

Application Instructions

Summer Food Service Program



COLORADO
Department of Education

Application Instructions

Users must be assigned a user ID and password before using the system. Request access to the system via the [New User Request Form](#). If you are locked out of the system, click on the “Forgot Your Password” link to reset your password. Please contact [your CDE point of contact](#) with any questions.

Accessing the Website

You can access the system by opening your Internet browser and entering the following URL in the browser’s address line:
<https://co.cnpus.com/Colorado/Splash.aspx>

1. Enter your assigned **User ID**
2. Enter your **Password**
3. Click **Log On**

If this is your first time logging on, the system will automatically require you to change your password.

1. Select a new password and enter it into the box provided.
2. Re-enter your new password for confirmation
3. Select **'Save'** to continue to the Programs page

Colorado Nutrition Portal Dashboard

The programs dashboard includes helpful program information about applicable child nutrition programs all in one place. This resource helps sponsors navigate the new dashboard feature to quickly access important program information, including application status and claim information, in the portal.

[Access the Dashboard Resource here.](#)

When you log in to the Portal, you will automatically be directed to the programs dashboard, described above. To access the Summer Food Service Program module, click **'Programs'** on the top right side of the screen. Next, click on the red button, Summer Food Service Program. This will take you to the Summer Food Service Program Home Page.



Summer Food Service Program Home Page

From the Summer Food Service Program home page, you can select a menu item from the blue menu bar at the top of the page.



- **Home Icon:** Access to the sponsor dashboard
- **Applications:** Access to application-related items including:
 - Application Packet & Download Forms
 - Advances
 - Food Service Management Contracts
- **Claims:** Access to SFSP claim entry screens and sponsor-specific payment history
- **Reports:** View the list of available sponsor reports
- **Security:** Access to change password

To Access an Application Packet

1. On the blue menu bar on the Summer Food Service Program Home Page, select **'Applications'**.
2. From the Applications menu, select **'Application Packet'**. A screen will come up asking you to add a sponsor application if you are a new sponsor. Click **'Add'**. If you are a returning sponsor, click **'Enroll'**.
3. The sponsor application will display.

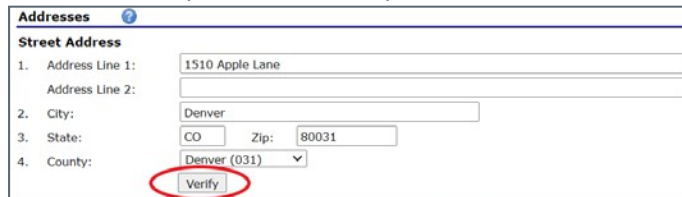
Steps to Complete the Application Packet

Step 1: Sponsor Application

Sponsors must submit a complete and accurate Sponsor Application to the Colorado Department of Education (CDE) School Nutrition Unit for review and approval to participate in the Summer Food Service Program (SFSP).

Addresses: Input the street and mailing address of the sponsor organization.

- Press the 'verify' button to verify the address before moving on

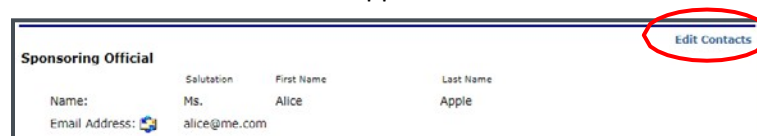


The screenshot shows a form titled "Addresses" with a sub-section "Street Address". It contains the following fields:


- 1. Address Line 1: 1510 Apple Lane
- Address Line 2: (empty)
- 2. City: Denver
- 3. State: CO Zip: 80031
- 4. County: Denver (031) [dropdown menu]

A red circle highlights the "Verify" button at the bottom of the form.

Contacts: Click the 'edit contacts' button to add contact information. For SFA and/or CACFP sponsors, this contact information will roll over into the SNP and CACFP applications.



The screenshot shows a form titled "Sponsoring Official" with the following fields:

- Salutation: Ms.
- First Name: Alice
- Last Name: Apple
- Name: (empty)
- Email Address:  alice@me.com

A red circle highlights the "Edit Contacts" button in the top right corner of the form.

- Complete all applicable information and press 'save' at the bottom of the page.

Vendors (FSMC): Indicate if the sponsor will contract with a vendor, Food Service Management Company (FSMC), or another Sponsor to provide unitized meals for the site(s). The vendor contract must be uploaded in the checklist summary if the sponsor contracts with a meal vendor or another sponsor to provide unitized meals.

Training Attendance: Provide the name and date that the sponsor will complete training. Indicate the date the sponsor will conduct training for all staff involved with the SFSP.

General Questions:

- Question 12: If providing a year-round service, select yes. For example, a school provides year-round service.
- Question 13: Provide a detailed explanation of the sponsor's staffing and monitoring plans.
- Question 14: Indicate if the sponsor would like to receive USDA Foods, including DoD Fresh Fruits & Vegetables.
- Question 15: If yes to question 14, select the meal preparation type. Only self-prep and sponsors vended by a SFA are eligible for USDA Foods.
- Question 16/17: If yes to question 16, identify mobile routes in question 17 by entering in each mobile site and the site route and stop number. If sites are missing, complete this [New Site Request Form](#) and CDE will add your sites to the application.

Outreach: For sponsors operating open sites, indicate the dates and types of outreaches used to promote the SFSP. If the sponsor operates *only* closed-enrolled and camp sites, select 'yes' to question 18 and questions 19 and 20 will become inactive.

Certification: Read the certification statement and check the box next to question 21.

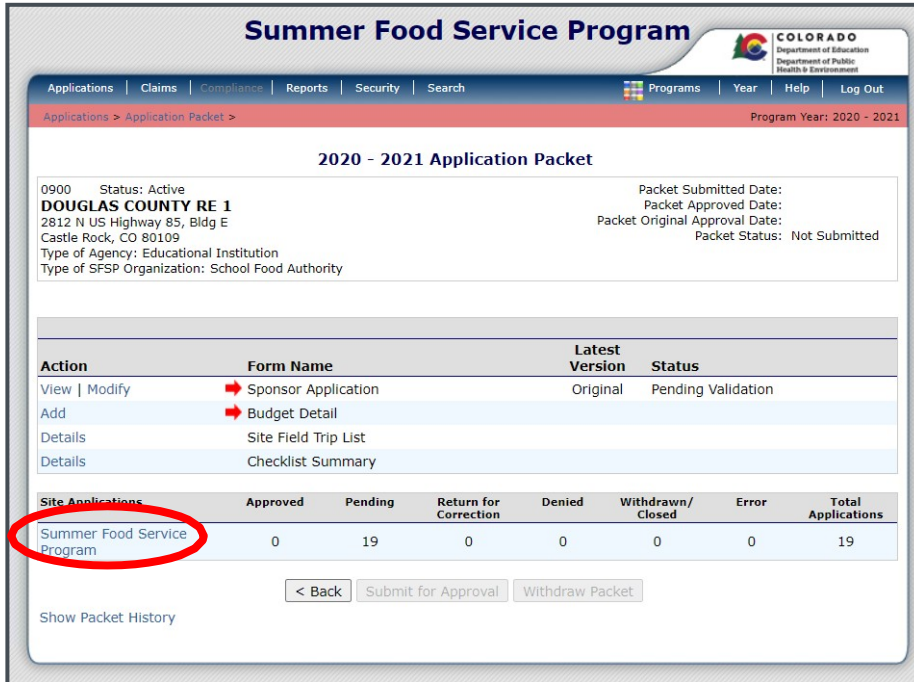
- Once the Sponsor Application is completed, click 'Save'. A confirmation screen will appear. Click 'Edit' if the



application has errors and revise the application, click '**Finish**' if the application is complete and to return to the main screen, OR click '**Go to Site List**' to begin adding site application information.

Step 2: Site Applications

Sponsors must complete a Site Application for each site under their sponsorship. The site applications must be completed prior to completing the budget or checklist summary. The site applications must be completed annually; however, if a site participated last year, some of the site information will roll over. Be sure that the information is accurate before submitting.



Summer Food Service Program

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

Applications > Application Packet > Program Year: 2020 - 2021

2020 - 2021 Application Packet

0900 Status: Active
DOUGLAS COUNTY RE 1
 2812 N US Highway 85, Bldg E
 Castle Rock, CO 80109
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Original	Pending Validation
Add	➔ Budget Detail		
Details	Site Field Trip List		
Details	Checklist Summary		

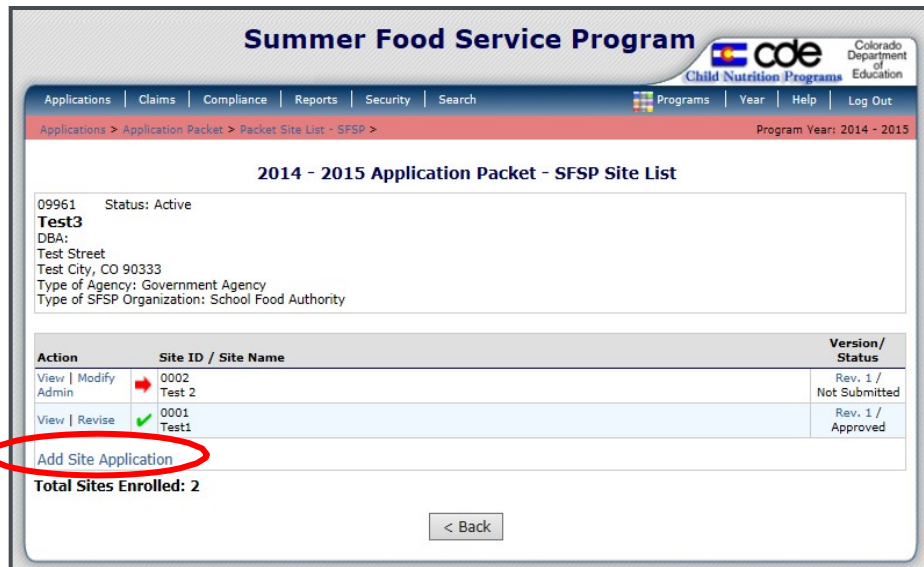
Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	19	0	0	0	0	19

< Back Submit for Approval Withdraw Packet

Show Packet History

To Add a New Site:

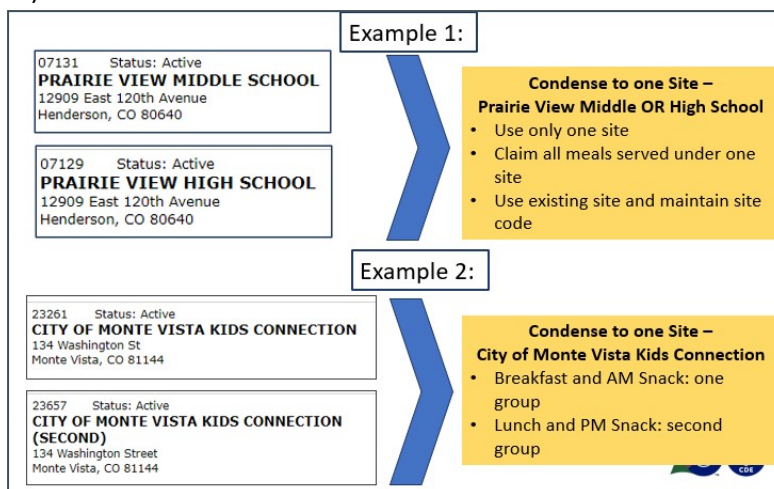
1. Under Site Applications, select '**Summer Food Service Program**'. The Application Packet- SFSP Site List screen displays.
2. At the bottom of the site list, select '**Add Site Application**'. The SFSP Available Site(s) screen displays.



3. If the site you would like to add an application for is listed, select the site. If the site you would like to add an application for is not listed, complete the [New Site Request Form](#) to add a new site.

Please Note: You only need a site application for each unique physical location where a meal is being served. For example, if the middle and high school have two CDE site codes, but share a kitchen, you only need to complete a site application for one site. Choose which site to keep and delete the other one (Example 1).

If you previously had two site applications for the same site to serve different groups of children, you only need to submit one site application. Follow directions in the site application questions #24 and #25 to indicate this and delete the additional site (Example 2).



To Enter/Modify a Site Application

- From the Application Packet screen, under Site Applications, select 'Summer Food Service Program'. The Application Packet- SFSP Site List screen displays.
- Select the site whose application you would like to enter/modify. The site's Site Application is displayed.
- Enter/modify the information as needed.
 - **Street Address:** Provide the site address. Press the 'verify' button before moving on.
 - Press 'verify' again after updating the eligibility information below.
 - If site address cannot be verified and the address is a physical address (not mailing), select 'use non-verified address'.
 - **Site Supervisor:** Provide the site supervisor information.
 - The address and supervisor information will be provided to partner organizations for the Kids Food



Finder map and the National Hunger Hotline so be sure the information is accurate.

- **General Site Information:** Indicate whether the site participates in NSLP, SBP, CACFP, or SMP
- **Site Type:** Select the correct site type. Click the blue question mark icon for more information about site types.
- **Site Eligibility:**
 - **Area eligible sites:** Indicate the method used to determine site eligibility. Refer to the SFSP [‘How to Determine Site Eligibility’](#) for more information on eligibility methods.
- **Site Operation:** (Question 22) Use the calendar button to enter the operation start and end dates and select the days of the week to include.
 - Click **‘Update Calendar’** when finished

- In the calendar you can click on individual days within a month to show the site will not operate a certain day:

November 2020							
	Su	Mo	Tu	We	Th	Fr	Sa
>							
>	1	2	3	4	5	6	7
>	8	9	10	11	12	13	14
>	15	16	17	18	19	20	21
>	22	23	24	25	26	27	28
>	29	30					

- Question 24: Select the meal types – Breakfast, AM Snack, Lunch, PM Snack, Supper.
- Questions 25 and 26: If the site will serve multiple (unique) groups of children, or provide different meals on different dates, answer ‘yes’ to question 25 and answer the dropdown accordingly.
 - ✓ For example: If one group of children receives breakfast and lunch Monday-Thursday, and a different group of children receives PM Snack at the same site on Fridays, you would answer ‘yes’.
- Question 28: Select “Paper Point of Service Meal Count Sheet” unless otherwise instructed. Sponsors using an electronic point of service system should also select this option.
 - ✓ If the site will be using the Meal Counter App to count meals, select ‘Cartwheel Meal Counter’
- Question 32: If the site is a mobile site, the site stop, and route information will display from the sponsor application.



- **Completing the Meal Type Information:**
 - Use the “copy from meal” dropdown to copy the calendar information into each meal type from question 22. You can copy calendar information from the site operation field or from other meal types.
 - Average Daily Meals (ADM): Estimate based on the number of children attending plus no more than a 10% increase to account for fluctuation. **If ADM changes more than 10% during site operation, ADM in the application must be updated prior to submitting a claim.**
 - Complete all other meal type information. Use the blue icons for help with questions.
 - **The meal service time entered should match the meal service time advertised to families.**
 - Repeat for all meal types selected.
- **Special Meal Pattern and Dietary Needs:** Sponsors must receive CDE approval to serve infant meals.

- Select ‘**Save**’. A confirmation screen displays.
- Select ‘**Edit**’ to return to the site application, select ‘**Finish**’ to return to the site list screen, or select ‘**Next Site**’ to modify the next site in your application.
- Repeat for each site that will participate in the program.
- When done with all sites, click ‘**Back**’ to return to the Application Packet screen.

➤ **To View a Site Application**

1. From the Application Packet Screen, under Site Applications, select Summer Food Service Program. The Application Packet- SFSP Site List screen displays.
2. Select View next to the site whose application you would like to view. The site’s Site Application is displayed.

View Revise	✓	<input type="checkbox"/>	00012 ACRES GREEN ELEMENTARY SCHOOL
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Step 4: Budget Detail

To Add/Modify a Budget Detail

1. Select ‘**Modify**’ next to Budget Detail. The Budget Detail screen displays with the most current reimbursement rates.
2. The estimated Operating and Administrative Reimbursement populates based on the site application information.
3. Modify the line items under the Projected Operating Costs and Projected Administrative Costs to reflect the program budget. All costs and outside funding to the program must be included.
4. Select ‘**Save**’. A confirmation screen displays.

5. Select ‘**Edit**’ to return to the Budget Detail screen OR select ‘**Finish**’ to return to the Application Packet screen. Click on ‘**Back**’ to return to the Application Packet screen.

➤ If the average daily meals (ADM) changes, your budget will change. The budget must be revised to account for the change in ADM.

Step 5: Checklist Summary

A checklist is automatically generated based upon answers to specific questions from the sponsor and site applications. The checklist identifies supplemental documents that need to be submitted to the CDE School Nutrition Unit. The checklist feature allows sponsors to keep track of documents and their dates of submission.



To Access a Checklist

1. From the Application Packet, select details next to ‘**Checklist Summary**’. The Checklist Summary screen displays.
2. Select the sponsor’s name. The Checklist screen displays for sponsor checklist items.
3. To access the forms that need to be uploaded, click on the name of the form. Save the form to your computer and fill it out. Once the form is completed, upload the form in the checklist summary.

To Upload an Attachment to a Checklist Item

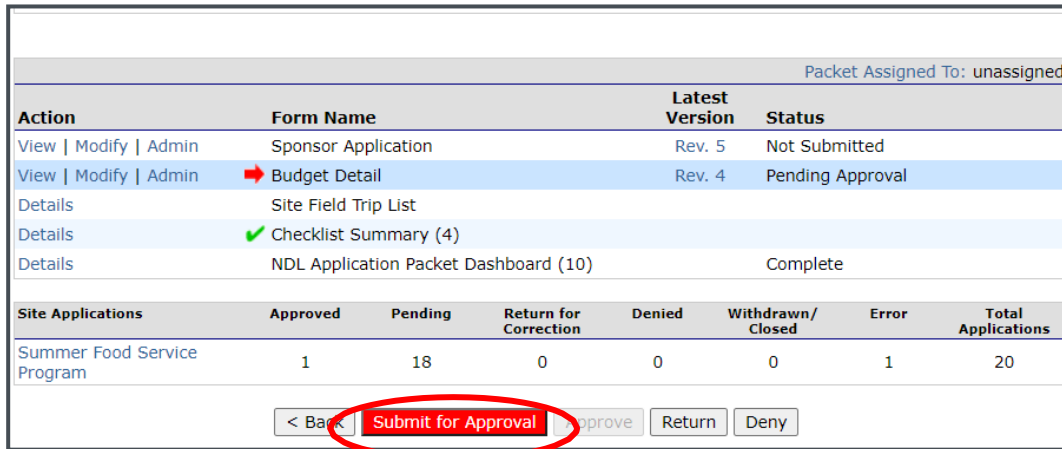
1. Select the **blue paper clip** next to the document you wish to upload. The Checklist File Upload Details screen displays.
2. Use the Browse button to select the file to upload. This is the file you will have saved to your computer in Step 3 above. Files in the following formats can be uploaded: .doc, .xls, .pdf, and .jpg. If desired, enter a brief comment.
3. Repeat these steps for all forms that need to be uploaded.
 - Sponsors who contract with a meal vendor, or sponsors who receive meals from another sponsor must upload a copy of their contract.
 - (Note for Private Non-Profits: Churches are not required to submit the Documentation of Tax-exempt Status. If you are completing an application for a church, simply click the “Document Submitted to CDE” box next to this document.)
 - Sites that participate in the NSLP/SBP or CACFP At-Risk are not required to request a local health department inspection during the SFSP. If all sites participate in the NSLP/SBP or CACFP At-Risk, you do not need to upload the health department notification letter; however, check the box that the document was submitted to CDE.
4. In the checkbox next to each form, under Document Submitted to CDE, click to enter a check in the box.
5. Click ‘**Save**’.

Required Forms/Documents to send to State Agency	Document Submitted to State Agency	Date Submitted to State Agency	Document on File w/State Agency	Status	Status Date
Vended Meals Contract	<input checked="" type="checkbox"/>	<input type="text" value="10/13/2020"/>	<input type="checkbox"/>		
Permanent Agreement	<input checked="" type="checkbox"/>	<input type="text" value="10/05/2020"/>	<input type="checkbox"/>		
Health Department Notification Letter	<input checked="" type="checkbox"/>	<input type="text" value="10/13/2020"/>	<input type="checkbox"/>		
Vended Meal Alt. Contract	<input checked="" type="checkbox"/>	<input type="text" value="10/13/2020"/>	<input type="checkbox"/>		

Action	Checklist Item	Comment	Attachment Date
View Modify	Health Department Notification Letter		10/13/2020 4:02
View Modify	Permanent Agreement		10/13/2020 4:01
View Modify	Vended Meals Contract		10/13/2020 4:02

Step 6: Submitting the Application to CDE

Once you have completed the Sponsor Application, Site Applications, Budget Detail, and Checklist Summary, go to the Application Packet screen and click the red **'Submit for Approval'** button. Click Okay.



Packet Assigned To: unassigned			
Action	Form Name	Latest Version	Status
View Modify Admin	Sponsor Application	Rev. 5	Not Submitted
View Modify Admin	Budget Detail	Rev. 4	Pending Approval
Details	Site Field Trip List		
Details	Checklist Summary (4)		
Details	NDL Application Packet Dashboard (10)		Complete

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	1	18	0	0	0	1	20

In big red letters, the following message will appear: **The Application Packet is currently under review by the State and is unavailable for changes.**

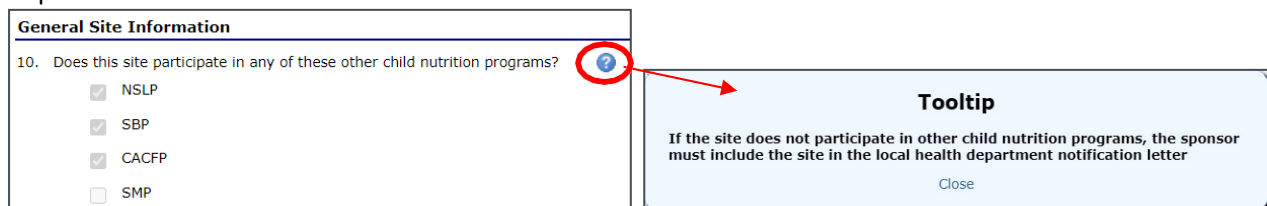
- If corrections need to be made, the packet will be returned in the system, along with comments (on the sponsor and/or site application) on what needs to be corrected.
- Please keep an eye out on your email (including junk mail, just in case) for communication from the system. You can visit the system to check the application status at any time.

Please allow for 30 days (from the time all requirements are completed) for CDE School Nutrition Unit to approve your applications/forms.

- Once the application packet is approved by CDE School Nutrition Unit, you will receive an email from DOE stating that your application packet is approved. Please check your application packet to determine which sites were approved.
- Any changes to an approved application packet must be submitted to CDE School Nutrition Unit prior to when the change will take effect.

Miscellaneous Items

- **Tooltips:** Throughout the sponsor application, site applications, and claims, you will see blue question mark icons. These are tooltips and if you click on the icon information will appear to help you answer the question, or to provide additional details:



General Site Information

10. Does this site participate in any of these other child nutrition programs?

NSLP

SBP

CACFP

SMP

Tooltip

If the site does not participate in other child nutrition programs, the sponsor must include the site in the local health department notification letter

[Close](#)

- To navigate around the system, you can use the Back buttons or use the blue tabs at the top of the screen to go

to different pages.

- **'Session conflicts'**: Sometimes, if you go back to the system without having closed it out completely, a session conflict message will pop up. Click **'Activate'** to log back in.
- **Warnings and Errors**: These messages may appear when you submit an application or form.
 - Warnings are a note for you to double-check something. Applications and forms can still be submitted with warnings on them.
 - If you receive an error, the information will need to be corrected prior to submission.

Site Field Trip List (if applicable)

Once site applications are approved, the sponsor may add field trip information. The Site Field Trip section of the Application Packet contains information about any field trips that an approved site will conduct for the specified year. All field trips must be entered in the system before they occur.

- If the site will take multiple field trips, enter the names of each field trip in the field trip destination text box. Complete the trip details in the order the destinations are listed.

Add a new Field Trip:

1. Select **'Details'** next to Site Field Trip List. The Field Trip-Site list screen displays.
2. Select the **'Create New Field Trip'** button.
3. Select the sponsor's site that will conduct the field trip from the dropdown list.
4. Complete the field trip details.
5. Select **'Save'**. A confirmation screen displays.
6. Select **'Back'** to return to the Site Field Trip screen and then navigate to the application packet OR select **'Create New Field Trip'**.

Packet Assigned To: unassigned							
Action	Form Name	Latest Version	Status				
View Modify Admin	Sponsor Application	Rev. 5	Not Submitted				
View Modify Admin	Budget Detail	Rev. 4	Pending Approval				
Details	Site Field Trip List (1)						
Details	Checklist Summary (4)						
Details	NDL Application Packet Dashboard (10)		Complete				
Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Summer Food Service Program	1	18	0	0	0	1	20

To Modify a Site Field Trip

1. Select **'Details'** next to Site Field Trip List. The Field Trip – Site Listscreen displays.
2. Select the site's field trip you want to modify. The Site Field Trip screen for this site displays.
3. Modify any desired information.
4. Select **'Save'**. A confirmation screen displays.
5. Select **'Edit'** to return to the Site Field Trip screen OR select **'Finish'** to return to the Field Trip – Site list screen. Click **'Back'** to return to the Application Packet screen.

To Cancel a Site Field Trip

1. Select **'Details'** next to Site Field Trip List. The Field Trip-Site list screen displays.
2. Select the site's field trip you want to delete. The Site Field Trip screen for this site displays.
3. Select **'Delete'** in the top right corner of the screen.
4. Press the red **'Delete'** button at the bottom of the screen.



Advance Requests (if applicable)

Once CDE School Nutrition Unit approves the application, sponsors may use the Advance Requests menu option to submit a request for operational or administrative payment advances and to view the status of their submitted requests.

To Access Advance Requests

1. On the blue menu bar, select '**Applications**'. The Applications menu screen displays.
2. On the menu, select '**Advance Requests**'. The Advance Request list screen displays.

To Add an Advance Request

1. On the blue menu bar, select '**Applications**'. The Applications menu screen displays.
2. On the menu, select '**Advance Requests**'. The Advance Request list screen displays.
3. Select '**Add**' next to the advance month for which you would like an advance. The Advance Request screen displays.
4. Select the type of advance you are requesting and click the '**Certify**' button.
5. Select '**Save**'. A confirmation screen displays.
6. Select '**Edit**' to return to the Advance Request screen OR select '**Finish**' to return to the Advance Request list screen. Click Back to return to the Application Packet.

- At least one site must have at least ten operating days in the advance month to request an advance.

To View or Modify an Advance Request

1. On the blue menu bar, select '**Applications**'. The Applications menu screen displays.
2. On the menu, select '**Advance Requests**'. The Advance Request list screen displays.
3. Select the advance you would like to view or modify. The Advance Request screen displays.
4. Update information, if desired.
5. Select '**Save**'. A confirmation screen displays.
6. Select '**Edit**' to return to the Advance Request screen OR select '**Finish**' to return to the Advance Request list screen.