
*Fruit and
Vegetable Grant
Software Instructions*

October 2010

*State of Nevada
Office of Child
Nutrition and
School Health*



CONTENTS

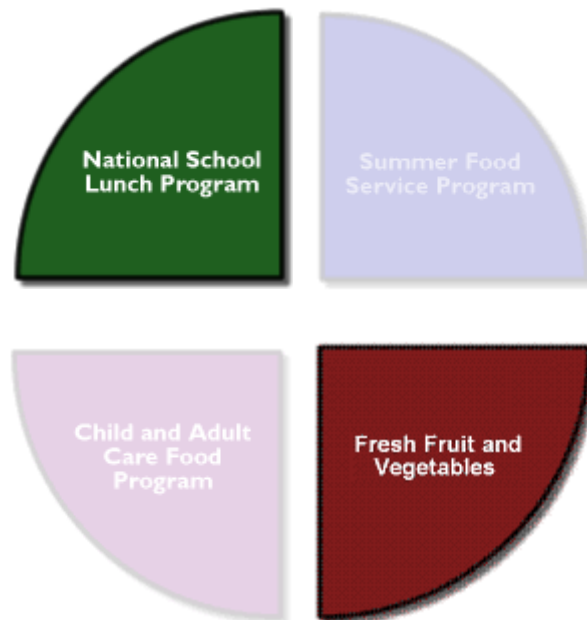
Log in information	Page 60
Sponsor Application	Page 61
Claim Entry	Page 61
Monthly Site Claim	Page 65

After the school district is notified of the grant awards received for individual school sites for Fresh Fruits and Vegetable Program (FFVP) each year, the site application must be completed in the CNP program.

The School District will need to request a log in for the person responsible to complete the FFVP claim. The sheet to request this log in can be found on <http://www.doe.nv.gov/CNSH.htm>. Once there, click on NSLP, then on CNP user Request Form. If the person currently has a password for NSLP, the form will need to be filled out stating to give access to FFVP.

State of Nevada Department of Education Child Nutrition Program

Please choose which one of the following programs you would like to enter.



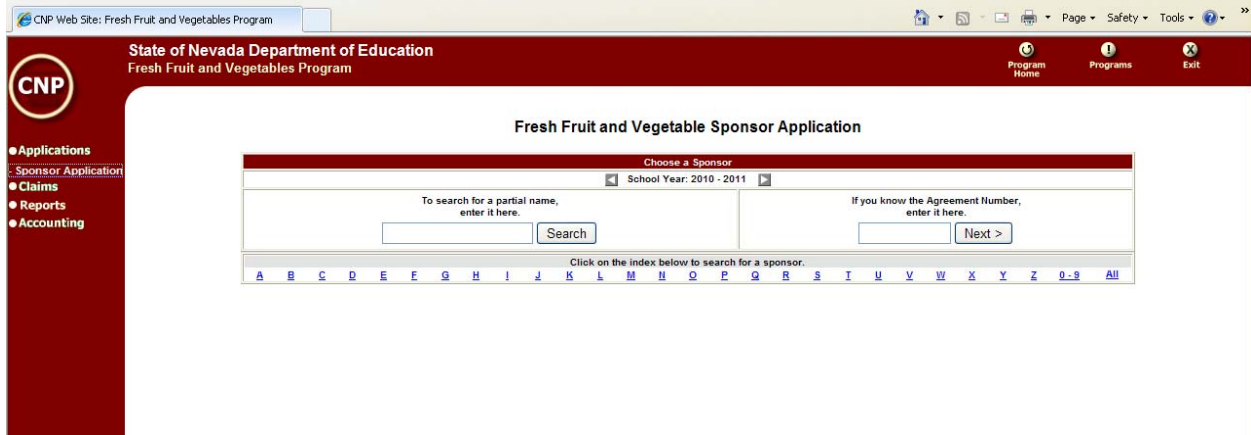
[Back to Login Screen](#)

Once you have successfully logged in, the screen above should appear.

Click on Fresh Fruit and Vegetables.

Enter the sponsor application.

Click on: Application Sponsor Application

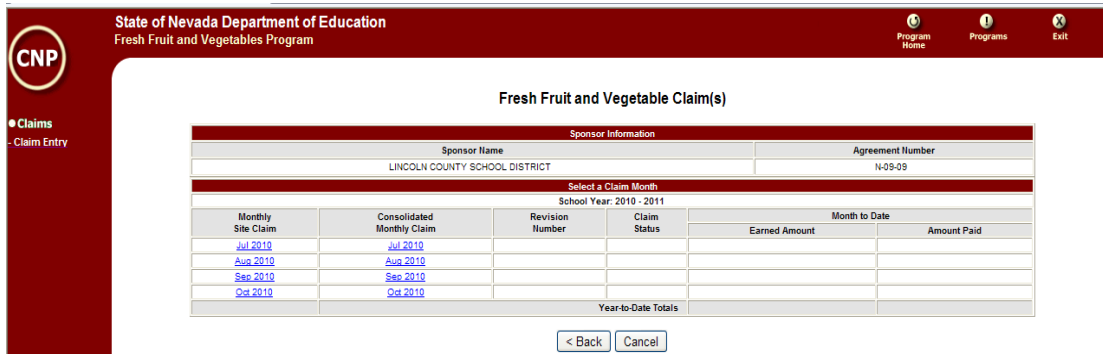


The site application requires:

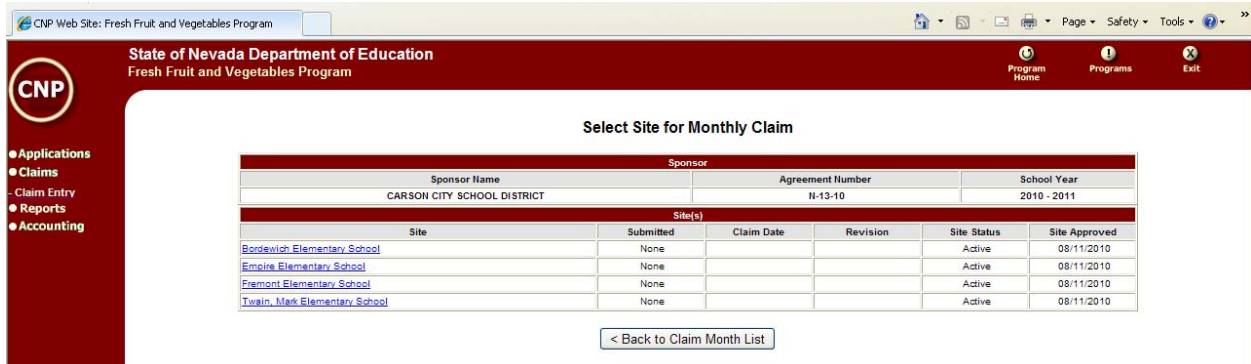
1. Sponsor Application (generated from NSLP)
2. Mailing Address
3. Physical Address
4. Contact information
5. Operating Months

Click on **Claims** on the left hand side of the screen.

Click on **Claim Entry**



Pick a school to enter:



For this example, Bordewich was used.

CNP Web Site: Fresh Fruit and Vegetables Program

State of Nevada Department of Education
Fresh Fruit and Vegetables Program

Program Home Programs Exit

Nevada Department of Education
Child Nutrition Program
(775) 687-9144

Monthly Site Claim for Reimbursement

Fresh Fruit and Vegetable Program

Monthly Claim Form

Sponsor Name	Site Name	Agreement Number	Month Claimed
CARSON CITY SCHOOL DISTRICT	Bordevich Elementary School	N-13-10	7/1/2010
Submission Type:	State Employee Original Claim	Received Date:	10/8/2010
Authorized Signature:			

Fruit Expenditures
Note: Total Cost is calculated as Number of Units times Cost per Unit when the Calculate or Submit buttons at the bottom of the form are used.

Description	Weight in lbs	Number of Units	Cost per Unit	Total Cost

On the drop down list, choose your name from the list.

Enter all fruits and vegetables at this point. The fruits and vegetables need to be entered as stated in the above table:

Total Cost

No entry here, it is a calculation

CNP Web Site: Fresh Fruit and Vegetables Program

State of Nevada Department of Education
Fresh Fruit and Vegetables Program

Program Home Programs Exit

Nevada Department of Education
Child Nutrition Program
(775) 687-9144

Monthly Site Claim for Reimbursement

Fresh Fruit and Vegetable Program

Monthly Claim Form

Sponsor Name	Site Name	Agreement Number	Month Claimed
CARSON CITY SCHOOL DISTRICT	Bordevich Elementary School	N-13-10	9/1/2010
Submission Type:	Sponsor Claim	Received Date:	10/21/2010
Authorized Signature:	Chris Cooper		

Fruit Expenditures
Note: Total Cost is calculated as Number of Units times Cost per Unit when the Calculate or Submit buttons at the bottom of the form are used.

Description	Weight in lbs	Number of Units	Cost per Unit	Total Cost
Watermelon	1.00	1.00	55.00	55.00
Bananas	1.00	1.00	100.00	100.00
D'Anjou Pears	1.00	1.00	100.00	100.00
Total:				255.00

Vegetable Expenditures
Note: Total Cost is calculated as Number of Units times Cost per Unit when the Calculate or Submit buttons at the bottom of the form are used.

Description	Weight in lbs	Number of Units	Cost per Unit	Total Cost
Jicama	10.00	10.00	10.00	100.00
Sweet potatoes	10.00	10.00	10.00	100.00

- Applications
- Claims
- Claim Entry

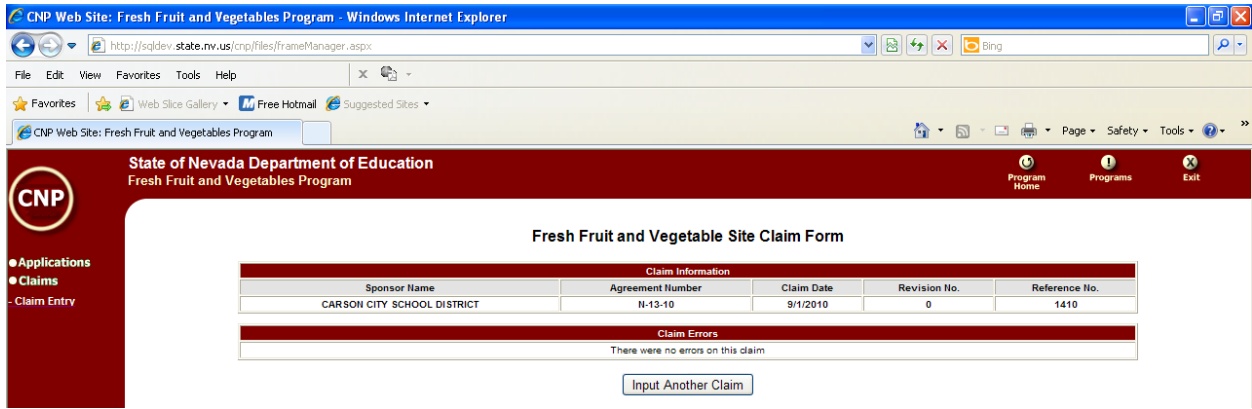
Total:			200.00

Direct Labor Expenditures		
Description	Cost	
Jane Doe 6 hrs @ \$10.00 per hour	60.00	
Total:		60.00

Supplies Expenditures		
Description	Cost	
Napkins (.99 per 1000) 2 packages for the entire month	1.98	
Total:		1.98

Indirect Labor Expenditure		
Description	Cost	
Administrative costs	50.00	
Total:		50.00

Travel and Training Expenditure		
Description	Cost	
Total:		0.00

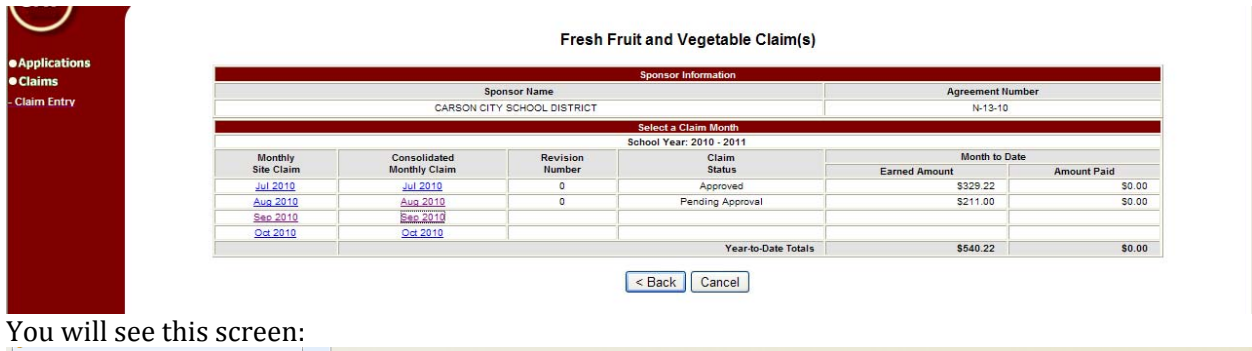


Continue the steps above for each school.

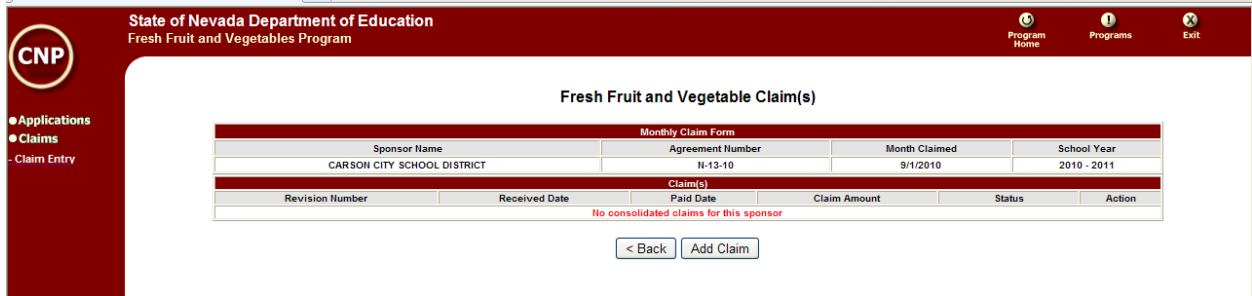
After completing each school, you are now ready to consolidate your Monthly Claim.

“Consolidated Monthly Claim”

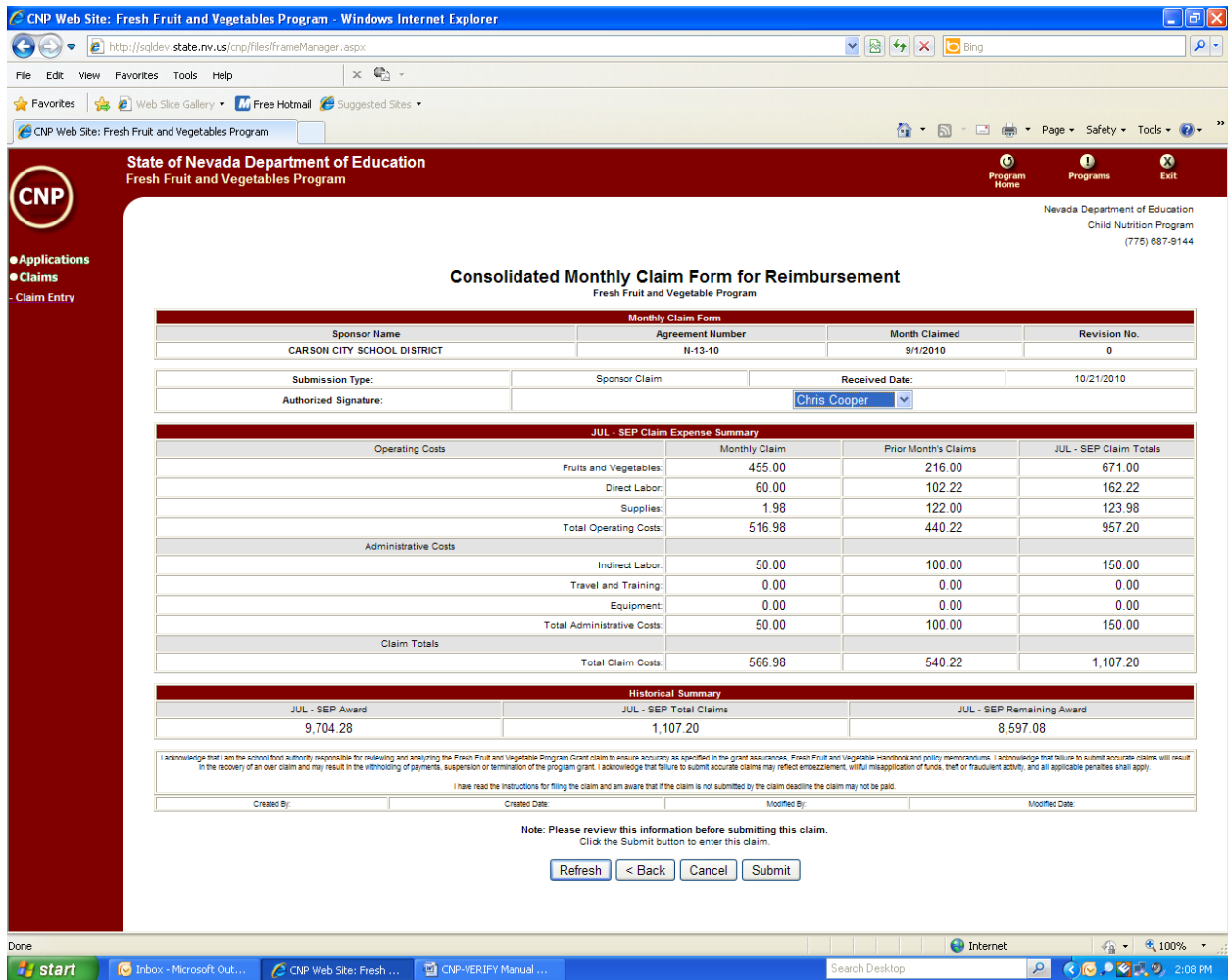
Once all sites are completed, click on the “Consolidated Monthly Claim”. Verify the total at the bottom



You will see this screen:



Click **“Add Claim”**



Click **Submit**

After you have verified the total money claimed, push the **Submit** button.

This will allow the Consultant to go in and finish processing the claim for payment.

The timeline for claim processing is clarified within the Fresh Fruit and Vegetable Program manual at the following website: and click on:

<http://www.fns.usda.gov/cnd/ffvp/Resources/FFVPhandbookFINAL.pdf>

Dates of claim entry follow the National School Lunch Program rules: All claims must be entered by the 60th calendar day. All revisions must be completed by the 80th calendar day.

Should you require any additional clarifications after this manual, please contact Office of Nutrition at (775)687-9144.