FRESH FRUIT AND VEGETABLE PROGRAM

Online Services Manual
School Year 2023-2024

Wisconsin Department of Public Instruction

FRESH FRUIT AND VEGETABLE PROGRAM (FFVP) ONLINE SERVICES MANUAL

SCHOOL YEAR 2023-24

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Grant Overview

The Fresh Fruit and Vegetable Program (FFVP) is funded by the United States Department of Agriculture (USDA) and is administered by the Wisconsin Department of Public Instruction (DPI). The FFVP grant is awarded in two allocations during the school year and funding is provided on a reimbursement basis. All schools will receive their payment for approved reimbursement via electronic deposit. Each School Food Authority (SFA) will receive two Notification of Federal Grant Subaward documents from the DPI, one for each allocation. Funds awarded for the first allocation (allocation A) must be obligated by September 30. Funds awarded for the second allocation (allocation B) must be obligated from October 1 through June 30.

It is important to note that no funds may be obligated outside the period of availability of the grant for each allocation. An obligation is made when orders are placed for property and services, when contracts and subawards are made, and when similar transactions during a given period that require payment by the non-Federal entity during the same or a future period are made. There is no guarantee that you will receive reimbursement for such obligations until such time as you receive the Notification of Federal Grant Subaward from the DPI. Accordingly, no claims are reimbursed until such time as the Notification of Federal Grant Subaward is issued.

The Notification of Federal Grant Subaward lists awarded amounts by participating site. SFAs that have more than one participating elementary school can refer to page two of the Notification of Federal Grant Subaward for details about each school's award. Funding that has been awarded to one participating school cannot be used to cover expenses for another participating school within the SFA because the grant is school-specific.

Each participating school will be required to develop budgets for allocation A and allocation B of the program. Schools should budget 80 percent or more of the total award for the school year on food costs to ensure that the bulk of grant funding is spent on fresh fruits and vegetables. Non-food costs are limited to 20 percent or less of the total award. This includes non-food costs, operating costs, equipment, and administrative costs. Administrative costs are further limited to 10 percent or less of the total award. Schools are advised to complete budget revisions and wait for approval before expending any funds outside of the most recently approved budget amounts.

USDA awards FFVP grant funding to state agencies on a federal fiscal year (FY) basis. Because of this, funding cannot be moved between allocation A and allocation B.

Important Dates for Budgets and Claims

	Allocation A	**Allocation B**
Beginning Date	July 1	October 1
Ending Date	September 30	June 30

Monthly Claim Due Dates

Claim Month	**60 Day Due Date**
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (February 29 on leap years)
January	April 1 (March 1 on leap years)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29

Entering the Online Services Site

To enter the online services system, go to the [Wisconsin Child Nutrition Programs Online Services](#) page. Click on the "Online Services Log-In" option.
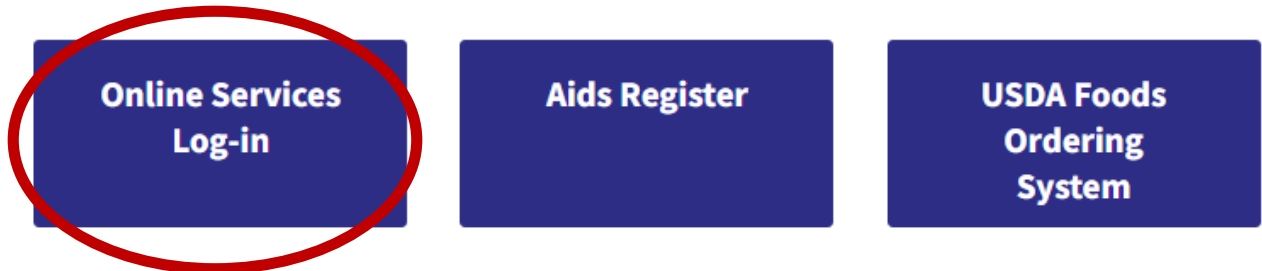
Alternatively, you can access the online services system directly from the [FFVP homepage](#). Scroll down and click on the words "**Online Services**."
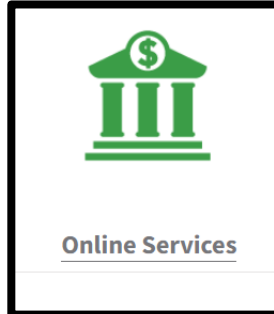
Either option will bring you to the "Online Services Log-In" screen:

1) Enter your Agency Code – This is your six-digit agency code/agreement number.
   - Do not use hyphens; use only the numerals in the agency code.
   - Do not enter leading zeroes. For example, if your agency code is "012345", only enter "12345".

2) Type in your agency-specific Password. This is the password assigned to your SFA by the DPI for ordering commodities, claiming reimbursement, and for contract purposes. If you are unsure what your agency code and password is, please contact your SFA's authorized representative as designated on the school nutrition contract.
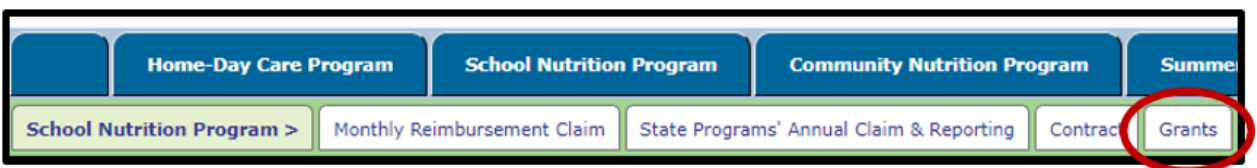
3) Click the "Login" button.

How to Navigate the Online System

To access the FFVP Portal:

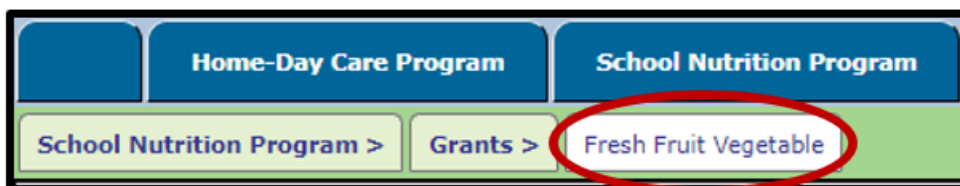1) Click on the blue tab that says "**School Nutrition Program**"
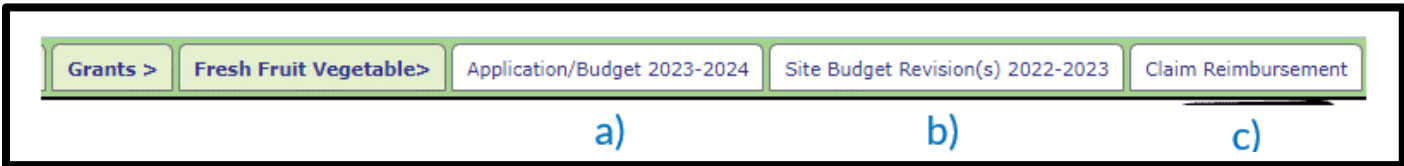

2) Click on "**Grants**"

3) Click on "**Fresh Fruit Vegetable**"

4) After clicking on Fresh Fruit Vegetable, you will see the following options:

Application/Budget 2023-2024

a) **Application/Budget 2023-2024:** This tab will allow you to view your applications and budgets as well as submit your allocation B budget and any necessary budget revisions.

b) **Site Budget Revision(s) 2022-2023:** **Do not use this tab**. This tab was used by schools participating in the program during school year 2021-2022 and will eventually be hidden from view. When this happens, you will only see two options on this screen: "Application/Budget 2023-2024" and "Claim Reimbursement."

c) **Claim Reimbursement:** You will use this tab to enter/modify claims, view claims, print the PI-1086 form (Program Fiscal Report), and access the optional produce-supply list.

Application/Budget 2023-2024

To view the current or previous applications, click on the "Application/Budget 2023-2024."
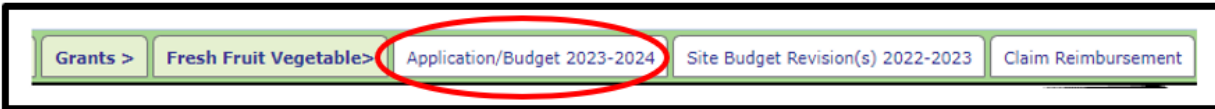
After clicking this tab, you will be prompted to select a school. If you have more than one elementary school in your SFA, a list of them will be displayed. The list will also include schools that applied but were not awarded for the current school year as well as those schools that did not apply.

You can see the application status of each school for the current school year in the last column. If this spot is blank, that school did not apply for the current school year grant

1) Click on the radio button next to the desired school.
2) Click "Continue."

Click on "View Site Application Budget."

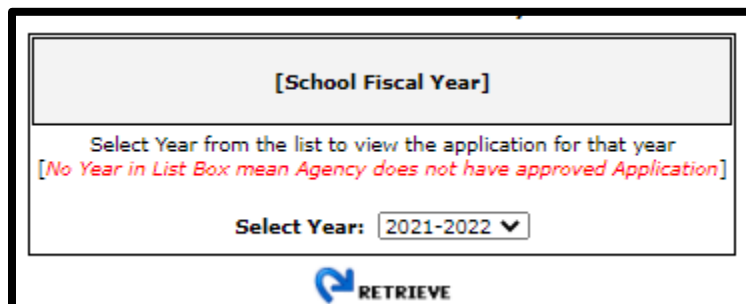After selecting one school, you will see the following options:

Grants>	Fresh Fruit Vegetable>	Application/Budget 2023-2024>	Submit Site Application	Submit Site Budget - Allocation B	Site Budget Revision(s)	Upload/Download Site Agreement Form	View Site Application/Budget
			a)	b)	c)	d)	e)
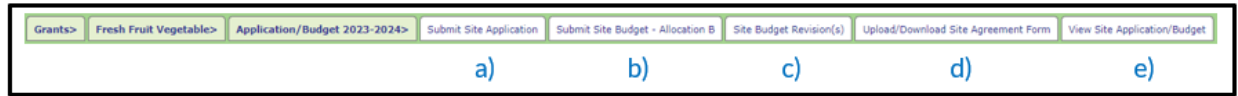
a) **Submit Site Application**: The application period for the school year 2023-2024 grant is closed. Since we are no longer accepting applications, you will receive an error message if you click on this tab. To go back to the previous screen, click on the "Application/Budget 2023-2024" tab. You will be prompted to select a school again.

b) **Submit Site Budget – Allocation B**: Each participating school will need to submit an online budget for allocation B of the program using this tab.

c) **Site Budget Revision(s)**: Schools will use this tab to revise their allocation A and/or allocation B budgets, if needed.

d) **Upload/Download Site Agreement Form**: This tab was used in conjunction with the "Submit Site Application" tab and is not usable at this time.

e) **View Site Application/Budget**: Use this tab to view the 2023-2024 application and budgets or any applications and budgets from previous school years.

View Site Application/Budget

You can use the "View Site Application/Budget" tab to view your applications and budgets. After clicking on this tab, you will need to select a school year. You will see an option for each school year the selected school applied for online. Since the online system for FFVP began with the 2012-2013 school year, this is the farthest back you can go. Select a school year and click "Retrieve."

[School Fiscal Year]

Select Year from the list to view the application for that year
[No Year in List Box mean Agency does not have approved Application]

Select Year: 2021-2022 ▾

RETRIEVE

The first page that populates is the budget summary. On this screen, you can see the basic budget amounts that were entered for each budget category and the date the budget was submitted. If any budget revisions have been submitted, you will see them on this screen

as a separate line. Once a budget revision is approved by a FFVP coordinator at the DPI, the budget revision's status will change to "Current," and the original budget's status will change to "Past."

To see what was budgeted under the food/other cost category, click on the budget's status.

Allocation A - Budget Summary						
Operating Labor Cost	Training Cost	Food/Other Cost	Administrative Labor Cost	Equipment Cost	Date Submitted	Status
$150.00	$0.00	$3,050.00	$150.00	$750.00	04/04/2023	Current

This page allows you to view details about the budget, including what was entered for fruits and vegetables, for non-fruit/vegetable foods, and for non-food items. On the previous page, you were only able to see the food/other total. If you scroll down to the bottom of this page, you will see that the remarks box and the budget preparer information boxes are blank for your original allocation A budget. This is because this information did not need to be entered when it was submitted with the application. However, you will see that these areas need to be completed when doing budget revisions. To return to the main budget summary page, click the "Back" button at the bottom of the page.

Allocation A - Budget Summary

Budget: Complete a budget request for the second allocation of the program. This site's' projected allocation B budget is shown in red below and is the result of subtracting the current allocation A budget from the projected total award for the school year.

To submit an allocation B budget, enter each line item's budgeted amount rounded to the nearest dollar. All fields must be completed, so enter a "0" if no funds are being budgeted on any budget line. Do not use any symbols such as dollar signs, commas between numbers, or decimal points. The "Allocation Total" must match the number in red at the top of the screen

Item	Budget Request
Operating Costs	
Operating Labor (Salaries & fringe benefits for food preparation employees)	$ 0
Training (Training of food preparation employees or instructional staff)	$ 0
Food/Other (Total)	$ 600.00
Fruits and Vegetables	$ 600.0
Non-Fruit/Vegetable Foods (Low fat or fat-free dips)	$ 0.0
Non-Food Items (serving bowls, cleaning supplies, delivery charges, etc.)	$ 0.0
Administrative Costs (limited to 10 percent of total grant)	
Administrative Labor (Salaries & fringe benefits for employees administering the program)	$ 0
Large Equipment (Single item costing $250 or more)	$ 0
Allocation Total	$ 600.00

If you wish to view the rest of the application, use the "Continue" button at the bottom of the first Budget Summary page. Keep clicking on the "Continue" button to scroll through all of the application pages. To download the signature page that was uploaded with the application, click on [Signature] below the Continue button.

Click Continue to see other details of the Application

CONTINUE

[Site List] [Signature]

Submitting an Allocation B Budget

The budget for allocation B of the program must be submitted and approved by DPI prior to submitting your first claim for allocation B. Remember, allocation B runs from October 1 through June 30. To begin, click on the "Application/Budget 2023-2024" tab and then select a school. Next, click on the **"Submit Site Budget – Allocation B"** tab. This screen is similar to the one that was completed with your application for the allocation A budget. However, the directions at the top are slightly different. The number in red at the top shows you what is available to budget for allocation B. It represents what the school's allocation B award has been estimated at. This amount is **not** guaranteed until SFAs have received a Notification of Federal Grant Subaward document for the allocation.

Allocation B - Budget Summary

Budget: Complete a budget request for the second allocation of the program. This site's projected allocation B budget is shown in red below and is the result of subtracting the current allocation A budget from the projected total award for the school year.

To submit an allocation B budget, enter each line item's budgeted amount rounded to the nearest dollar. All fields must be completed, so enter a "0" if no funds are being budgeted on any budget line. Do not use any symbols such as dollar signs, commas between numbers, or decimal points. The "Allocation Total" must match the number in red at the top of the screen

Total Award - Current Allocation A Budget = $9,400.00

Item	Budget Request
Operating Costs	
Operating Labor (Salaries & fringe benefits for food preparation employees)	$
Food/Other (Total)	$
Fruits and Vegetables	$
Non-Fruit/Vegetable Foods (Low fat or fat-free dips)	$
Non-Food Items (serving bowls, cleaning supplies, delivery charges, etc.)	$
Administrative Costs (limited to 10 percent of total grant)	
Administrative Labor (Salaries & fringe benefits for employees administering the program)	$
Large Equipment (Single item costing $250 or more)	$
Allocation Total	$

To submit the allocation B budget, enter each line item's budgeted amount rounded to the nearest dollar. All fields must be completed, so enter a "0" if no funds are being budgeted on a budget line. The "Allocation Total" at the bottom must match the number in red at the top of the screen. Verify that all of the numbers are correct. Scroll down and make sure to

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enter the budget preparer information at the bottom of the page. To submit the budget, click the "Submit" button at the bottom of the page.

You will receive this message when your budget for allocation B has been successfully submitted. You will not be able to submit a claim for allocation B until this budget has been approved. If the DPI is unable to approve your budget for any reason, you will be notified of the need to complete a budget revision.
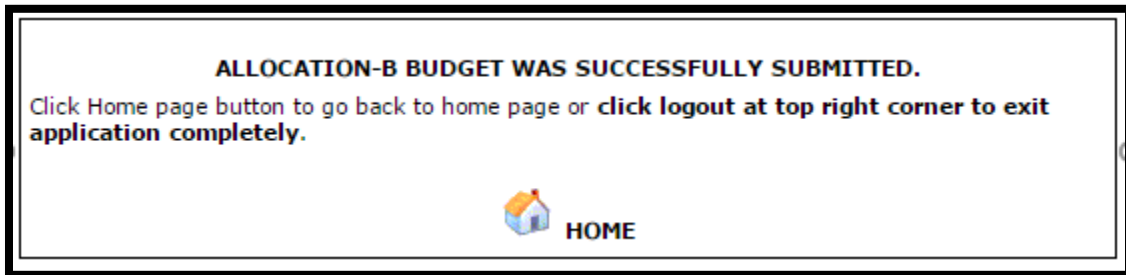
Budget Revisions

Schools have the ability to revise their budgets at any time during the allocation, if needed. If a line item was over-budgeted while another one was under-budgeted, it would be appropriate to complete a budget revision to move money between categories. **Please note, you should complete a budget revision prior to expending any grant funding outside of the currently budgeted line item amounts.**

Remember, non-food costs cannot exceed 20 percent of your total award for the school year while administrative costs cannot exceed 10 percent of your total award. A budget revision that results in exceeding those limits will not be approved by the DPI. For more information, view the Fresh Fruit and Vegetable Program: The Basics webcast.

Allocation A Budget Revisions

To complete an allocation A budget revision, click on the "Application/Budget 2023-2024" tab and select a school. Next, click on "Site Budget Revision(s)."

| Home-Day Care Program | School Nutrition Program | Community Nutrition Program | Summer Food Program | Special Milk Program | Review | Other Services | Logout |

> Grants > Fresh Fruit Vegetable> Application/Budget 2020-2021> Submit Site Application   Submit Site Budget - Allocation B   Site Budget Revision(s)   Upload/Download Site Agreement Form   View Site Application/Budget

Select the allocation for which you are submitting a revision. Select allocation type "A," and then click "Continue." Once you have submitted an allocation B budget and it has been approved by the DPI, you will see "B" as an option here.

Select the allocation type for which you want to submit the Budget Revision
[No Allocation Type in the list means school has not submitted the initial budget for that allocation type]

Allocation Type: ▼

A

CONTINUE

You can only work on one budget revision at a time for a school. **If you want to revise both your allocation A and your allocation B budgets, you must do one first and wait for it to be approved.** Once the first budget revision is approved, then you may go back in and complete the other revision. You will be able to see your current allocation A budget across the top of the screen as well as any previous budget submissions for the allocation. You can reference this as you are completing the new revision. Enter the desired budget amount for each line item and make sure to round to the nearest whole dollar. All fields must be completed, so enter a "0" if no funds are being budgeted on a budget line.

List of Budgets Submitted - Allocation A

Operating Labor Cost	Training Cost	Food/Other Cost	Administrative Labor Cost	Equipment Cost	Status
$0.00	$0.00	$600.00	$0.00	$0.00	Current

Allocation A - Budget Summary

Budget Revisions: Enter a revised budget by filling in all of the fields with a dollar value. Make sure to enter "0" if no funding is being allocated to a budget line. Enter the reason for the budget revision in the "Remarks" text box. Before submitting, verify that the information entered is correct and that the allocation total shown on the screen matches your allocation award.

Note: It is strongly recommended that you submit the budget revision prior to expenditure of grant funding outside of the currently budget amounts.

Item	Budget Request
Operating Costs	
Operating Labor (Salaries & fringe benefits for food preparation employees)	$
Food/Other (Total)	$
Fruits and Vegetables	$
Non-Fruit/Vegetable Foods (Low fat or fat-free dips)	$
Non-Food Items (serving bowls, cleaning supplies, delivery charges, etc.)	$
Administrative Costs (limited to 10 percent of total grant)	
Administrative Labor (Salaries & fringe benefits for employees administering the program)	$
Large Equipment (Single item costing $250 or more)	$
Allocation Total	$

The "Allocation Total" at the bottom should match the allocation total amount from the original allocation A budget. You can submit an allocation A budget revision any time before submitting your final claim for allocation A.

Once you have verified that the budget numbers are entered correctly, go ahead and enter the reason for the budget revision. Remarks are required in this box.

Remarks
(Provide the reasons for Budget Revision)

Next, enter the budget preparer's information.

[Budget Preparer Information]

Please fill in all requested information. This information may be used to contact the school with questions regarding the submitted budget revision.

First Name   Last Name

Phone Number   Extension

Email Address

▶ Submit

When you are finished, click the "Submit" button. You will receive an onscreen message indicating that the budget revision has been successfully submitted. Once the budget revision has been approved by the DPI, the budget preparer will receive an automatic email at the email address provided. If the budget cannot be approved and requires another revision, the budget preparer will receive an automatic email indicating that the budget has been unlocked and another revision is required.


BUDGET REVISION WAS SUCCESSFULLY SUBMITTED.
Click Home page button to go back to home page or **click logout at top right corner to exit application completely.**

🏠 **HOME**

Allocation B Budget Revisions

To submit a budget revision for allocation B, click on the "Site Budget Revision(s)" tab and select "B." You must have an approved allocation B budget before you can submit a revision for allocation B. A budget revision for allocation B can be done any time after the original allocation B budget has been approved but before the final claim for allocation B has been submitted. **Remember, you should complete a budget revision and wait for it to be approved prior to expending funds outside of the current budget amounts.**
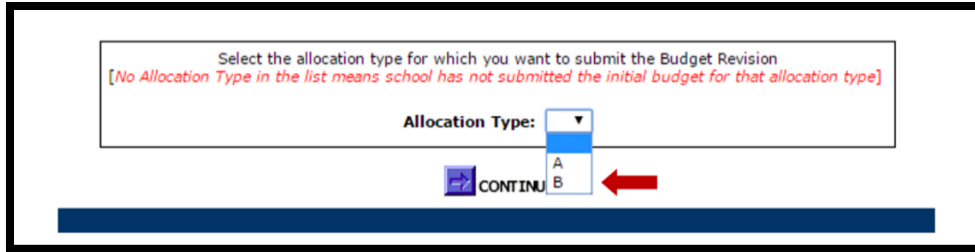
You will be able to see your current allocation B budget at the top of the screen. Enter the revised budget for the selected site by filling in all of the fields with a dollar value. Make sure to enter "0" if no funding is being allocated to a budget line. The "Allocation Total" at the bottom must add up to the allocation B award displayed in **red** at the top.

List of Budgets Submitted - Allocation B

Operating Labor Cost	Training Cost	Food/Other Cost	Administrative Labor Cost	Equipment Cost	Status
$0.00	$0.00	$9,400.00	$0.00	$0.00	Current

Allocation B - Budget Summary

Budget Revisions: Enter a revised budget by filling in all of the fields with a dollar value. Make sure to enter "0" if no funding is being allocated to a budget line. Enter the reason for the budget revision in the "Remarks" text box. Before submitting, verify that the information entered is correct and that the allocation total shown on the screen matches your allocation award.

Note: It is strongly recommended that you submit the budget revision prior to expenditure of grant funding outside of the currently budget amounts.

Total Award - Current Allocation A Budget = $9,400.00

Item	Budget Request
Operating Costs	
Operating Labor (Salaries & fringe benefits for food preparation employees)	$
Food/Other (Total)	$
Fruits and Vegetables	$
Non-Fruit/Vegetable Foods (Low fat or fat-free dips)	$
Non-Food Items (serving bowls, cleaning supplies, delivery charges, etc.)	$
Administrative Costs (limited to 10 percent of total grant)	
Administrative Labor (Salaries & fringe benefits for employees administering the program)	$
Large Equipment (Single item costing $250 or more)	$
Allocation Total	$

Next, enter the reason for the budget revision. An explanation must be typed into this field. After that, enter the budget preparer information. Verify that all of the information entered is correct. When you are finished with your revision, click "Submit."
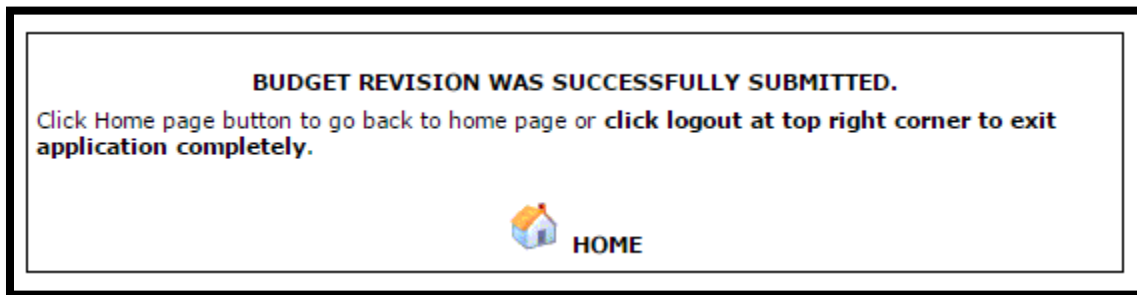
You will see this message when your budget revision has been successfully submitted. **Please note, you will not be able to submit another revision or a claim for that site until one of the FFVP coordinators has approved or unlocked the budget revision.**

> **BUDGET REVISION WAS SUCCESSFULLY SUBMITTED.**
> Click Home page button to go back to home page or **click logout at top right corner to exit application completely.**
>
> 🏠 **HOME**

Claim Reimbursement

As you create your budgets and spend your grant funding, remember that there are limits on how much money you can use toward non-food costs. It is an expectation that the majority of the total award will be spent on fresh fruits and vegetables. When you start to enter your first claim, you will see that the claiming categories match up with the budget categories.

Schools have 60 calendar days following the end of a claim month to submit their claim for reimbursement. For example, October's claim must be submitted by December 30, 2022. See the "Important Dates" document on our webpage for a listing of claim deadlines. A claim can be started as soon as the claim month has ended unless a previous claim has not been paid yet.

Late Claims

Any claim received after 60 calendar days from the end of the claiming month is considered a late claim. If a school misses the claiming deadline, they must contact a FFVP coordinator with reasoning for late claim submission and a plan to prevent future late claims. The FFVP coordinator will then determine if the claim can be re-opened.

Indirect Costs

The restricted indirect rate listed on page one of the Notification of Federal Grant Subaward may be applied to the Fresh Fruit and Vegetable Program grant. Any SFA that does not have an approved indirect rate listed on the award will need to contact DPI for more information prior to claiming any indirect costs.

Any amount claimed as an indirect cost contributes to the 10 percent program limitation on administrative costs and will not generate additional funds. If you elect to use the indirect rate, it may be applied to monthly claims as well as the final claim. For assistance with claiming indirect costs, contact one of the FFVP coordinators.

Entering and Modifying a Claim

To submit monthly claims, you will have to use the Wisconsin Child Nutrition Programs Online Services web portal. This is the same online services site that schools use to submit FFVP applications, budgets, and budget revisions. Follow the steps on pages 3-4 to log in. After following the steps to log in, you will see three tabs: the Application/Budget 2023-2024 tab, the Site Budget Revision(s) 2022-2023 tab, and the Claim Reimbursement tab. To access claiming options, click on "Claim Reimbursement."
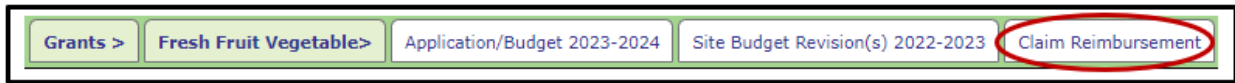
After clicking on "Claim Reimbursement," you will see three options: Enter-Modify Claim, View Claim, and Produce-Supply List.
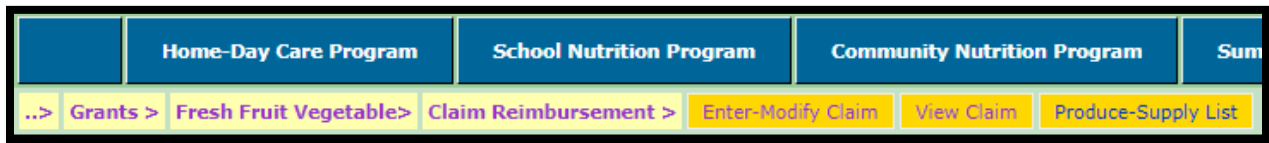
To begin a claim, click on "Enter-Modify Claim."
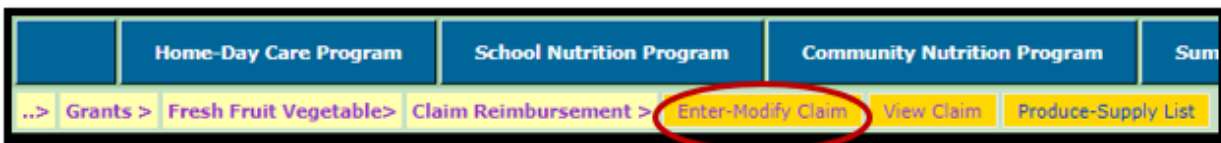
The first page asks for general information about the claim you are submitting. The information requested on this page applies to every participating school in your SFA.

Starting at the top, select "Yes" or "No" from the drop down box to indicate whether this is a final claim or not. Only select "Yes" when you are submitting the final claim for each

grant allocation. This will likely be your September claim for allocation A and your May or June claim for allocation B. **Once you have submitted a final claim for the grant allocation, you will not be able to submit another claim for that allocation.** When you submit a final claim, you will be required to print, sign, and submit the PI-1086 form that can be accessed when using the "View Claim" function. More information about this can be found on page 21 of this manual.

Next, select the claim month and calendar year. Select "Yes" or "No" to indicate whether or not this claim will combine months. If you answer "No" to the combined claim question, then the claim period will automatically fill in for you. Combined claims are accepted twice per school year, but there are restrictions. August and September can be combined on one claim and May and June can be combined on one claim. No other months may be combined without prior approval from a DPI FFVP Coordinator. If combining August and September expenses together, select "Yes" to indicate it is a final claim for allocation A, select "September" as the claim month and 2023 as the calendar year, select "Yes" to the question about combined claim, and then select "from August to September" as the claim period. Follow the same procedure if combining May and June.

Specify the number of sites that will be on this claim. This number should be the total number of participating schools in your SFA. For example, if there are three FFVP schools in your SFA, you will enter a "3" in this box. If there is only one school in your SFA that is participating in the program, you will enter "1."

The last thing you will need to do on this page is select the appropriate allocation for the claim. Once you have completed the required information, click "Continue."

After your claim has been started, you may exit and return later to modify the claim and submit. There is an option to delete the entire claim if you need to start over again.

On this next page, you will see a summary of the information you entered on the previous page as well as a list of FFVP schools in your SFA. To begin entering expenses, select a school by clicking on the school's name. **Only click the "Continue" button at the bottom when all expenses for all schools have been entered.**

At the top of this page, the school's approved allocation budget is displayed along with any previously claimed amounts for the allocation. Below that, there is an area for you to enter the number of service days in the claim month for that school. After entering the number, click "Save."

Claim Expenses Summary		
Account Name	**Approved Budget**	**Previously Claimed Amount**
Food and Other	$600.00	$0.00
Operating Labor Cost	$0.00	$0.00
Administrative Equipment Cost	$0.00	$0.00
Administrative Labor Cost	$0.00	$0.00
Grand Total	**$600.00**	**$0.00**

Enter number of FFVP service days at this site for the claim month(s): Click Save to update service days. → [ ] 💾 SAVE

Next, you will enter expenses by clicking on the appropriate categories in the table below. The expenses entered will be ones you are seeking reimbursement for. **Make sure to never enter a line item expense for $0**. This will cause an error on the DPI's side that will prevent the claim from being approved.

Fresh Fruit and Vegetable Program Expenses	
Title	**Total Cost Requested**
Operating Costs - Fruits and Vegetables	$0.00
Operating Costs - Non-Fruit/Vegetable Foods	$0.00
Operating Costs - Non-Food Items	$0.00
Operating Costs - Labor	$0.00
Administrative Costs - Large Equipment	$0.00
Administrative Costs - Labor	$0.00
Total Claim	**$0.00**

CONTINUE

Operating Costs - Fruits and Vegetables: Fruit and vegetable costs can be entered two ways: by using the "New Record" function or by using the "Produce-Supply List." The produce-supply list is an optional tool that was built primarily for SFAs with multiple sites participating in the program. The produce-supply list allows you to enter all produce and supply information in one place and build your claim by selecting from the list. This prevents a SFA from needing to enter the same information multiple times for multiple schools. Once your produce list items are added to your claim, you may then edit how many units were purchased and the total cost each site is claiming. More information about the produce-supply list can be found on page 20.

New Record: Clicking this will take you to a screen where you will have to enter an invoice date and a service date for your fruit or vegetable. A description of the fruit or vegetable is required. Be as descriptive as possible in the space provided. Instead of writing only "Apple," provide the name of the apple. Examples are "Golden Delicious Apple," "Pink Lady Apple," or "Braeburn Apple."

Review and update Fruit and Vegetable expenses. To add a new expense click the 'New Record' button. To drop a expense from the list select the 'Description' and click the 'Delete' button. Click 'Produce List' to add multiple items from the list.

Invoice Date	Service Date	Fruit/Vegetable Description	WI grown (Y/N)	Size/Weight Shipping Unit	Number of Units	Cost per Unit	Total Cost Requested

NEW RECORD   CONTINUE   Produce/Supply List

Select "Yes" or "No" from the drop down box to indicate whether or not the product was grown in Wisconsin. Please only select "Yes" if the fruit or vegetable was actually grown in Wisconsin. If you are unsure of the item's origin, you should select "No." This is not asking about purchase location, only growing location. We wouldn't expect to see "Yes" selected for items like bananas and pineapple, as these are not traditionally grown in Wisconsin. Selecting "Yes" or "No" helps us track how many local products are used in the program.

Enter the appropriate information from your invoice for shipping unit, number of units, and cost per unit. The total cost will auto-calculate for you. If there is a rounding issue, the system will allow you to change the total cost by adding a penny or by entering any amount that is less than the calculated total cost.

Fruits and Vegetables

Invoice Date	▼ / ___ / ▼
Service Date	▼ / ___ / ▼
Fruit/Vegetable Description	
WI grown	▼
Size/Weight Shipping Unit	
Number of Units	
Cost per Unit	$
Total Cost	$

BACK   SAVE

When you are done, click "Save." You will be taken back to the previous page and will now see an entry for the item you submitted. Continue to select "New Record" to enter in all fruit and vegetable costs for the claim month if you are not using the produce-supply list. As a reminder, you have the option to spend all of your award on fruits and vegetables.

1) **Operating Costs - Non-Fruit/Vegetable Foods:** If you decide to serve low-fat or fat-free dips in appropriate portion sizes on occasion with vegetables, you would claim these expenses as "Non-Fruit/Vegetable Foods." Remember that dip cannot be served with fruit. This area is completed in the same way as the "Fruit and Vegetable" category. Use the "New Record" function or the "Produce-Supply List" to enter expenses. **If claiming dips, please indicate if they are low-fat or fat-free.**

2) **Operating Costs - Non-food Items:** Enter non-food items here that were needed for preparation, service, and/or clean-up. This includes delivery and fuel charges. If you have questions about what expenses are reimbursable in this category, review the USDA's FFVP handbook, the Allowable and Unallowable Costs document, or speak

with a DPI FFVP coordinator. Examples are napkins, bowls, cups, forks, and trash bags. Small equipment purchases like cutting boards, trays, and baskets could also be claimed under this category. Use the "New Record" function or the "Produce-Supply List" to enter expenses. Remember to click "Save" when you are done.

3) **Operating Costs - Operating Labor:** If you are claiming operating labor, enter payroll information for the employees involved in the preparation, delivery, and clean-up of the FFVP snacks. Here you will only have a "New Record" option. Click on "New Record" and then enter the payroll date, employee name, number of hours worked, and hourly wage. The total cost will automatically calculate for you. Click "Save" when you are done.

   Remember, labor expenses must be claimed monthly, just like all of your other expenses. We are not able to accept labor costs that are claimed quarterly or yearly. Make sure to keep d ocumentation on file to validate labor hours claimed.

Review and update Operating Labor Cost. To add a new cost click the 'New Record' button. To drop a labor cost from the list select the 'Employee Name' and click the 'Delete' button.

Payroll Date	Employee Name	Hours Worked	Hourly Wage	Total Cost Requested

NEW RECORD   CONTINUE

4) **Administrative Costs – Equipment:** This category should only be used when claiming large equipment items. These would be single equipment pieces that cost $250 or more each. Large equipment expenses on a claim will not be approved without an Equipment Justification Form submitted by December 31 To enter an equipment cost, click on "New Record" and then fill in the invoice date, description, number of units, and cost per unit. Total cost will automatically calculate for you. Click "Save" when you are done.

Review and update Administrative Equipment Cost. To add a new cost click the 'New Record' button. To drop a Equipment Cost from the list select the 'Employee Name' and click the 'Delete' button.

Invoice Date	Equipment Description	Number of Units	Cost Per Unit	Total Cost Requested

NEW RECORD   CONTINUE

5) **Administrative Costs – Labor:** Administrative labor can be claimed for employees responsible for administrative tasks like writing FFVP menus, ordering produce, tracking inventory, and completing financial reports. However, these costs should be kept minimal. As with operating labor, remember that all labor expenses must be claimed monthly. We are not able to accept labor costs that are claimed quarterly or yearly.

Review and update Administrative Labor Cost. To add a new cost click the 'New Record' button. To drop a labor cost from the list select the 'Employee Name' and click the 'Delete' button.

Payroll Date	Employee Name	Hours Worked	Hourly Wage	Total Cost Requested

NEW RECORD   CONTINUE

Fringe Benefits: Salaries and fringe benefits for employees who do such tasks as washing and chopping produce, preparing trays, distributing produce to service locations, setting up kiosks, restocking vending machines, and cleaning up can be prorated and claimed as an operating labor cost.

Salaries and fringe benefits for employees who compile and maintain claims for reimbursement and other financial reports, plan and write menus, order produce, and track inventory can be prorated and claimed as an administrative labor cost. Benefit costs must be claimed on the appropriate month's claim within 60 calendar days of the end of the claim month. This is the same process as claiming all of your other costs. Benefits cannot be claimed quarterly or yearly.

Claiming benefits for employees is optional. If you do choose to claim benefits, you have two options. Under the labor category (either operating or administrative, as appropriate), select "New Record." Enter the payroll date and the employee's name but type (fringe) or (benefits) next to the last name to clarify what you are claiming. Enter "1" as the number of hours worked and then enter the amount of the benefits under hourly wage. Click "Save."

The other option would be to include prorated benefits in the hourly wage. Regardless of which method you use, you must keep payroll documentation on file to justify the expenses. A DPI FFVP coordinator may request this documentation during the claim approval process if there are questions, and this documentation may be looked at during the Administrative Review process.

Entering Expenses for More than One School: If you have more than one FFVP school in your SFA, repeat the steps on pages 17-20 to enter expenses for the other schools. Notice that each school's status will change to "Expenses Entered" once items have been recorded. Be sure to review all expenses after they have been entered for accuracy.

Claim Summary: When all expenses have been entered, click the "Continue" button at the bottom of the claim until you reach the Claim Summary page. This page will show you a summary of what has been entered. The "Claim Expenses Summary" table shows you the combined, approved allocation A or allocation B budgets for all FFVP schools in your SFA. Next to that, you will see the total amount you are requesting on this claim. "Total Disbursements to Date" will show you how much has been paid out previously in the allocation plus the amount you are requesting on the current claim. "Unencumbered Balance" shows you how much you will have left in that allocation if all expenses are approved.

Claim Expenses Summary				
Account Name	Approved Budget	Total Cost Requested	Total Disbursements to Date	Unencumbered Balance
Operating Costs - Food and Vegetables	$600.00	$599.00	$599.00	$1.00
Operating Labor Cost	$0.00	$0.00	$0.00	$0.00
Administrative Equipment Cost	$0.00	$0.00	$0.00	$0.00
Administrative Labor Cost	$0.00	$0.00	$0.00	$0.00
Grand Total	**$600.00**	**$599.00**	**$599.00**	**$1.00**
Cash Summary				
Funds Received to Date	Disbursements to Date		Cash on Hand at End of Period	Amount Requested
$0.00	$599.00		($599.00)	$599.00

After verifying that this information is correct, enter your contact information and read the certification statements. You will have to check mark each statement after you have read it and then click the "Submit" button.

[Claim Preparer Information]

Please fill in all requested information. This information may be used to contact the school with questions regarding the claim.
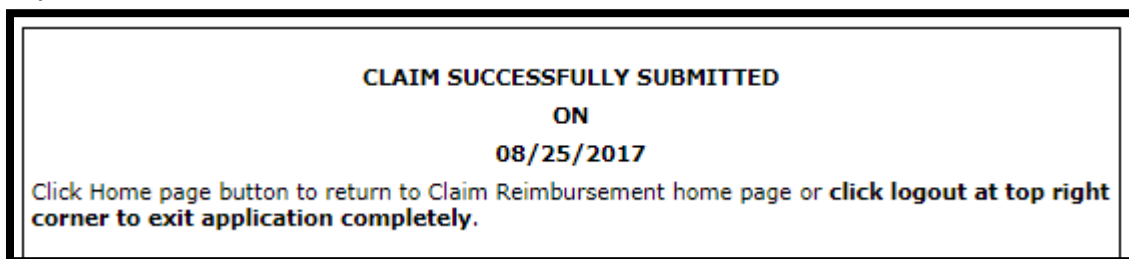
First Name   Last Name

Phone Number

Email Address

☐ I Certify that to the best of our knowledge and belief, this claim is true and correct in all aspects, that records are available to support this claim, that it is in accordance with the terms of the existing Agreements, and that payment has not been received. I recognize that I will be fully responsible for any excess funds received due to erroneous or neglectful reporting herein. I also understand that this information is being given in connection with the receipt of Federal funds, and that deliberate misrepresentation may subject me to prosecution under applicable state and Federal criminal statutes.

☐ If this is a final claim, I will have my District/SFA Administrator sign the report and will email a copy to Jacque Jordee at Jacqueline.jordee@dpi.wi.gov or fax it to Jacque at (608)267-9207

▶ Submit

Below is the message you will see once the claim has been successfully submitted. If you do not receive this message, it's likely that your claim has not been fully submitted yet. If you click on the "Enter/Modify Claim" tab and are able to go back into the claim, then the claim has not been submitted. Once it has been fully submitted, you will not be able to modify it.

CLAIM SUCCESSFULLY SUBMITTED
ON
08/25/2017
Click Home page button to return to Claim Reimbursement home page or **click logout at top right corner to exit application completely.**

If the claim you submitted was marked as a final claim, you will also see this message displayed:

> **A Program Fiscal Report (PI-1086 form) for this final claim must be signed by your District/SFA Administrator and submitted to Jacque Jordee. To obtain the form, click on 'View Claim' and then click on 'Generate PI-1086 Report.' Verify that the information generated is correct, have your District/SFA Administrator sign at the bottom, and then scan and email the form to Jacque Jordee at jacqueline.jordee@dpi.wi.gov or fax it to Jacque at (608)267-9134.**
>
> **View Claim**

Your claim will be reviewed by a DPI FFVP coordinator after it is submitted. We may be in touch if we have any questions about the claim. As a reminder, there may be times that we request to see invoices or payroll data to verify expenses. Once a DPI FFVP coordinator has approved your claim, it is sent to our fiscal department for payment. **You will not be able to begin another claim until your current claim has been paid.**

Optional Produce-Supply List

You do not have to use this function, but we do recommend it if you have multiple FFVP sites in your SFA that serve the same menu. **Using the produce-supply list will help reduce the amount of time needed to complete claims by eliminating the need to manually enter the same items for multiple schools.**

To access the produce-supply list, click the "Claim Reimbursement" tab and then select "Produce-Supply List." Select "New Record" to enter in the desired fruits, vegetables, and supplies. After these have been added, you will be able to import them into your claim by using the "Produce-Supply List" option within the claim. Once items are brought into the claim, you will be able to edit them, as needed. This is helpful if you have multiple schools serving the same item but the quantity or service date may vary.
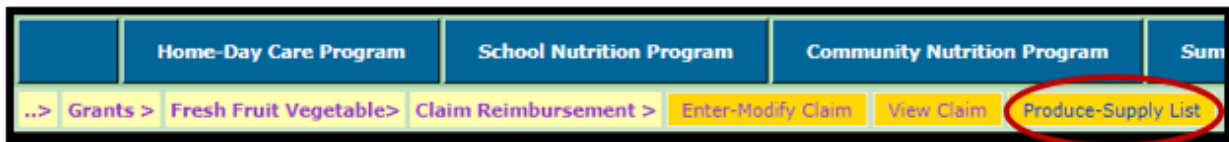
The produce-supply list continues to build from month to month and from school year to school year. You have the option to modify items by clicking on the item's description. You are also able to delete older items or to delete all items on the list by using the delete buttons at the bottom of the page. At this time, items on the list can be sorted from the produce-supply list, but they cannot be sorted when you access the list from the claim.

Viewing a Claim

You can check the status of your claim by using the "View Claim" tab.
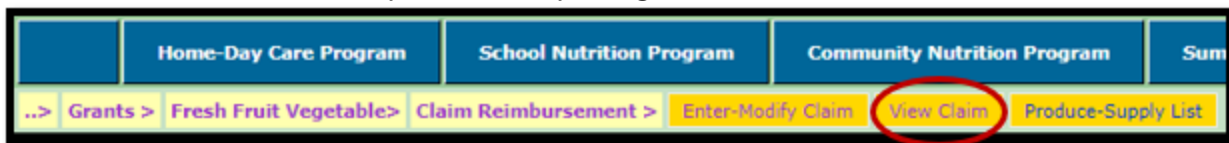
To begin, select the calendar year from the drop down box and then click "Search."

From this page, you will be able to see what months have been submitted, what the allocation type was, and whether the claim has been paid yet. Click on the desired month

to view that claim.

When you open a claim, you will be able to see when it was submitted, when it was approved, who approved it, and when it was paid. By clicking on a school's name at the bottom, you will be able to see the expenses that were claimed.

Program Fiscal Report: PI-1086 Form

From the "View Claim" screen, you can access the Program Fiscal Report, which is also referred to as a PI-1086 form. This function is available on every claim your SFA has submitted. Click on the "Generate PI-1086 Report" option at the top right. A Program Fiscal Report (PI-1086 form) will automatically generate as a PDF file.

Information will automatically populate from your claim into the form, including your agency code and SFA name. The project beginning and ending dates will fill in based on the claiming period you selected on the claim. Verify that all of the information on this form is correct. If you are printing these forms for your files, we recommend printing them after your claim has been approved as the information may change.

Final Claims

Allocation A funding must be obligated by September 30, and the final claim for allocation A must be submitted by November 29. For most schools, September's claim will be the first and final claim for allocation A. Funds for allocation B must be obligated by June 30, and the final claim must be submitted by August 29.

SFAs are required to submit a signed copy of the PI-1086 form when submitting a final claim. This means each SFA will be submitting two PI-1086 forms per school year: one for

allocation A and one for allocation B. You will need your District Administrator or equivalent to read the certification statement on the form and then provide their name, title, signature, and date. When the form is completed, it should be scanned and emailed to DPIClaimForms@dpi.wi.gov and carbon copied to our grant accountant Jacque Darrow at Jacqueline.Darrow@dpi.wi.gov.

Exiting the Program

To exit the online services system, click the **"Logout"** button. This button is part of the blue bar at the top of the screen.

| Home-Day Care Program | School Nutrition Program | Community Nutrition Program | Summer Food Program | Special Milk Program | Review | Other Services | Logout |

...> Grants > Fresh Fruit Vegetable> Application/Budget 2020-2021 Site Budget Revision(s) 2019-2020 Claim Reimbursement

Aids Register Coding

The Aids Register is a listing of all aid payments made by the DPI. Below is the coding that should be used in your books to record the FFVP reimbursements received from DPI.

Allocation A

Source Code	Project Code	Appn	Catalog of Federal Domestic Assistance (CFDA) Number	Program Title
730	594	241	10.582	USDA FFVP PUBLIC AID JULY
730	595	344	10.582	USDA FFVP PRIVATE AID JULY

Allocation B

Source Code	Project Code	Appn	Catalog of Federal Domestic Assistance (CFDA) Number	Program Title
730	376	241	10.582	USDA FFVP PUBLIC AID OCTOBER
730	376	344	10.582	USDA FFVP PRIVATE AID OCTOBER

Record Retention

Participating in the FFVP requires SFAs to follow reporting and record keeping requirements that are similar to those for the National School Lunch Program (NSLP). As a best practice, keep a file that contains program guidance materials, contact information

for each participating school in the SFA, a copy of each participating school's application, all FFVP invoices, time and effort documentation for staff working on the program, copies of monthly claims, purchase order information, and information on all vendors and/or local farms that are used. Records must be kept for three years plus the current year.

DPI Contact Information

Questions pertaining to the FFVP online services system or general program guidelines can be directed to the following Wisconsin FFVP Coordinators at FFVP@dpi.wi.gov or:

Molly Gregory, molly.gregory@dpi.wi.gov, 608-266-3079
Michelle Zvonar, michelle.zvonar@dpi.wi.gov, 608-267-9125

Fiscal questions can be directed to our Federal and State Grant Program Accountant:

Jacque Darrow, jacqueline.darrow@dpi.wi.gov, 608-267-9134