

# Application Instructions

## Summer Food Service Program 2025



COLORADO  
Department of Education

### Getting Started

- Log in to the [Colorado Nutrition Portal](#) with your username and password.
- Request Portal access, change access, or remove access via the [User Request form](#).
- Add new sites or request site changes with the [Site Request Form](#).
- Sponsors operating multiple nutrition programs will see the Dashboard upon login. The dashboard includes important information about applicable nutrition programs in one place. View the [Dashboard Overview](#) for more information about how to navigate and use the Dashboard.
- Many of the fields and data in the sponsor and site applications will roll over. *Review these fields and update as necessary.* Complete all fields that require information.
- Sponsors will need to complete the Portal site application and the [SFSP Non-congregate Site Form](#) for all sites operating non-congregate meal service.
- Your SFSP point of contact and application approver may be different from NSLP. Your application approver's name will be on the main application screen.
- [Subscribe to the Dish](#) to receive important program updates throughout the summer.

### 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](#).

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 Summer Food Service Program button. 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 ask 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 School Nutrition Unit for review and approval to participate in the Summer Food Service Program.

**Addresses:** Input the street and mailing address of the sponsor organization. Press the 'verify' button to verify the address before moving on.

Addresses	
<b>Street Address</b>	
1. Address Line 1:	<input type="text" value="1510 Apple Lane"/>
Address Line 2:	<input type="text"/>
2. City:	<input type="text" value="Denver"/>
3. State:	<input type="text" value="CO"/> Zip: <input type="text" value="80031"/>
4. County:	<input type="text" value="Denver (031)"/>
	<input type="button" value="Verify"/>

**Contacts:** Review all contacts and verify information. **Accurate contact information is crucial for data integrity, ensuring compliance with regulations and to ensure the correct people receive outreach and communication from School Nutrition Unit.** To update a contact, select 'Edit Contacts' in the top right-hand corner. Updated contacts will appear across nutrition program applications and in the Dashboard.

- **Sponsoring Official:** this individual is responsible for the oversight of the sponsor's operations. This is typically the superintendent or organization CEO.

- Program Contact: this individual oversees the implementation of child nutrition programs. This is typically the food service director or similar role. *Note: this person will receive emails from the system and will be placed on the School Nutrition Unit's main contact list. If a director prefers not to receive system emails, the food service director or similar role should be listed as the Additional Responsible Individual.*
- Claim Preparer: this individual is responsible for consolidating and entering meal claims for reimbursement.
- Additional Responsible Individual: this individual has responsibility for functions related to the operations and implementation of SFSP. This may be the assistant director or manager. If the food service director is listed in this field, the assistant director or manager should be listed as the Program Contact. This individual will receive communication from the School Nutrition Unit.

**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 FSMC or vended meals contract must be completed in the FSMC module before the application packet can be submitted for approval. See the [Adding FSMC and Vended Meal Contracts](#) section for details. View the FSMC module training in Moodle for details on how to complete new and renewal contracts in the FSMC module.

**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: SSFSP sponsors must provide year-round public service in the areas in which they operate. Select 'yes' if you provide a year-round public service to the area. For example, a school provides year-round service. Select 'no' if your organization does not provide services outside of SFSP and contact your application approver to discuss exceptions.
- Question 13: Provide a **detailed** explanation of the sponsor's staffing and monitoring plans.
  - Plans may include information on planned staffing, how program responsibilities are assigned to staff, and plans to complete the required SFSP monitoring.
- Question 14: Indicate if the sponsor would like to receive USDA Foods, including DoD Fresh Fruits & Vegetables. Only self-prep and sponsors vended by a SFA are eligible for USDA Foods.
- Question 15/16: If yes to question 15, identify mobile routes in question 16 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 the 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 17 and questions 18 and 19 will become inactive.

**Certification:** Read the certification statement and check the box next to question 20.

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. A site application must be completed for each location where program meals will be served or distributed. Sponsors operating non-congregate home delivery may complete one site application for all home delivery routes.

The site applications must be completed prior to completing the budget or checklist summary. For sites that have operated in previous years, some information will roll over. **Be sure the information is accurate before submitting.**

**Add an existing site application to the current program year:**

1. Under Site Applications, select ‘**Summer Food Service Program**’. The Application Packet- SFSP Site List screen displays.

2023 - 2024 Application Packet							
NOT ON NDL 11111 Status: Active <b>Apple School District</b> 1525 N SHERMAN ST DENVER, CO 80203-1714 Type of Agency: Educational Institution Type of SFSP Organization: Not Selected		Packet Submitted Date: 02/12/2024 Packet Approved Date: 02/13/2024 Packet Original Approval Date: 02/13/2024 Packet Status: Approved		Packet Assigned To: unassigned			
Action	Form Name	Latest Version	Status				
View   Revise	✓ Sponsor Application	Original	Approved				
View   Revise	✓ Budget Detail	Original	Approved				
Details	✓ FSMC Contract List		3 Contracts				
Details	Site Field Trip List						
Details	✓ Checklist Summary (3)						
Details	NDL Application Packet Dashboard (6)		Complete				
Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	1	0	0	0	0	0	1

2. At the bottom of the site list, select ‘**Add Site Application**’. The SFSP Available Sites 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.

**Note:** You only need a site application for each unique physical location where a meal is being served. For example, a middle and high school may be located in one building but have two CDE site codes and two site applications for NSLP. For SFSP, you only need to complete a site application for one of the sites.

If you previously had two site applications for the same site in order to serve different groups of children, you only need to submit one site application. Follow directions in the site application questions 27 and 28 to indicate this and delete the additional site.

**To enter/modify 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.

2023 - 2024 Application Packet							
				Packet Assigned To: Erin Opgenorth			
Action	Form Name	Latest Version	Status				
View   Modify   Admin	Sponsor Application	Original	Not Submitted				
View   Modify   Admin	➔ Budget Detail	Original	Pending Approval				
Details	Site Field Trip List						
Details	➔ Checklist Summary (3)						
Details	NDL Application Packet Dashboard (6)		Complete				
Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	2	0	0	0	1	3

2. Select the site whose application you would like to enter/modify. The site’s Site Application is displayed.
3. 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 the 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.
- **General Site Information:** Indicate if 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:**
  - New Sites: In Question 18, indicate if the site is a new site by selecting ‘no’. All sites serving non-congregate meals that did not serve non-congregate meals last year are considered a new site.
  - **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.

### Temporary Site Eligibility Workarounds

Sponsors may choose to use the school or census data used in previous years, as long it is still within the five-year eligibility period. In these cases, no edits are needed to the school or census data that populates in the site application.

#### Using School Data

A SFSP school site may use its own school data to establish eligibility. SFSP sites may also use another school’s data if the SFSP site is located within the attendance area of that school. The school data that may be used to establish eligibility depends on whether the school operates the Community Eligibility Provision (CEP).

- If the school site DOES NOT operate CEP, the free and reduced percentage may be used to establish eligibility.
- If the school site DOES operate CEP, the free and reduced percentage may not be used to establish eligibility. The individual site’s CEP free claiming percent of at least 50% may be used to establish eligibility.

View the [CDE School Nutrition Sponsor and Site Profile List SY24-25](#) to determine if a school is operating CEP. Navigate to the Sites 2024-2025 tab on the bottom. If the CEP Group column has a group number, that site is operating CEP. This resource is only to identify sites operating CEP and individual free claiming percent, not groupings, will need to be selected in the site applications.

Using data from a non-CEP school:

- If the SFSP site is a school, the school’s free and reduced percentage will populate in Question 21. The school year dropdown may be used to adjust the school year. This data may be used if it is above 50%.
- If the SFSP site is not a school or it will use another school’s data:
  - Question 20: Select school year 2024-2025 as the school year and October as the month.
  - Question 21: Select ‘Attendance Area Eligible – Eligible based on another site’. Select ‘other’ from the qualifying site dropdown, located at the bottom of the list.
  - In the ‘Other’ text field, enter the school name and the free and reduced percent. View the [CDE Pk-12 Free and Reduced Lunch Eligibility by School data](#) to locate the percent. Data may be used if the SFSP site is within the school’s attendance area and the free and reduced percent is above 50%.

#### Site Eligibility

17. Is this site open only to enrolled summer school students who receive academic credit? ?  Yes  No

18. Did this site operate last year?  Yes  No

19. Eligibility Method:  ▼

20. Program Year of School Data:  ▼ Month of School Data:  ▼

21. Free and Reduced Enrollment Percentage:  %

Site is:  Attendance Area Eligible - Eligible based on this site  
 Attendance Area Eligible – Eligible based on another site

Select the qualifying site for the Summer Food Service Program:

Other:

Other:

Using data from a CEP school:

- The free and reduced percentage that may populate in Question 21 cannot be used to establish eligibility if the site operates CEP. The CEP free claiming percent must be selected from the dropdown.
  - Question 21: Select 'Attendance Area Eligible – Eligible based on another site'. Scroll to find the correct site with the CEP free claiming percent above 50%.
  - School sites may select their own site from the dropdown if eligible.
  - School sites and non-school sites may use the CEP data from a school if their SFSP site is located within that school's attendance area.

### Site Eligibility

17. Is this site open only to enrolled summer school students who receive academic credit? ?  Yes  No

18. Did this site operate last year?  Yes  No

19. Eligibility Method:

20. Program Year of School Data:  Month of School Data:

21. Free and Reduced Enrollment Percentage:  %

Site is:  Attendance Area Eligible - Eligible based on this site  
 Attendance Area Eligible - Eligible based on another site

Select the qualifying site for the Summer Food Service Program:

Other:

### Using Census Data

Sites can use census data to establish area eligibility if at least 50% of the children in the area qualify for free or reduced price meals. Visit [USDA's area eligibility mapper](#) and type in your site's address. If your site is located within a green shaded area, it is eligible.

- Question 19: Select 'Census Data' from the dropdown.
- Click to Lookup Census Data. This will populate a block number and group number. The percentage of children eligible will populate as 0.00%.

Provide the following Census information:

Block Number:

Group Number:

Percentage of children eligible for F/RP meals:  %

- Complete the remainder of the site application and save. The census percentage populating as 0.00% will cause an error.
- You may complete the rest of the application packet. Due to the error, you will not be able to submit for approval. Please contact your application reviewer to let them know you are ready to submit and need an override for the census data.
- Your application reviewer will enter the percentage of children eligible and then be able to submit the packet on your behalf and work on approval.

- For closed-enrolled sites that are **not** area eligible, enter in the projected number of enrolled children and projected number of eligible children in Question 22. These numbers will need to be verified by the sponsor when enrollment is complete/operations begin.
- **Mobile Routes:** If the site is a mobile site, the site stop, and route information will display from the sponsor application.
- **Site Operation:** The operation dates and meals served indicated in this section are used by the claim module, budget, and for the Kids Food Finder website.
  - Question 24: Click the calendar button to enter the operation start and end dates and select the days of the week the site will be serving or distributing meals. For non-congregate sites distributing multi-day meals, only include the days meals will be distributed, not days of intended consumption. The dates of site operation should include congregate and non-congregate service.

**Calendar Options**

Calendar Year: 2024 - 2025

Start: 6/1/2025 End: 8/30/2025

Days To Include:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

- 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:

June 2025							
	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 25: Indicate meal service variations for the public. This information will show up on the Kids Food Finder website.
  - For example: If an open site serves youth enrolled in a program from 11-11:30 am and youth in the community from 12-12:30 pm, specify the meal service times for the community as 12-12:30 pm.
  - For non-congregate sites, add information to describe site operations, such as if the site is a drive-up site or if multiple days' worth of meals will be distributed.
- Question 26: Select the meal types – Breakfast, AM Snack, Lunch, PM Snack, Supper.
- Questions 27 and 28: If the site will serve multiple (unique) groups of children, or provide different meals on different dates, answer 'yes' to question 27 and answer the dropdown accordingly.
  - For example: If one group of children receives breakfast and lunch Monday through Thursday, and a different group of children receives PM Snack at the same site on Fridays, you would answer 'yes'.
- Question 30: 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 34: If you have a contract for a Food Service Management Company, Furnished Meals, Vended



Meals, or meals from another sponsor, answer 'Yes' to question #34.

- **Completing the Meal Type Information:**

- Use the "copy from meal" dropdown to copy the calendar information into each meal type from question 24. You can copy calendar information from the site operation field or from other meal types.
- Select the meal service method in B4, L4, etc.
  - Self-prep- central kitchen: sponsor prepares meals (not using an FSMC, vendor, etc.) in a central kitchen and transports meals to this site for meal service.
  - Self-prep- on-site: meals are prepared by the sponsor at this site.
  - Self-prep- FSMC: meals are prepared by the FSMC or are part of a furnished meals contract
  - Vended from another sponsor: meals are prepared by another program sponsor
  - Vended from a Meal Vendor: meals are prepared by a meal vendor
- If the meal type is FSMC, vended from a meal vendor, or vended from another sponsor, select the correct vendor in B5, L5, etc.
- Average Daily Meals (ADM): Estimate based on the number of children attending. **If ADM changes more than 10% during site operation, ADM in the application must be updated prior to submitting a claim.**
  - ADM should include all congregate and/or non-congregate meals
  - For non-congregate multi-day meal service, ADM should be your estimate of the number of that meal type to be distributed each operating day. For example, if you are distributing 5 days' worth of meals once per week and plan for 50 children to take meals each operating day, your ADM would be  $5 \times 50 = 250$ .
- Complete all other meal type information. Use the blue icons for help with questions.
- The meal service times entered must include the entire length of meal service. Use the text box in Question 25 to communicate variations to the community.
- Repeat for all meal types selected.

- **Non-Congregate Meal Service Option:** Complete this section if the site plans to serve non-congregate meals (in rural areas with no access to congregate meal service). Sponsors will **also** need to complete the [Non-Congregate Site Request Form](#) for each non-congregate site. View the [SFSP Non-congregate Site Form](#) section for additional information on how to complete the form.

- If the site only serves non-congregate meals, select 'yes'. If the site is not serving non-congregate meals, select 'no' and the section will become inactive. If the site is serving both congregate and non-congregate meals, select 'both'.
  - Sites may not offer both congregate and non-congregate service of the same meal at the same site on the same day.
- Select 'no' to 'is there a waiver for non-congregate meals due to excessive heat'. This option needs prior CDE approval.
- Select 'yes' to 'Do you plan to provide non-congregate meals at this location as a rural location'? Ensure the site is rural by using the [USDA's Rural Designation Map](#) (site is in a green area). You will be required to upload a screenshot of your rural designation in the Smartsheet form.
- If multiple days' worth of meals will be provided, select 'yes'. Check the day(s) of the week that meals will be distributed. Sponsors may distribute up to 10 days' worth of unitized meals or up to 5 days' worth of bulk meals at one time.
- If multiple days' worth of meals will be provided, enter the number of days included in the multi-day meal distribution.
  - For example, if 7 days' worth of meals are distributed on Mondays, select only 'Mon' and enter 7 in the text field.
- Select any meals that will be provided in bulk. For example, a loaf of sandwich bread, jar of peanut butter, jar of jelly, etc. (NOT individual meals). Sponsors may distribute up to 5 days' worth of bulk meals at one time.



- Select 'yes' if meals will be distributed to parents/guardians of children.
  - Select 'yes' if this site will provide home delivery of meals to eligible households.
  - Provide additional information, as needed.
- **Special Meal Pattern and Dietary Needs:** Sponsors must receive CDE approval to serve infant meals.
4. Select '**Save**'. A confirmation screen will display.
  5. 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.
  6. Repeat for each site that will participate in the program.
  7. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	00012 ACRES GREEN ELEMENTARY SCHOOL
---------------	-------------------------------------	--------------------------	--

### Step 3: Budget Detail

#### To Add/Modify a Budget Detail

1. Select '**Modify**' next to Budget Detail. The Budget Detail screen displays 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 will display.
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 4: 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 must 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 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 Choose File 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.
  - Vended meals contracts will be approved through the FSMC module. If the vended meals contract checklist item appears, simply click the “Document Submitted to CDE” box next to this document.
  - Tax Exempt Documentation is required for private non-profit sponsors annually. (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
Vended Meals Contract	<input checked="" type="checkbox"/>	<input type="text" value="02/12/2024"/>	<input checked="" type="checkbox"/>
Documentation of tax exempt status	 <input checked="" type="checkbox"/>	<input type="text" value="02/12/2024"/>	<input checked="" type="checkbox"/>
SFSP Management Plan	 <input checked="" type="checkbox"/>	<input type="text" value="02/12/2024"/>	<input checked="" type="checkbox"/>

### Step 5: 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				
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>	Sponsor Application	Rev. 5	Not Submitted				
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>	 Budget Detail	Rev. 4	Pending Approval				
<a href="#">Details</a>	Site Field Trip List						
<a href="#">Details</a>	 Checklist Summary (4)						
<a href="#">Details</a>	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
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt; Back</span> <span style="border: 2px solid red; border-radius: 50%; padding: 2px;"><b>Submit for Approval</b></span> <span>Approve</span> <span>Return</span> <span>Deny</span> </div>							

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

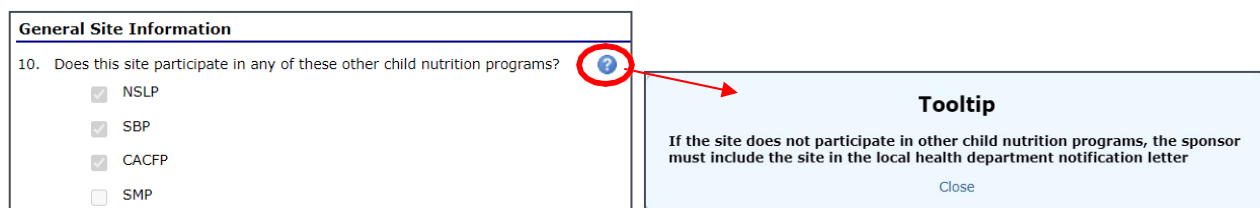
- If corrections need to be made, the packet will be returned in the system, along with comments (on the sponsor and/or site application) on what needs to be corrected.
- Please monitor your email (including junk mail) for communication from the system. You can visit the system to check the application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

**Please allow 14 business 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 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:



- 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 site that will conduct the field trip from the dropdown list.
4. Complete the field trip details.
5. Select **'Save'**. A confirmation screen will display.
6. Select **'Back'** to return to the Site Field Trip screen and then navigate to the application packet OR select **'Create New Field Trip'**.

### To Modify 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 modify. The Site Field Trip screen for this site displays.
3. Modify any desired information.
4. Select **'Save'**. A confirmation screen will display.

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 payment advances and to view the status of their submitted requests. At least one site must have at least ten operating days in the advance month to request an advance.

### 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 will display.
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.

### 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.

## SFSP Non-congregate Site Form

Sponsors operating non-congregate meal service must complete a site application in the Portal and the [SFSP Non-congregate Site Form](#) for each non-congregate site. Both must be approved before non-congregate meal service may begin.

- The site name and site code entered in the non-congregate form must match the site name and code in the Portal.
- Site address: enter the address where meal distribution will take place. This must also match the address entered in the site application in the Portal. Home delivery sponsors may enter the address of the sponsor's office.
  - Use the [USDA rural designation map](#) to determine if the site is rural and eligible to operate non-congregate meal service. Enter the site's address in the search bar. If the site's location is within a green area, the site is considered rural.
  - Take a screenshot of the map showing the site is rural and upload it to the form as documentation of rural designation.
  - Select the meal service models the site will operate. Sites may not offer congregate and non-congregate service of

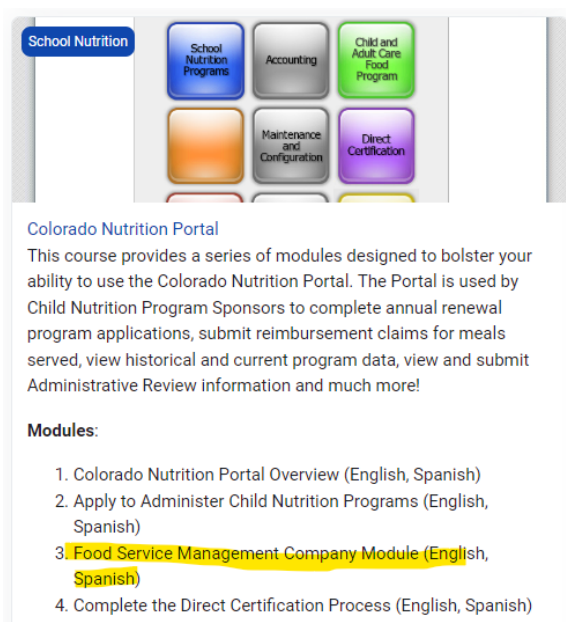
the same meal on the same day.

- If the site is operating both congregate and non-congregate service in an allowable combination, additional questions will populate.
  - Enter the planned number of operating days for congregate and non-congregate meal service per operating month.
  - Describe how you will ensure there is no overlap in your congregate and non-congregate service so participants are not able to receive duplicate meals.
- Select if you will be offering multi-day meals as unitized meals, bulk meals, or a combination. If yes, additional questions will populate requesting details about meal distribution.
- Describe how you will meet all food safety requirements for non-congregate service.
- Select if you will allow parent/guardian meal pick-up. If yes, you will be prompted to describe how you will ensure only parents/guardians of eligible children receive meals and duplicate meals are not distributed.
- Describe how you will ensure all program requirements are implemented to uphold program integrity.

CDE School Nutrition will review the form submission along with the site application in the Portal. You will receive notice once both are approved.

## Adding FSMC or Vended Meal Contracts

- Sponsors with a FSMC, vended meals, Sponsor to Sponsor, or Furnished meals contract must complete the Food Service Management Company (FSMC) module steps in the Portal.
- There are multiple steps in FSMC module process, which vary based on the contract type. Some steps may require CDE review and approval so please allow time for this process.
- If you need assistance with the FSMC module, please contact [matthews\\_d@cde.state.co.us](mailto:matthews_d@cde.state.co.us).
- The [Food Service Management Company Module Moodle training video](#) shows how to log-in to the FSMC module and the steps needed to submit contract documents. Since contract steps vary by contract type, you may not need to complete all steps shown in the video.
  - In Moodle, the training is located under the Colorado Nutrition Portal trainings.



The screenshot shows a web interface for the Colorado Nutrition Portal. At the top, there is a navigation bar with a 'School Nutrition' button. Below it is a grid of six colored buttons: 'School Nutrition Programs' (blue), 'Accounting' (grey), 'Child and Adult Care Food Program' (green), 'Maintenance and Configuration' (orange), 'Direct Certification' (purple), and an empty yellow button. Below the grid is a text box with the following content:

**Colorado Nutrition Portal**  
 This course provides a series of modules designed to bolster your ability to use the Colorado Nutrition Portal. The Portal is used by Child Nutrition Program Sponsors to complete annual renewal program applications, submit reimbursement claims for meals served, view historical and current program data, view and submit Administrative Review information and much more!

**Modules:**

1. Colorado Nutrition Portal Overview (English, Spanish)
2. Apply to Administer Child Nutrition Programs (English, Spanish)
3. **Food Service Management Company Module (English, Spanish)**
4. Complete the Direct Certification Process (English, Spanish)

### Reminders:

- If you are releasing an RFP or Request for Quotes this year, have a Sponsor to Sponsor Agreement, or Furnished Meals Agreement select the *Initiate New Contract* button to begin your module steps.

In Progress (1)

Contract Number	Contract Year	Type	Step	Programs	Date Initiated	Status	
48	2022-2023	FullService(I)	FC01	SNP	May 19 2023, 2:52:43 PM	Pending Sponsor	

EXPORT -
Items per page: 10 1 - 1 of 1 Page: 1

INITIATE NEW CONTRACT

- If you are renewing an existing contract, locate your contract in the Completed section of your FSMC module and select the renewal button to begin your module steps.

Completed (4)

Company Name	Contract Year	Type	Submitted By	Programs	Status	
Testing	2022-2023	FullService(I)	Test_SFA	SNP	Canceled	
Testing	2021-2022	FullService(I)	Test_SFA	SNP	Fully Executed	

