



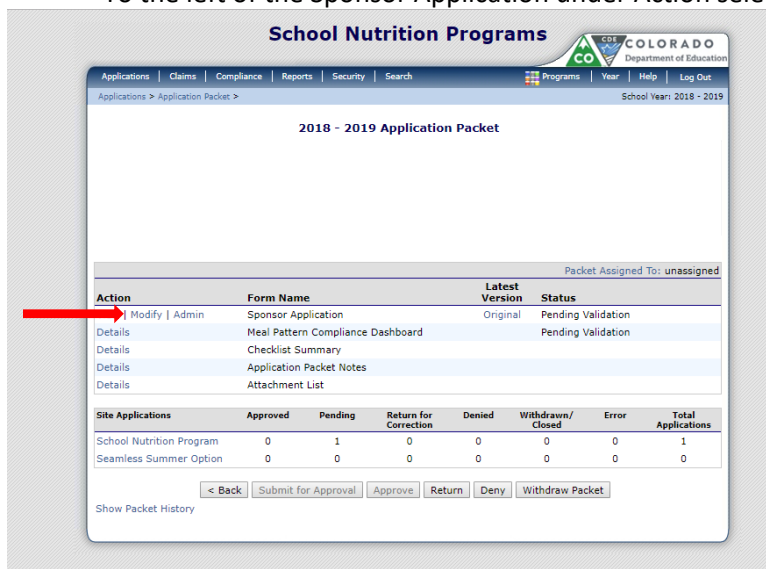
## CO Child Nutrition Hub – SMP Application Instructions

### Important Information

- Log on to the [CO Child Nutrition Hub](#) with a current username and password. School Food Authorities (SFAs) 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 school year 2018 – 2019 operations **it is extremely important you are completing the application in School Year 2019 – 2020**. To do this, follow these steps prior to completing application:
  - Select Year at the top of the screen under the CDE logo
  - Click on 2019 – 2020 and ensure the word “Selected” is next to it
  - Then, proceed to the Application menu to continue the application process
  - **When the application process for 2019 – 2020 school year is complete, return to the, *Year*, menu and re-select 2018-2019 to ensure claiming and other operations are still taking place in the current school year.**
- Many of the fields in the sponsor and site applications roll over from last 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
- If school years come up, click on the current school year (with the green New button)
- Click on the red **Enroll** button.
  - “You have clicked the enroll button. Do you want to continue?” will come up—click OK
- To the left of the Sponsor Application under Action select Modify



- Complete the sponsor application, answering all questions. Below is an explanation of some of the questions:



- Superintendent/Sponsoring Official: This contact will not receive automated emails from the system; please be sure this section is updated with your current superintendent.
- Child Nutrition Director - Title may be Food Service Director; receives The Dish Newsletter & automated emails
- District Business Official –works with the financial aspects of the school district including the food service program
- Main Contact – Receives The Dish Newsletter, automated emails from the online system, & all main correspondence from the OSN
- Claim Preparer –enters claim information; receives The Dish Newsletter and automated emails from the claim system
- Hearing Official - *(not applicable for Non-Pricing Programs/Pricing Program without free milk)* ensures that all required provisions of the appeal process are followed as outlined in the Free and Reduced Policy Statement. The hearing official must be someone not involved in making the determination under appeal or any previous conference and hold a position at a higher administrative level than the determining and verifying official(s).
- Determining Official - *(not applicable for Non-Pricing Programs Pricing Program without free milk)* processes applications and makes eligibility determinations – also referenced as Free and Reduced contact.
- Verifying Official – *(not applicable for Non-Pricing Programs Pricing Program without free milk)* completes the required verification process for the Sponsors.
- Meal Count and Collection Procedures –Question #39-name of your point of sale system/method
- Eligibility Information- *(not applicable for Non-Pricing Programs Pricing Program without free milk)*
  - ✓ Questions #40-41 – If you answer “No” to Question 40 and/or “Yes” to Question 41 you must complete the Application Checklist form and submit this to OSN.
  - ✓ Question #43 on substantive changes to the F&R Policy Statement—this must be answered “no”
- Residential Child Care Institutions - are only completed by RCCIs.
- Food Service Management Company (FSMC) - Questions #44-48 - Food Service Management Company questions: If the Sponsor has a FSMC, answer “Yes” to Question #48 and complete the rest of the information.
- Vended Meals – Questions #49 and #50, if only operating special milk program, 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.

### **FSMC Contract List (applicable only to Sponsors with Food Service Management Companies)**

- *The FSMC Contract List will populate on the Application Packet under Form Name if the Sponsor answers “Yes” to Question #44 in the Sponsor application.*
- *For new FSMC information click on Create New Contract and complete the information in the form.*
- *Information from Sponsors with FSMC from the previous year will roll over.*
- *From the Application Packet screen, click on Details next to the FSMC Contract List. Select Modify and make any updates to the information.*



## Site Applications

- Go to Applications → Application Packet → Site Applications → School Nutrition Program

| Packet Assigned To: unassigned  |                                   |                |                    |  |  |  |  |
|---|-----------------------------------|----------------|--------------------|--|--|--|--|
| Action  | Form Name                         | Latest Version | Status             |  |  |  |  |
| <a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a> | Sponsor Application               | Original       | Error              |  |  |  |  |
| <a href="#">Details</a>   | Meal Pattern Compliance Dashboard |                | Pending Validation |  |  |  |  |
| <a href="#">Details</a>   | ➔ Checklist Summary (2)           |                |                    |  |  |  |  |
| <a href="#">Details</a>   | Application Packet Notes          |                |                    |  |  |  |  |
| <a href="#">Details</a>   | 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.

| Action  | Site ID / Site Name             |
|---|---------------------------------|
| <a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a> | 0044<br>AGATE ELEMENTARY SCHOOL |
| <a href="#">Add Site Application</a>                                  |                                 |

- 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—Q11 & Q12 are not applicable.
  - 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 SMP will operate
    - Question D3- Milk Pricing- Note: all camps *must* operate a Non-Pricing program
      - 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
    - 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.



### **Checklist Summary (for required forms)**

- Go back to the Application Packet. There is a red arrow next to Checklist Summary. Click on Details, just to the left of the arrow.
- Click on your sponsor name under Sponsor.
- Forms:
  - SFAs with the non-pricing Special Milk Program: provide SMP non-pricing policy statement.
- Download the forms to your computer by clicking on the name of the form and saving it to your computer.
- Then, you can print the form, obtain the required signatures, scan the form to yourself (be sure to include the entirety of the form, not just the page you filled out/signed), and save it to your computer.
- To upload back into the system the forms you have completed and have saved on your computer, click on the blue paperclip. Be sure you upload the correct form under the correlating heading. For example, to upload the SMP Agreement, click on the blue paperclip next to SMP Agreement.
- Click on Browse by File to Upload.
- Find the appropriate file that you have saved on your computer. Click Open.
- If you have any comments, please include them in the box. Click Save and then Finish.
- The document will appear at the bottom of the screen under Checklist Item.
- Complete this process for all documents. Each time you are uploading a form, be sure you are starting this process from the blue paperclip screen.
- After you have uploaded all of the forms, next to the name of the forms by the blue paperclip, click on the boxes under Document Submitted to CDE. Dates will populate.
- Click Save and then Finish.

### **Submitting the Application to CDE**

- Once you have completed the sponsor application, all site applications, and all forms, 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.
  - For help on making corrections, please see the Steps for Revising Online Applications at <http://www.cde.state.co.us/nutrition/nutriprogramrenewal>.
  - 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 2 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 and employer.*