Fresh Fruit and Vegetable Program
Claim and Claim Summary Instructions

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Tips:

• Submit claims in a timely manner.
• Each site must submit a separate monthly claim.
• Complete the claim and submit it via the Cyber-Linked Interactive Child Nutrition System 2 (CLiCS) website.
• Use the claim summary as a tool to monitor FFVP spending.

If you have questions, please contact:

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or

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The USDA is an equal opportunity provider and employer.
General Information

The Minnesota Department of Education (MDE) will send all Fresh Fruit and Vegetable Program (FFVP) correspondence to the person listed as the FFVP program contact on each participating site’s FFVP application. It is the FFVP program contact’s responsibility to forward any related FFVP information to any others that need to be involved.

If changes are made to the FFVP CLiCS sponsor or site application, email Sami so the changes can be approved.

Additional information related to this program may be found at:

- [Minnesota Department of Education](https://education.mn.gov/MDE/dse/FNS/SNP/other/ffvp/)
- [USDA Fresh Fruit and Vegetable Program](http://www.fns.usda.gov/ffvp)
- [USDA Fresh Fruit and Vegetable Program Handbook](http://www.fns.usda.gov/sites/default/files/handbook.pdf)

Funding Period and Budget

FFVP site budgets were submitted in CLiCS with the application process. Ensure budgets are up-to-date and accurate. Budgets were submitted for two time periods: July 1 to September 30 (first allocation period) and October 1 through June 30 (second allocation period).

Claim Process

Schools are reimbursed after they have purchased and served the fruits and vegetables in the FFVP. At the end of each month, a claim must be completed and submitted in CLiCS to be reimbursed. Each site must submit a separate monthly claim. Reimbursement for FFVP is different from other Child Nutrition Programs. Schools are reimbursed in the FFVP for actual costs incurred to operate and implement the FFVP. Reimbursement is not based on the total number of FFVP snacks served to students.

Claims must be received within 60 calendar days of the claiming month. If the 60 day claiming deadline is missed, a one-time exception can be filed. Districts can only submit a one-time exception once every three years. If you submit a one-time exception, any other late claims will not be reimbursed within the three year timeframe.

Claim for Reimbursement Due Dates

All claims submitted in CLiCS should be paid within one week. Payments are run on Friday evenings.
Reimbursable Costs

There are two categories of reimbursable costs in the FFVP: (1) food costs and (2) non-food costs. The majority of the FFVP award must go toward purchasing fresh fruits and vegetables. Food costs would include any fresh fruits, vegetables, or low-fat or fat-free dips. Non-food costs would include items like supplies, delivery charge, equipment, operating labor and benefits, administrative labor and benefits. Equipment is an allowable cost for the FFVP but must be pre-approved and if possible purchased prior to December 31.

All non-food costs cannot exceed 20 percent of your total award. Administrative labor and benefits and equipment costs combined cannot exceed 10 percent of the total FFVP award. Caterers and foodservice management companies must also follow this requirement.

Paperwork

All FFVP sites should maintain accurate FFVP records which should include all invoices, claims, labor documentation, production records, menus, purchase order information, vendors, local farmers, training information, and the FFVP handbook. If a vendor cannot run separate invoices for the FFVP, highlight only the items included in the FFVP so at the end of the month, only FFVP items will be claimed.

Monitoring

School food authorities receive a FFVP review during their regular administrative review which is now every three years. During an administrative review, the monitor will review at least one FFVP site in your district, validate one or more claims for reimbursement for each FFVP site selected for a review and observe the FFVP snack service at the FFVP site selected for review.

All school food authorities operating the FFVP are required to monitor their FFVP funding and spending throughout the school year. CLiCS has a claim summary feature that tracks the total amount of award spent which should be utilized to reconcile budgets and claims.

Submitting a Claim Instructions

School food authorities must complete a new claim each month through CLiCS. Each site must complete a separate claim.

1. Log into CLiCS (2010 and later). If you do not already have a CLiCS User Identification (ID) and password, complete the CLiCS User ID/Password Request Form.
2. Select Claims on the far left hand side.
3. At the top you’ll see different tabs: create new claims, view or modify claims, interface claim file, and claim summary. To create a new claim, ensure the ‘create new claims’ tab at the top is selected.
4. Select Fresh Fruit and Vegetable Program from the drop down arrow as the Program Type. Ensure the calendar year and month match the month and year the claim is being submitted for.
5. Once the program type, month and year are selected, and the site ID number for the site in which the claim is being submitted is entered, a red Create button will automatically appear. Site ID numbers differ from Sponsor ID numbers. You can find the Site ID in the Applications section.

6. Select Create to create a new claim.

7. Once you select Create, a blank FFVP claim form will automatically appear.
8. Complete the claim by entering all required information. Reason for Adjustment or Other Name of Reviewer may not be displayed on your claim. Fill in the total number of days the FFVP was offered for the month, a brief description of the fruits, vegetables and dips offered for the claiming month, the specific cost of fruits, vegetables and dips. These are all considered food costs.

9. Check the small box under the total food costs if you offered Minnesota-grown fruits or vegetables during the claiming month.
10. Fill in any non-food costs incurred during the claiming month. Include a brief description and the specific cost of any non-food costs. The claim form will automatically total the food costs, non-food costs, and the grand total of reimbursement.

11. Select Save if the claim is complete and if you agree to the sponsoring authority certification.

12. Check the small box under the sponsoring authority certification if it’s your final FFVP claim for the school year. Otherwise, leave it blank.
13. If changes have actually been saved, you’ll notice it says Changes have been accepted at the top.

14. Check to ensure your claim was actually submitted by selecting the View or Modify Claims tab toward the top.

15. Ensure that Fresh Fruit and Vegetable Program is selected as the program type and the appropriate calendar year and month are selected. ‘All’ should be selected as the claim status.

16. Select Search and you should see the status of the particular claim submitted. A claim can either be in a submitted or approved status.
Claim Summary Instructions

1. **Log into CLiCS (2010 and later).** If you do not already have a CLiCS User Identification (ID) and password, complete the [CLiCS User ID/Password Request Form](https://example.com).

2. Select Claims on the far left hand side.

3. At the top you’ll see different tabs: create new claims, view or modify claims, interface claim file, and claim summary. To create or view a new claim summary for your district, ensure the claim summary tab at the top is selected.

4. Select Fresh Fruit and Vegetable Program from the drop down arrow as the Program Type. Select the appropriate Program Year and select either approved, submitted or both for the ‘Include Claims with Status’ option. Select the month in which you’d like to search or just leave it as All to see all claims within the selected program year.

5. Once the program type, program year, include claims with status, and month are selected, a red Create button will automatically appear.

6. Select Create to create a new claim summary. It may take a minute to load the claim summary. Microsoft Excel is needed in order to create the claim summary.

7. A new blank internet tab will automatically open and a message may appear that asks if you want to open or save the claim summary. Select open.

8. The claim summary will appear in a Microsoft Excel document. There will be a yellow ribbon at the top of the claim summary. Select the Enable Editing button in the yellow ribbon. Your district’s FFVP claim data should automatically appear when you enable editing.

9. There are five tabs with different reports for claim data – report by site, report by month, summary, data and criteria. The report by site tab displays claim data by site. The report by site tab is more for those districts with multiple sites in the FFVP. The report by month tab displays claim data by month. The summary tab displays the year to date claims compared to the total award and the budget period 1 claims compared to the total budgeted for budget period 1. The data and criteria tabs should never have to be used.