

# 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	 Menu Management	Incomplete	1 Approved   6 Not Approved
6	 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.

**Menu Management List**

Sponsor			
Sponsor Name	IRN	County	Program Year
[Redacted]	[Redacted]	[Redacted]	2013

Contact Information for Menu Certification			
	Title	First Name	Last Name
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Title:	<input type="text"/>		
Email Address:	<input type="text"/>		
Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
<input style="margin-right: 5px;" type="button" value=" &lt; Back "/> <input style="margin-right: 5px;" type="button" value=" Cancel "/> <input style="margin-right: 5px;" type="button" value=" Save Contact Information "/>			

Menu Name	Meal Type	Age/Grade Group	No. Sites	Menu Status	Action

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.

**Menu Management List**

Sponsor			
Sponsor Name	IRN	County	Program Year
			2013

Contact Information for Menu Certification			
Name:	Title	First Name	Last Name
	Dr.	Susie	Qutie
Job Title:	Food Service Supervisor		
Email Address:	Schoolfoodrules@hotmail.com		
Phone:	(614) 867-5309	Ext:	Fax:

Sites exist which are not associated with a menu.

Menu Name	Meal Type	Age/Grade Group	No. Sites	Menu Status	Action
<input type="button" value=" &lt; Back"/> <input type="button" value=" Add new Menu Certification &gt; "/> <input type="button" value=" Finish"/>					

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 sites<sup>1</sup>, 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.

---

<sup>1</sup> 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.

Menu Management List			
Sponsor			
Sponsor Name	IRN	County	Program Year
XYZ	015789	Adams	2013
Menu Details			
Menu Name:	<input type="text"/>	Meal Type:	<input type="text"/>
SFA Comments:	<input type="text"/>		Age/Grade Group:
<input type="button" value=" &lt; Back"/> <input type="button" value=" Cancel"/> <input type="button" value=" Save"/>			
<input type="button" value=" Finish"/>			
Created By:	Created Date:	Modified By:	Modified Date:

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 Menu 2).
- The Menu Management List Menu Details screen expands to include additional sections (Figure 5).

Menu Details				
Menu Name:	<input type="text" value="Elementary School Menu"/>	Meal Type:	<input type="text" value="Lunch"/>	
SFA Comments:	<input type="text" value="All elementary schools use this menu"/>		Age/Grade Group:	<input type="text" value="K-5"/>
<input type="button" value=" &lt; Back"/> <input type="button" value=" Cancel"/> <input type="button" value=" Save"/>				
Uploaded Menu Certification Documentation				
<small>Note: you must upload both the USDA excel worksheet and the menu associated with the worksheet. If a commercial nutrition analysis software was used for the nutrient analysis, the SFA must also upload the nutrient analysis documents. If the SFA elected to use the simplified nutrient analysis option, ensure that the simplified nutrient analysis tab in the USDA excel worksheet is completed.</small>				
Uploaded File	Document Size	Uploaded Date	Uploaded By	Action
There are no attachments.				
<input type="button" value=" Upload File &gt;"/>				
<input type="button" value=" Click here to select Sites &gt;"/>				
Sites associated with this Menu Certification				
Site Name	Site Number	Menus	Grades Served	
There are no sites associated with this menu.				
<input type="button" value=" Finish"/>				

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.

Add Menu Attachment		
Sponsor		
Sponsor Name	IRN	Program Year
		2013

**Upload File**

Select the file you wish to upload to the system from your computer by clicking the 'Browse...' button. Once you have selected a file, click the 'Upload File >' button to attach the file to the Menu.  
NOTE - Only 1 file can be attached at a time.  
If you need to attach multiple files, repeat the process of clicking the 'Upload File >' button on the previous screen.

1 - Select File

2 - Upload the selected file to the database.

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.

**Upload File Confirmation**

Your document has been successfully uploaded.

Sponsor		
Sponsor Name	IRN	Program Year
████████████████████	██████	2013

**Uploaded File**

Document Name: Elementary school worksheet.xls  
 Document Size: 915.46 K

You may add additional comments in regards to this uploaded file if desired. Select 'Save and Continue >' to proceed to the next screen. If not, click the '< Back' button to upload additional documents if needed.

< Back
Save and Continue >

Figure 7. The Upload File Confirmation screen.

- The **Uploaded Menu Certification Documentation** section within the Menu Management List Menu Details screen redisplay (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.

**Uploaded Menu Certification Documentation**

Note: you must upload both the USDA excel worksheet and the menu associated with the worksheet. If a commercial nutrition analysis software was used for the nutrient analysis, the SFA must also upload the nutrient analysis documents. If the SFA elected to use the simplified nutrient analysis option, ensure that the simplified nutrient analysis tab in the USDA excel worksheet is completed.

Uploaded File	Document Size	Uploaded Date	Uploaded By	Action
sample-menu.docx <small>Comments:</small>	26.11 K	10/05/2012	015789	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>
sample-menu-worksheet.docx <small>Comments:</small>	26.11 K	10/05/2012	015789	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>

Upload File >  
  
Click here to select Sites >

**Sites associated with this Menu Certification**

Site Name	Site Number	Menus	Grades Served
There are no sites associated with this menu.			

Finish

Created By: 015789      Created Date: 10/05/2012      Modified By: 015789      Modified Date: 10/05/2012

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.

**Menu Details**

**Menu Name:** Elementary School Menu      **Age/Grade Group:** K - 5  
**Meal Type:** Lunch

---

Show only associated Sites  
 Show sites that are NOT already associated with a menu for this same Meal Type

---

Select the sites that use this menu certification from the list below:  Check/Uncheck All

Select	Site Name(s)	Site Number	Menus	Grades Served
<input checked="" type="checkbox"/>	Bond Hill Academy Elementary School	5	1234-L	Pre K, K, 1, 2, 3, 4, 5, 6, 7, 8
<input checked="" type="checkbox"/>	Dater Montessori Elementary School	11	1234-L 1234	Pre K, K, 1, 2, 3, 4, 5, 6

**Comments:**

---

**Created By:**                      **Created Date:**                      **Modified By:**                      **Modified Date:**

---

**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.

**Menu Details**

**Menu Name:**  **Meal Type:**

**Age/Grade Group:**

**SFA Comments:**

---

**Uploaded Menu Certification Documentation**

Note: you must upload both the USDA excel worksheet and the menu associated with the worksheet. If a commercial nutrition analysis software was used for the nutrient analysis, the SFA must also upload the nutrient analysis documents. If the SFA elected to use the simplified nutrient analysis option, ensure that the simplified nutrient analysis tab in the USDA excel worksheet is completed.

Uploaded File	Document Size	Uploaded Date	Uploaded By	Action
example K 5 menu.docx <small>Comments:</small>	52.30 K	10/05/2012	043752	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>
Elementary school worksheet.xls <small>Comments:</small>	915.46 K	10/05/2012	043752	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>

---

**Sites associated with this Menu Certification**

Site Name	Site Number	Menus	Grades Served
Bond Hill Academy Elementary School	5	1234-L Elementary School Menu	Pre K, K, 1, 2, 3, 4, 5, 6, 7, 8
Dater Montessori Elementary School	11	1234-L 1234 Elementary School Menu	Pre K, K, 1, 2, 3, 4, 5, 6

**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.

5	Menu Management	Incomplete	1 Approved   6 Not Approved
6	Meal Pattern Compliance	Incomplete	

**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.

Meal Pattern Compliance			
Sponsor			
Sponsor Name	IRN	County	Program Year
			2013
<b>Attestation Preparer Contact</b>			
Name:	Salutation ▼	First Name [ ]	Last Name [ ]
Title:	[ ]		
Email Address:	[ ]		
Phone:	[ ]	Ext: [ ]	Fax: [ ]
<b>Meal Service Provided</b>			
Meals Served:	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch		
<input style="border: none;" type="button" value=" &lt; Back "/> <input style="border: none;" type="button" value=" Cancel "/> <input style="border: none;" type="button" value=" Save "/>			
Created By:	Created Date:	Modified By:	Modified Date:

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.

Meal Pattern Compliance				
Sponsor				
Sponsor Name	IRN	County	Program Year	
			2013	
<b>Attestation Preparer Contact</b>				
Name:	Salutation ▼	First Name A	Last Name Contact	
Title:	Attestation Preparer			
Email Address:	none@gmail.com			
Phone:	(555) 555-5555	Ext: [ ]	Fax: [ ]	
<b>Meal Service Provided</b>				
Meals Served:	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch			
<input style="border: none;" type="button" value=" &lt; Back "/> <input style="border: none;" type="button" value=" Cancel "/> <input style="border: none;" type="button" value=" Save "/> <input style="background-color: red; color: white; border: none;" type="button" value=" Submit to State Agency for Certification &gt; "/>				
<b>Attestation Upload</b>				
Uploaded File	Document Size	Uploaded Date	Uploaded By	Action
There are no attachments.				
<input style="border: none;" type="button" value=" Upload File &gt; "/>				

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 redisplay (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.

**Meal Pattern Compliance**

Sponsor			
Sponsor Name	IRN	County	Program Year
			2013

**Attestation Preparer Contact**

Name:	Salutation ▼	First Name A	Last Name Contact
Title:	Attestation Preparer		
Email Address:	none@gmail.com		
Phone:	(555) 555-5555	Ext:	Fax:

**Meal Service Provided**

Meals Served:  Breakfast  Lunch

---

Attestation Upload				
Uploaded File	Document Size	Uploaded Date	Uploaded By	Action
attestation-attachment.docx	26.11 K	10/03/2012		<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>
Comments:				

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.

5	Menu Management	Incomplete	1 Not Approved
6	Meal Pattern Compliance	Submitted	

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 preceding 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.