

**USDA FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)
CLAIM INSTRUCTIONS
SCHOOL YEAR 2011-12
CFDA Number 10.582**

1. Open the USDA Fresh Fruit and Vegetable Program (FFVP) School District Claim Workbook. You will find a total of nine tabs at the bottom of the Excel workbook – three for original claim months – July, August, and September – and six tabs for claim revisions. Note: Use the “Tab” key to navigate the claim. Grayed out areas are locked to protect Excel formulas.

	A	B	C	D	E	F	G
1	USDA FRESH FRUIT AND VEGETABLE PROGRAM						
2	SCHOOL DISTRICT CLAIM FORM						
3							
4	INSTRUCTIONS: Submit monthly claims to the Office of Superintendent of Public Instruction (OSPI) no later than the monthly deadlines in the fruit and vegetable program claim instructions. Retain a copy for your records - including all receipts, invoices and other supporting documentation for further review or audit for a period of 3 years after the final claim submission date for the fiscal year to which they pertain.						
5							
6	SCHOOL INFORMATION						
7	Name of School District:						
8	School District Address:						
9							
10	Agreement Number:						
11	Name of Contact:						
12	Contact Phone Number:		E-mail Address:				
13							
14							
15	CLAIM INFORMATION						
16	Grant Period:	<input checked="" type="checkbox"/>	July 1, 2011 to Sep 30, 2011	Total Award	\$0.00		
18		<input type="checkbox"/>	October 1, 2011 to June 30, 2012	1st Period Award	\$0.00		
22				YTD Expended	\$0.00		
24				YTD Dir. Labor Exp. %	0.0%		
26				YTD Adm. Exp. %	0.0%		
27							
28	Claim Month	July		Original Claim	Yes		
30	Number of Operating Days in the Claim Month:	20		Revised Claim			
31							
32	Fresh Fruit and Vegetable Program Expenses [Please itemize expenses on the tables below]:						
33							
34							
35	Operating Costs:	Prior Month's YTD Claim Amount	Monthly Claim	YTD Claim Amount	Remaining 1st Period Amount:		
36	Fresh Fruits and Vegetables	\$0.00	\$0.00	\$0.00			
37	Direct Labor (Limited to 30% of Award)	\$0.00	\$0.00	\$0.00			
38	Small Supplies/Other	\$0.00	\$0.00	\$0.00			
39	Total Operating Costs	\$0.00	\$0.00	\$0.00			
40	Administrative Costs:						
41	Indirect Labor	\$0.00	\$0.00	\$0.00			
42							

2. At the bottom of the claim workbook click on the “JUL 11 Claim” tab to open the July 2011 claim form.

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3. At the top of the claim form under the **School Information** section go to the open box on the **Agreement Number** line and select your county/district number from the drop down list by clicking on the drop down arrow:

SCHOOL INFORMATION	
Name of School District:	
School District Address:	
Agreement Number:	<input type="text"/>
Name of Contact:	
Contact Phone Number:	
E-mail Address:	

4. Once selected, the **School Information** will populate the claim form along with your **1st Period Award** (July 1, 2011 through September 30, 2011) and your **Total Award** for the 12 month period (July 1, 2011 through June 30, 2012).

SCHOOL INFORMATION	
Name of School District:	Kelso School District
School District Address:	601 Crawford Street Kelso 98626
Agreement Number:	08-458
Name of Contact:	Denise Prescott
Contact Phone Number:	360-501-1807
E-mail Address:	denise.prescott@kelso.wednet.edu

CLAIM INFORMATION			
Grant Period:	<input checked="" type="checkbox"/> July 1, 2011 to Sep 30, 2011	Total Award	\$20,049.12
	<input type="checkbox"/> October 1, 2011 to June 30, 2012	1st Period Award	\$5,012.28
		YTD Expended	\$0.00
		YTD Dir. Labor Exp. %	0.0%
		YTD Adm. Exp. %	0.0%
Claim Month	July	Original Claim	Yes
Number of Operating Days in the Claim Month:	20	Revised Claim	

Claim Information: Select the appropriate funding period. Identify whether this is an original or revised claim. Input the number of operating days for the claim month. OSPI will complete the areas of the claim shaded in gray.

Funding Periods: FFVP funds are expended in two periods. First Period Awards are expended from July 1, 2011 through September 30, 2011. Second Period Awards are expended from October 1, 2011 through June 30, 2012. The United States Department of Agriculture (USDA) will recover all 2011 unexpended funds after September 30, 2011.

YTD Expended is defined as the Year-To-Date total FFVP expenditures through the current claim period.

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9. Enter **small supplies** in this section including the product description and total cost from the vendor invoice. Select the item from the drop down box. If not found in the drop down box, type the item in.

Small Supplies/Other: (Small supplies – e.g. napkins, paper plates, utensils, bowls, pans, etc.)			
Description	Invoice Cost	Description	Invoice Cost
Total Supply Costs			\$0.00
Total Supply Costs			\$0.00

10. Administrative Costs

Include equipment purchases and leasing and labor costs that are **not directly related** to the preparing and serving of fresh fruits and vegetables but necessary to administer the program. The school district may use up to 10% of the award for administrative costs necessary to operate the Fresh Fruit and Vegetable Program. The 10% limit on administrative funds is based on the total award for the school, **not** on the funds actually spent during the month/year.

Unrestricted indirect rates can be applied to operating costs (except food) and administrative expenses (except equipment).

Administrative costs include labor costs for:

- Processing financial reports and reimbursement claims.
- Planning and writing menus.
- Ordering produce.
- Accounting functions (i.e. invoicing, tracking inventory).
- Travel costs of staff to attend meetings, training, etc.
- Custodial.

For **indirect labor**, enter the employee name, building number, title, hours worked, and pay rate on the district claim. The worksheet will automatically calculate gross pay. Include only employees who work for School Food Services – Program 98. Business managers, accounting staff, warehouse employees, transportation staff, etc. are included in your **unrestricted indirect rate** and should not be listed on the indirect labor lines below.

Indirect Labor (Include only Program 98 – School Food Services)						
Employee Name	Bldg	Title	Pay Rate	Hours		Gross Pay
				Reg	OT	
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00

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11. Access to the **Equipment** section is open through December 31, 2011. Approved equipment purchases (greater than \$50) may be entered on the following line items. Enter equipment descriptions and costs from the vendor invoices. **Allowable equipment purchases must be received by December 31, 2011.**

Equipment (Equipment purchases are allowable through December 31, 2011.)	
	\$0.00
	\$0.00
Total Equipment	\$0.00

Types of Equipment (non-expendable items) include:

- Carts, kiosks, and coolers used to deliver the fruit and vegetables.
- Small equipment to prepare and serve the fruits and vegetables; trash cans; etc.
- Leased equipment such as a refrigerator for storage. Leasing equipment for the duration of the project is an allowed cost. At the conclusion of the program, any equipment or unused items such as trash bags should be transferred for use in the school meal programs.
- Food bars (portable).

12. At the bottom of the claim, enter the **Unrestricted Indirect Rate** in the box provided, if claiming.

		\$0.00
		\$0.00
	Total Equipment	\$0.00
Unrestricted Indirect Rate:		Indirect Costs
		\$0.00
		\$0.00
	Indirect Costs Net of Adjustment	\$0.00

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13. Go back to the first page of the claim and enter the **Authorized Signature** and the **Date Submitted**. The claim will not be paid without the authorized signature and date claim submitted. Using the drop down arrow select from the list of authorized signers.

SIGNATURE (Required)

We certify that to the best of our knowledge, this claim is true and correct in all respects, that records are available to support this claim, and that it is in accordance with the terms of the existing Agreements; and that payment has not been received. We recognize that we will be fully responsible for any excess funds received due to erroneous or neglectful reporting herein. We also understand that this information is being given in connection with the receipt of Federal Funds; and that deliberate misrepresentation may subject us to prosecution under applicable State and Federal criminal statutes. We have read the instructions for filing the claim and are aware that if it is not submitted by the claim deadline the claim may not be paid.

Authorized Signature: Date Submitted

Not Certified **Date Not Entered**

14. Review the claim for accuracy. Please review the **Reimbursement Total** at the bottom of page one of the claim. This is your payment amount. At the end of the month compare the **Reimbursement Total** to the payment on the Apportionment Statement – Account No. 6198-01 for FFVP. You can access your district's latest apportionment statement on the following K-12 website:

<http://www.k12.wa.us/SAFS/default.asp>

Total Claim Costs	\$0.00	\$0.00	\$0.00	\$0.00
Previous Reimbursement		\$0.00		
Reimbursement Total		\$0.00		

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Report 1197                STATE OF WASHINGTON                RUN JUL 21, 2011 @ 14:03
SUPERINTENDENT OF PUBLIC INSTRUCTION                REPORT 1197
APPORTIONMENT FOR JUL 29 , 2011
STATEMENT OF APPORTIONMENT
TO:                SCHOOL DISTRICT NO.                COUNTY OF                E.S.D. 105
FROM THE STATE TREASURER, CREDIT RECEIPT ACCOUNTS AS FOLLOWS FOR THE MONTH OF JULY
FRUIT & VEG 619801    106,392.87    .00 100.00    106,392.87    106,392.87    .00
  
```

15. Save the claim workbook in the following file format:

(County/dist. #) (Your school district name) SD 1st Qtr FF&V Claim.
For example: **99-999 Sunny Days SD 1st Qtr FF&V Claim**

16. Email the claim workbook to Jim.Wick@k12.wa.us, and he will audit and process the claim for payment. School districts are paid through the apportionment process; private schools are paid through AFRS (Automated Financial Reporting System).
17. Once a claim has been processed for payment, Jim will lock it down and return the claim workbook to you for future claiming.

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18. Remember to adhere to the claim timelines when filing a claim. Similar to National School Lunch Program, the original claim is due within 60 days from the end of the claim month, upward revised claims are due within 90 days, and downward revisions may be filed at anytime throughout the program year. Please refer to the claim due date schedule at the following K-12 website:
<http://www.k12.wa.us/ChildNutrition/programs/FFVP/default.aspx>.
19. If you have any FFVP claim questions, please contact Jim Wick at 360-725-6211 or Jeff Booth at 360-725-6217.