COLYAR CONSULTING GROUP, INC.

CRRS .NET Software

School Nutrition Program
User Manual

FINAL V1.0

For Sponsor Users

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Introduction

Welcome to the CRRS user manual for the School Nutrition Programs module. CRRS is a web-based software solution that provides administrators, state users, and Sponsors with efficient and immediate access to applications, claims, and related nutrition program functions.

Web Site Benefits and Features

CRRS is a user-friendly web application that allows authorized users to submit and approve application, claims, and miscellaneous forms via the Internet, as their security rights permit. Key system features include:

- A software system that manages information regarding Sponsors, applications, claims, and reports.

- A single integrated database which serves all child nutrition programs.

- The ability to save partially completed forms on-line, allowing the user to complete the process at a later time.

- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.

- A robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous pre-defined groups and eliminating the need to manually set each user's security access.

User Manual

This user manual is intended for use by authorized state users that administer the School Nutrition Programs. It is designed to provide a general understanding of how to use the system in an effective and efficient manner. This manual will provide:

- A general explanation of each feature available.

- Screen examples of web site pages and forms.

- Step-by-step instructions for utilizing the web site features.

- Tips and notes to enhance your understanding of the system.

Getting Started

Before you can begin using CRRS*, you must be assigned a user ID and password by the* CRRS *Help Desk that provides the required security rights. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the* CRRS *web site.*

Accessing the Web Site

You can access CRRS from any computer connected to the Internet by opening your Internet browser and entering the CRRS URL in the browser's address line. The CRRS URL for the production environment is: https://oh.cnpus.com/crrs/splash.aspx

TIP: You can add this URL to your browser's FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

Figure 1: CRRS **Home Page**

About the CRRS Home Page

The CRRS Home Page consists of three major sections:

o   Bulletin Board.

o   Log on.

o   Links.

The bulletin board is managed by ODE and provides general information.

The log on section is where authorized users enter their User ID and password. It also provides a link for users that have entered a valid User ID, but have forgotten their password, to be transferred to another webpage to reset their password.

The links section provides access to websites and additional information.

Logging On

To log on

1. Access CRRS by typing the URL into the address line of your web browser.

2. Enter your assigned **User ID**.

3. Enter your **Password**.

4. Select **Log On**.

Note: If you do not have a User ID and Password, contact the CRRS Help Desk.

TIP: The Password is case-sensitive, so be sure to use upper and lower-case letters, if necessary.

To change your password

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 CRRS Programs page.

Note: Security configuration settings require a password between eight (8) and twelve (12) characters in length. Please note that the password must be at least eight (8) characters in length.

The password must contain at least one number, one uppercase letter, and one special character (e.g., !, ?, /). Passwords are case sensitive.

CRRS Content Overview

Once you are logged in and have selected a Sponsor, the top portion of the CRRS application contains key elements that provide basic information about your location within the system and the selected Sponsor.

Figure 2: CRRS Content Overview

Item	Description
Program Name	The selected program name appears in the gray area at the top of the page.
Menu Items	Menu items display on the blue menu bar at the top of the page. Selecting a menu item will take you to its menu page.
	Users may not have access to all menu items. If you are unable to select a particular menu item, you do not have the necessary security rights. Contact the CRRS Help Desk for assistance.
Breadcrumb Trail	The navigation, or breadcrumb trail, identifies your location within the web site. Selecting a specific portion of the trail will take you back to that particular screen.

Item	Description
School Year	The selected school year displays on the right beneath the menu bar. Upon logging in, the system defaults to the most current active school year.
Information Box	The information box displays general information regarding the Sponsor/ Site.
Logout	The logout button displays in the menu bar. It is recommended to select **Logout** to properly exit the system.

Note: For security reasons, the system will automatically log you out after twenty (20) minutes of inactivity.

Screen Options

Data entry screens in the system offer the user some or all of the following options: **VIEW, MODIFY, and DELETE**. The Screen Options area is located on the top right side of the screen, directly beneath the colored bar.

Figure 3: Screen Options - example

The following table describes each of the possible screen options:

Item	Description
VIEW	Presents the screen information in 'view-only' mode. In this mode, the user cannot modify any data.
MODIFY	Presents the screen in 'modify' mode. In this mode, the user can modify field data and save the data after pressing the save button at the bottom of the screen.
DELETE	Deletes the current record displayed on the screen. The user will be presented with a confirmation screen to validate that they intend to delete the record.

CRRS Programs Page

Once you successfully log on, the CRRS Programs page is displayed. Actual access to specific modules is based on the user's security rights.

Selecting this button…	Provides…
School Nutrition Programs	Access to the School Nutrition Programs home page
Child and Adult Care Food Program	Access to the Child and Adult Care Food Program home page
Summer Food Service Program	Access to the Summer Food Service Program home page

School Nutrition Programs Home Page

The School Nutrition Programs home page contains the message board used by state administrators to post and maintain School Nutrition Programs-related messages. Messages may contain important news regarding the submission due dates, upcoming training, legislative changes, or any other SNP-specific information.

To access the School Nutrition Programs home page

1. Log on to the CRRS web site.

2. On the Programs screen, select **School Nutrition Programs**.

> **Note:** If a user only has access to the School Nutrition Programs module, the Programs screen is not be displayed

3. The School Nutrition Programs home page displays.

> **Note:** State administrators maintain the message boards for all CRRS .NET modules. Please note that messages are visible to both internal and external users.
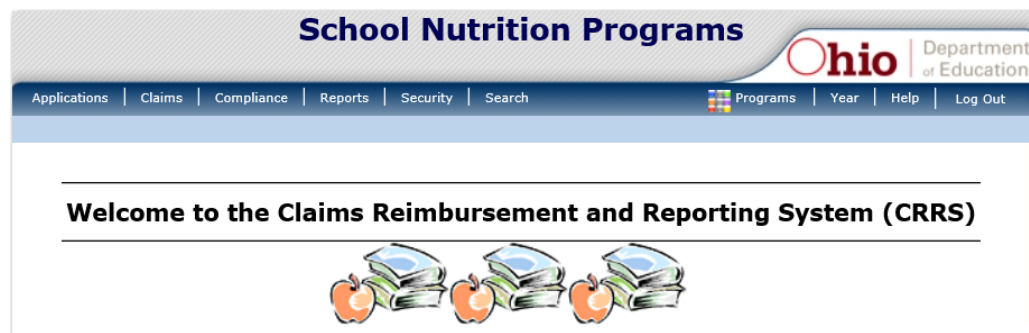
Figure 4: School Nutrition Programs Home Page

School Nutrition Programs menu options

From the School Nutrition Programs home page, you can select a menu item from the blue menu bar at the top of the page. The School Nutrition Programs menu bar contains menu items specific to the School Nutrition Programs. The table below describes the features available for each menu option, which the remainder of this manual will discuss in detail.

Please note: individual users may have varying menu options due to the user's security configuration.

Menu Item	Menu Features
Applications	Access to overall application-related items including: ▪ Application Packet (inc. Sponsor and site applications). ▪ Verification Reports. ▪ Food Safety Inspection Reports. ▪ FFVP Application Packet. ▪ Site Enrollment (i.e., October data). ▪ Community Eligibility Provision (i.e., April data collection). ▪ Download Forms.
Claims	Access to claim entry screens (e.g., SNP, SSO and FFVP) and Sponsor-specific payment history.
Security	Access to an individual user's security-related items including: ▪ Change Password (authenticated user changing their password).
Search	Access to the Sponsor Search screen (available only to users that may have system access to more than one Sponsor).

Error Processing

All information entered and saved on the system is verified to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever you save information or proceed to a new screen, the site checks for input errors. These errors may include entry errors such as an invalid data entry (such as entering a 4-digit Zip Code), or a non-logical entry (e.g., entering a greater number of eligible than enrolled children).

If a form contains an input error and the user selects **Save**, the screen either displays the error code and description in red at the top of the page (and the error code is a letter) or displays a message next to the field in error. Input errors <u>must be corrected</u> before you can proceed. The system will <u>not</u> save data entered on a screen that contains an input error. The user must correct the input errors and select **Save** again.

Indicate the number of total enrollment and total eligible students at each listed site as of October 31.

Site ID	Site Name	Total Enrollment	Total Eligible
1000	Test CE - Test Site Total Eligible cannot exceed Total Enrollment	50	80

Figure 5: Examples of an Input Error (Partial Screen)

Business Rule Edits

Business rule edits are used to ensure that entered data on a form conforms to state-defined guidelines/requirements and federal regulation. Once the user initiates a save, CRRS will perform business rule edit checks <u>after</u> all input errors have been corrected and display a confirmation screen stating that data entered has been saved and identifies whether errors exist.

The user may correct business rule errors immediately or at another time. The entered data will not be lost. The errors will display at the top of the screen with an error code (usually 4-5 digits) and error description. Business rule edits <u>do not</u> prohibit the system from saving the data entered on the screen.

Figure 6: Example of a Business Rule Error (Partial Screen)

In addition, business rule edits have an error severity that indicates whether an error is considered an Error or a Warning. Errors appear in red and must be corrected before the form can be submitted. Warnings appear in blue and indicate an "out of the ordinary" data value. Warning errors do not need to be corrected prior to form submission.

Figure 7: Example of a Warning Error

Selecting a School Year

Information for Sponsors and sites is displayed based on the selected school year. Upon logging on to the system, the "active" school year is the default selection and displays in the top-right corner in the blue bar. In order to view information from a prior year, you will need to change the school year.

To select a school year

1. Select **Year** on the blue menu bar at the top of the page. The Year Select screen displays.

2. Select the year.

    > **Note:** The selected year is indicated by **< Selected.**

3. Use the menu bar to return to your task in the program.

Year Select	
Select Year	
2015 - 2016 **< Selected**	
2014 - 2015	
2013 - 2014	
2012 - 2013	
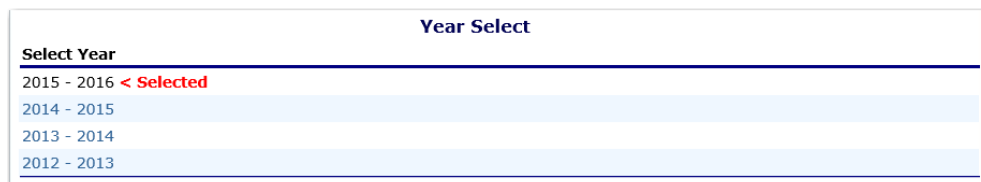
Figure 8: Year Select screen

Sponsor Search

If you are associated with multiple Sponsors, you must search for and select a Sponsor using the Sponsor Search function before beginning any task. When the Sponsor Search screen displays, you can search for the Sponsor using all or part of the Sponsor's ID, Name, or any other combination of parameters provided on this screen.

To search for a Sponsor

1. On the menu bar, select **Search**. [If the Sponsor Search screen is already displayed, begin at Step 2.] The Sponsor Search screen displays.

2. Enter search parameters (see table for additional information on using the search parameters).

3. Select **Search.**

4. Select the Sponsor you wish to access.

> **TIP:** The list of Sponsors is based upon the search criteria entered. If no selections were made and the user selected the Search button, the list displays all SNP Sponsors with the designated status (default is "Active"). To display all Sponsors, leave all search parameters blank and select **Search.**

SNP Sponsor Search

Search for Sponsors

IRN:		Packet Status:	
Sponsor Name:		Field Service Rep:	
FEIN:		Packet Assigned To:	
County:		Region:	
		Program Status:	
Sponsor Status:	Active		
☐ Search all available Programs			

Search

Figure 9: Sponsor Search screen

The search parameters follow a specific set of rules. These are described in the following table. The search is confined to the Sponsors in the respective Program Year displayed at the top right of the screen.

If the type of search is identified as "includes", the system will search for any Sponsor that includes the parameter in any portion of the selected field. For example, if the user entered "386" in the IRN parameter, the system will retrieve Sponsors with IRNs of "00386" and "01386".

If the type of search is "exact match", the system will search only for any Sponsor that exactly matches the parameter. For example, if the user selected "Adams" in the County parameter, the system will retrieve all Sponsors associated with the county of Adams.

Parameter	Type of Search	Search Features
IRN	"includes"	▪ If in combination with the Sponsor Name, the IRN takes precedence ▪ If in combination with any other parameter, all parameters are used to perform the search
Sponsor Name	"includes"	▪ If in combination with the IRN, the IRN takes precedence; this parameter is ignored ▪ If in combination with any other parameter, all parameters are used to perform the search
FEIN	"includes"	▪ If in combination with the IRN, the search is performed using both the IRN and this parameter ▪ If in combination with any other parameter, all parameters are used to perform the search
County **Packet Status** **Field Service Rep** **Packet Assigned To** **Region** **Program Status**	"exact match"	▪ If in combination with the IRN, the search is performed using both the IRN and this parameter ▪ If in combination with any other parameter, all parameters are used to perform the search
Sponsor Status	"exact match"	▪ Required ▪ Defaults to "Active" ▪ If in combination with any other parameter, all parameters are used to perform the search

If the "Search all available Programs" checkbox is checked, the results display changes in appearance. The system will ignore all search criteria except for the IRN and Sponsor Status. If the Sponsor Name is entered, and no IRN is entered, the system will ignore all search criteria except for Sponsor Name. If no parameters are entered, the system will retrieve all Sponsors in all programs.

TIP: Once all program data is maintained in CRRS, the user can view which programs a Sponsor participates in by entering the search criteria and checking the **Search all available Programs** checkbox.

Search for Sponsors

IRN:		Packet Status:	
Sponsor Name:		Field Service Rep:	
FEIN:		Packet Assigned To:	
County:		Region:	
		Program Status:	
Sponsor Status:	Active		

☑ Search all available Programs

Search

Sponsors						Found: 4228
IRN	**Sponsor Name**	**NSLP**	**SFSP**	**CACFP**	**FDP**	**Status**
000012	XYZ	✔	✔	✔	✔	Active
000103	City of Moraine Parks & Recreation		✔	✔	✔	Active

Figure 10: Sponsor Search screen – "Search all available Programs" example

SCHOOL NUTRITION PROGRAM USER MANUAL

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Applications

Now that you know how to access and log on to CRRS*, the remainder of the manual will explore the functions of the School Nutrition Programs (SNP) module. Let's first look at the Applications component of* CRRS*, where authorized users submit annual enrollment of Sponsor and site applications and complete the appropriate forms required by the ODE.*

About the School Year Enrollment Process

In order to participate in the School Nutrition Programs, Sponsors must submit an Application Packet to the State for review and approval. A new Application Packet must be submitted and approved at the beginning of each year.

For Sponsors that are completing this process as part of their "annual update," certain information from the previous year's applications rolls over into the new program year. The Sponsor may modify this data for the new program year or keep the prior year's data for use in the current application.

2015 - 2016 Application Packet

000296   Status: Active
Summit Academy Columbus
DBA:
2521 Fairwood Avenue
Suite 100
Columbus, OH 43207-2712
County: Franklin
FEIN: 73-1685337

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

The Sponsor has not started in the current year (2016).

Click '**Enroll**' to enroll for this year based on your prior year's information.

Enroll   Cancel

Figure 11: Enrolling in a New Program Year

A new SNP Application Packet must be submitted by the Sponsor and approved by the State each program year. Once the Application Packet is approved, and the school year has commenced, monthly claims for reimbursement may be submitted.

Submitting an Application Packet

The Sponsor can submit the Application Packet to the State once all required applications, applicable online forms (e.g., Food Service Management Company contracts, Community Eligibility Provision Schedule, etc.), and supporting documents identified on the checklist are completed and saved without errors.

In order to be able to submit an Application Packet, the packet must contain:

- A completed SNP Sponsor Application with no errors.

- At least one completed SNP Site Application with no errors.

- All items in the Checklist are identified as submitted to ODE with a submitted date.

- If the Sponsor had identified on their SNP Sponsor Application that they would be using a Food Safety Management Company, the packet must contain at least one Food Service Management Company contract with a status of "Submitted".

- If the Sponsor had identified on their SNP Sponsor Application that they would be participating in the Community Eligibility Provision (CEP), the packet must contain a completed CEP Schedule with a status of "Submitted".

- If the Sponsor is a new Sponsor who is interested in receiving performance-based reimbursement (i.e., extra 6 cents), an Annual Attestation must be submitted.

Once the Application Packet has been submitted to the State for approval, the packet history section of the Application Packet screen will display the event and the packet status changes to **Submitted for Approval.**

Packet History		
Event	**Event Date/Time**	**User**
The application packet was approved.	5/29/2009 7:23:11 AM	Developer
The application packet was submitted.	5/29/2009 7:22:27 AM	Developer
The application packet was changed requiring it to be submitted.	5/29/2009 7:22:14 AM	Developer

Figure 12: Packet History (sub-section of the Application Packet screen)

Note: In order to view application packet history, select the **Show Packet History** link at the bottom of the Application Packet screen.

Applications Menu

The Applications menu is the starting point for all tasks related to the annual School Nutrition Programs enrollment process. Menu items are based on security levels.

Application Packet

In order to participate in the School Nutrition Program, Sponsors must submit an Application Packet to the State for review and approval. At the beginning of each program year, Sponsor data is rolled over and must be verified by Sponsors prior to submitting any claims.

The Application Packet contains the Sponsor application, site application(s), and other forms required as a part of the packet. After selecting Application Packet from the Applications menu, each required packet item and its status displays.

If any packet item requires attention (such as an error within a form or a checklist item needs to be completed), a red arrow displays next to the Application Packet item. If the Application Packet item has been completed correctly and contains no errors, a green check displays next to the Application Packet item.

Note: Sponsors may not submit claims until their Application Packet has been approved for the respective program year.

Note: If an Application Packet has been approved, when a Sponsor revises any item within the Application Packet, the Application Packet must be re-submitted for State review and approval.

To access the Application Packet

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. If necessary, search for and select a Sponsor. The Application Packet screen displays.

3. Select the packet item you want to access.

Sponsor Application

The Sponsor Application screen provides access to the Sponsor's annual application for the School Nutrition Programs for both new and renewing Sponsors. The Sponsor is required to complete a new Sponsor application annually; however, the State has identified select Sponsor data that rolls over from the previous year and pre-fills a new year's application.

To view a Sponsor application (Original)

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Select View next to the Sponsor **Application** packet item. The Sponsor Application for the designated school year is displayed.

   Note: If there are multiple versions of a Sponsor application within the system (i.e., revisions exist), the system defaults to the version with the most current Application Effective Date designated by the State.

To view a Sponsor application (Revision)

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.

3. Select the revision link under the **Latest Version** column.   The Sponsor Application History for the designated school year is displayed.

Effective Claim Period	Version	Status	Approved Date
Jul 2015	Rev. 1	Approved	06/03/2015
Jul 2015	Original	Approved	05/14/2015

Figure 13: Latest Version link on the Application Packet screen (partial screen)

4. Select the application version you would like to view.

> **TIP:** The View option appears in two situations: 1) If the user only has view-access security rights or 2) If the user has modify-access security rights BUT the Application Packet has been submitted to the State and is under State review and therefore can no longer be modified.

To add a Sponsor application (New Sponsor)

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.

3. Select Add next to the Sponsor **Application** packet item. The Sponsor Application for the designated school year is displayed.

4. Enter required information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen.

    -OR-

    Select **Finish** to return to the Application Packet screen.

> **TIP:** The Add option only appears for new Sponsors. If a Sponsor had an application in the previous year and has elected to enroll in the new year, the prior year's application information is rolled over into the new year's application as a starting point. The user would select **Modify** to review and update this information.

To modify a Sponsor application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.

3. Select Modify next to the Sponsor **Application** packet item. The Sponsor Application for the designated school year is displayed.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen.

    -OR-

    Select **Finish** to return to the Application Packet screen.

> **TIP:** The Modify option only appears when the Application Packet has not been submitted. Once an application has been submitted and approved by the State, a revised application must be submitted (i.e., the Revise option is displayed).

To delete a Sponsor application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.

3. Select Modify next to the Sponsor **Application** packet item. The Sponsor Application for the designated school year is displayed.

4. Select **DELETE** on the Edit menu in the top-right corner.

5. The system transfers you to the bottom of the screen and a warning message is displayed.

6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

> **WARNING**: A Sponsor application can only be deleted if the Sponsor has not yet submitted any claims for the school year.
>
> Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Sponsor application

Note: Only state-approved applications can be revised. Once a Sponsor revises <u>any</u> item within the Application Packet, the Application Packet must be re-submitted and the state review and approval process starts again.

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.

3. Select Revise next to the Sponsor **Application** packet item. The Sponsor Application for the designated school year is displayed.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen you just modified.

   -OR-

   Select **Finish** to return to the Application Packet screen.

TIP: The Revise option only appears when the previously submitted version of the Application Packet has been approved by the state.

To end a Sponsor's enrollment

1. From the Applications menu, select **Application Packet**. If necessary, search for and select a Sponsor. The Application Packet screen displays.

2. Select the link under the Latest Version column. The Application History screen is displayed.

3. Select **Close Sponsor**. The End Sponsor Agreement screen is displayed.

Effective Claim Period	Version	Status	Approved Date
Jul 2015	Rev. 1	Approved	06/03/2015
Jul 2015	Original	Approved	05/14/2015

< Back   Close Sponsor

Figure 14: Application History – Close Sponsor button

4. Enter the **Closed/Terminated Date**. When this Sponsor enters claims, the Days on Operation fields will edit check with this date to ensure meals aren't claimed after the

entered date.

5. Select the **Closed/Terminated Code**.

6. Enter the **Closed/Terminated Reason**.

7. If desired, provide a description as to why the Sponsor is ending enrollment in
    Closed/Terminated Comment.

8. Select **Save**. The Application History screen is displayed with a message stating that the
    Sponsor's enrollment has ended.

> **TIP:** Select the Closed/Termination Code of "Self Cancelled" if a Sponsor has
> started an application packet, but has not completed the application or the
> application has not been approved and the Sponsor no longer wishes to
> participate in the program for this school year.

To re-open a closed Sponsor
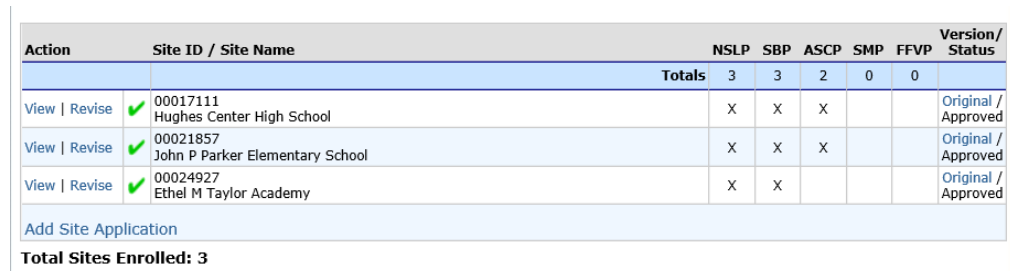
1. From the Applications menu, select **Application Packet**. If necessary, search for and
    select a Sponsor. The Application Packet screen displays.

2. Select the link under the Latest Version column. The Application History screen is
    displayed.

3. Select **Re-Open Sponsor**. The End Sponsor Agreement screen is displayed.

4. Delete the **Closed/Terminated Date.**

5. Select the blank space from the drop-down menu for the **Closed/Terminated Code**.

6. Delete the **Closed/Terminated Reason**.

7. Delete the **Closed/Terminated Description**.

8. Once all fields are blank, select **Save**. The Application History screen is displayed.

Site Applications – School Nutrition Program

Sponsors must complete a Site Application for each of their sites participating in the School Nutrition Program in a specific school year. The Site Application screen provides access to the Site's annual application for the School Nutrition Programs for both new and renewing sites. Sponsors must complete new site applications annually; however, the State has identified select site data that rolls over from the previous year and pre-fills a new year's application.

To access the Sponsor's site list

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.

3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.

Action		Site ID / Site Name	NSLP	SBP	ASCP	SMP	FFVP	Version/ Status
		Totals	3	3	2	0	0	
View | Revise	✔	00017111 Hughes Center High School	X	X	X			Original / Approved
View | Revise	✔	00021857 John P Parker Elementary School	X	X	X			Original / Approved
View | Revise	✔	00024927 Ethel M Taylor Academy	X	X				Original / Approved
Add Site Application								
Total Sites Enrolled: 3								

Figure 15: Application Packet – SNP Site List screen

To view a Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.

4. Select View next to the site whose application you would like to view. The site's Site Application is displayed.

To modify a Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.

4. Select Modify next to the site whose application you would like to view. The site's Site Application is displayed.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Site Application screen.
   -OR-
   Select **Finish** to return to the SNP Site List screen.

8. Repeat **Steps** 4 through 7 for each site that will participate in the program.

To delete a Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.

4. Select Modify next to the site whose application you would like to delete. The site's Site Application is displayed.

5. Select **DELETE** on the Edit menu in the top-right corner.

6. The system transfers you to the bottom of the screen and a warning message is displayed.

7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a site application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Site Application

Note: Only state-approved applications can be revised. Once a Sponsor revises any item within the Application Packet, the Application Packet must be re-submitted and the state review and approval process starts again.

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.

4. Select Revise next to the site whose application you would like to delete. The site's Site Application is displayed.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Site Application screen.

   -OR-

   Select **Finish** to return to the SNP Site List screen.

   TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the state.

Site Applications – Seamless Summer Option (SSO)

Note: Seamless Summer Option (SSO) application process will be implemented in CRRS .NET commencing Spring of 2016.

Sponsors must complete a Site Application for each site participating in the Seamless Summer option program is a specific school year. The Site Application screen provides access to the Site's annual application for the Seamless Summer Options for both new and renewing sites. Sites must complete a new application annually; however, the State has identified select site data that rolls over from the previous year and pre-fills a new year's application.

To access the Sponsor's site list

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.

3. Under Site Applications, select **Seamless Summer Option**. The Application Packet – Seamless Summer Option Site List screen displays.

Action	Site ID / Site Name	BRK	AM SNK	LUN	PM SNK	SPR	Version/ Status
	Totals	0	0	1	0	0	
View	Modify Admin	0004 Columnbia Seventh Day Adventist School			X			Rev. 2 / Submitted
Add Site Application							
Total Sites Enrolled: 1							

Figure 16: Application Packet – Seamless Summer Option Site List screen

To view an SSO Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.

4. Select View next to the site whose application you would like to view. The site's SSO Site Application is displayed.

To modify an SSO Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.

4. Select Modify next to the site whose application you would like to view. The site's SSO Site Application is displayed.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the SSO Site Application screen.

   -OR-

   Select **Finish** to return to the Seamless Summer Option Site List screen.

8. Repeat **Steps** 4 through 7 for each site that will participate in the program.

To delete an SSO site application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.

4. Select Modify next to the site whose application you would like to delete. The site's SSO Site Application is displayed.

5. Select **DELETE** on the Edit menu in the top-right corner.

6. The system transfers you to the bottom of the screen and a warning message is displayed.

7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a site application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise an SSO Site Application

Note: Only state-approved applications can be revised. Once a Sponsor revises any item within the Application Packet, the Application Packet must be re-submitted and the state review and approval process starts again.

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.

4. Select Revise next to the site whose application you would like to delete. The site's SSO Site Application is displayed.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the SSO Site Application screen.

   -OR-

   Select **Finish** to return to the Seamless Summer Option Site List screen.

TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the State.

Closing a Site

A site may be closed within the system, whereby applications cannot be submitted for the site.

To close a Site

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.

4. Select the link under the Latest Version column. The Site Application History screen is displayed.

5. Select **Close Site**. The End Site Agreement screen is displayed.

6. Enter the **Closed/Terminated Date**. If the Sponsor is entering site level claims, the Days of Operation fields for this site will edit check with this date to ensure meals aren't claimed after the entered date.

7. Select the **Closed/Terminated Code**.

8. Enter the **Closed/Terminated Reason**.

9. If desired, provide a description as to why the site is being closed in the **Closed/Terminated Comment**.

10. Select **Save**. The Site Application History screen is displayed with a message stating that the site's enrollment is closed.

The Site's enrollment was closed/terminated as of: 06/08/2015.

Action	Effective Claim Period	Version	Status	Approved Date
View	Jul 2015	Original	Approved	05/14/2015

Figure 17: Example of Confirmation of a Closed Site

To re-open a closed Site

1. On the blue menu bar, select **Applications.**
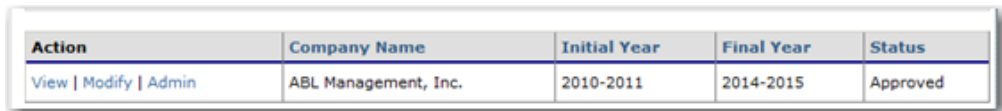
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.

4. Select the link under the Latest Version column. The Site Application History screen is displayed.

5. Select **Re-Open Site**. The End Site Agreement screen is displayed.

6. Delete the **Closed/Terminated Date.**

7. Select the blank space from the drop-down menu for the **Closed/Terminated Code**.

8. Delete the **Closed/Terminated Reason**.

9. Delete the **Closed/Terminated Description**.

10. Once all fields are blank, select **Save**. The Site Application History screen is displayed.

Food Service Management Company (FSMC) Contract List

If the Sponsor's School Nutrition Programs is managed by a Food Service Management Company (FSMC), then information regarding the FSMC contract is **required** as a part of the Application Packet. The FSMC Application Packet item is initiated when the Sponsor has specified that they will be using a FSMC on their Sponsor application. If the Sponsor has not specified that they will be using a FSMC for the respective year, the FSMC Contract List will not appear on the Application Packet screen.

To access the Food Service Management Company Contract List

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts screen displays.

Action	Company Name	Initial Year	Final Year	Status
View | Modify | Admin	ABL Management, Inc.	2010-2011	2014-2015	Approved

Figure 18: Food Service Management Company Contracts list screen

To add a Food Service Management Company contract

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts list screen displays.

4. Select the **Create New Contract** button. The Food Service Management Company Contract for the specified year is displayed.

5. Select the company and initial year. The Company Contact Information is automatically populated.

6. Enter additional contract information.

> **Note:** CRRS will automatically calculate the begin date and end date of each renewal year based on the initial contract year and the number of optional renewal years entered.

7. Select **Save**. A confirmation screen displays.

8. Select **<Edit** to return to the Food Service Management Company Contract screen.

   -OR-

   Select **Finish** to return to the Food Service Management Company Contracts list screen.

To modify a Food Service Management Company contract

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts list screen displays.

4. Select **Modify** next to the company you want to modify.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Food Service Management Company Contract screen.

   -OR-

   Select **Finish** to return to the Food Service Management Company Contracts list screen.

> **WARNING**: Contract information can be modified only until the State has approved the FSMC contract. Once the FSMC contract has been approved the user would only use the Modify option to early terminate or cancel the FSMC contract.

To delete a Food Service Management Company contract

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts list screen displays.

4. Select **Modify** next to the company you would like to delete. The Food Service Management Company Contract screen is displayed.

5. Select **DELETE** on the Edit menu in the top-right corner.

6. The system transfers you to the bottom of the screen and a warning message is displayed.

7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a contract whereby the Application Packet has not been approved can be deleted. Once the contract has been deleted, it is permanently removed and cannot be restored. Use caution before deleting a contract.

To early terminate an active Food Service Management Company contract

TIP: Within the system, Food Service Management Company contracts automatically renew based on the number of optional renewal years specified on the Food Service Management Company Contract screen. To end a contract mid-year, use the Early Termination section of the form.

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts list screen displays.

4. Select **Modify** next to the company you want to modify.

5. Under the Early Termination Information section, identify that you are terminating the contract early and enter the date and reason for early termination.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Food Service Management Company Contract screen.
   -OR-

Select **Finish** to return to the Food Service Management Company Contracts list screen.

Figure 19: Food Service Management Company Contracts screen (partial) - Termination

Community Eligibility Provision Schedule

If the Sponsor is interested in participating in the Community Eligibility Provision (CEP) offered by the USDA, the Community Eligibility Provision Schedule must be completed.

- This Application Packet item is automatically added to the Application Packet screen when the Sponsor answers "Yes" to the "Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?" question under the Eligibility Information section of the Sponsor Application.

- The Community Eligibility Provision Schedule will ONLY display sites whose Site Application had identified "Non-Pricing-CEP" in the Pricing Information section.

To access the Community Eligibility Provision Schedule

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select Details next to **Community Eligibility Provision (CEP) Schedule**. The Community Eligibility Provision (CEP) Schedule screen displays.

> **Note:** The default display is to show the Grouping detail for all groups associated with the Sponsor (i.e., Show Detail column checked). To add additional groups, select the number of desired groups in the Group Count drop down.

Summary Total Sites: 1

Group Name	Show Detail	Number of Sites	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid
Unassigned	☑	0			0	0			
Individual	☑	1			51	113			
Group 1	☑	0			0	0	0.00	0.0	100.0

Group Count: 1 ∨

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Eligible Sites, or group of Sites, must meet the minimum Identified Student Percentage (ISP) of 40%. CEP can be elected for an individual Site, group of Sites (e.g., Group 1), or across the district. The information in the following table identifies all Site applications that have selected CEP, and the respective Site's identified student data.

For each site, identify whether the site will qualify based on its individual numbers ("Individual") or as a group ("Group #").

Grouping

Site ID	Site Name	Group	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid
00000126	Polly Fox Academy	Individual ∨	2015	2014	51	113	45.13	72.2	27.8

Figure 20: Community Eligibility Provision (CEP) Schedule screen

To define a CEP Schedule

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Add** next to **Community Eligibility Provision Schedule**. The Community Eligibility Provision (CEP) Schedule screen displays.

    > **Note:** The CEP Schedule screen lists all sites that had identified in the Pricing Information section of their Site Application (i.e., Non-Pricing – CEP) that they will be participating in the Community Eligibility Provision (CEP) program.
    >
    > The Students data displayed on this screen is retrieved from the Community Eligibility Provision screen (i.e., April data) for the optimal program year (i.e., the April data that yields the highest Identified Students Percentage).
    >
    > - **Participation Year 1**: The student data displayed is the site's/group's prior year April data (Year Prior to First Year).
    > - **Participation Year 2:** The student data displayed is either: a) the site's/group's Year Prior to First Year (YPFY) or b) Year 1 April data; whichever yields the higher Identified Student Percentage (ISP).
    > - **Participation Year 3:** The student data displayed is either: a) the site's/group's Year Prior to First Year (YPFY) or b) Year 2 April data; whichever yields the higher Identified Student Percentage (ISP).
    > - **Participation Year 4:** The student data displayed is either: a) the site's/group's Year Prior to First Year (YPFY) or b) Year 3 April data; whichever yields the higher Identified Student Percentage (ISP).

4. For each site, under the Group column, select whether the site will qualify based on its own site data by selecting "Individual" or if the site will qualify by being grouped with other sites by selecting the group number.

    > **Note:** If the Sponsor is qualifying as district-wide, all sites must be assigned to "Group 1".

5. Once all sites have been either identified as "Individual" or assigned to a group, select **Save**.

    > **Note:** CRRS will issue an error if any group does not meet the minimum 40.00% Identified Student Percentage (ISP).

To add a site to an existing Community Eligibility Provision Schedule

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Modify** next to **Community Eligibility Provision Schedule**. The Community Eligibility Provision (CEP) Schedule screen displays.

4. The new site will be identified as "Unassigned" under the Group column. Select the group to which the site should be associated or select "Individual" if the site qualifies based on its own student data.

5. Select **Save**. A confirmation screen displays.

6. Select <**Edit** to return to the Community Eligibility Provision (CEP) Schedule screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

WARNING: All sites identified on their site application as participating in CEP must be assigned to a group or identified as "Individual".

To delete a Community Eligibility Provision Schedule

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Modify** next to **Community Eligibility Provision Schedule**. The Community Eligibility Provision (CEP) Schedule screen displays.

4. Select **DELETE** on the Edit menu in the top-right corner.

5. The system transfers you to the bottom of the screen and a warning message is displayed.

6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

> **WARNING**: Sponsors are not provided the ability to delete a Community Eligibility Provision Schedule. This is managed by authorized ODE staff via the CRRS Security module.

To export the Community Eligibility Schedule

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **View** next to **Community Eligibility Provision Schedule**. The Community Eligibility Provision (CEP) Schedule screen displays.

4. Select the **Export** button. A spreadsheet opens in Microsoft Excel that lists information displayed in the Grouping section of the Community Eligibility Provision (CEP) Schedule screen.

> **TIP:** State users can export all schedules for all CEP Sponsors by selecting the **Export All** button. This button is only available to State users.

Meal Pattern Compliance Dashboard
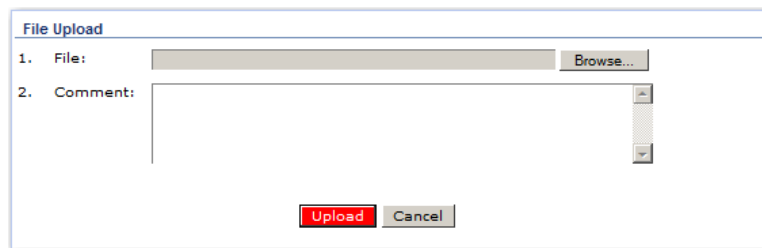
Sponsors requesting performance-based reimbursement for the first time are required to submit an annual attestation. The State will review the attestation in conjunction with required sample menus. In addition, the State is responsible for approving qualifying new and renewal Sponsors for the additional performance-based funds for the months certified in the upcoming school year. Both of these activities are performed as part of the Application Packet process via the Meal Pattern Compliance Dashboard.

To access the Meal Pattern Compliance Dashboard

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Details** next to **Meal Pattern Compliance Dashboard**. The Meal Pattern Compliance Dashboard screen displays.

To add an Annual Attestation

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Details** next to **Meal Pattern Compliance Dashboard**. The Meal Pattern Compliance Dashboard screen displays.

4. Select the **Modify** link in the Annual Attestation section of the Meal Pattern Compliance Dashboard. The Annual Attestation screen displays. Enter the contact information.

5. In the Document section, select the **Add** link to upload the respective file document. The File Upload screen displays providing the ability to Browse and Upload a document.

Figure 21: File Upload screen

6. Select **Upload** to upload the document and return to the Attestation screen.

7. Enter comments, if necessary.

8. Select **Save**. A confirmation screen displays.

9. Select < **Edit** to return to the Menu screen.

   -OR-

   Select **Finish** to return to the Meal Pattern Compliance Dashboard screen.

TIP: Annual Attestations are required only for New Sponsors.

To modify an Annual Attestation

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Details** next to **Meal Pattern Compliance Dashboard**. The Meal Pattern Compliance Dashboard screen displays.

4. Select the **Modify** link next to the Annual Attestation to modify. The Annual Attestation screen displays.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select < **Edit** to return to the Menu screen.
   -OR-
   Select **Finish** to return to the Meal Pattern Compliance Dashboard screen.

To view an Annual Attestation

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Details** next to **Meal Pattern Compliance Dashboard**. The Meal Pattern Compliance Dashboard screen displays.

4. Select the **View** link next to the Annual Attestation to view. The Annual Attestation screen.

Checklist

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 state. The Checklist feature allows Sponsors to keep track of documents and their dates of submission. State users use this feature to identify when documents have been received and to denote the status of the documents.

To access a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Checklist Summary**. The Checklist Summary screen displays.

Sponsor	Total Items	Submitted Items	Approved Items
Sample Sponsor	2	2	0
School Nutrition Programs Sites	**Total Items**	**Submitted Items**	**Approved Items**
Sample Site 1	0	0	0
Sample Site 2	0	0	0

Figure 22: Checklist Summary screen

To view a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Checklist Summary**. The Checklist Summary screen displays.

4. Select the Sponsor or Site whose checklist you wish to view. The Checklist screen displays.

   Note: Checklist items are generated based on ODE business rules associated with the respective Sponsor or Site Application.

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	Last Updated By
Permanent Agreement Signature Page	📎	☐		☐	Pending Approval	04/28/2015	CNoble
SFA Arrangement Package	📎	☐		☐	Pending Approval	04/28/2015	CNoble
Letter to Household	📎	☐		☐	Pending Approval	04/28/2015	CNoble
Free and Reduced Price School Meal Application	📎	☐		☐	Pending Approval	04/28/2015	CNoble
Food Safety Licensing / Department of Agriculture Certificate	📎	☐		☐	Pending Approval	04/28/2015	CNoble
Exception Letter	📎	☐		☐	Pending Approval	04/28/2015	CNoble

Figure 23: Checklist screen

To update a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Checklist Summary**. The Checklist Summary screen displays.

4. Select the Sponsor or Site whose checklist you wish to update. The Checklist screen displays.

5. Identify whether the document has been submitted and the submission date. The Date Submitted to ODE field automatically defaults to the system date. This can be changed by the user. A checklist is not considered complete until all checklist items are identified as having been submitted to ODE.

6. Select Save. The Checklist Summary screen displays.

Note: If the name of the Checklist item is a blue hyperlink, clicking on the name will open up a form or sample of the Checklist item, as provided by the State.

SCHOOL NUTRITION PROGRAM USER MANUAL

To upload an attachment to a Checklist item

Note: If the checklist item has a turquoise paper clip icon next to it, you can upload an attachment. Files in the following formats can be uploaded: .doc, .xls, .pdf, and .jpg. Maximum allowed file size is 15MB.

1. Select the paper clip. The Checklist File Upload Details screen displays.

2. Use the **Browse** button to select the file to upload. If desired, enter a brief comment (field is not required)

3. Select **Save**.

Figure 24: Checklist File Upload Detail screen

Notes

The Application Packet Notes screen allows Sponsors the ability to view notes from the State regarding the Application Packet.

To access application notes

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Application Packet Notes for Sponsors**. The Application Packet Notes screen displays.

To view an application note

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select Details next to **Application Packet Notes**. The Application Packet Notes screen displays.

Fresh Fruit and Vegetable Program Application

A Fresh Fruit and Vegetable Program Application must be completed for each Sponsor that will participate in the Fresh Fruit and Vegetable Program. The Fresh Fruit and Vegetable Program Application is accessed from the Applications Menu screen since it must be submitted outside of the SNP Application Packet cycle.

Note: Only Sponsors that have been identified by a State user in CRRS as invited to participate in the Fresh Fruit and Vegetable Program will be able to complete a Fresh Fruit and Vegetable Program Application.

To access and view a Fresh Fruit and Vegetable Program application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **FFVP Application Packet**. The FFVP Application Packet screen displays.

3. Select **Detail** next to the desired school year. The Fresh Fruit and Vegetable Program Application Packet for the designated school year is displayed.

4. Select **Add** next to the FFVP Sponsor Application.

Action	Form Name		Status
Add	Fresh Fruit And Vegetable Sponsor Application		Not Started

Figure 25: Fresh Fruit and Vegetable Program Application – Add option

5. Enter the Sponsor's Contact Information and check each of the invited sites that will participate in the Fresh Fruit and Vegetable Program.

Note: Only the sites that the State has identified as "invited" on the Fresh Fruit and Vegetable Program: Site Invited screen (located under the Fresh Fruit and Vegetable Summary menu item) will display on the screen; this may be a subset of all the sites associated with the Sponsor.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Fresh Fruit and Vegetable Program Sponsor Application screen.
-OR-
Select **Finish** to return to the FFVP Application Packet screen.

To modify a Fresh Fruit and Vegetable Program application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **FFVP Application Packet**. The FFVP Application Packet screen displays.

3. Select Detail next to the desired school year.

4. Select Modify next to the Fresh Fruit and Vegetable Program Application packet item. The Fresh Fruit and Vegetable Program Application for the designated school year is displayed.

5. Update desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Fresh Fruit and Vegetable Program Application screen.
   -OR-
   Select **Finish** to return to the FFVP Application Packet screen.

> **Note:** The application is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is "Error".

To delete a Fresh Fruit and Vegetable Program application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **FFVP Application Packet**. The FFVP Application Packet screen displays.

3. Select Detail next to the desired school year.

4. Select Modify next to the Fresh Fruit and Vegetable Program Application packet item. The Fresh Fruit and Vegetable Program Application for the designated school year is displayed.

5. Select **DELETE** on the Edit menu in the top-right corner.

6. The system transfers you to the bottom of the screen and a warning message is displayed.

7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

8. Select **Finish**.

> **WARNING**: Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

Verification Report

Sponsors use the Verification Report function to complete and submit the mandatory annual verification report to the State. The verification report contains information about sites collecting applications, site enrollment, eligibility information, and verification results.

To access a Verification Report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Verification Report**. The Verification Reports list screen displays.

To complete or modify a Verification Report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Verification Report**. The Verification Reports list screen displays.
3. Select Modify next to the year that you would like to enter data into the Verification Report. The Verification Report screen for the designated year selected is displayed.
4. Enter information into the screen fields provided.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Verification Report screen.
   -OR-
   Select **Finish** to return to the Verification Reports list screen.

   Note: The Verification Report is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is "Error".

To delete a Verification Report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Verification Report**. The Verification Reports list screen displays.
3. Select Modify next to the year that you would like to delete an existing Verification Report. The Verification Report screen for the designated year selected is displayed.
4. Select **DELETE** on the Edit menu in the top-right corner.
5. The system transfers you to the bottom of the screen and a warning message is displayed.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.
7. Select **Finish**.

WARNING: Only Verification Reports that have not been submitted can be deleted. Selecting the DELETE button permanently deletes the Verification Report from the system. It will not be recoverable once deleted.

Food Safety Inspections

The Food Safety Inspections screen allows Sponsors to enter annual food safety inspection information for each of their sites. Food Safety Inspection reports are submitted for the prior year. Hence, during the 2015-2016 year, Sponsors are submitting Food Safety Inspection reports for the 2014-2015 year.

Note: Only enrolled sites are listed. If the site has an application on file for the designated year, it will be listed and the street address on that application will be displayed.

Note: An Application Packet for the new school year (e.g., 2015-16) cannot be submitted until the Food Safety Inspection report is submitted for the prior year (e.g., 2014-15) in CRRS.

To access a Food Safety Inspections report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Food Safety Inspections**. The Food Safety Inspections list screen displays.

To complete or modify a Food Safety Inspections report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Food Safety Inspections**. The Food Safety Inspections list screen displays.

3. Select Modify next to the year that you would like to enter data into the Food Safety Inspections screen. The Food Safety Inspections screen for the designated year selected is displayed.

4. Enter information into the screen fields provided.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Food Safety Inspections screen.
   -OR-
   Select **Finish** to return to the Food Safety Inspections list screen.

   Note: The Food Safety Inspections Report is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is "Error".

To delete a Food Safety Inspections report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Food Safety Inspections**. The Food Safety Inspections list screen displays.

3. Select Modify next to the year that you would like to enter data into the Food Safety Inspections screen. The Food Safety Inspections screen for the designated year selected is displayed.

4. Select **DELETE** on the Edit menu in the top-right corner.

5. The system transfers you to the bottom of the screen and a warning message is displayed.

6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

7. Select **Finish**.

WARNING: Only Food Safety Inspections reports that have not been submitted can be deleted. Selecting the DELETE button permanently deletes the Food Safety Inspections reports from the system. It will not be recoverable once deleted.

Building Enrollment

The Building Enrollment screen allows Sponsors to enter their Building Enrollment and eligibility data for each of their sites. The site must have an active approved application within the system.

Once site-level October claim data has been entered into CRRS, the system will automatically pre-populate the fields on the Building Enrollment screen with the respective October claim data.

To access Building Enrollment

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Building Enrollment**. The Building Enrollment list screen displays.

3. Select **Detail** for the respective school year to view site-level data.

Action	School Year	Reporting Month	Buildings Entered	
Detail	2015 - 2016	October 2015	0	
Detail	2013 - 2014	October 2013	53	
Detail	2012 - 2013	October 2012	53	

Figure 26: Building Enrollment Site List screen

Note: Building enrollment site-level data for a Sponsor can be exported to MS Excel by selecting the **Export** button on the Building Enrollment Site List screen.

To complete or modify Building Enrollment

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Building Enrollment**. The Building Enrollment list screen displays.

3. Select Modify next to the year that you would like to enter data into the Site Enrollment screen. The Site Enrollment Site List screen for the designated reporting month is displayed.

4. Select a specific site. The respective site's Building Enrollment screen is displayed.

5. Enter Enrollment and Eligibility data based on the last operating day of October.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Site Enrollment screen.
   -OR-
   Select **Finish** to return to the Site Enrollment list screen.

   Note: The form is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is "Error".

To delete Building Enrollment

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Building Enrollment**. The Building Enrollment list screen displays.

3. Select Modify next to the year that you would like to enter data into the Site Enrollment screen. The Building Enrollment screen for the designated year selected is displayed.

4. Select **DELETE** on the Edit menu in the top-right corner.

5. The system transfers you to the bottom of the screen and a warning message is displayed.

6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

7. Select **Finish**.

WARNING: Only Building Enrollment forms that have not been submitted can be deleted. Selecting the **DELETE** button permanently deletes the Building Enrollment form from the system. It will not be recoverable once deleted.

Community Eligibility Provision

The Community Eligibility Provision screen allows Sponsors to enter their April Directly Certified (DC) Identified Students and Site Enrollment data for each of their sites. This data is used to report to USDA each April (i.e., "April data collection) and in determining a site's potential eligibility in participating in the USDA Provision 4 CEP program. Sites which have a 40% or greater percentage of DC are eligible for this option. Sites whose percentage is between 60.00% - 39.99% are potentially eligible.

> **Note:** Data entered on this screen is used to determine eligibility and the appropriate Identified Student Percentage (ISP) in the following school year (e.g., April 2015 data is used on the CEP Schedule for the 2015-2016 school year).

To access CEP Site Eligibility

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Community Eligibility Provision**. The Community Eligibility Provision (CEP) Site List screen displays.

To complete or modify CEP Site Eligibility

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Community Eligibility Provision**. The Community Eligibility Provision (CEP) Site List screen displays

3. Select Detail next to the year that you would like to enter data into the Site Enrollment screen. The Community Eligibility Provision (CEP) - Site Eligibility screen for the designated reporting month is displayed.

4. Enter number of Directly Certified students and the total student Enrollment for each site.

5. Select **Save**. A confirmation screen displays.

6. Select <**Edit** to return to the Site Enrollment screen.
   -OR-
   Select **Finish** to return to the Site Enrollment list screen.

> **Note:** The form is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is "Error".

General Information

Reporting Date: April 01, 2016

Due Date: May 18, 2015

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option.
Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
00024927	Ethel M Taylor Academy	0	0	0.00 %		
00017111	Hughes Center High School	0	0	0.00 %		
00021857	John P Parker Elementary School	0	0	0.00 %		
	Sponsor Totals	0	0	0.00 %		

Total Sites: 3

Export   Export All

Figure 27: Community Eligibility Provision (CEP) - Site Eligibility screen

To delete Community Eligibility Provision

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Community Eligibility Provision**. The Community Eligibility Provision (CEP) Site List screen displays

3. Select Detail next to the year that you would like to enter data into the Site Enrollment screen. The Community Eligibility Provision (CEP) - Site Eligibility screen for the designated reporting month is displayed.

4. Select **DELETE** on the Edit menu in the top-right corner.

5. The system transfers you to the bottom of the screen and a warning message is displayed.

6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

7. Select **Finish**.

WARNING: Only forms that have not been submitted can be deleted. Selecting the **DELETE** button permanently deletes the Community Eligibility Provision form from the system. It will not be recoverable once deleted.

Download Forms

The Download Forms function allows users to view, download and/or print all forms and documents made available on the site by the State.

To access Download Forms

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Download Forms**. The Download Forms screen displays.

To download or view a form

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Download Forms**. The Download Forms screen displays a list of all available forms.

3. Select the Form ID of the form you wish to download. If the form is a document, a gray dialog box appears.

4. Select **Open** to view the form.
   - OR -
   Select **Save** to save the form to your computer.

> **Note:** The software application associated with the form will initiate the opening of the form. For example, if the form is a Microsoft Word document, Microsoft Word on your desktop will initiate the opening of the form. This is also true with Microsoft Excel or Adobe Acrobat forms.

5. Select the **<Back** button to return to the previous screen.

> **TIP:** The New Sponsor? column indicates whether the form is required for submission by Sponsors new to the School Nutrition Programs.

4

Claims

The CRRS *Claims component allows Sponsors to submit monthly online reimbursement claim requests to the State, review claim rates, and review historical payment summaries.*

About the Claims Process

A Sponsor submits a reimbursement claim to the State for every month in which one or more sites participates in the School Nutrition Programs. Sponsors may enter Sponsor and site information into the monthly claim form beginning at the first of every month. Sponsors have thirty days from the last day of the claim month/year to submit an original claim

Note: Claims cannot be created for a month if there is no approved Application Packet in effect for that period. If you cannot access claims for a specific month, be sure your Application Packet has been approved. If your Application Packet has been approved and you still cannot enter a claim for a specific month, contact the CRRS Help Desk to validate the effective date of the Sponsor application and Site application.

At the time claims are submitted, they are checked by the system to ensure they conform to established business rules governing reimbursement claim eligibility and approval.

The following table identifies the steps related to submitting and processing a claim:

Performed by	Task
Sponsor	▪ Complete the Claim for Reimbursement form(s) for the selected claim month. ▪ Submit error-free claim to the State for processing.
State	▪ Review and approve claim. ▪ Select claim for inclusion in the payment process. ▪ Send payment information to the appropriate State agency for payment.

Claims Menu

Sponsors use the Claims Menu to access claim functions, view current claim rates, or view payment summaries.

Note: The Claims menu will only display menu items that you have been authorized by the State to access.

Item	Description
Claim - SNP	School Nutrition Program Claims
Claim - SSO	Seamless Summer Option Claims
Claim - FFVP	Fresh Fruit and Vegetable Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor

Figure 28: Claims Menu

Claim Dates

Various dates are used in the CRRS claims function. The following table identifies and describes the dates used:

Date	Description
Date Created	This date is set to the current system date when the claim is initially created.
Date Modified	This date is set to the current system date when the claim is initially created and each time the claim is saved.
Date Received	This date is typically set to the system date when the claim was first submitted to the State. The value of this field is used to validate the 60 day claim rules.
Date Accepted	This date is set to the current system date each time the claim is submitted for payment and contains no errors. If errors are detected during the submit process, the date is not set. These claims are identified with a status of "Accepted". Accepted claims can be modified until they are included in a payment batch.
Date Processed	This is the date that the claim was added by the State into the batch payment process (via Payment Tracking in the Accounting module). Once the claim has been added to a batch (i.e., "batched"), it cannot be modified. These claims are identified with a status of "Accepted*" until the batch process has completed. When the batch process is completed, the status of the claim is "Processed". If a change is required to a claim that has a status of "Accepted*" or "Processed", a revised claim must be entered into the system.

Claim Entry

The Claim Entry function is used to enter, modify, and view claims. The system provides the ability to submit claims at the Sponsor or site level. Original and upward adjusted claims cannot be submitted if the received date is more than 60 days from the last day of the claim month/year. In order to create a claim in a given month, an approved Application Packet must be in effect for the period.

> **WARNING**: Only Sponsors authorized by the State can submit site-level claims. Please contact the CRRS Help Desk if you are interested in site-level claiming.

To access Claim Entry

1. On the blue menu bar, select **Claims**. The Claims menu screen displays.

2. From the Claims menu, select the type of claim you would like to enter (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.

   If a Sponsor has already been selected, the Claim Summary screen displays.

   If no Sponsor has been selected, use the Sponsor Search to search for and select a Sponsor.

3. Select the Claim Month you would like to submit a claim. The Claim Month Details screen displays.

   Note: The current school year is the default year if no other school year has been selected. For help selecting a new school year, see *Selecting a School Year*.

Claim Year Summary

The Claim Year Summary summarizes information regarding the claim for each claim month in the designated year:

- Adj Number: identifies the number of revisions associated with the claim. Each revision must be re-processed by the state.

- Claim Status: identifies the current status of the claim.

- Date Received: identifies the date the system initially received the claim submission. Note: the State has the authority to modify this date.

- Date Processed: identifies the date the claim was included in the payment batch process.

- Earned Amount: identifies the current value of the claim.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2014	0	Processed	08/01/2014	08/05/2014	$5,897.24
Aug 2014	3	Processed	02/05/2015	02/05/2015	$88,394.86
Sep 2014	0	Processed	10/06/2014	10/07/2014	$432,353.81
Oct 2014	0	Processed	11/04/2014	11/04/2014	$451,918.54
Nov 2014	0	Processed	12/02/2014	12/02/2014	$310,673.87
Dec 2014	0	Processed	01/06/2015	01/06/2015	$310,222.81
Jan 2015	0	Processed	02/05/2015	02/05/2015	$394,944.11
Feb 2015	0	Processed	03/03/2015	03/03/2015	$357,777.03
Mar 2015	0	Processed	04/02/2015	04/07/2015	$340,272.67
Apr 2015	0	Processed	05/05/2015	05/05/2015	$452,741.17
May 2015					$0.00
Jun 2015					$0.00
				Year to Date Totals	$3,145,196.11

Figure 29: Claim Year Summary screen

Claim Month Details

From the Claim Month Details screen, you can access a specific claim form or a summary of the submitted claim.

If the claim has been processed, the options are View (to view the completed claim form) or Summary (to view the calculated payment summary related to the claim).

Claim Month: August 2014

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	09/03/2014	09/03/2014	09/04/2014	$83,918.50	Processed
View | Summary	1	09/16/2014	09/16/2014	09/16/2014	$3,194.44	Processed
View | Summary	2	09/19/2014	09/19/2014	09/25/2014	$1,281.92	Processed
View | Summary	3	02/05/2015	02/05/2015	02/05/2015	$0.00	Processed
				Total Earned	$88,394.86	

Figure 30: Claim Month Details Screen – Example of Processed Claims

If the claim has not been processed, the options are View (to view the completed claim form), Modify (to enter a new claim or modify an existing claim) or Summary (to view the calculated payment summary related to the claim).

Note: Claims can be modified UNTIL they have been added by the State into the batch payment process. Once a claim has been included in a payment batch, the status of the claim is "Accepted*" until the batch process has completed. When the batch process has completed, the status of the claim is "Processed".

Claim Site List

The Sponsor will first select Add Original Claim from the Claim Months Detail screen. The Claim Site List screen will display.

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

< Back   Add Original Claim

Figure 31: Claim Site List screen

The Sponsor would use the Claim Site List screen to select the site whose claim to add, view, or modify.

Note: Only active sites with and approved application packet for the school year will the ability to enter a claim.

To add an original claim

Claims can be entered for each eligible month in the school year. Eligible months are determined based on an approved Application Packet and the designated application effective date.

1. From the Claims menu, select the type of claim you would like to enter (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

   Select **Add Original Claim** button. If the Sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Add** to the left of the Site Name you wish to add an original claim. The Claim for Reimbursement screen displays.

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

< Back   Add Original Claim

Figure 32: Claim Month Details screen – Add Original Claim

Note: The **Add Original Claim** button will only display on Claim Month Details screens that currently have no claims created.

3. Enter claim information for all enrolled programs. Only the programs identified in an approved Application Packet with the appropriate effective date will be available for data entry.

4. Select **Save**. The Claim Month Details screen displays.

5. Review the information.

   To make a modification or correction to the claim, select the **<Back** button to return to

   the Claim for Reimbursement screen

   To submit the claim, check the Certification box and select the **Submit for Payment**

   button.

   Note: When the **Submit for Payment** button is selected, the system performs additional edit checks (e.g., 60 day rule, etc.). If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.

   WARNING: An original claim cannot be submitted by a Sponsor if the received date is more than 60 days since the last day of claim month/year. For exceptions to this rule, contact the CRRS Help Desk.

To modify an un-processed claim

Claims can be modified as many times as desired until the claim has been submitted **and** processed by the State for payment distribution.

1. From the Claims menu, select the type of claim you would like to view (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

   The Claim Site List screen displays. Under Actions, select **Modify** to the left of the Site Name you wish to view. The Claim for Reimbursement screen displays

   Note: The Summary link is not active until a claim has been submitted with no errors.

3. Update claim information.

4. Select **Save**. The Claim Month Details screen displays.

5. Review the information.

   To make a modification or correction to the claim, select the **<Back** button to return to

   the Claim for Reimbursement screen

   To submit the claim, check the Certification box and select the **Submit for Payment**

   button.

Note: When the **Submit for Payment** button is selected, the system performs additional edit checks. If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.

WARNING: An original claim cannot be submitted by a Sponsor if the received date is more than 15 days from the last day of claim month/year. For exceptions to this rule, contact the CRRS Help Desk.

To revise a processed claim

Claim revision resulting in a downward adjustment may be submitted at any time. Claim revisions resulting in an upward adjustment may be submitted if the date of submission is within 60 days of the last day of the original claim month. Revised claims must be re-processed by the State regardless of their original status.

1. From the Claims menu, select the type of claim you would like to enter (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. If the Sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Revise** to the left of the Site Name whose claim you wish to revise. The Claim for Reimbursement screen displays

   Note: The **Add Revision** button will only display on Claim Month Details screens that currently have no claims created.

4. Make any necessary changes to the claim.

5. Select **Save**. The Claim Month Details screen displays.

6. Review the information.

   To make a modification or correction to the claim, select the **<Back** button to return to the Claim for Reimbursement screen

   To submit the revised claim, check the Certification box and select the **Submit for Payment** button.

Note: Revised claims must be re-processed by the State regardless of their original status.

WARNING: An upward adjusted claim cannot be submitted by a Sponsor if the received date is more than 60 days since the last day of claim month/year. For exceptions to this rule, contact the CRRS Help Desk.

To view a claim

1. From the Claims menu, select the type of claim you would like to view (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. If the Sponsor is performing Sponsor-level claiming, select **View.** The Claim for Reimbursement screen displays.

   If the Sponsor is performing site-level claiming, the Claim Site List screen displays.

   Under Actions, select **View** to the left of the Site Name you wish to view. The Claim for

   Reimbursement screen displays

To view a Claim Summary

The Claim Summary allows you to view a summary of the month's claim in an easy-to-read or print format. No modifications can be made from this page.

1. From the Claims menu, select the type of claim you would like to view (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. If the Sponsor is performing Sponsor-level claiming, select **Summary.** The Claim for Reimbursement Summary screen displays.

   If the Sponsor is performing site-level claiming, the Claim Site List screen displays.

   Under Actions, select **Summary** to the left of the Site Name you wish to view. The

   Claim for Reimbursement Summary screen displays

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	64,162	2.7700	177,728.74
Reduced	18,767	2.3700	44,477.79
Paid	243,406	0.2600	63,285.56
Total	**326,335**		**285,492.09**
School Breakfast Program			
Free	10,243	1.5100	15,466.93
Reduced	2,310	1.2100	2,795.10
Paid	11,684	0.2700	3,154.68
Total	**24,237**		**21,416.71**
School Breakfast Program Severe Need			
Free	7,334	1.8000	13,201.20
Reduced	922	1.5000	1,383.00
Paid	1,817	0.2700	490.59
Total	**10,073**		**15,074.79**
Claim Reimbursement Total			**321,983.59**

Figure 33: Claim for Reimbursement Summary screen - partial

To delete a claim

If the Sponsor has entered a claim in error and the claim has not been included in the batch payment process (i.e., the status of the claim is NOT "Accepted*" or "Processed"), the claim can be deleted.

1. From the Claims menu, select the type of claim you would like to view (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

3. If the Sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Modify** to the left of the Site Name you wish to view. The Claim for Reimbursement screen displays

4. Select **Delete** in the Edit menu in the upper-right corner.

5. The system transfers you to the bottom of the screen and a warning message is displayed.

6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

7. Select **Finish**.

WARNING: Once the claim has been deleted, it is permanently removed from CRRS and cannot be restored. Use caution before deleting a claim.

Claim Rates

The system provides a screen to view claim for reimbursement rates by year. The rates displayed apply for the rate year defined at the top of the page. Meals are reimbursed based on the designated rate established by the USDA.

To access Claim Rates

1. From the Claims menu, select **Claim Rates**. The Claim Rates screen displays.

2. Use the **<Back** button to return to the Claims menu.

> **TIP:** The Claim Rates screen defaults to the designated school year identified at the top right of the screen. To view the claim rates for a previous year, see Selecting a School Year.

Payment Summary

The Payment Summary screen provides a list of all payment batch schedules processed for the Sponsor for the selected school year. Each schedule number and process date represents payments that have been scheduled. Payments from payment batches are grouped by program and sorted by date.

To access Payment Summary

1. From the Claims menu, select **Payment Summary**. The Payment Summary List screen displays.

2. Use the **<Back** button to return to the Claims menu.

Schedule Number	Processed Date	Warrant Issue Date	Earned Amount	Adjustments	Distribution Amount
15050502	05/05/2015		$ 452,741.17	$ 0.00	$ 452,741.17
15040702	04/07/2015	04/08/2015	$ 340,272.67	$ 0.00	$ 340,272.67
15032501	03/25/2015	03/26/2015	$ 81,109.64	$ 0.00	$ 81,109.64
15030302	03/03/2015	03/06/2015	$ 357,777.03	$ 0.00	$ 357,777.03
15020502	02/05/2015	02/06/2015	$ 394,944.11	$ 0.00	$ 394,944.11
15010602	01/06/2015	01/07/2015	$ 310,222.81	$ 0.00	$ 310,222.81
14120206	12/02/2014	12/05/2014	$ 310,673.87	$ 0.00	$ 310,673.87
14110403	11/04/2014	11/07/2014	$ 451,918.54	$ 0.00	$ 451,918.54

Figure 34: Payment Summary List screen

To view a Payment Summary

1. From the Claims menu, select **Payment Summary**. The Payment Summary List screen displays.

2. Select the payment record you wish to view. The payment summary information displays for all payments included in the payment batch.

3. Select the **<Back** button to return to the previous screen.

Schedule Number	Schedule Process Date	Federal Year	Warrant Number	Paid Date
15040702	04/07/2015	2014-2015	01982463	04/08/2015

Account Description	Month	Transaction Description	Amount
School Lunch			
	Mar 2015	Original Claim	$ 302,506.84
	Mar 2015	Distribution for Claim #285714	$ 302,506.84
School Breakfast			
	Mar 2015	Original Claim	$ 37,765.83
	Mar 2015	Distribution for Claim #285714	$ 37,765.83

Payment Schedule Summary			
	Mar 2015	School Lunch	$ 302,506.84
	Mar 2015	School Breakfast	$ 37,765.83
		Total Payments	**$ 340,272.67**

Figure 35: Payment Summary screen

Security

System-authenticated users (i.e., users that are logged on) may change their password through the Change Password feature.
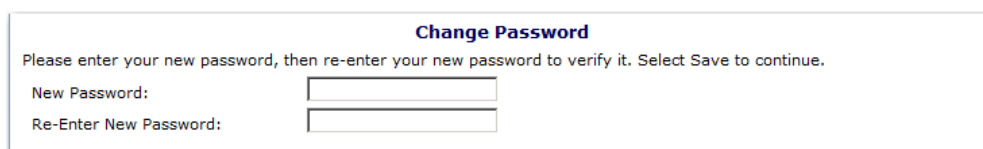
Security menu

The Security menu option within the School Nutrition Programs module is the access point to the Change

Password and User Manager functions.

To access the Security menu

1. Select **Security** on the blue menu bar at the top of the page.
   The Security menu displays.

2. Select a security item to access that security function.

To access Change Password

1. On the blue menu bar, select **Security**.

2. On the Security menu, select **Change Password.** The Change Password screen displays.

3. Enter your **New Password**.

4. Re-Enter your New Password.

5. Select **Save**. A confirmation message displays.

6. Select <**Edit** to return to the Change Password screen you just modified.
   -OR-
   Select **Finish** to return to the Security menu.

Change Password
Please enter your new password, then re-enter your new password to verify it. Select Save to continue.
New Password:
Re-Enter New Password:

Figure 36: Change Password screen

Note: Security configuration settings require a password eight (8) characters in length. Please note that the password must be eight (8) characters in length. The password must contain at least one number, one letter, and one special character (e.g., !, ?, /). Passwords are case sensitive.

7

Submitting an Application Packet

Note: For security purposes, users can only view Sponsors to whom they are associated.

All new enrollment or renewal enrollment applications are initially created with a status of "Pending Validation". Once the Application has been saved, the systems validates the business rules and the application's status is set by the system to either "Error" (if any errors exist) or "Not Submitted" (no errors, but the Application Packet has not been submitted).

Only complete Application Packets that have no errors can be submitted to the State. To submit a completed Application Packet, the Sponsor would select the **Submit for Approval** button. This simulates sending a completed Application Packet in the mail. Application items are placed in a view-only mode for the Sponsor.

An Application Packet can be submitted to the State (i.e., the **Submit for Approval** button is enabled) only if the following conditions have been met:

- The Sponsor Application must contain no errors.
- At least <u>one</u> Site Application must exist and contain no errors.
- If the Sponsor is using a Food Service Management Company (FSMC), at least <u>one</u> contract must exist and contain no errors.
- If the Sponsor is participating in the Community Eligibility Provision (CEP) offered by the USDA, the Community Eligibility Provision (CEP) Schedule must exist and contain no errors.
- All items in the Checklist must be submitted (submitted checkbox checked and date submitted is entered).
- The Sponsor is not closed.

Once the Sponsor has submitted the Application Packet, the State will review each item in the submitted Application Packet. The State may approve each application item, deny an application item, or return the application item and its respective Application Packet back to the Sponsor for correction.

If the Application Packet is denied or returned to the Sponsor for correction, the State will provide comments within the respective Application Packet item as to why the application was denied or what needs to be corrected in order to re-submit the Application Packet.

Application Packet Statuses

Statuses are used to manage the workflow of the Application Packet. Each packet can have only one status at a time.

o **Not Submitted**

The packet has a status of "Not Submitted" when the packet is created for the first time or when any of the packet items are created, revised, or modified, but the Application Packet has not been submitted to the State.

o **Submitted**

The packet has a status of "Submitted" when the Sponsor uses the **Submit for Approval** button on the Application Packet screen to submit the error-free packet to the State for review.

If the packet status is "Submitted", the entire packet becomes read-only to the Sponsor.

All applications that are "Submitted" must ultimately be "Approved", "Denied", or "Returned for Correction" or "Withdrawn".

o **Approval Recommended (i.e., First Level Approved)**

When a Sponsor is new to the program, the system will require two levels of approval. This status represents the first level of approval performed by the State before a final approval is granted.

The Application Packet screen will display the **First Approval** button when the first level approval is required. After the button has been selected, this button will not display; however, the **Approve** button will be displayed.

o **Approved**

The packet has a status of "Approved" when the State has approved each packet item AND has selected the **Approve** button on the Application Packet screen.

o **Denied**

The packet has a status of "Denied" when the State selects the **Deny** button on the Application Packet screen.

When a packet is "Denied", the packet remains view-only and nothing in the packet can be modified. The only way to edit items in a denied packet is for the State to change the status of the packet to something other than "Denied".

By denying an Application Packet, the status of all items within the packet is automatically set to "Denied".

An "Approved" packet cannot be "Denied".

o **Returned for Corrections**

The packet has a status of "Returned for Corrections" when the State selects the **Return** button on the Application Packet screen.

This status unlocks the packet for the Sponsor and sets the status back to "Not Submitted".

An "Approved" packet cannot be "Returned for Corrections".

o **Withdrawn**

The packet has a status of "Withdrawn" when the Sponsor or State selects the **Withdraw** button on the Application Packet screen.

An Application Packet with a status of "First Level Approved" can be withdrawn.

An Application Packet with a status of "Approved" packet cannot be "Withdrawn". If an application has been "Approved", it can only be "Cancelled" or "Terminated" by the State (see *Application Packet* section).

Application Statuses

Statuses are used to define the current state of an application packet item. Each application can have only one status at a time.

o **Pending Validation**

The application has a status of "Pending Validation" when the application has not yet been opened or saved.

o **Error**

The application has a status of "Error" if it has failed system validation rules. Data entered is maintained.

o **Not Submitted**

The application has a status of "Not Submitted" when the application is saved without error, but the Application Packet has not been submitted to the State.

o **Submitted**

The application has a status of "Submitted" when the Sponsor has submitted the Application Packet to the State for review (i.e., the Sponsor has selected the **Submit for Approval** button).

Any application that is marked "Not Submitted" is changed to "Submitted"

The Application Packet becomes read-only to Sponsor users.

o **Approved**

The application has a status of "Approved" when the State has approved the application.

o **Denied**

The application has a status of "Denied" when the State has denied the application.

If the application is "Denied", it can no longer be modified by the Sponsor. Only the State can change the status of the application.

When setting the application status to "Denied", the State should enter a comment in the Comments to Sponsor field explaining the reason the application was denied.

o **Returned for Correction**

The application has a status of "Returned for Correction" when the State has identified errors in the application and has selected "Returned for Correction".

When setting the application status to "Returned for Correction", the State should enter a comment in the Comments to Sponsor field explaining the reason the application was returned.

o **Withdrawn**

The application has a status of "Withdrawn" when the State has selected "Withdrawn". If the Application Packet has ever been approved, there will not be an option to withdraw.

Claim Statuses

Statuses are used to define the current state of a claim. Each claim can have only one status at a time.

o **Not Eligible**

The claim has a status of "Not Eligible" when there is an application condition that is preventing claiming for the selected month (e.g., Sponsor or site is not authorized on the Application Packet to operate for the selected month or the Application Packet status is not "Approved").

o **Incomplete**

The claim has a status of "Incomplete" when the claim has been created in the system but the **Save** button was never clicked (e.g., timeout, logout, etc.). The system saves the data that has been entered, but no edits have been performed.

o **Error**

The claim has a status of "Error" when the claim has been submitted and has business rule violations.

o **Pending**

The claim has a status of "Pending" when the claim has been saved and on-line edits have been performed, but the claim has not been submitted and validated with additional edits (e.g., 60 days edit, etc.).

Applicable only when the Sponsor is participating in Sponsor-level claiming.

o **Validated**

This site claim has a status of "Validated" when the site claim has been entered, validated, and contains no errors.

Applicable only when the Sponsor is participating in site-level claiming.

o **Accepted**

The claim has a status of "Accepted" when the claim has passed all on-line edits and additional edits (e.g., 60 days edit, etc.), and is ready to be included in the payment tracking process.

The claim can still be modified. A revision is not necessary until the claim is included by the State in a batch payment process.

o **Accepted***

The claim has a status of "Accepted*" when the claim has been selected by the State for inclusion in the batch payment process; however, the batch process has not run.

The claim cannot be modified. If the claim requires a change, a revised claim must be submitted.

o **Processed**

Claim has been fully processed by ODE and has been sent to the State's Accounting Office for disbursement of funds.

Glossary

CEP The Community Eligibility Provision operates under the NSLP and provides eligible private and public schools the opportunity to provide meals at no charge to all students. An eligible site must have at 40% or more of its students directly certified (DC) to participate (i.e., Identified Student Percentage). Under CEP meals shall be claimed at either the free or paid rate. The claiming percentage is derived by multiplying the DC percentage by a factor of 1.6. The resulting product is the percentage of meals claimed at the free rate and any remainder are claimed at the paid rate. Under this program student household applications are not collected by the Sponsor.

NCES The National Center for Education Statistics (NCES) assigns unique identifiers to private and public schools to assist with data collection and analysis. CRRS maintains this identifier in the School Nutrition Program to assist in data sharing with other systems.

ODE The Ohio Department of Education (ODE) administers the child nutrition programs under the authority of the USDA. Three nutrition programs are administered: Child and Adult Care Food Program (CACFP), National School Lunch Program (NSLP), and Summer Food Service Program (SFSP).

Qualifying Data The School Nutrition Program (SNP) participating Sponsors will annually submit their enrollment and free/reduced child counts as of October 31st on the Site Enrollment screen.

Site This is the physical location for serving meals to eligible participants. The site administers the meals, ensures meals are served in accordance within USDA guidelines, performs recordkeeping, and ensures all other activities to maintain compliance with state and federal regulations.

Sponsor This is the organization participating in any of the nutrition programs administered by the USDA. The Sponsor has the contractual arrangement with the Ohio Department of Education (ODE) and is responsible for ensuring accurate recordkeeping, monitoring meal activities at the site(s), and ensuring compliance with all state and federal regulations.

IRN   This is the unique identifier (i.e., agreement number) assigned by CRRS to each

Sponsor.