COLORADO
Department of Education

NSLP/SBP Application Renewal Instructions

School Nutrition Unit

Getting Started

- Request system access, change access, or remove access via the User Request form.
- Add new sites or request site changes with the NSLP Site Request Form.
    - **Note**: for public school sites, sites in the portal should align with each school's CDE School Code. Do not roll up multiple CDE school code sites into one site in the portal.
- Login to the Colorado Nutrition Portal with your username and password.
- 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.
- Contact your CDE Point of Contact if you have application questions.
- Subscribe to the Dish to receive important program updates throughout the year.
- The Portal is set to log users out after 30 minutes of inactivity.
- Access helpful information for various sections in the site application by hovering your mouse over the blue question marks throughout the site application.
- The Permanent Agreement is not required for SY 2026-27.

Accessing the 2026-27 Application

- From the dashboard, select *'SNP,'* or if your organization only operates SNP programs, click on the blue *School Nutrition Programs* tile.
    - Click *'Applications'* -> click *'Application Packet'*
- Select the correct school year prior to completing the application:
- Select *'Year'* at the top right of the screen under the logo and select *'2026-2027.'* Or, from the dashboard select the dropdown next to Program Year on the Dashboard.
- Click on *'Applications'* to continue the application process. Click *'Enroll'* -> click 'ok'

Completing the Sponsor Application

- Once in the 2026-27 Application Packet, select *'Modify'* and begin completing the sponsor application.
- Q1: Select Type of Agency (will rollover for existing sites)
- Q2: Answer 'yes' or 'no' to only participating in the Special Milk Program.
- Q3: Will the Sponsor participate in the Healthy School Meals for All program? Answer 'yes' or 'no'.
    - **By selecting 'yes', sponsors will be required to implement CDE School Nutrition's operating recommendations to maximize federal funding.** For sponsors implementing CEP, refer to the HSMA instructions for sponsors operating CEP for additional information on applications and the CEP schedule.
    - **Note**: If the sponsor plans to opt in to either the Wages & Stipends or Local Food Program grants, please check the corresponding box(s). This is for informational purposes and **does not** constitute as a grant application. For a link to the grant RFAs and application, visit CDE School Nutrition's Reimbursement and Funding web page.

- Sponsor Type, Street Address and Mailing Address will roll-over. Review information and update as needed.
- **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.
    - **Program Contact:** this individual oversees the implementation of child nutrition programs. This is typically the food service director. *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 should be listed as the Additional Responsible Individual.*
    - **District Business Official:** this individual manages the financial and operational aspects of the district. This is typically the business official, chief financial officer or business administrator.
    - **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 child nutrition programs. 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.

  If the contact is the same person for multiple fields, select the 'Same as' checkbox to auto-fill the information. The 'same as' option must only be used when it applies to each contact's job duties.
- **Meal Count and Collection Procedures:** select the name of your Point of Sale (POS) software system from the dropdown list. If 'other,' type in the name of your POS.
- **Eligibility Information:** answer questions accordingly.
    - Q46 asks sponsors operating CEP how they will collect household information from CEP sites as CEP sites cannot collect and process FRL income applications. If income information is required to be collected for non-nutrition purposes, an alternate income form may be used. Sponsors planning to use the Family Economic Data Survey (FEDS) or other alternate form should select 'Alternate Form.' Sponsors planning to use the combo form should select "Other" and add detail in the text field.
    - If the answer to Q47 is 'no' and the answer to Q48 is 'yes,' a checklist item will populate in the Checklist Summary. Upload copies of the free and reduced-price documentation you are using for state review. Submitted documents will be reviewed for compliance to ensure all requirements are included. Your point of contact will notify you if changes need to be made.
        - Documents to include:
            - Application/Combo Form and Instructions (Sponsors using an electronic application should provide link(s) to review online form).

    - Information Letter to Households
    - Notice of Eligibility Letter(s)
    - Verification Documents
  - Sponsors planning to use the FEDS form are not required to upload this form for review.
- **Residential Child Care Institutions (RCCI):** complete only if your sponsor is operating as a RCCI.
- **Food Service Management Company (FSMC) and Vended Meals:** if your food service program is operated by a FSMC, or if any schools receive meals from a meal vendor including another Sponsor, answer 'Yes' to Q51/Q52.
- Any incomplete information in the application will trigger an error. Errors must be corrected prior to submitting the application packet.
- Select the Certification checkbox.
- Click the red '*Save*' button. If there are errors, the system will identify them and provide the ability to make revisions. Review the error and correct it. If you have questions, reach out to the consultant assigned to your application for assistance.
- Select the red 'Go to Site List' to continue to the site applications or select *'Finish'* to return to the application packet screen.

Adding new sites

- If any sites need to be added, inactivated, or renamed, complete the NSLP Site Request Form.
  - **Note**: Site names and sites IDs in the Portal must align with each school's CDE School Codes. Do not roll up multiple CDE school code sites into one site in the Portal.
  - The number of physical sites and/or number of sites with distinct CDE building codes does not affect the grade group meal pattern requirements. Sponsors must plan all menus to meet the grade group requirements for the grade groups served at each site. For more information on meal patterns, view the Plan Meals webpage.

Completing Site Applications

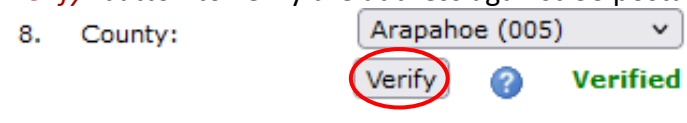
- Go to 'Applications' → 'Application Packet' → 'Site Applications' → 'School Nutrition Program'

Packet Assigned To: Vivien Skrupskis

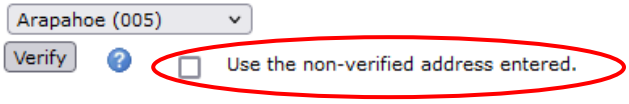
Action	Form Name	Latest Version	Status
View | Modify	✔ Sponsor Application	Rev. 1	Not Submitted
Details	✔ Checklist Summary (1)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

- Select *'Modify'* under Action next to the Site ID.
  - Review participating programs. If adding or removing a program (such as breakfast, snack or milk), select 'Modify Program Selection.'
  - Update Site Contact and Street Address as needed. Once the site address is added, click the *'Verify'* button to verify the address against US postal data.



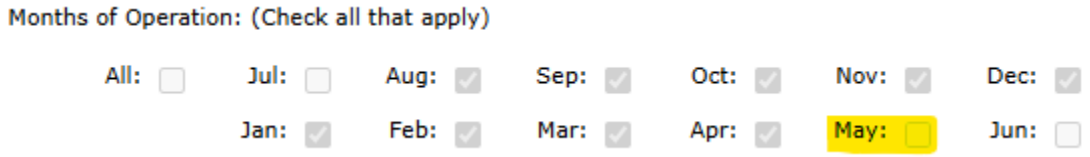
    - If the address is verified, a green *'Verified'* text will appear.
    - If the address is not verified, check to make sure the address is correct. If the address is correct but is not verified, this may mean that it is a mailing address and not a physical address. If this is the case, click the box to use the non-verified address entered.



- Participation Information:
  - Q9: Severe Need Breakfast is calculated within the system based on lunch data from two years prior. If the school served more than 40% of its lunches to free and reduced-price students, the school will receive a higher reimbursement rate.
  - Q10: Select all grades with access to meals at the site.
  - Q11: Select 'yes' or 'no'.
    - Co-mingled: eating at the same time and in the same place as other grade groups.
- Pricing Information:
  - Refer to the adult meal pricing tools on the non-program revenue webpage to calculate appropriate adult meal prices. Enter the adult meal price with milk. School year 26-27 pricing information will be updated on the webpage when it is available.
  - The Reduced-Price breakfast box is automatically left blank, as the charge for Reduced-Price breakfast is $0.00.
    - Schools may not charge Reduced-Price lunch for students in grades PK-12 as the Reduced-Price Lunch Protection Program has been expanded to cover all grades. Reduced-price lunch must always be $0.00.
      - Non-public sponsors are not eligible for this benefit and must enter the amount charged to reduced-price eligible students accordingly ($.30 for breakfast and $.40 for lunch).
  - A non-pricing option should be selected for CEP and Provision 2 sites and sites that do not charge meal prices to align with the provisional program the site operates (ie, CEP sites should select Non-Pricing – CEP, and Provision 2 sites should select Non-Pricing – Provision 2).
  - Sponsors participating in the Healthy School Meals for All program will not charge any students for meals. If you have HSMA sites that do not operate CEP or Provision 2, **select Non-Pricing-Universal Free.**
  - USDA Average Weighted Price is the (difference between the free reimbursement – paid reimbursement rate). Reference the paid lunch equity guidance for more information.

- For SY 2026-27, SFAs with a positive or zero balance in the nonprofit school food service account as of June 30, 2025, are exempt from PLE pricing requirements.
- Sponsors participating in the Healthy School Meals for All program are exempt from PLE requirements.

- **Important Reminder for Months of Operation Calendars**
  - If a month you intend to operate a program is not checked it will not populate in your claims screen. For example, by not checking the box for May, you will not be able to claim in the month of May because you were not approved to operate the program during that month in your application, this applies to sections A-D below:



- **Section A: National School Lunch Program (NSLP)**
  - Ensure the months of operation, days of the week, and meal service times are updated and accurate.
    - This information rolls forward from the SY 2025-26 site application. Review and update to ensure accuracy with your SY 2026-27 district calendar.
      - Note that if you operate NSLP over the summer (after the end of your traditional school year), meals served in the summer are not eligible for HSMA reimbursement. Notify CDE if you plan to operate NSLP over the summer for additional guidance.
  - QA3: Select the elected Provisional Option, CEP or Provision 2.
- **Section B: School Breakfast Program (SBP)**
  - Ensure the months of operation, days of the week, and meal service times are updated and accurate.
    - This information rolls forward from the SY 2025-26 site application. Review and update to ensure accuracy with your SY 2026-27 district calendar.
      - Note that if you operate SBP over the summer (after the end of your traditional school year), meals served in the summer are not eligible for HSMA reimbursement. Notify CDE if you plan to operate SBP over the summer for additional guidance.
  - QB3: Select the type of breakfast service used; if other, indicate in the text box provided.
  - QB4: Select the elected Provisional Option, CEP or Provision 2.
- **Section C: Afterschool Snack Program (ASP)**
  - Ensure the months of operation, start and end dates of the snack program, snack service times, and days served are accurate.
  - C5-6: Indicate when the snack is served.
    - If served during the extended school day, a bell schedule must be uploaded in the Checklist Summary for approval.
    - Extended Day ASP Criteria:

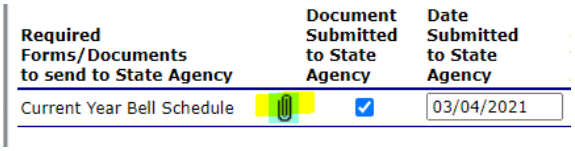
        - Grades PK-5: must have a school day greater than or equal to 7 hours.
        - Grades 6-12: must have a school day greater than or equal to 7.5 hours.
    - C7: Select 'yes' or 'no'. ASP must be provided with structured, supervised enrichment activities.
    - **C8:** Indicate site eligibility. **Ensure SY25-26 and October are selected from the dropdowns. This populates full and accurate eligibility data.**
        - The site's free and reduced price percentage (non-CEP sites) or CEP free claiming percentage (CEP sites) will populate.
        - Schools are area eligible for ASP if at least 50% of students qualify for free and reduced percentage (non-CEP sites) or the school has an individual (not group) free claiming percent of at least 50% (CEP sites).
        - If the site is below 50% free and reduced percentage (non-CEP sites) or below 50% free claiming percent (CEP sites) but is located within the same attendance area of an area eligible site, the site can qualify as area eligible. Select 'Attendance Area Eligible – based on another site' –and find the site within the drop-down menu to qualify the site.
        - If the site is below 50% free and reduced percentage (non-CEP sites) or below 50% free claiming percent (CEP sites) and is not within the attendance area of an eligible school, the school can still operate ASP under non-area eligibility. Select 'Non-Area Eligible' for sites that meet these criteria.
            - Snacks are counted and claimed at free, reduced, and paid rates based on student eligibility (non-CEP sites) or claimed using the free and paid CEP claiming percentages (CEP sites).
        - **The Healthy School Meals for All program does not apply to ASP.**
- **Section D: Special Milk Program (SMP)**
    - Review or enter site contact and address. Verify the address as instructed above.
    - Indicate the grades participating at the site. **Note:** SMP cannot serve the same group of students as the NSLP/SBP/ASP.
    - D1: Select Site Type (School, Residential Summer Camp, Other).
    - D2: Ensure months of operation and days of the week are accurate.
    - D3: Select milk pricing option.
        - Pricing programs must indicate highest charge to student per pint and highest dairy cost. To calculate highest allowable charge to students, use the following formula:
            - ½ pint cost $__. __
                - + $0.05 optional administrative handling fee
                - –$__. __ current year reimbursement rate
        - = $__. _½ pint price to charge students (rounded to the nearest nickel
    - D4: Enter number of children participating in this program.
    - D5: Select 'yes' or 'no'. If no, describe how the ½ pints of milk are served to children.
- Select the red *'Save'* button. If there are errors, the system will identify them and provide the ability to make revisions.
- Repeat this process for each school participating in the Special Milk Program this year.

Adding FSMC or Vended Meal Contracts

- Sponsors that have a FSMC, vended meals, Sponsor to Sponsor, or Furnished meals contract must have an active contract in the FSMC module in the Portal to submit the SNP application. Most sponsors completed these steps in the spring and early summer during their contract solicitation or renewal process.
- If you need assistance uploading a contract in the FSMC module, please view the Food Service Management Company Module Moodle training video and/or reach out to Diane Matthews (matthews_d@cde.state.co.us).

Uploading documents to the Checklist Summary

- From the Application Packet, select *'Details'* next to the checklist summary.
- Select the sponsoring organization's name.
- Required forms:
  - **Special Milk Program Non-Pricing Policy Statement:** SFAs with the non-pricing Special Milk Program will provide the SMP non-pricing policy statement. Download, sign, and re-upload this document into the checklist summary.
  - **Afterschool Snack Bell Schedule:** required if the sponsor is operating ASP during the school day.
- To upload documents: click on the blue paperclip under the correlating heading.



Required Forms/Documents to send to State Agency	Document Submitted to State Agency	Date Submitted to State Agency
Current Year Bell Schedule	☑	03/04/2021

  - Select 'Choose File'
  - Find the appropriate file. Click *'Open'*.
- If you have any comments, include them in the *'Comment'* box. Select *'Save'* and the *'Finish'*.
- The document will appear at the bottom of the screen under Checklist Item.
- Click *'Save'* and then *'Finish'*.
- The Permanent Agreement is not required for SY 2026-27.

Submitting the Application

- Sponsors implementing CEP will complete the steps in the HSMA instructions for sponsors operating CEP prior to submitting the application.
- Once you have completed the sponsor application, site applications, FSMC Module (if applicable), and have uploaded applicable forms in the checklist summary, navigate back to the Application Packet screen. Click the red *'Submit for Approval'* button. Click *'Okay'*.
  - Note that all sponsor and site applications need to be in *'Not Submitted'* status before the application packet can be submitted.

This institution is an equal opportunity provider.

- The following message will appear: **The Application Packet is currently under review by the State and is unavailable for changes.**
    - The packet will be returned if corrections need to be made. Monitor your email for communications from the system and the Nutrition consultant assigned to your packet.
- Allow up to two weeks for CDE School Nutrition to approve the application and forms.

HSMA instructions for sponsors operating CEP

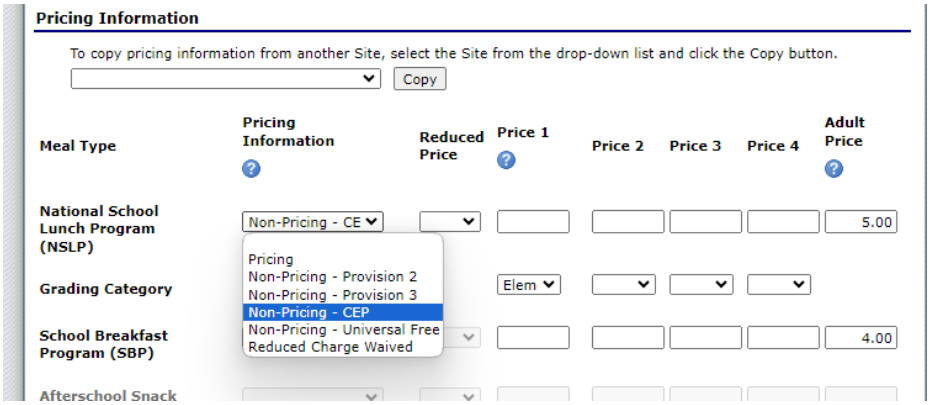
CDE School Nutrition is in the process of communicating operating recommendations for SY2026-27, which must be followed to receive Healthy School Meals for All state reimbursements. If your operating recommendations include any sites operating CEP, review the steps below to ensure your application is accurately set up for the upcoming school year.

Sponsor Application – **for recommended CEP sites only**

- Q3: Will the Sponsor participate in the Healthy School Meals for All program? Answer 'yes' or 'no'.
    - By selecting 'yes', Sponsors may be required to operate CEP at eligible sites pending financial analysis. CDE School Nutrition will work directly with Sponsors to ensure CEP sites are set up correctly and that CEP groupings are accurate.
- **Q46: Eligibility Information**: if CEP is included in your CDE operating recommendations, select 'yes' for Q46.
    - Q46: this question asks sponsors operating CEP how they will collect household information from CEP sites as CEP sites cannot collect and process FRL income applications. Sponsors planning to use the FEDS form should select "Alternate Form". Sponsors planning to use the combo form should select "Other" and add detail in Q46.
    - If the answer to Q47 is 'no' and the answer to Q48 is 'yes,' a checklist item will populate in the Checklist Summary. Upload copies of free and reduced-price documentation you are using for state review. Submitted documents will be reviewed for compliance to ensure all requirements are included in free and reduced-price materials. Your point of contact will notify you if changes need to be made.
        - Sponsors planning to use the combo form should include this in your Checklist Summary upload. Sponsors planning to use the FEDS form are not required to upload this form for approval.

Site Applications – **for recommended CEP sites only**

- **Pricing Information**: select "Non-Pricing – CEP" for the meal types National School Lunch Program and School Breakfast Program, and ensure all prices are $0.00 except Adult meals:



- In the Provisional Option Request file (A3 in NSLP section, and B4 in SBP section), select CEP from the dropdown menu.

Community Eligibility Schedule Setup

1. **Ensure that both the sponsor application and site application steps listed above are complete before starting the CEP Schedule. If these are not complete, you will not be able to enter the CEP Schedule.**
2. Return to the application page and click "Add" to open the Community Eligibility Provision Schedule:



- **Do not make any changes in the CEP Schedule.** CDE School Nutrition will update the CEP Schedule on your behalf. Click '*Save*' and then '*Finish*'.
- Review the Submitting the Application section for final steps.