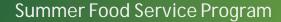
Claim Instructions

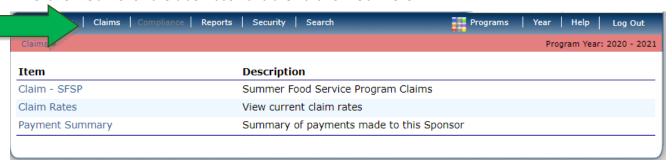




Claim Instructions for the Summer Food Service Program (SFSP)

To access the Claim System, visit: https://co.cnpus.com/Colorado/Splash.aspx

- Log in using your username and password.
- Click on 'Claims' on the blue ribbon and then click on 'Claim-SFSP'.



> Select the claim month for which you will be submitting a claim.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2020			'		\$0.00
Nov 2020					\$0.00
Dec 2020	1				\$0.00
Jan 2021					\$0.00
Feb 2021					\$0.00
Mar 2021					\$0.00
Apr 2021					\$0.00
May 2021					\$0.00
Jun 2021					\$0.00
Jul 2021					\$0.00
Aug 2021					\$0.00
Sep 2021					\$0.00
				Year to Date Totals	\$0.00
			< Back		



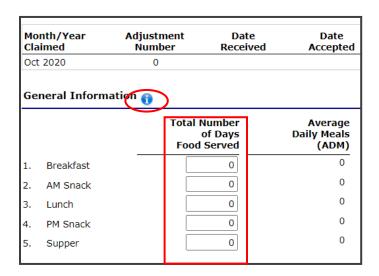
Once you click on the claim month, select 'Add Original Claim'.

Claim Month: October 2020						
Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
	Th	ere are no clai	ims for this m	onth.		
				Total Earned	\$0.00	
		< Back Add	l Original Claim			

The claim site list will populate. Click 'add' next to the site for which you are entering a claim.

Month/Year Claimed		stment mber	Date Received	Date Accepted	Date Process	ed	Reas Cod	
Oct 2020		0						
Actions	Site #	Site Na	me	1st Meal Amount	2nd Meal Amount	Previous Amount	Errors	Status
	00011	ACADEN	Y CHARTER SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
Add	00012	ACRES (GREEN ELEMENTARY	\$0.00	\$0.00	\$0.00		
	02012	CRESTH	ILL MIDDLE SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
	02232	ROCK R SCHOOL	IDGE ELEMENTARY	\$0.00	\$0.00	\$0.00		Not Eligible
	02954	ROXBOR	OUGH INTERMEDIATE	\$0.00	\$0.00	\$0.00		Not Eligible
	04292	IRON HO	DRSE ELEMENTARY	\$0.00	\$0.00	\$0.00		Not Eligible

- Provide the total number of days food is served for the approved meals being served at this site (questions 1-5).
 - Tip: For PY 2021 the total number of days food is served includes intended serving days (i.e. if you distributed 5 days' worth of food on Monday, there are 5 intended serving days for that week)
 - o **Tip:** Click the blue information icon for help completing the claim



This institution is an equal opportunity provider.



- Then, provide the **number of first meals served** and the **number of second meals served** for approved meals served at this site.
- Complete questions 6-10 for Self-Prep and/or Vended-Rural Meals; complete questions 11-15 for Vended-Urban Meals.
- Complete 6-10 OR 11-15 only, depending on the meal preparation type listed in the site application.

Sel	f-Prep and/or Vende	d-Rural Meals Serv	red to Children 👩
Repo	ort only meals meeting the	e requirement on the	agreement.
		First Meals Served	Second Meals Served
6.	Breakfast	500	0
7.	AM Snack	0	0
8.	Lunch	500	0
9.	PM Snack	0	0
10.	Supper	0	0

Vended-Urban Meals S	Served to Children	0
Report only meals meeting	the requirement on th	ne agreement.
	First Meals Served	Second Meals Served
11. Breakfast	250	0
12. AM Snack	0	0
13. Lunch	250	0
14. PM Snack	0	0
15. Supper	0	0

Notes:

- The number of first meals served should be equal to or less than the Average Daily Meals (ADM) (this automatically calculates) times the number of days food is served.
- If you receive an error regarding ADM, revise the site application with the correct ADM.
- A limited number of second meals served as a unit can be claimed for reimbursement, as long as the total number of second meals does not exceed two percent of first meals served by the sponsor, for all sites, during the claiming period. You may enter the total number of second meals, and the system will calculate the two percent on the summary screen.

At the bottom of the claim page, click the red 'Save' button. Then click 'Finish'. The claim site list screen will be shown. Enter in all claims for all sites claiming for the month selected.

Notes:

- **Warnings**: It is possible that warnings will pop up; please review these to ensure your claim is correct; claims can be submitted with warnings.
- **Errors**: It is possible that errors will pop up; please review these to ensure your claim is correct; claims cannot be submitted with errors.



➤ Once all claims have been entered, click the red 'Continue' button.

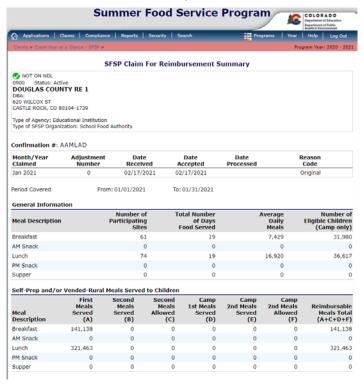
13002	of Castle Rock	40.00	40.00	φο.σο	NOT Eligible
23305	Stone Canyon Outdoor Ed Camp	\$0.00	\$0.00	\$0.00	Not Eligible
23337	Discovery Park	\$0.00	\$0.00	\$0.00	Not Eligible
	Total	\$652.75	\$0.00	\$0.00	Net \$652.75
	< Back	Continue			Upload Claim Data

- CDE School Nutrition developed a claim upload template. This can be helpful if you have numerous sites as it streamlines the claim process. If you are interested in a claim upload template, please contact free&reducedpriceschoolmeals@cde.state.co.us
- ➤ The Claim for Reimbursement-Sponsor Information screen will populate.
- > It is very important to adjust #1: Period covered by this claim. The 'From' date is the first day the claim covers, and the 'To' date is the last day the claim covers.
 - This step is also what allows a claim to be combined with another month, provided that one of the month's operating days is 10 or less.
- Click the red 'Continue' button.

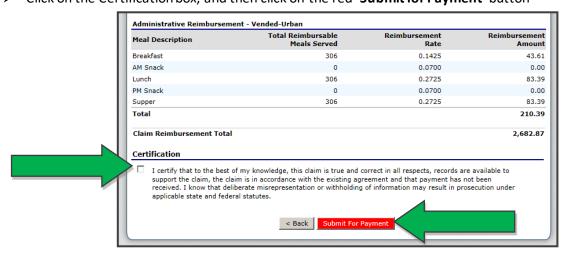
	nth/Year imed	Adjustment Number	Date Received	Date Accepted		ate esse
Oct	2020	0				
Ge	neral Inforn	nation				
			Fron	n	To	
1.	Period covere	ed by this claim:	10/01/202		0/31/2020	
2.	Total number	r of participating sites for	r claim period:	>	1	
		Number o Participatin Site	g of	Days		
3.	Breakfast	1		10		
4.	AM Snack	0		0		
5.	Lunch	1		10		
6.	PM Snack	0		0		
7.	Supper	0		0		



Next, the Claim for Reimbursement Summary screen will populate. This summarizes the total amount earned for reimbursement. Please check this screen for accuracy.



> Click on the Certification box, and then click on the red 'Submit for Payment' button





- A page will come up thanking you for submitting your claim. Click 'Finished'.
- The Claim Year Summary Screen under Claim Status will show 'Accepted', and the Date Received column will be populated for the month.



- > To expedite the receipt of payment, please try to submit your claim as early as possible after the claim month is over.
- For questions, please contact free&reducedpriceschoolmeals@cde.state.co.us