



# FRESH FRUIT AND VEGETABLE

Claiming Training

# First Steps....

- April: Receive Award Letter – mailed to principals and food service directors. You will receive one letter per elementary school awarded a grant, not per district.

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 26, 20XX

SUBJECT: Fresh Fruit and Vegetable Program Award

Congratulations! \_\_\_\_\_ Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 20XX-20XX. The grant is being awarded at a rate of \$50.00 per student. The number of enrolled students is 252, making your total grant award \$14,600. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

*The first grant award begins July 1, 20XX and must be obligated or spent by September 30, 20XX. This award amount is \$1622.22 which is equal to one-ninth of your total award for the school year.*

*The second grant award begins October 1, 20XX and must be obligated or spent by June 30, 20XX. This award amount is \$12977.78 which is equal to eight-ninths of your total award for the school year.*

**If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May XX, 20XX.**



# First Steps Continued...

- There will be four pots of money to track per elementary school. If you decide not to use your administrative portion of the grant, there will still be two pots of money to track per school.
- May: Make a plan for how your admin and operating funds will be spent throughout the school year.
- July 1 – you can begin spending your funding to buy equipment so you are ready for the upcoming school year.



# Claiming the First FF&V Award

First Award can be spent between 7/1/XX to 9/30/XX

- August 10 – file July claim for bills paid in July
- September 10 – file Aug claim for bills paid in Aug
- *September 30 – last date to obligate remaining award*
- October 10 – file Sept claim for bills paid in Sept
- November 10 – file Sept claim for obligations paid in Oct
- December 10 – file Sept claim for obligations paid in Nov
- Notify the dept if you still have obligations that will be paid in the month of December

# By Sept 10 file Aug claim

- Late September – figure what has been spent in Sept (Oct claim) and see if there are funds which need obligated.
- September 30 obligate remaining funds

## September

1	2	3	4	5	6	7
8	9	10 Aug Claim Due: File claim for \$444.21 for bills pd and labor used in August				
28	29	30 Obligate any remaining funds to buy Equipment or Fruits and Veggies in October and November (cannot obligate labor)				



# End of Sept - draft Sept Claim

- Near the end of September, when you have incurred most of your expenses for the month, begin a draft of your September claim. You need to know how close you are to spending all your grant funding so it can either be spent or obligated by September 30<sup>th</sup>.
- It is determined the September claim will likely be \$1153.98. The grant amount is \$1622.22 and \$444.21 was used in August leaving \$1178.01 that must be spent or obligated in September.  $\$1178.01 - \$1153.98 = \$24.03$  left to spend or obligate.



# What Does it mean to Obligate?

- You cannot just say you are going to spend X amount of money with a supplier in the future. That is considered an encumbrance not an obligation.
- You must place actual orders for future deliveries in order for money to be considered obligated.
- To obligate your operating money by 9/30 you must place orders for fruit and vegetables to be delivered on Oct 5, 10, 15, 20 etc.
- To obligate your administrative money you can place an order by Sept 30 for equipment to be delivered and paid for in October. You cannot obligate salaries (labor).



# By Oct 10 file a September Claim

- **By Oct 10 file a claim for bills paid in September.**

October						
1	2	3	4	5	6	7
8	9	10 Sept Claim Due: File claim for \$1153.98 for bills pd and labor used in September, remaining \$24.03 was obligated by Sept 30 to buy Fruits and Veggies in October				



# Claiming the Second FF&V Award

**Second Award can be used 10/1/XX to 6/30/XX.**

- November 10 – file Oct claim for bills paid in Oct
- December 10 – file Nov claim for bills paid in Nov
- Continue until July 10 when you file June claim for bills paid in June
- June 30 – last day to obligate any remaining funds
- Aug 10 – file July claim for obligations paid in July



# Nov 10 File 2 Claims

- Nov 10 file a Sept claim form for the \$300 obligated funds.
- Nov 10 file an Oct claim form for bills paid in Oct from second award.

November						
1	2	3	4	5	6	7
8	9	10 Sept Claim Due: File claim for \$24.03 for bills pd in Oct using Sept 30 obligations. Cannot claim labor expenses for Oct. Oct Claim Due: File claim for \$2525.00 for bills pd and labor used in October.				



# Dec 10 File a November Claim

- Dec 10 Notify Dept. if you still have an outstanding obligation from Sept 30 which you have not claimed yet.
- Dec 10 - File an Nov claim for bills paid in Nov from the second award.

December						
1	2	3	4	5	6	7
8	9	10 <i>Notify dept if you still have obligations to be pd in Dec.</i> <b>Nov Claim Due: File claim for \$2680.88 for bills pd in Nov.</b>				



# Keep going and going and going.....

- From this point on (January) it gets very easy. The first grant award is fully spent or has been turned back and your just spending from the second grant here on out. You have fully eight months (Oct to May) to get it all utilized.
- **Suggestion:** Each month look at what percentage of your grant you are spending and see if you are on track to get the grant fully utilized before school lets out. Have a spending plan to get all the funds fully utilized.
- You can obligate funds on June 30, if necessary, but you can no longer use this program for summer school, so you would be obligating June 30 funds to spend in September and that will just get ugly for you and us! Try really hard not to get into this situation.



## Other Frequently Asked Questions.....

- This is a snack program for the kids – not the staff. Staff can no longer participate even if they are eating with the kids.
- If you have leftover produce, you can have the NSLP buy it from the FF&VP as long as you document it.
- You can buy product from anywhere! Local grocery stores, local farmers, farmers markets and any and all suppliers. If you can't find what you want shop around.
- If it's getting to the end of the year and you're having trouble spending your money, buy more exotic products which also means more expensive. We'd rather spend it than give it back!
- If you have to add another serving day mid year to get the money utilized do it!

