School Nutrition & Finance

# How School Nutrition and the SFA (School Food Authority) intersect with Finance

## Meal Reimbursement

1. Main nutrition point of contact (usually kitchen manager/nutrition director) submits counts for meals (via point of sale or bulk entry into Primero Edge)
2. Melissa with CSI (Colorado Charter School Institute) enters the claim into the CDE (Colorado Department of Education) nutrition portal. Melissa will then email the main finance point of contact claim totals each month. She will also let the main finance point of contact know if meal reimbursement will be withheld (this may occur if the school nutrition program is noncompliant).
3. CDE sends CSI the funds (typically 1 to 3 months after the claim is submitted).
4. Within 2 days of receiving the funds, Melissa processes the payments to reimburse schools.
5. Schools will receive an email from SOC (State of Colorado) notifying them of the lump sum deposit/EFT. It is the responsibility of the school to reconcile the lump sum back to the claim totals for each month and record it appropriately.

## Commodities

* Schools are allotted commodity dollars after their first full year on NSLP (National School Lunch Program). The amounts are based upon prior year lunches served.
* CSI will help schools determine how to utilize commodities (DOD Produce, Direct Delivery for state warehouse and/or Commodity Processing).
* CSI will provide a report at the end of the year with commodities used.

## Local Food Program

* CDE has a local food program that you can apply for each year that provides schools with money to purchase local foods.

1. CSI receives an awarded amount then disperses the full amount to the school
2. Nutrition director/kitchen manager uses CDE tracker to show proof of eligible purchases
3. Schools should keep related invoices/receipts per procurement regulations.

## Questions?

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