

Fresh Fruit and Vegetable Program (FFVP)

Claim for Reimbursement Instructions



A. General Information

- Each school must submit a Monthly Site Claim.
- Each claim will show monthly and year to date expenditures, and award balance.
- All schools will forward the Monthly Site Claim to their Food Service Director, who will complete the Consolidated Monthly Claim.
- The Food Service Director must collate the Monthly Site Claim totals onto the Consolidated Claim and submit BOTH FORMS to the Office of Child Nutrition and School Health.
- Each district will keep program expenditures within the total grant award. NDE will track monthly expenditure claims and payments to ensure costs are within the grant award balance.
- See the below table for FFVP claim deadlines.

CLAIM MONTH	Claims due to Consultants	First Batch due to Accountant Technician I	Claims due to Consultants	Second Batch due to Accountant Technician I
October-09	November 10, 2009	November 16, 2009	November 20, 2009	November 25, 2009
November-09	December 10, 2009	December 15, 2009	December 20, 2009	December 23, 2009
December-09	January 11, 2010	January 14, 2010	January 20, 2010	January 25, 2010
January-10	February 10, 2010	February 15, 2010	February 20, 2010	February 24, 2010
February-10	March 10, 2010	March 15, 2010	March 20, 2010	March 24, 2010
March-10	April 10, 2010	April 14, 2010	April 20, 2010	April 23, 2010
April-10	May 11, 2010	May 13, 2010	May 20, 2010	May 25, 2010
May-10	June 10, 2010	June 14, 2010	June 20, 2010	June 23, 2010
June-10	July 10, 2010	July 14, 2010	July 20, 2010	July 23, 2010
July-10	August 10, 2010	August 13, 2010	August 20, 2010	August 25, 2010
August-10	September 10, 2010	September 15, 2010	September 20, 2010	September 23, 2010
September-10	October 10, 2010	October 13, 2010	October 20, 2009	October 25, 2010
2009 Funds for July to September will not be available after October 20, 2009 Claims received after this date will not be paid				

B. Consolidated Monthly Claim

- Food Service Directors should collate the data that the Consolidated Monthly Claim requires from the Monthly Site Claims that the schools submit.
- The yellow Totals boxes automatically populate when data is entered in the respective box.
- Each School District must submit a Consolidated Monthly Claim, along with the Monthly Site Claims from each school.

C. Monthly Site Claim

- **School Information**
 - Fill in the school name, address, district, agreement number (NDE will provide this number to each school), and contact name, email, and telephone number (contact should be the person in charge of the FFVP at each school).
- **Claim Information**
 - Fill in the Claim Month, and advise if this is an Original or Revised claim.
- **Expenses**
 - Fill in the total Award Amount the school received.
 - Fill in the Prior Month's Claims for Fruits and Vegetables, Direct Labor, Supplies, Indirect Labor, Travel and Training, and Equipment.
 - Go to **Worksheet A** and list and describe the Operating Costs, Administrative Costs, and Donated Supplies, Labor, or Funds that were purchased/donated during the claim month.
 - The totals from those sections will automatically populate the yellow totals boxes on page 1.
 - A Monthly Site Claim Example is attached to these instructions on page 4.

D. Worksheet A

- Schools must list and describe expenditure and costs (**see Monthly Site Claim example attached**).
 - The totals will automatically populate in the respective totals box on page 1 of the claim.
- **Operating costs** are the costs of running the Fresh Fruit and Vegetable Program such as documented expenses for acquiring, delivering, preparing, and serving fruits and vegetables which include:
 - Buying fruits, vegetables, low-fat or non-fat dip for vegetables
 - Buying nonfood items like napkins, paper plates, serving bowls and trays, cleaning supplies, and trash bags
 - Value added services such as pre-cut produce, ready-made produce trays, and delivery charges
 - Salaries and fringe benefits for employees who do such tasks as washing and chopping produce, preparing trays, distributing produce to classrooms, setting up kiosks, restocking vending machines, and cleaning up.
 - The different sections of the Operating Costs section of the worksheet include:
 - **Fruit Expenditures Description** - list and describe fruit that was purchased.
 - **Vegetables Expenditures Description** - list and describe vegetables that were purchased.
 - **Direct Labor Expenditures Description** – list and describe labor expended cutting, washing, preparing, delivering, etc. fruit and vegetables.
 - **Supplies Expenditures Description** – list and describe dip or no-fat yogurt for vegetables and non-food supplies such as napkins, paper plates, and cleaning supplies.

- **Administrative Costs** are the documented expenses you have for planning the program, managing the paperwork, obtaining the equipment you need, and all other aspects of FFVP that are not related to the preparation and service of fruits and vegetables.
 - Administrative Costs are limited to **ten percent** of a school’s total grant and include: Purchasing or leasing equipment such as refrigerators, coolers, portable kiosks, carts, and portable food bars. Also, administrative costs include salaries and fringe benefits for employees who compile and maintain claims for reimbursement and other financial reports, plan and write menus, order produce, track inventory, and coordinate nutrition promotion activities.
 - The different sections in the Administrative Costs section of the worksheet include:
 - **Indirect Labor Expenditures Description** – list and describe labor expended in planning and writing menus, ordering produce, accounting functions such as claims paperwork, invoicing, tracking inventory, school FFVP promotional activities and custodial costs.
 - **Travel and Training Expenditure Description** – list and describe any costs expended for school staff to attend meetings and trainings related to FFVP.
 - **Equipment Expenditure Description** – list and describe any costs expended on purchasing equipment. **All equipment purchases MUST be approved by Office of Child Nutrition and School Health BEFORE the purchase is made.**
 - **Examples of equipment are:** Carts, kiosks, portable food bars, and coolers used for delivery and storage; small equipment to prepare, serve, and clean up; and leased equipment such as a refrigerator for storage.

E. Record and Retention Requirements

- To comply with school district and state auditing requirements, please ensure that all invoices, receipts, and time accountability forms for employee labor are kept according to your respective records and retention schedules.

F. Certification Statement

- Please ensure original authorized signatures and dates are on the Monthly Site Claims and Consolidated Monthly Claims before submittal.

G. Submitting Claims for Reimbursement

- Submit the original Monthly Site Claim and Consolidated Monthly Claim via mail to:

**Donnell Barton
Office of Child Nutrition and School Health
700 East Fifth St. Suite 109
Carson City, NV 89701**

