Using CRRS to Submit 6 Cents Certification Documentation

This document describes how to use the Claims Reimbursement and Reporting System (CRRS) to submit your 6 Cents Certification worksheets to the Ohio Department of Education.

Step 1: Log into CRRS

- Log in to CRRS and select the **NSLP** module. In the left navigation menu, select **Applications** > **Sponsor Application** to access your 2013 sponsor application.
- Click the Modify link to open and modify your application.
- On the Sponsor Application Menu screen (Figure 1), click the GO button for Menu Management.

5	60!	Menu Management	Incomplete	1 Approved 6 Not Approved
6	601	Meal Pattern Compliance	Incomplete	

Figure 1. The Sponsor Application Menu screen (partial view).

Step 2: Enter Menu Certification Contact Information

- In the Contact Information for Menu Certification section (Figure 2), enter the name and contact information of the individual who will be able to answer questions about the 6 Cents Certification documents submitted.
- Click the Save Contact Information button.



Figure 2. The Menu Management List screen.

Step 3: Add New Menu Certification

- The Menu Management List screen updates to display an Update Contact Information button and a new section for use in menu entry and uploading (Figure 3).
- Click the Add New Menu Certification > button.

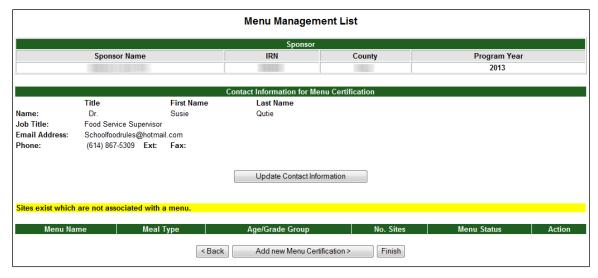


Figure 3. The Menu Management List screen, updated after entry of a certification contact.

Step 4: Enter Menu Details

- The Menu Management List Menu Details screen displays (Figure 4). For each menu type offered at your sites¹, provide the following information:
 - Menu Name: Enter the name of the menu.
 - Meal Type: Use the Meal Type drop-down menu to select the meal (Lunch or Breakfast) the menu documents cover.
 - Age/Grade Group: Use the Age/Grade Group drop-down menu to indicate the grade group affiliated with the 6 Cents documents being uploaded (K-5, K-8, 6-8, 9-12, or K-12). Note that age/grade group K-12 may only be selected for Breakfast menus.
 - SFA Comments: Enter a brief description of the type of menu being uploaded, as needed.

¹ Example: If a sponsor serves an elementary, middle and high school menu for lunch, and one menu for breakfast, the sponsor must submit four menus and four menu worksheets.

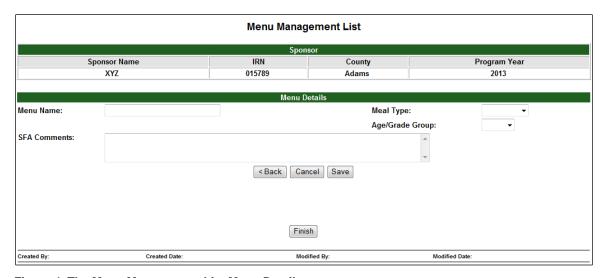


Figure 4. The Menu Management List Menu Details screen.

- Click the Save button. Note that this process will be repeated multiple times if the SFA has more than one distinct menu type used, which requires more than one USDA 6 Cents Certification spreadsheet to be completed by the SFA. If you will be uploading more than one meal type, each menu must have a different name (e.g., Elementary Menu1 and Elementary Menu2).
- The Menu Management List Menu Details screen expands to include additional sections (Figure 5).

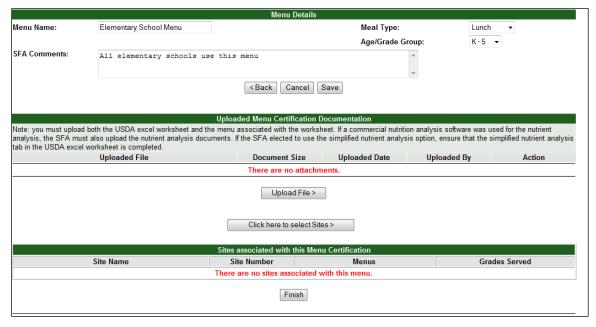


Figure 5. The expanded sections of the Menu Management List Menu Details screen.

Step 5: Upload the Menu Certification Documentation

- In the **Uploaded Menu Certification Documentation** section (see Figure 5), select the **Upload File** > button. You will need to upload the following documents:
 - The USDA spreadsheet, and
 - A menu document that shows all reimbursable meals offered to the children for the week that corresponds to the information entered into the USDA spreadsheet (e.g., if the USDA spreadsheet was filled out based on meals planned for the week of October 15–19, the menu document must show all reimbursable meal combinations planned for the students for the week of October 15–19).
 - The monthly menu sent home to households is appropriate to use as the menu document as long as all reimbursable meal combinations are documented, or
 - The SFA can develop a document that specifically states all planned meals for the week.
 - Optional) If the SFA used a purchased nutrition analysis software to complete the nutrition analysis, the SFA must upload the nutrition analysis results document(s) for the menu type. If the SFA completed the Simplified Nutrient Assessment section of the USDA Spreadsheet, ignore this optional section.
- The Add Menu Attachment screen displays (Figure 6). Click the **Browse** button to locate the first file you wish to upload.

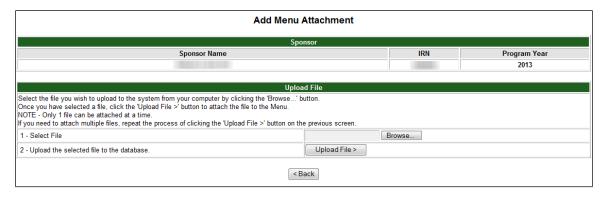


Figure 6. The Add Menu Attachment screen.

- A Choose File to Upload window will display. Find the desired document on your computer, click to select the file, and then click the Open button. Click the Upload File button on the Add Menu Attachment screen.
- The Upload File Confirmation screen displays (Figure 7). Enter a description of the document into the Comments text box (if needed), then click the Save and Continue > button.

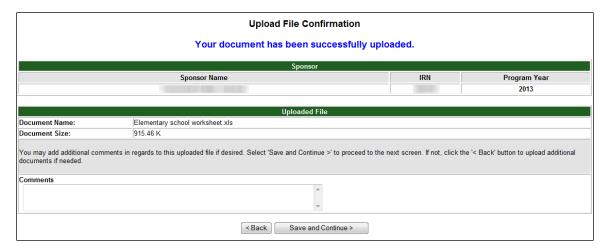


Figure 7. The Upload File Confirmation screen.

The Uploaded Menu Certification Documentation section within the Menu Management List Menu Details screen redisplays (Figure 8), now showing the uploaded file. CRRS also displays prefilled Document Size, Uploaded Date, and Uploaded By fields for the file. In the Action column are active links to View, Modify and Delete the file.

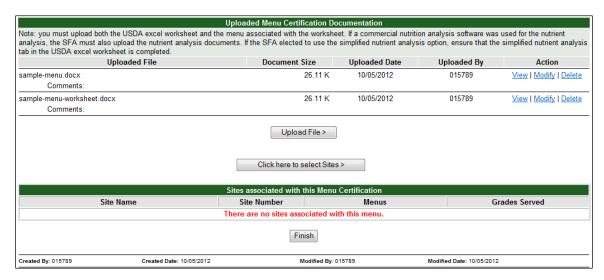


Figure 8. The Uploaded Menu Certification Documentation section of the Menu Management List Menu Details screen. In this example, a required menu worksheet and menu have been uploaded.

Click the **Upload File** > button and repeat the process described above to upload your menu document and the nutrient analysis results document, if the SFA used purchased software for the nutrient analysis.

Step 6: Select Sites Affiliated with the Uploaded Menu

- When all required files have been uploaded, click the Click Here to Select Sites > button (see Figure 8).
- The Menu Management Detail screen displays, showing a list of sites to which you can assign the menu. In the **Menu Details** section (Figure 9), select all of the school sites that use that menu type. Note that some school sites may use multiple menu types (e.g., a 6-12 grade building may have both a 6-8 menu type and a 9-12 menu type in use). The site may be selected again when the second menu type upload process is completed.
 - To filter the site list, click to select one of the checkboxes (Show only associated sites or Show site that are NOT already associated with a menu for this same Meal Type), then click the Apply Filter button.
 - To select all of the sites in the site listing, click the Check/Uncheck All checkbox.
 - To individually select the name(s) of the site(s) to which you wish to associate the menu, click the checkbox in the Select column to the left of the site name.
 - If needed, enter any notes or remarks into the Comments text field.

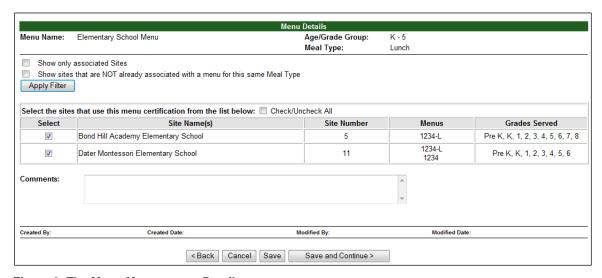


Figure 9. The Menu Management Detail screen.

Click the Save button to save your information to the database. Click the Save and Continue > button to return to the Menu Management List Menu Details screen (Figure 10), which now displays the site(s) associated with the menu certification.

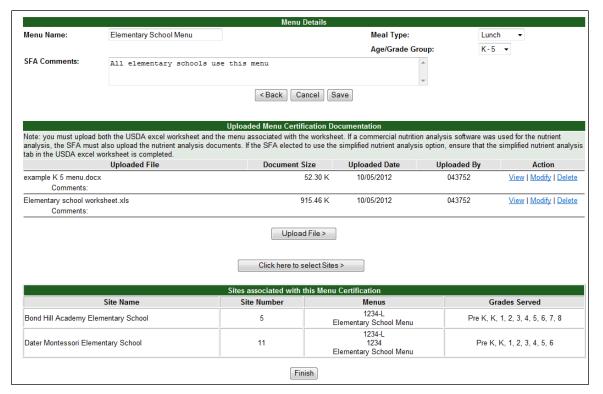


Figure 10. The Menu Management List Menu Details screen showing the site(s) associated with the menu certification.

If all of the documents for the menu type are uploaded, and the appropriate sites are selected, click the Finish button.

NOTE: If you have additional menu types for which USDA spreadsheets were completed, you must repeat this process starting at Step 3: Add New Menu Certification, above. If you have completed the upload process for all of the menu types used by the SFA, click the **Finish** button.

Step 7: Enter Attestation Contact Information

 On the Sponsor Application Menu screen (Figure 11), click the GO button for Meal Pattern Compliance to access the attestation statement upload section of CRRS.



Figure 11. The Sponsor Application Menu screen (partial view).

The Meal Pattern Compliance screen displays (Figure 12). In the Attestation Preparer Contact section, enter the name and contact information for the individual who signed the SFA attestation statement for meal pattern compliance. CRRS prefills the Meals Served checkboxes (Breakfast and/or Lunch), as applicable.



Figure 12. The Meal Pattern Compliance screen.

Click the Save button.

Step 8: Upload the Attestation Statement

The Meal Pattern Compliance screen refreshes to display a Submit to State Agency for Certification > button and an Attestation Upload section (Figure 13). Click the Upload File > button.



Figure 13. The Meal Pattern Compliance screen, expanded to display the Attestation Upload section.

- The Add Attestation Attachment screen displays (Figure 14). Click the Browse button to locate the file you wish to upload.
- A Choose File to Upload window will display. Find the desired document on your computer, click to select the file, and then click the Open button. Click the Upload File button on the Add Attestation Attachment screen.

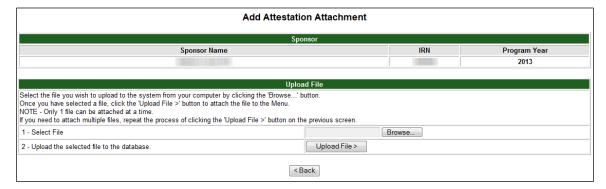


Figure 14. The Add Attestation Attachment screen.

The Upload File Confirmation screen displays (Figure 15). Enter a description of the document into the Comments text box (if needed), then click the Save and Continue > button.

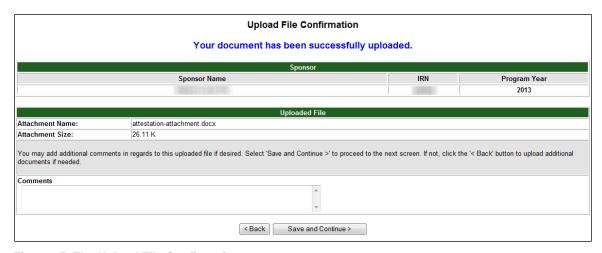


Figure 15. The Upload File Confirmation screen.

The Meal Pattern Compliance screen redisplays (Figure 16), now showing the uploaded file. CRRS also displays prefilled Document Size, Uploaded Date, and Uploaded By fields for the file. In the Action column are active links to View, Modify and Delete the file. Click the Upload File > button to upload additional documentation, if needed.



Figure 16. The Meal Pattern Compliance screen showing an uploaded file.

Step 9: Submit the 6 Cents Documentation to ODE

- When your 6 Cents Certification menu type documentation and attestation documents have been uploaded, click the **Submit to State Agency for Certification >** button.
- The Sponsor Application Menu screen displays (Figure 17), showing the Menu Management item as Incomplete and the Meal Pattern Compliance item as Submitted. The Ohio Department of Education (ODE) has 60 days from the date of document submission to review these items and make a certification determination.



Figure 17. The Sponsor Application Menu screen (partial view) showing the completed Menu Management and Meal Pattern Compliance items.

- While waiting for certification determination, continue to enter claims in CRRS as normal.
- If the SFA has already been paid for a claim for which the 6 cents is later approved, a revised claim will be entered into CRRS to pay the SFA for the additional 6 cents reimbursement.
 - Example Scenario: An SFA submits 6 Cents menu documents on November 17, 2012, based on planned meals for the week of October 15–19, 2012. The SFA receives the 6 cents approval notification on December 21. The SFA has already been paid for an October 2012 claim and a November 2012 claim. Revised claims for October 2012 and November 2012 will be entered into CRRS to pay the SFA

the 6 cents reimbursement for lunch meals served. The SFA will receive the additional 6 cents reimbursement automatically for all future claims entered into CRRS.

General Notes about the 6 Cents Certification Process

The SFA documentation must reflect current SFA practices, i.e., meal service in the calendar month the certification materials are submitted, or in the month proceeding the calendar month of submission. For example, in December an SFA can submit a request for certification with documentation of December or November meal service. Documentation for October meal service would not be considered current in this case.

All schools within the SFA must be in compliance with the meal pattern requirements for the SFA to be certified for the 6 cents per lunch reimbursement.

ODE must review certification materials and make certification determinations within 60 days of receipt of the certification request from the SFA. For example, if an SFA submits documentation on November 1, 2012, the State agency must make a certification determination by January 1, 2013.

Upon certification, ODE must reimburse the certified SFA with the additional 6 cents reimbursement for each lunch served beginning the start of the month in which the certified lunches are served, but not earlier than October 1, 2012. For example, if certification documentation is submitted for October 15–19 and the SFA is certified by the State agency in December, the State agency must provide the additional 6 cents reimbursement for all lunches served in that SFA on or after October 1.