



## 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:

Sami Burington, Fresh Fruit and Vegetable Program Coordinator

[Samantha.Burington@state.mn.us](mailto:Samantha.Burington@state.mn.us)

(651) 582-8376 / 1-800-366-8800

or

Food and Nutrition Services Division

[mde.fns@state.mn.us](mailto:mde.fns@state.mn.us)

(651) 582-8526, toll free at 1-800-366-8922

TTY: (651) 582-8201

1500 Highway 36 West

Roseville, MN 55113-4266

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/)

(<https://education.mn.gov/MDE/dse/FNS/SNP/other/ffvp/>)

[USDA Fresh Fruit and Vegetable Program](http://www.fns.usda.gov/ffvp)

(<http://www.fns.usda.gov/ffvp>)

[USDA Fresh Fruit and Vegetable Program Handbook](http://www.fns.usda.gov/sites/default/files/handbook.pdf)

(<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.

<a href="#">Create New Claims</a>	<a href="#">View or Modify Claims</a>	<a href="#">Interface Claim File</a>	<a href="#">Claim Summary</a>
Claims > Create New Claim			
<b>Applications</b> <b>Claims</b> System Admin+ Program Admin+ Change Password Payment Reports Verification Reporting	<h2 style="color: red;">Validation Error</h2> <p style="color: red;">You must correct the following error(s) before proceeding:</p> <ul style="list-style-type: none"> <li>• Sponsor ID is required</li> </ul>		
Enter Claim Creation Information:			
Program Type:	Fresh Fruit and Vegetable Program ▾	Calendar Year:	2014 ▾
Site ID:	<input type="text"/>	Month:	July ▾
Copyright Minnesota Department of Education		<a href="#">Privacy Policy, Terms and Conditions</a>	

- 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.
- Select Create to create a new claim.

				St Paul ISD #625
<a href="#">Create New Claims</a>	<a href="#">View or Modify Claims</a>	<a href="#">Interface Claim File</a>	<a href="#">Claim Summary</a>	
Claims > Create New Claim				
<b>Applications</b> <b>Claims</b> System Admin+ Program Admin+ Change Password Payment Reports Verification Reporting	Enter Claim Creation Information:			
Program Type:	Fresh Fruit and Vegetable Program ▾	Calendar Year:	2014 ▾	
Site ID:	1000002095	Month:	July ▾	
Click the Create Button to Create				<a href="#">Create</a>
Copyright Minnesota Department of Education		<a href="#">Privacy Policy, Terms and Conditions</a>		

- Once you select Create, a blank FFVP claim form will automatically appear.

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I recognize that I will be fully responsible for any excess amounts that may result from erroneous or neglectful reporting herein.         </td> </tr> <tr> <td colspan="3"> <input type="checkbox"/> Check here if this is your final claim for the school year         </td> <td> <input type="button" value="Save"/> </td> </tr> </table>	Sponsor	1000003450 - St Paul ISD #625			Site	1000002095 - Bruce Vento Elementary			Calendar Year	2014	Month	July	Claim Type	Original			Reason for Adjustment:				<input type="text"/>				Other (Describe)/Name of Reviewer:				<input type="text"/>				<b>1. Serving Information</b>				Number of FFVP snack serving days this month:		<input type="text" value="0"/>		<b>2. 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- 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.
- Check the small box under the total food costs if you offered Minnesota-grown fruits or vegetables during the claiming month.



13. If changes have actually been saved, you'll notice it says Changes have been accepted at the top.

St Paul ISD #625

Claims > FFVP Claim Maintenance

**Applications** Changes have been accepted

**Claims** Fresh Fruit and Vegetable Claim Information

**System Admin+**

**Program Admin+**

**Change Password**

**Payment**

**Reports**

**Verification Reporting**

Sponsor: 100003450 - St Paul ISD #625

Site: 100002095 - Bruce Vento Elementary

Calendar Year: 2014      Month: July

Claim Type: Original      Claim Status: Submitted

Reason for Adjustment:

Other (Describe)/Name of Reviewer:

**1. Serving Information**

Number of FFVP snack serving days this month: 22

**2. Food Costs**

Expense	Description	Cost
Fruit	apples, bananas, mangos, pineapples, kiwi, mixed berries	\$ 425.00
Vegetables	sugar snap peas, green beans, spinach, asaragus, tomat	\$ 375.00
Low fat/No fat dip	low-fat ranch dressing (1 Tbsp svgs) x 3 days	\$ 75.00
<b>Total Food Cost</b>		<b>\$875</b>

Check if you served MN Grown food this month

**3. Non-Food Costs**

Expense	Description	Cost
Supplies and Materials	paper boats, sanitizing wipes, gloves	\$ 35.00
Delivery Charge/Fuel Escalator		\$ 10.00
Operating Labor	Sami x 11 hours	\$ 99.00
Administrative Labor		\$ 0.00
Equipment		\$ 0.00
<b>Total Non-food Cost</b>		<b>\$144</b>
<b>Total Costs</b>		<b>\$1,019</b>

**4. Sponsoring Authority Certification**

I certify on behalf of the district noted above, that to the best of my knowledge and belief, this claim is true and correct in all respects; that records are available to support this claim; that it is in accordance with the terms of existing agreement(s); and that payment therefore has not been received from any other source (federal, state or local source). I recognize that I will be fully responsible for any excess amounts that may result from erroneous or neglectful reporting herein.

Check here if this is your final claim for the school year

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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](#).
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.

The screenshot shows the 'Claim Summary' tab selected in the top navigation bar. Below the navigation bar is a dark blue header with the text 'Claims > Claim Summary Search'. On the left is a vertical menu with 'Claims' highlighted in orange. The main content area is titled 'Enter Search Criteria:' and contains four search fields: 'Program Type' (set to 'Fresh Fruit and Vegetable Program'), 'Program Year' (set to '2015'), 'Include Claims With Status' (set to 'Both'), and 'Month' (set to 'All'). Below these fields is a red 'Create' button. A red text prompt says 'Click the Create Button for a Summary'.

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.

The screenshot shows a standard Microsoft Excel dialog box. The text reads: 'Do you want to open or save FfvpClaimSummary.xlsx from fns.state.mn.us?'. There are three buttons: 'Open', 'Save', and 'Cancel'. A small 'x' icon is in the top right corner of the dialog box.

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.