



## Claim Instructions for the Summer Food Service Program (SFSP)

To access the Claim System, visit: <https://cde.cnpus.com/codoe/Splash.aspx>

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

**Summer Food Service Program**

Colorado Department of Education  
Child Nutrition Programs

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

Program Year: 2012 - 2013

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.

**Summer Food Service Program**

Colorado Department of Education  
Child Nutrition Programs

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

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

**2012 - 2013 SFSP Claim Year Summary**

0480 Status: Active  
**BOULDER VALLEY RE 2**  
DBA:  
PO Box 9011  
Boulder, CO 80303  
Type of Agency: Educational Institution  
Type of SFSP Organization: Not Selected

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					\$0.00
Jun 2013					\$0.00
Jul 2013					\$0.00
Aug 2013					\$0.00
Sep 2013					\$0.00
<b>Year to Date Totals</b>					<b>\$0.00</b>

< Back



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

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

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

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

**2012 - 2013 SFSP Claim Month Details**

0480 Status: Active  
**BOULDER VALLEY RE 2**  
DBA:  
PO Box: 9011  
Boulder, CO 80303  
Type of Agency: Educational Institution  
Type of SFSP Organization: Not Selected

Claim Month: May 2013

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
<b>Total Earned</b>					\$0.00	

< Back **Add Original Claim**

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

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

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

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

DELETE

**2012 - 2013 SFSP Claim Site List**

0480 Status: Active  
**BOULDER VALLEY RE 2**  
DBA:  
PO Box: 9011  
Boulder, CO 80303  
Type of Agency: Educational Institution  
Type of SFSP Organization: Not Selected

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

Internal Use Only

Actions	Site #	Site Name	1st Meal Amount	2nd Meal Amount	Previous Amount	Errors	Status
Add	0125	ARAPAHOE RIDGE HIGH SCHOOL	\$0.00	\$0.00	\$0.00		
	1842	COLUMBINE ELEMENTARY SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
	2702	EMERALD ELEMENTARY SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
	7592	SANCHEZ ELEMENTARY SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
<b>Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>Net \$0.00</b>

< Back Continue Upload Claim Data

DELETE



- For this site, provide the total number of days food is served and the average daily attendance for the approved meals being served at this site (questions 1-5). Then, provide the number of first meals served and the number of second meals served for approved meals being served at this site (questions 6-10).

### Summer Food Service Program

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

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

[VIEW](#) | [MODIFY](#) | [DELETE](#) | INTERNAL USE ONLY

#### 2012 - 2013 SFSP Site Claim Report

0480 Status: Active  
**BOULDER VALLEY RE 2**  
 DBA:  
 PO Box 9011  
 Boulder, CO 80303  
 Type of Agency: Educational Institution  
 Type of SFSP Organization: Not Selected

0125 Status: Active  
**ARAPAHOE RIDGE HIGH SCHOOL**  
 6600 Arapahoe Road  
 Boulder, CO 80303

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

CFDA Number 10.559

#### General Information

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

#### Self-Prep and/or Vended-Rural Meals Served to Children

Report only meals meeting the requirement on the agreement. By completing the Camp Meals Served column, I certify that the Actual Eligible ADP for each Camp session is correct and accurate on the Site Application.

	First Meals Served	Second Meals Served
6. Breakfast	<input type="text" value="0"/>	<input type="text" value="0"/>
7. AM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
8. Lunch	<input type="text" value="0"/>	<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"/>

**Note:** The number of first meals served should be equal to or less than the average daily attendance times the number of days food is served. 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.

To calculate average daily attendance: number of meals served ÷ number of operating days. When calculating average daily attendance, always round up (215 ÷ 10 = 21.5; ADP=22).

At the bottom of this 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.

Code	Error Description
220101	Claim Period 'From' date cannot be before the approved meal service Start date.

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

Actions	Site #	Site Name	1st Meal Amount	2nd Meal Amount	Previous Amount	Errors	Status
View   Modify	0125	ARAPAHOE RIDGE HIGH SCHOOL	\$9.90	\$0.00	\$0.00		Validated
	1842	COLUMBINE ELEMENTARY SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
	2702	EMERALD ELEMENTARY SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
	7592	SANCHEZ ELEMENTARY SCHOOL	\$0.00	\$0.00	\$0.00		Not Eligible
<b>Total</b>			<b>\$9.90</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>Net \$9.90</b>

- The Claim for Reimbursement- Sponsor Information screen will populate. **It is very important to adjust #1: Period covered by this claim.** The 'From' date will be the first day the claim covers, and the 'To' date will be 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	Reason Code
Apr 2014	0				

**General Information**

1. Period covered by this claim: From 04/01/2014 To 04/30/2014

2. Total number of participating sites for claim period: 1

	Number of Participating Sites	Total Number of Days Food Served
3. Breakfast	0	0
4. AM Snack	0	0
5. Lunch	1	10
6. PM Snack	0	0
7. Supper	0	0

**Self-Prep and/or Vended-Rural Meals Served to Children**  
(Report only meals meeting the requirement on the agreement)

	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp Meals Served (D)	Camp Second Meals Served (E)	Camp Second Meals Allowed (F)	Reimbursable Meals Total (A+C+D+E)
8. Breakfast	0	0	0	0	0	0	0
9. AM Snack	0	0	0	0	0	0	0
10. Lunch	100	0	0	0	0	0	100
11. PM Snack	0	0	0	0	0	0	0
12. Supper	0	0	0	0	0	0	0

**Vended-Urban Meals Served to Children**  
(Report only meals meeting the requirement on the agreement)

	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp Meals Served (D)	Camp Second Meals Served (E)	Camp Second Meals Allowed (F)	Reimbursable Meals Total (A+C+D+E)
13. Breakfast	0	0	0	0	0	0	0
14. AM Snack	0	0	0	0	0	0	0
15. Lunch	0	0	0	0	0	0	0
16. PM Snack	0	0	0	0	0	0	0
17. Supper	0	0	0	0	0	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: 2012 - 2013

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**SFSP Claim For Reimbursement Summary**

S004 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.

< Back
Submit For Payment

- 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.

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>

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 Megan Meermans, [meermans\\_m@cde.state.co.us](mailto:meermans_m@cde.state.co.us) or Ashley Moen, [moen\\_a@cde.state.co.us](mailto:moen_a@cde.state.co.us).