

Tips for Using the FFVP Claiming Breakdown Record

Budgets

- If you submit an allocation A budget revision, the dollar amounts in each budget category must be updated. If you submit an allocation A budget revision that increases your allocation A award, update your school award (which is allocation A + allocation B) accordingly.

FFVP Claiming Breakdown School Year 2018-2019										
Sunshine School (111111)				School Award	\$15,000.00	Expected Monthly Average (9 months)				\$1,666.67
ALLOCATION A				Operating Costs				Administrative Costs		
				Food Costs			Non-Food Costs			
	School Name	Claim Month	Number of Service Days	Fruits and Vegetables	Non-Fruit & Vegetable Foods	Non-Food Items	Operating Labor	Equipment	Administrative Labor	Total
	Sunshine Elementary	August		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sunshine Elementary	September		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total:			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Budget:			\$900.00	\$100.00	\$400.00	\$200.00	\$0.00	\$50.00	\$1,650.00
Unencumbered:			\$900.00	\$100.00	\$400.00	\$200.00	\$0.00	\$50.00	\$1,650.00	

- Once you submit an allocation B budget, fill in the dollar amounts submitted and approved in each budget category.

ALLOCATION B				Operating Costs				Administrative Costs		
				Food Costs			Non-Food Costs			
	School Name	Claim Month	Number of Service Days	Fruits and Vegetables	Non-Fruit & Vegetable Foods	Non-Food Items	Operating Labor	Equipment	Administrative Labor	Total
	Sunshine Elementary	October		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sunshine Elementary	November		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sunshine Elementary	December		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sunshine Elementary	January		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sunshine Elementary	February		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sunshine Elementary	March		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sunshine Elementary	April		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sunshine Elementary	May		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sunshine Elementary	June		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total:			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Budget:			\$12,000.00	\$500.00	\$0.00	\$500.00	\$0.00	\$350.00	\$13,350.00	
Unencumbered:			\$12,000.00	\$500.00	\$0.00	\$500.00	\$0.00	\$350.00	\$13,350.00	

- Before you submit your allocation B budget in the online system, check to see if your total school year budget is allowable by looking at the Budget Percentages table in the top right of the spreadsheet. Once you fill in dollar amounts for your allocation A and allocation B budgets, the budget percentages for food cost, non-food cost, and administrative cost will appear and will turn either red or green to indicate whether your budget is allowable. Remember that the allowable budget percentages are determined based on your allocation A + allocation B budget.

Budget Percentages (Allocation A + Allocation B)	
Food Cost (80% minimum)	90%
Non-Food Cost (20% maximum)	10%
Administrative Cost (10% maximum)	3%

Good! Your total school year budget is allowable. You may submit your budget or budget revision via DPI's online system.

Budget Percentages (Allocation A + Allocation B)	
Food Cost (80% minimum)	77%
Non-Food Cost (20% maximum)	23%
Administrative Cost (10% maximum)	9%

Uh-oh! Your total school year budget is not allowable. Please adjust the dollar amounts in your allocation B budget categories before submitting your budget or budget revision via DPI's online system.

Claims

- As you submit claims, you can fill in the record to reflect the amount claimed in each budget category.

				Operating Costs				Administrative Costs		
				Food Costs		Non-Food Costs				
ALLOCATION B	School Name	Claim Month	Number of Service Days	Fruits and Vegetables	Non-Fruit & Vegetable Foods	Non-Food Items	Operating Labor	Equipment	Administrative Labor	Total
	Sunshine Elementary	October	14	\$1,235.25	\$100.20	\$0.00	\$90.60	\$0.00	\$100.29	\$1,526.34
	Sunshine Elementary	November	13	\$1,100.30	\$70.10	\$0.00	\$90.60	\$0.00	\$100.29	\$1,361.29
	Sunshine Elementary	December	9	\$988.17	\$49.35	\$0.00	\$65.25	\$0.00	\$100.29	\$1,203.06
	Sunshine Elementary	January	13	\$1,599.15	\$50.30	\$0.00	\$120.55	\$0.00	\$100.29	\$1,870.29
	Sunshine Elementary	February		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sunshine Elementary	March		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sunshine Elementary	April		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sunshine Elementary	May		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sunshine Elementary	June		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:				\$4,922.87	\$269.95	\$0.00	\$367.00	\$0.00	\$401.16	\$5,960.98
Budget:				\$8,500.00	\$2,000.00	\$0.00	\$1,500.00	\$0.00	\$1,350.00	\$13,350.00
Unencumbered:				\$3,577.13	\$1,730.05	\$0.00	\$1,133.00	\$0.00	\$948.84	\$7,389.02

- The unencumbered row shows you how much funding you have left in each budget category. These boxes will turn red if your unencumbered balance becomes negative (i.e., if you have overspent in a certain category). If you see red boxes, you will want to do a budget revision to move money into that budget category; however, ideally a budget revision is done *before* you go into the negative in any budget category.
- As the school year goes on, you can use the record to evaluate the following:
 - o How does my monthly total compare to the expected monthly average (located at the top of the spreadsheet)?
 - Am I spending our funding too quickly? Too slowly? Will our funding last us until the end of the school year?
 - o How am I doing in each budget category?
 - Will I run out of funds in a certain category? Do I have a lot of excess funds in a category?
 - Use this information to decide whether you need to submit a budget revision for allocation B. You may submit allocation B budget revisions any time during the allocation.

As always, feel free to contact your DPI FFVP coordinators if you have questions!

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dpi.wi.gov/school-nutrition/programs/fresh-fruit-vegetable