

# Claim Instructions

## Summer Food Service Program



**COLORADO**  
Department of Education

### 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'.

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

Program Year: 2020 - 2021

Item	Description
Claim - SFSP	Summer Food Service Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor

- 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					\$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
<b>Year to Date Totals</b>					<b>\$0.00</b>

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- 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
There are no claims for this month.						
Total Earned					\$0.00	

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

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Oct 2020	0				

  

Actions	Site #	Site Name	1st Meal Amount	2nd Meal Amount	Previous Amount	Errors	Status
	00011	ACADEMY CHARTER SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
Add	00012	ACRES GREEN ELEMENTARY SCHOOL	\$0.00	\$0.00	\$0.00		
	02012	CRESTHILL MIDDLE SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
	02232	ROCK RIDGE ELEMENTARY SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
	02954	ROXBOROUGH INTERMEDIATE	\$0.00	\$0.00	\$0.00		Not Eligible
	04292	IRON HORSE ELEMENTARY SCHOOL	\$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:** Click the blue information icon for help completing the claim.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted
Oct 2020	0		

  

General Information		
	Total Number of Days Food Served	Average Daily Meals (ADM)
1. Breakfast	<input type="text" value="0"/>	0
2. AM Snack	<input type="text" value="0"/>	0
3. Lunch	<input type="text" value="0"/>	0
4. PM Snack	<input type="text" value="0"/>	0
5. Supper	<input type="text" value="0"/>	0

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- 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 corresponding to the meal preparation type listed in the site application.

Self-Prep and/or Vended-Rural Meals Served to Children <span style="float: right;">?</span>			
Report only meals meeting the requirement on the agreement.			
		First Meals Served	Second Meals Served
6.	Breakfast	<input type="text" value="500"/>	<input type="text" value="0"/>
7.	AM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
8.	Lunch	<input type="text" value="500"/>	<input type="text" value="0"/>
9.	PM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
10.	Supper	<input type="text" value="0"/>	<input type="text" value="0"/>

Vended-Urban Meals Served to Children <span style="float: right;">?</span>			
Report only meals meeting the requirement on the agreement.			
		First Meals Served	Second Meals Served
11.	Breakfast	<input type="text" value="250"/>	<input type="text" value="0"/>
12.	AM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
13.	Lunch	<input type="text" value="250"/>	<input type="text" value="0"/>
14.	PM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
15.	Supper	<input type="text" value="0"/>	<input type="text" value="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.
  - *A 10% variance in Average Daily Meals (ADM) is allowed. Enter the number of days and number of meals in the claim and if the ADM is within 10% of what is stated on the application, the claim will go through.*
- If you receive an error regarding ADM, revise the site application with the actual ADM as calculated in the claim.
- To calculate ADM: (number of meals served) ÷ (number of operating days). When calculating ADM, always round up (215 ÷ 10 = 21.5; ADM=22).
- Up to two percent of second meals served will be reimbursed. 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.

23302	of Castle Rock	\$0.00	\$0.00	\$0.00	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
<b>Total</b>		<b>\$652.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>Net \$652.75</b>

DELETE

- If you are interested in a claim upload template, please contact [summermealprogram@cde.state.co.us](mailto:summermealprogram@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.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed
Oct 2020	0			
<b>General Information</b>				
1. Period covered by this claim:		<b>From</b>	<b>To</b>	
		10/01/2020	10/31/2020	
2. Total number of participating sites for claim period:			1	
		<b>Number of Participating Sites</b>	<b>Total Number of Days Food Served</b>	
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.

**Summer Food Service Program** Colorado Department of Education  
Child Nutrition Programs

Program Year: 2020 - 2021

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**SFSP Claim For Reimbursement Summary**

5004 Status: Active  
**Fort Lewis College**  
 DBA:  
 Fort Lewis College Trio Upward Bound  
 1000 Rim Drive  
 Durango, CO 81301  
 Type of Agency: Government Agency  
 Type of SFSP Organization: State, Local, Municipal, or County Government Entity

Confirmation #: BJABRV

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
May 2013	0	05/16/2013	05/16/2013		Original

**General Information**

Meal Description	Number of Participating Sites	Total Number of Days Food Served	Average Daily Attendance	Number of Eligible Children (Camp only)
Breakfast	1	10	0	50
AM Snack	0	0	0	0
Lunch	1	10	0	50
PM Snack	0	0	0	0
Supper	1	10	0	50
CCNSP Snack	0	0	0	0

**Vended-Urban Meals Served to Children**

Meal Description	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp 1st Meals Served (D)	Camp 2nd Meals Served (E)	Camp 2nd Meals Allowed (F)	Reimbursable Meals Total (A+C+D+F)
Breakfast	0	0	0	300	300	6	306
AM Snack	0	0	0	0	0	0	0
Lunch	0	0	0	300	300	6	306
PM Snack	0	0	0	0	0	0	0
Supper	0	0	0	300	300	6	306

**Operating Reimbursement**

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	306	1.8000	550.80

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

**Administrative Reimbursement - Vended-Urban**

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	306	0.1425	43.61
AM Snack	0	0.0700	0.00
Lunch	306	0.2725	83.39
PM Snack	0	0.0700	0.00
Supper	306	0.2725	83.39
<b>Total</b>			<b>210.39</b>

**Claim Reimbursement Total** **2,682.87**

**Certification**

I certify that to the best of my knowledge, this claim is true and correct in all respects, records are available to support the claim, the claim is in accordance with the existing agreement and that payment has not been received. I know that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

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Submit For Payment



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- 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.

**Summer Food Service Program**

Colorado Department of Education  
Child Nutrition Programs

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

Claims > Claim Year at a Glance - SFSP >      Program Year: 2012 - 2013

**2012 - 2013 SFSP Claim Year Summary**      Program Year: 2020 - 2021

5004    Status: Active  
**Fort Lewis College**  
 DBA:  
 Fort Lewis College Trio Upward Bound  
 1000 Rim Drive  
 Durango, CO 81301  
 Type of Agency: Government Agency  
 Type of SFSP Organization: State, Local, Municipal, or County Government Entity

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2012					\$0.00
Nov 2012					\$0.00
Dec 2012					\$0.00
Jan 2013					\$0.00
Feb 2013					\$0.00
Mar 2013					\$0.00
Apr 2013					\$0.00
May 2013	0	Accepted	05/16/2013		\$2,682.87
Jun 2013					\$0.00
Jul 2013					\$0.00
Aug 2013					\$0.00
Sep 2013					\$0.00
<b>Year to Date Totals</b>					<b>\$2,682.87</b>

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- 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 [summermealprogram@cde.state.co.us](mailto:summermealprogram@cde.state.co.us).

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