an error. Errors must be corrected prior to submitting the application packet.
- Select the Certification checkbox.
- Click the red 'Save' button. If there are errors, the system will identify them and provide the ability to make revisions. Review the nature of the error and correct it. If you have questions, please reach out to the consultant assigned to your application for assistance.
- Select the red 'Go to Site List' to continue to the site applications or select 'Finish' to return to the application packet screen.

Adding new sites

- If any of your sites need to be added, or if any school needs a name or site code change, please complete the [new site request form](#). Please note that all CDE Schools must match the [name and site code](#) provided by CDE.
 - Note: for public school sites, sites in the Portal should align with each school's CDE School Code. Do not roll up multiple [CDE school code](#) sites into one site in the portal. Once the site is added, you will be able to complete the Site Application.
 - Please note: The number of physical sites and/or number of sites with distinct CDE building codes does not affect the grade group meal pattern requirements. Sponsors must plan all menus to meet the [grade group requirements](#) for the grade groups served at each site.

Completing 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'
- Select 'Modify' under Action next to the Site ID.

Packet Assigned To: Vivien Skrupskis							
Action	Form Name		Latest Version	Status			
View Modify	✓ Sponsor Application		Rev. 1	Not Submitted			
Details	✓ Checklist Summary (1)						

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

- Review participating programs. If adding or removing a program (such as breakfast, snack or milk), select 'Modify Program Selection'.
- Ensure Site Contact and Street Address are correct and update if needed. Once the site address is added, click the 'Verify' button to verify the address against US postal data.
 - If the address is verified, a green 'Verified' text will appear.
 - If the address is not verified, check to make sure the address is correct. If the address is correct but is not verified, this may mean that it is a mailing address and not a physical address. If this is the case, click the box to use the non-verified address entered.
- Participation Information:
 - Q9: Severe Need Breakfast is calculated within the system based on lunch data from two years' prior. If the school served more than 40% of its lunches to free and reduced-price students, the school will receive a higher reimbursement rate. Please note: Severe need determinations will be calculated for the 2024-25 school year based on [USDA guidance](#).
 - Q10: Select all grades at the site.
 - Q11: Select 'yes' or 'no'.
 - Co-mingled: eating at the same time and in the same place as other grade groups.
- Pricing Information:
 - Refer to the adult meal pricing tools on the [non-program revenue web page](#) to calculate appropriate adult meal prices.
 - Please note that the Reduced-Price breakfast box is automatically left blank, as the charge for Reduced-Price breakfast is \$0.00.
 - *Schools may not charge Reduced-Price lunch for students in grades PK-12 as the Reduced-Price Lunch Protection Program has been expanded to cover all grades. Reduced-price lunch must always be \$0.00.
- Non-public sponsors are not eligible for this benefit and must enter the amount charged to reduced-price eligible students accordingly (\$.30 for breakfast and \$.40 for lunch).
- Non-Pricing should be selected for CEP and Provision 2 sites and sites that do not charge meal prices to align with the provisional program the site operates (ie, CEP sites should select Non-Pricing – CEP, and Provision 2 sites should select Non-Pricing – Provision 2).
- Sponsors participating in the Healthy School Meals for All program will not charge any students for meals. If you have HSMA sites that do not operate CEP or Provision 2, select Non-Pricing-Universal Free.
- USDA Average Weighted Price is the (difference between the free reimbursement – paid reimbursement rate). Please reference the paid lunch equity guidance for more information.
 - **For SY 2024-25, SFAs with a positive or zero balance in the nonprofit school food service account as of June 30, 2023, are exempt from PLE pricing requirements.
 - ***Sponsors participating in the Healthy School Meals for All program are exempt from PLE requirements.
- Section A: National School Lunch Program (NSLP)
 - Ensure the months of operation, days of the week, and meal service times are updated and accurate.
 - This information rolls forward from the prior year site application. Please review and update to ensure accuracy with your current district calendar.
 - Note that if you operate NSLP over the summer (after the end of your traditional school year), meals served in the summer are not eligible for HSMA reimbursement. Please notify CDE if you plan to operate NSLP over the summer for additional guidance.
 - A3 – Select the elected Provisional Option, CEP or Provision 2.
- Section B: School Breakfast Program (SBP)

- Ensure the months of operation, days of the week, and meal service times are updated and accurate.
- This information rolls forward from the prior year site application. Please review and update to ensure accuracy with your current district calendar.
 - Note that if you operate SBP over the summer (after the end of your traditional school year), meals served in the summer are not eligible for HSMA reimbursement. Please notify CDE if you plan to operate NSLP over the summer for additional guidance.
- Select the type of breakfast service used; if other, please indicate in the text box provided.
- B4 – Select the elected Provisional Option, CEP or Provision 2.
- Section C: Afterschool Snack Program (ASP)
 - Ensure the months of operation, start and end dates of the snack program, snack service times, and days served are accurate.
 - C5-6: Indicate when the snack is served.
 - If served during the extended school day, a bell schedule must be uploaded in the Checklist Summary for approval.
- Extended Day ASP Criteria:
 - Grades PK-5: must have a school day greater than or equal to 7 hours.
 - Grades 6-12: must have a school day greater than or equal to 7.5 hours.
 - C7: Select 'yes' or 'no'. ASP must be provided with structured, supervised enrichment activities.
 - C8: Indicate site eligibility.
 - If the site is below 50% free and reduced percentage but is located within the same attendance area of the applying site, the site can qualify as area-eligible. Select 'Attendance Area Eligible – based on another site' –and find the site within the drop-down menu to qualify the site.
 - If the site is below 50% free and reduced and is not within the attendance area of an eligible school, the school can still operate ASP under non-area eligibility. This means snacks are counted and claimed at free, reduced, and paid rates based on student eligibility. Select 'Non-Area Eligible' for sites that meet these criteria.

Site Applications – for recommended CEP sites only

- Pricing Information: select “Non-Pricing – CEP” for the meal types National School Lunch Program and School Breakfast Program, and ensure all prices are \$0.00 except Adult meals:
- In the Provisional Option Request file (A3 in NSLP section, and B4 in SBP section), select CEP from the dropdown menu.

Community Eligibility Schedule Setup

- Ensure that both the sponsor application and site application steps listed above are complete before starting the CEP Schedule. If these are not complete, you will not be able to enter the CEP Schedule.
- Return to the application page and click “Add” to open the Community Eligibility Provision Schedule:

Action	Attention	Form Name	Latest Version	Status
View Modify Admin		Sponsor Application	Original	Pending Validation
Add		Community Eligibility Provision (CEP) Schedule	-	Not Started
Details	✓	Meal Pattern Compliance Dashboard		Approved
Details		Checklist Summary		
Details		NDL Application Packet Dashboard (1)		Complete

- The Mode should open to “Manual”. If it opens as “Auto”, choose “Manual” in the dropdown:

Summary

Mode: Auto Manual

Hide indicators

Group	Show	Nbr of	Cycle	Data	Nbr of	Enroll	ISP	Claim	Claim
			Year	Year	Identified	ment		%	%
					Students			Free	Paid

- The recommendation should indicate the total

Group Name	Show Detail	Nbr of Sites	Cycle Year	Data Year	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
Unassigned	<input checked="" type="checkbox"/>	0			0	0			
Individual	<input checked="" type="checkbox"/>	0			0	0			
1	<input checked="" type="checkbox"/>	1	2023-2024	2022-2023	48	111	43.24	69.18	30.82

Group Count: 1

- For all groups, change the Cycle Year to 2024-2025 (this indicates the year that is counting as the Base Year):

Group Name	Show Detail	Nbr of Sites	Cycle Year	Data Year	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
Unassigned	<input checked="" type="checkbox"/>	0			0	0			
Individual	<input checked="" type="checkbox"/>	0			0	0			
1	<input checked="" type="checkbox"/>	1	2024-2025	2023-2024	0	0	0.00	0.00	100.00
2	<input checked="" type="checkbox"/>	0	2024-2025	2023-2024	0	0	0.00	0.00	100.00

Group Count: 2

- For all groups, change the Data Year to 2023-2024 (this indicates the year of data that established the ISPs):

Group Name	Show Detail	Nbr of Sites	Cycle Year	Data Year	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
Unassigned	<input checked="" type="checkbox"/>	0			0	0			
Individual	<input checked="" type="checkbox"/>	0			0	0			
1	<input checked="" type="checkbox"/>	1	2024-2025	2023-2024	0	0	0.00	0.00	100.00
2	<input checked="" type="checkbox"/>	0	2024-2025	2023-2024	0	0	0.00	0.00	100.00

Group Count: 2

- In the "Group" column, use the dropdown to choose the correct group for each school based on CDE's operating recommendations:

Grouping

Total Sites: 2

Site ID	Site Name	Group	Cycle Year	Data Year	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
91761	Gala Elementary	1	2024-2025	2023-2024	123	321	38.32	61.31	38.69
91762	Jazz Jr/Sr. High	2	2024-2025	2023-2024	456	654	69.72	100.00	0.00

Export Export All

- The Number of Identified Students and Enrollment columns will auto-populate from the ISP Report.
 - (New Schools may not have ISP data shown. Please contact CDE for authorization and instruction on including new schools)
 - Troubleshooting: If schools appear on the schedule that are not included in the CEP recommendation, check the site application to see if questions A3 and B4 are completed correctly.
- Once all schools have been assigned a group and have ISP data, click save. If the schedule contains errors, reenter the schedule and look for unassigned sites, or missing or incorrect ISP data.
- Once approved, a summary of the schedule can be exported if needed using the "Export" button:


Grouping										Total Sites: 2
Site ID	Site Name	Group	Cycle Year	Data Year	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid	
91761	Gala Elementary	1	2024-2025	2023-2024	123	321	38.32	61.31	38.69	
91762	Jazz Jr/Sr. High	2	2024-2025	2023-2024	456	654	69.72	100.00	0.00	

Export Export All

- **Please note: the Healthy School Meals for All program does not apply to ASP. If opting into HSMA and operating non-area eligible ASP sites, reduced and paid snacks will be claimed as normal and will not receive additional state funding. If opting into HSMA and operating area-eligible ASP sites, all snacks are served free and claimed at the free rate. If operating ASP at a CEP school, the school may be area eligible if 50% of students are free or reduced-price eligible or if the school's individual ISP is 31.25%, or if the school is located in the attendance area of another school with an FRL% of at least 50%. CEP schools that are not area-eligible claim snacks under their CEP claiming percentages.

Adding FSMC or Vended Meal Contracts

- Sponsors that have a FSMC, vended meals, Sponsor to Sponsor, or Furnished meals contract must provide contract documents in the Portal. These contract documents tie to the SNP application and must be added in the Portal to submit the application.
- Due to the FSMC Module implementation timeline for school year 2024-25, the documents need to be submitted alongside your SNP application. In future years, these documents will be submitted, reviewed, and approved during the contract process prior to the June 30 deadline.
 - Please note: There are multiple steps in the submission process and CDE will need to "approve" documents to proceed to the next step. This year, because these documents were already reviewed and approved outside of the Portal, CDE approvals should be quick. Reference the email from CDE School Nutrition outlining the FSMC module steps.
- FSMC and Vended Meals Contracts and Renewals: The FSMC module was uploaded with all active 2023-24 contracts and recognizes if you have renewals left in your contract.
- If you initiated a new contract for 2024-2025 through a RFP process, please watch the [Food Service Management Company Module Moodle training video](#) which walks through logging in to the FSMC Module and the steps needed to submit contract documents.



Colorado Nutrition Portal

This course provides a series of modules designed to bolster your ability to use the Colorado Nutrition Portal. The Portal is used by Child Nutrition Program Sponsors to complete annual renewal program applications, submit reimbursement claims for meals served, view historical and current program data, view and submit Administrative Review information and much more!

Modules:



1. Colorado Nutrition Portal Overview (English, Spanish)
2. Apply to Administer Child Nutrition Programs (English, Spanish)
3. Food Service Management Company Module (English, Spanish)
4. Complete the Direct Certification Process (English, Spanish)

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- If you completed a contract renewal for the prior year, please follow the following steps:

- 1) Navigate to the FSMC Dashboard (page 8).
- 2) Select the desired **sponsor** and **program year**.
- 3) Select the **Renewal Allowed** icon of the desired contract.

Completed (4)

Company Name	Contract Year	Type	Submitted By	Programs	Status	
Testing	2022-2023	FullService()	Test, SFA	SNP	Canceled	
Testing	2021-2022	FullService()	Test, SFA	SNP	Fully Executed	

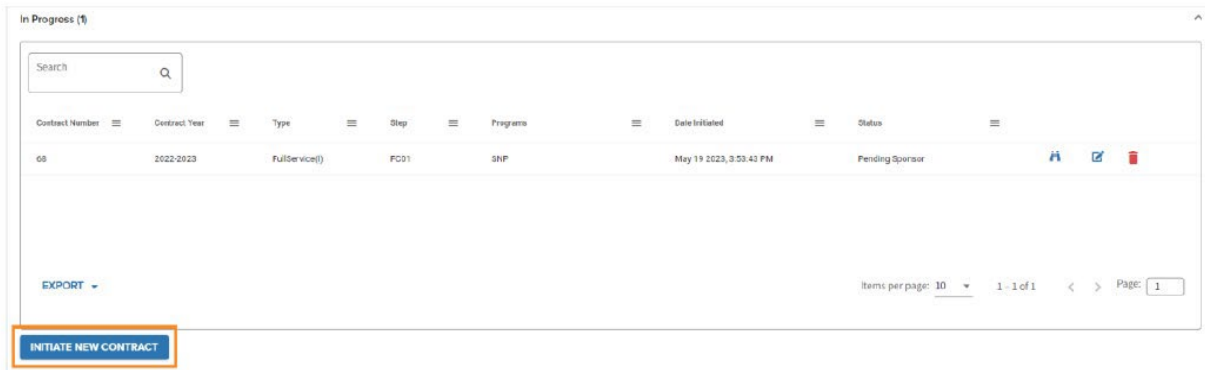
- 4) A Renew Contract confirmation message displays. Select **OK** to confirm contract renewal.
- 5) The renewed contract will display in the In Progress section of the FSMC Dashboard. The contract number will show the original contract number with a dash (-) and the number of renewals (e.g., If the original contract number was "10," the contract number of the renewed contract will show as "10-1"). The renewed contract will be in "Pending Sponsor" status. Select the **Edit** icon.

In Progress (7)

Contract No.	Contract Year	Type	Step	Programs	Date Initiated	Status	
10-1	2022-2023	FullService()	FC01	SNP	November 18 2022...	Pending Sponsor	



- 6) The associated FSMC Details screen displays. After confirming the renewal of a contract, the workflow for completing a contract remains the same for steps FC01-FC05. Instructions can be found beginning in section "4.5.4 Complete Step FC01" on page 17.

- Sponsor to Sponsor and Furnished Meal Contracts: Sponsor to Sponsor and Furnished Meal Contracts must be submitted annually. Follow the instructions to initiate a new contract.



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 for 2024-25. Download, sign, and re-upload this document into the checklist summary.
 - Special Milk Program Non-Pricing Policy Statement: SFAs with the non-pricing Special Milk Program will provide the SMP non-pricing policy statement. Download, sign, and re-upload this document into the checklist summary.
 - Afterschool Snack Bell Schedule: required if the sponsor is operating ASP during the school day.
- To upload documents: click on the blue paperclip under the correlating heading.

Required Forms/Documents to send to State Agency	Document Submitted to State Agency	Date Submitted to State Agency
Current Year Bell Schedule		
		03/04/2021

- Select 'Choose File'
 - Find the appropriate file. Click 'Open'.
- If you have any comments, please include them in the 'Comment' box. Select 'Save' and then 'Finish'.
- The document will appear at the bottom of the screen under Checklist Item.
- Click 'Save' and then 'Finish'.

Submitting the Application

- Sponsors implementing CEP will complete the steps in the [HSMA instructions for sponsors operating CEP](#) prior to submitting the application.
- Once you have completed the sponsor application, site applications, FSMC Module (if applicable), CEP Schedule (if applicable), and have uploaded applicable forms in the checklist summary, navigate back to the Application Packet screen. Click the red 'Submit for Approval' button. Click 'Okay'.
 - Please note that all sponsor and site applications need to be in 'Not Submitted' status before the application packet can be submitted.
- The following message will appear: The Application Packet is currently under review by the State and is unavailable for changes.
 - The packet will be returned if corrections need to be made. Monitor your email for communications from the system and the Nutrition consultant assigned to your packet.
- Allow up to two weeks for CDE School Nutrition to approve the application and forms.

Additional Resources

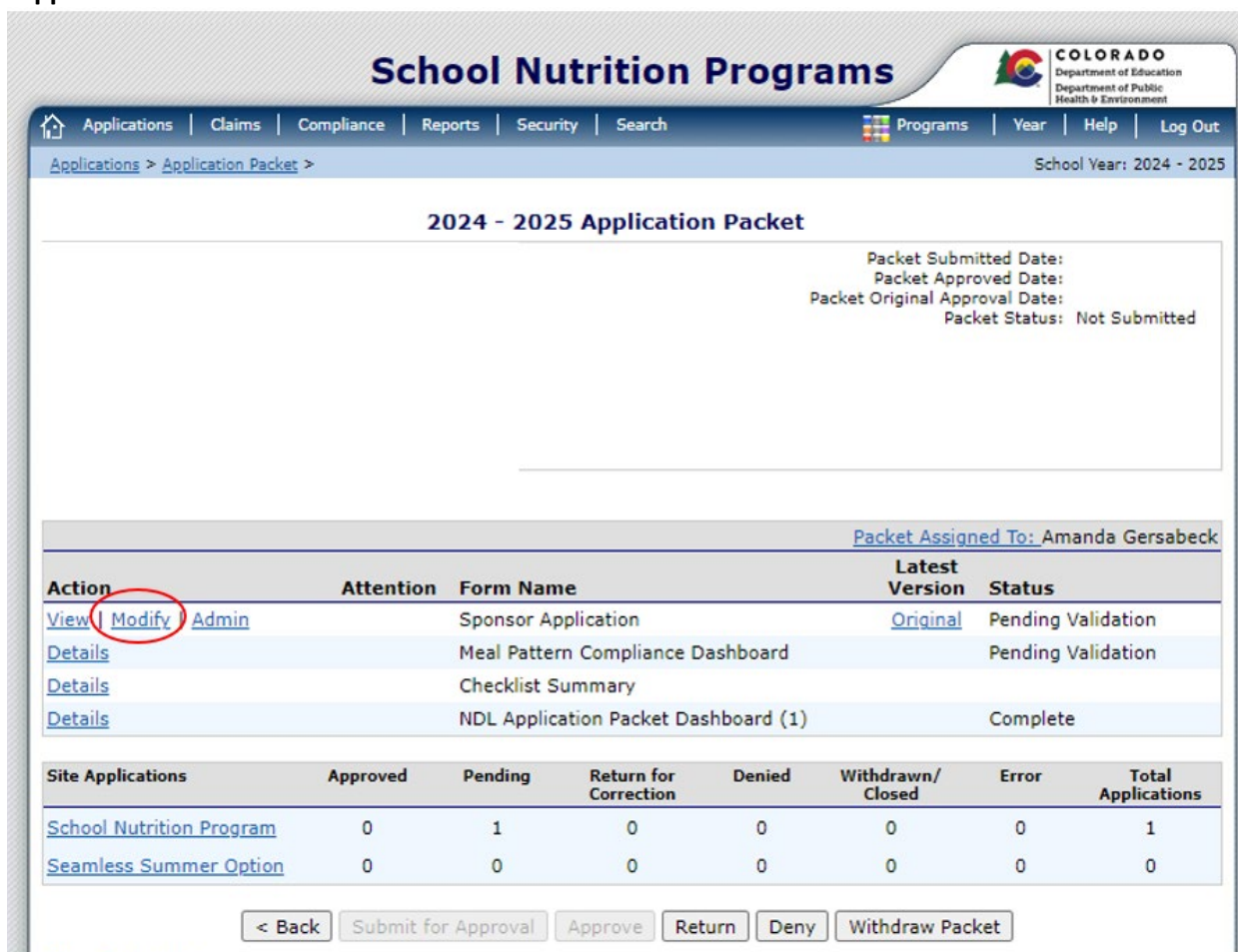
- Visit the [How to Apply webpage](#) for additional information about submitting school year 2024-25 applications.
- Reach out to the consultant assigned to your application in the [Portal](#) for program related questions and support with applications, reviews, and training and technical assistance needs.

Special Milk Program (SMP)

Sponsor Enrollment

- Go to Applications -> Application Packet
- If not already enrolled as a Sponsor, click on the red Enroll button.
- The pop-up option “You have clicked the enroll button. Do you want to continue?” will appear—click the OK icon
- Once in, select ‘Modify’ and begin completing the sponsor application. Review or enter site contact and address, then verify the validity of the information.
-

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
View Modify Admin		Sponsor Application	Original	Pending Validation
Details		Meal Pattern Compliance Dashboard		Pending Validation
Details		Checklist Summary		
Details		NDL Application Packet Dashboard (1)		Complete

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	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 for SMP

- 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	

Fresh Fruit and Vegetable Program

Fresh Fruit and Vegetable Program eligibility requirements:

- Be an elementary school.
- Participate in the [National School Lunch](#) or [School Breakfast Programs](#).
- Have a student enrollment that is made up of at least 50% of students who are eligible for free or reduced-price school meals.
 - Check your student enrollment free and reduced lunch percentages on the [CDE Pupil Membership webpage](#).
 - Community Eligibility Provision (CEP) elementary schools may qualify for FFVP by using the individual school's Identified Student Percentage

Application Instructions:

- Login to the [Colorado Nutrition Portal](#) using your username and password.
 - To request Portal access: Complete the [User Request Form](#).
 - To add a new site or update existing sites: Complete the [Site Request Form](#).
- Navigate to the Fresh Fruit and Vegetable Program application packet:
 - Select Applications on the top blue bar and ensure you're working in the correct school year:



- If you are not already enrolled in the current school year, the Portal will force enrollment. Select Enroll:
- This brings you to the 2024-25 school year application packet where you will apply for the National School Lunch, School Breakfast, Afterschool Snack, and Special Milk programs. For detailed instructions on how to complete these applications, visit the [How to Apply webpage](#). For FFVP: Select Applications at the top of the blue bar and then select FFVP Application Packet.

Complete the Sponsor Application

- Enter the application by selecting Detail next to the correct school year:
- Select "Add" to complete the sponsor application packet.
- Enter the correct contact information for the individual responsible for implementing FFVP. This includes name, email address, phone number, and title. FFVP contact information must be provided and will be used by CDE to regularly communicate important program information throughout the school year.
- Agree to the certification box and select Save to move onto the site applications.

Adding Sponsors to FFVP

- Select Add to the applicable site applying to participate in FFVP:

Action	School Year	Min Free/Redc %
Detail	2024 - 2025	50.00

- Select Add to complete the sponsor application packet.
- Enter the correct contact information for the individual responsible for implementing FFVP. This includes name, email address, phone number, and title. FFVP contact information must be provided

and will be used by CDE to regularly communicate important program information throughout the school year.

- Agree to the certification box and select Save to move onto the site applications.

Complete the Site Application(s) for FFVP

- Select Add to the applicable site applying to participate in FFVP:

Minimum Percentage of Free and Reduced Lunches for Eligibility 50.0000 %

Action	Site ID	Site Name	% Enroll Free/Redc Oct 2022	CEP Reimburse % Free	Approved	Status
Add	02382	EAST ELEMENTARY SCHOOL	51.6304	N/A	No	Not Started
Add	02926	FIELD ELEMENTARY SCHOOL	68.4982	N/A	No	Not Started

- SECTION A: Information Provided on SNP Applications
 - Contact information for the Child Nutrition Director displays based on information provided in the National School Lunch Sponsor application. Enter contact information for the individual responsible for overseeing the FFVP.
- SECTION B: Grades at Site and Participating in FFVP
 - Indicate which grades participate at the site by checking all boxes that apply.
 - PK-8 or K-8 schools may apply but can only serve FFVP to PK-5 or K-5.
- SECTION C: Free and Reduced-Price Meal Data
 - Free and reduced-price percentages or CEP Identified Student percentages will display based on the most recent PK-12 October count file or applicable CEP ISP percentage. October Count can be found on the [CDE Pupil Membership webpage](#).
- SECTION D: School Profile
 - Complete questions 1-6. Provide as much information and detail as possible. Short-answer responses may be copy/pasted into all site applications if applying for multiple FFVP sites.
- SECTION E: School Proposal
 - Complete questions 7-9. Incomplete or inadequate responses will not be accepted and CDE School Nutrition may request additional information be provided.
- Optional: Document Attachments
 - Attach any additional or supporting documentation if desired.
- Repeat the process for all sites applying to FFVP.

Submitting all Applications

- Select Save at the bottom of the site application once all information for all sites are completed.
- Select Finish if you've completed all site applications or Next Site to complete additional site applications.
- 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.

CDE Application Review

- CDE School Nutrition will review all submitted applications. Once approved to participate in the indicated programs, an email will be sent to the SFA indicating the approval and acceptance of the application (for FFVP, an award letter will be sent to the SFA with the grant award amounts typically occurring in July, but may vary).
 - Please note schools may not be awarded FFVP funds if the:
 - School fails to submit a completed FFVP application by the deadline.
 - School does not have administrative support.
 - CDE has determined noncompliance with other child nutrition programs.
 - CDE determines that a school cannot properly operate FFVP.