DEPARTMENT OF EDUCATION

Fresh Fruit and Vegetable Program

Budget Instructions

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Tips:

- Complete and submit budgets via the Cyber-Linked Interactive Child Nutrition System 2 (CLiCS) website before operating the Fresh Fruit and Vegetable Program (FFVP) each school year. Contact the Minnesota Department of Education (MDE) for budget due dates each year.
- A new budget must be submitted for each site prior to operating the FFVP each school year.

For Questions, Please Contact:

Sami Burington, Fresh Fruit and Vegetable Program Coordinator
651- 582-8376

or

Nutrition, Health and Youth Development Division
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 U.S. Department of Agriculture (USDA) is an equal opportunity provider.

General Information

The Minnesota Department of Education (MDE), Division of Nutrition, Health, and Youth Development, will send all Fresh Fruit and Vegetable Program (FFVP) correspondence to the person listed as the FFVP program contact on each participating sponsor'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 Cyber-Linked Interactive Child Nutrition System (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
(http://education.state.mn.us/MDE/dse/FNS/SNP/other/ffvp/)

USDA Fresh Fruit and Vegetable Program
(https://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program)

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

Funding Period

The award period is July 1 through June 30. FFVP site budgets must be submitted in CLiCS as an extension to the site application. Budgets are completed by SFAs after applications are submitted and approved for participation.

Budgets are submitted for two different time periods: July 1 to September 30 (first allocation period) and October 1 to June 30 (second allocation period). All schools should be operating the FFVP as soon as the new school year begins.

MDE receives FFVP funding from USDA October 1 through September 30. This funding period extends over two different school years making it necessary for MDE to estimate amounts to be spent by participating schools. MDE uses school budgets to provide estimated amounts to USDA. Budgets should be projected as accurately as possible.

Budget Reminder: Schools must be sure to spend *exactly* the amount budgeted from July 1 to September 30 (in the first allocation period). Money budgeted in the first allocation period will *not* be returned and will *not* be carried over into the second allocation period (October 1 to June 30). Second allocation period funds *cannot* be used in the first allocation period to cover any overages not budgeted.

Addendum

Program contacts are emailed the addendum for their participating sites. Addendums must be signed and returned to MDE **prior to July 1** and prior to expending any funds. The award period is outlined in the Addendum to the MDE School Food Authority Agreement for School Nutrition Programs Fresh Fruit and Vegetable Program. The addendum also outlines the agreement to participate in the Fresh Fruit and Vegetable Program as authorized by Section 4304 of Public Law 110-234, The Food, Conservation, and Energy Act of 2008.

Serving Days

Schools must implement the FFVP as designated on the original application. Number of days per week that the FFVP snack is offered cannot be adjusted. All schools must offer the snack at least two days per week. Schools that indicated the snack would be offered four to five days per week receive a higher rate of funding per student enrolled compared to schools that indicated the snack would be offered two to three days per week. Request prior approval if the FFVP snack cannot be offered as originally outlined in the FFVP application. Funding rates can be found in the CLiCS FFVP site application. Contact MDE for specific funding rates.

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 by MDE and, if possible, purchased prior to December 31.

Fresh Fruit and Vegetable Reimbursement Information

Equipment is also considered an administrative cost and remember administrative costs cannot exceed 10 percent of the total award. If sites are planning on purchasing equipment for the FFVP, they must provide written justification in CLiCS to support the purchase. Equipment purchased with FFVP funds that will be used in other school meal programs must be prorated. The FFVP represents a small program and therefore the funds claimed under the FFVP should represent the smaller portion.

FFVP Handbook – Operating and Administrative Costs (page 23)

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.

Fresh Fruit and Vegetable Program Fees in FSMC Contracts (includes caterers) (SP 33-2012)

The majority of the award must go towards fresh fruits and vegetables for students.

Operating labor and benefits are for those employees who run the FFVP service. These are documented expenses for acquiring, delivering, preparing, and serving fruits and vegetables.

Administrative labor and benefits are for those employees that perform planning, managing paperwork, obtaining the equipment needed, and all other aspects of the FFVP that are not related to the preparation and service of fruits and vegetables.

Reimbursement Reminder: The FFVP differs from the Department of Defense (DoD) Fresh Fruit and Vegetable Program. Schools are not able to use their DoD entitlement dollars to buy produce and then be reimbursed in the FFVP. Schools can, however, procure produce for the FFVP using the DoD contracted vendor [outside of the DoD]. It is not permissible for schools to place orders through the DoD FFAVORS system for any purchases to be paid for with nonprofit food service or FFVP funds.

[School Food Authorities Purchasing Produce from U.S. Department of Defense Vendors Using Section 4 and 11 or Fresh Fruit and Vegetable Program Funds (SP 25-2014)](#)

Recordkeeping

Recordkeeping requirements for the FFVP are similar to other Child Nutrition Programs.

Documentation must be kept as proof of all FFVP expenses claimed on the monthly claim for reimbursement. Examples of documentation include produce vendor invoices and receipts, employee time sheets, equipment receipts, etc.

Some produce vendors will create a separate invoice for produced purchase for use in the FFVP. Simply ask your school's produce vendor if this service is available.

Keep a file that contains policy memoranda, addendums, procurement information, invoices and receipts, employee time sheets, equipment justification and receipts, purchase order information, vendors/local farmers, nutrition education examples provided throughout the school year, pictures and other success stories.

Budget Instructions

School food authorities must complete a new budget each year for each site through CLiCS. Total award amounts vary each year based on total enrollment and number of serving days the FFVP is offered each week.

1. Log into CLiCS. If you do not already have a CLiCS User Identification (ID) and password, complete the [CLiCS User ID Request Form](#).
2. Select **Applications** on the left hand side of the page.
3. Ensure that FFVP is selected as the Program Type and the appropriate program year is selected. For example, the program year for school year 2019-20 is 2020. Select View Sites.

Applications

Applications > Applications Search

Applications	Enter Search Criteria:			

Claims
System Admin+
Program Admin+
Change Password
Payment
Reports
Verification Reporting

Program Type: FFVP ▼   **Program Year:** 2016 ▼   **Search Type:** Sponsor ▼

Site: ALL ▼

Application Status: ALL ▼   **City:**

Sort By: Program Year ▼   **Order:** Descending ▼

Search   Clear Results

Your Search Results:

Set Number of Results
100 Set

Showing 1 - 1 of 1

Sponsor ID	Sponsor Name	Program Year	Status	Sites
1000004166	Fond du Lac Reservation	2015-2016	Unapproved	View Sites

Showing 1 - 1 of 1

End of Results

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4. Go to each site application that was selected to participate. Program contacts should have received a CLiCS generated email notifying them of which sites were 'selected to participate.'

5. Scroll down toward the bottom of each site application where the budget information now appears. The per child award amount and total award automatically pre-populates.

Applications
Claims
System Admin+
Program Admin+
Change Password
Payment
Reports
Verification Reporting

Sponsoring Authority Information:

Sponsor	1000003298 - Minneapolis Special District #1

Site Information:

Site	1000002696 - Lyndale Elementary		
Site Application Status	◉ Approve ○ Deactivate	Deactivation Date	(mm/dd/yyyy)
Approval effective date range	Jul 2014 - Jun 2015		
Site Address	3333 Grand Ave S, Minneapolis, MN 55408; Hennepin County		
Program Year	2014-2015	Stop Payment ☐	

School Principal Information:

Principal First Name	Principal	Principal Last Name	Last
Principal Title	Principal	Phone Number	1234567890 - Ext
Email Address	principal@mpls.k12.mn.us		

School Food Manager Information:

Manager First Name	Manager	Manager Last Name	Last
Manager Title	Site Supervisor	Phone Number	1234567890 - Ext
Email Address	manager@mpls.k12.mn.us		

MARSS Information:

October Enrollment	563	Free/Reduced Percentage	73.36
Grade Levels in School		KG,01,02,03,04,05,	

Site Participation Information:

Participating in FFVP during July-August 2014?			☑
Serving Preschool Students?		☐ Preschool Enrollment	0
If not all grades will participate in FFVP, explain why			

Logistics:

Where do you plan to purchase your fruits and vegetables from (e.g. local farms, produce supplier, grocery store)?	Local farm, produce supplier
What time(s) of the day will you serve FFVP products? Snacks must be served outside of meal times and not after school.	○ Mid-morning ◉ Mid-afternoon ○ Both
How many days per week on average will you serve FFVP products?	5 ▾
If food is not served in cafeteria, how is it moved to the students?	Student volunteers pick up food from cafeteria and deliver it to the classroom.
How will the FFVP products be packaged or presented (e.g. plates, bowls)?	Individually wrapped
Food preparation method at the school:	◉ Self-prep ○ Vended
Where will the fresh fruit or vegetable snacks be served:	Classroom ▾
Other Location Description.	

Selection

Certification and Signatures document

Upload File * Upload Certification and Signatures document. 1 document allowed.

File Name	Upload Date	Actions
FFVP FY15 Lyndale.pdf	05/01/2014 03:44:31 PM	⬇ ❌

Sponsoring Authority Certification and Signatures document reviewed ☑

Other materials document

Upload File * Upload document containing other materials. 1 document allowed.

File Name	Upload Date	Actions
Fresh Fruit and Vegetable Program Partnerships and Nutrition Education.pdf	05/01/2014 03:44:36 PM	⬇ ❌

Document containing other materials reviewed ☑

Selected for participation		☑

Selected for participation ▾

Fresh Fruit and Vegetable Program: Budget Information (Finance Code 706)

Per child award amount	$ 60.00	Total award	$ 33,780.00

Enter All Budget Amounts As Whole Dollars Only

	7/1 - 9/30 Budget:	10/1 - 6/30 Budget:	Total:
Food Costs (should be the majority of your award)			
Food (fruits, vegetables, low-fat dips)	$ 0	$ 0	0
Non Food Costs (All categories below, including administrative costs, cannot exceed 20 percent of total award)			
Operating Costs			
Supplies and Materials -Non-Instructional (examples: napkins, plastic gloves, paper plates)	$ 0	$ 0	0
Operating Labor (wages for operational labor such as food preparation and serving)	$ 0	$ 0	0
Benefits (includes: FICA, Medicare, PERA Public Employees Retirement Association, TRA Teachers Retirement Association, Health Insurance, Life Insurance, Dental Insurance, Long Term Disability Insurance)	$ 0	$ 0	0
Tax Sheltered Annuities, MN Deferred Comp Plan and Employer-Sponsored Health Reimbursement Arrangements (HRA)	$ 0	$ 0	0
Workers Compensation, Unemployment Compensation	$ 0	$ 0	0
Other Employee Benefits - all employee benefits not properly accounted for in another 200 Object Code.	$ 0	$ 0	0
Contracted Operating Staff	$ 0	$ 0	0
Administrative Costs (Cannot exceed 10 percent of total award)			
Equipment* (purchasing or leasing large equipment such as refrigerators, coolers or carts). Include written justification in the space below.	$ 0	$ 0	0
Administrative Labor (wages for employees who administer program)	$ 0	$ 0	0
Benefits (includes: FICA, Medicare, PERA Public Employees Retirement Association, TRA Teachers Retirement Association, Health Insurance, Life Insurance, Dental Insurance, Long Term Disability Insurance)	$ 0	$ 0	0
Tax Sheltered Annuities, MN Deferred Comp Plan and Employer-Sponsored Health Reimbursement Arrangements (HRA)	$ 0	$ 0	0
Workers Compensation, Unemployment Compensation	$ 0	$ 0	0
Other Employee Benefits - all employee benefits not properly accounted for in another 200 Object Code.	$ 0	$ 0	0
Contracted Administrative Staff	$ 0	$ 0	0
Total Amount	0	0	0
Non-Food costs are currently 0 percent of total award			
Administrative costs are currently 0 percent of total award			

*Equipment Justification:

Please provide written justification to support the purchase. The justification should explain the need for additional equipment, why the current equipment is not sufficient for the FFVP operations, how many times the FFVP will be offered each week and any other information that will support the purchase. Equipment purchased with FFVP fund that will be used in other school nutrition programs must be prorated among the programs. The FFVP represents a small program and therefore the funds claimed under the FFVP should represent the smaller portion. You must receive approval from MDE before making equipment purchases.

Please check this box when the budget has been completed. ☐

Internal Application Notes

Rollover Application Notes ☐

Save

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6. Complete the budget for both budget periods if necessary: July 1 through September 30 (first allocation period) and October 1 through June 30 (second allocation period).
   Note: Budgeted amounts should equal the total award amount. A warning message appears (when saving) if non-food costs exceed 20 percent of the award and an error message appears if administrative costs exceed 10 percent of the award. Percentages for non-food costs and administrative costs automatically calculate near the bottom of the budget.
7. If equipment is budgeted, ensure a justification is provided in the text box.
8. **Check the box** at the bottom that is labeled *Please check this box when the budget has been completed* when the budget is considered complete.
9. Click **Save**. If any error or warning messages appear, complete missing information.