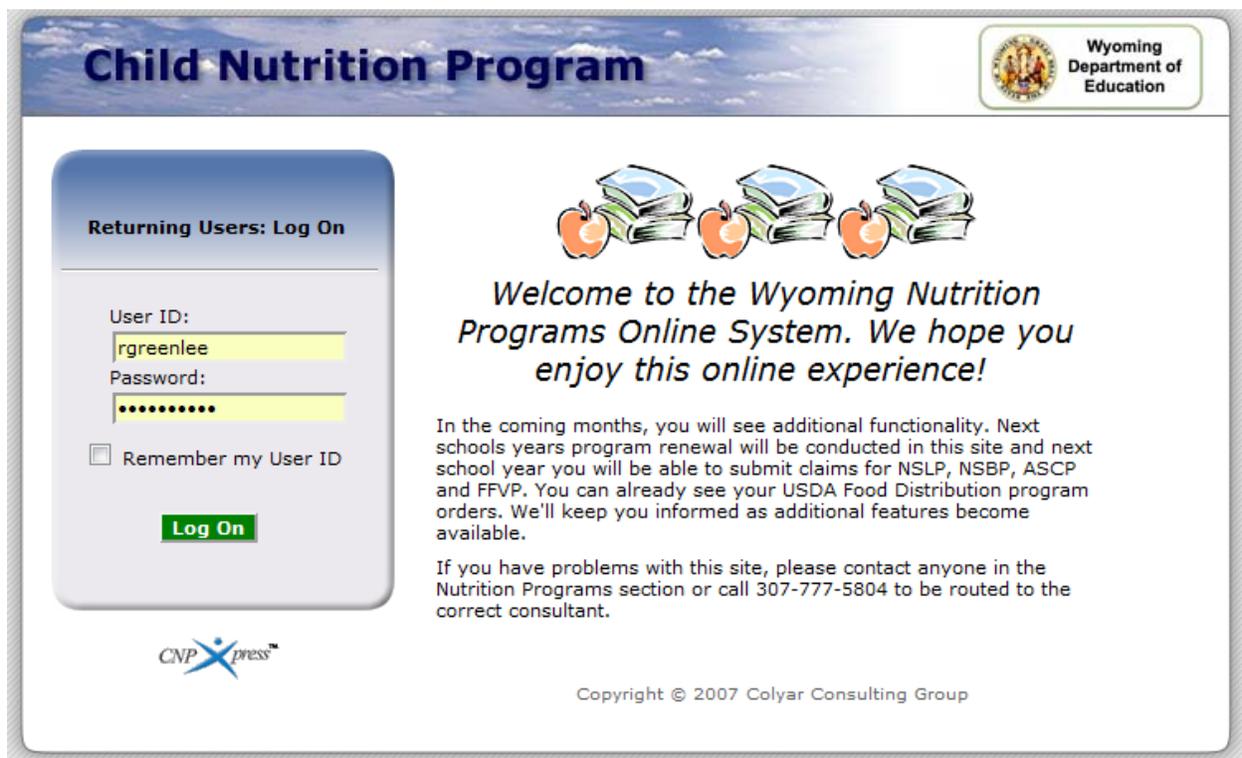


Nutrition Programs Website

<https://portals.edu.wyoming.gov/cnp/>



The screenshot shows the login interface for the Wyoming Child Nutrition Program. At the top, the title "Child Nutrition Program" is displayed in a blue banner. To the right is the Wyoming Department of Education logo. The main content area features a "Returning Users: Log On" section with input fields for "User ID" (containing "rgreenlee") and "Password" (masked with dots). A "Remember my User ID" checkbox is present, and a green "Log On" button is at the bottom of the form. To the right of the login form is a graphic of three stacks of books with an apple on top of each, followed by the text: "Welcome to the Wyoming Nutrition Programs Online System. We hope you enjoy this online experience!". Below this is a paragraph of text: "In the coming months, you will see additional functionality. Next schools years program renewal will be conducted in this site and next school year you will be able to submit claims for NSLP, NSBP, ASCP and FFVP. You can already see your USDA Food Distribution program orders. We'll keep you informed as additional features become available." and another paragraph: "If you have problems with this site, please contact anyone in the Nutrition Programs section or call 307-777-5804 to be routed to the correct consultant." The bottom of the page includes the "CNP Xpress" logo and the copyright notice "Copyright © 2007 Colyar Consulting Group".

Fresh Fruit and Vegetable Program Manual

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Chapter 1 – Receiving a Grant; First Steps; Best Practices

1. Grants are due at the end of March each year. Grant award or denial letters should go out mid-April. Once an award letter is received. The Application Packet will need to be updated in CNP. See Chapter 2.

TO: Business Manager
County School District #1,

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 26, XXXX

SUBJECT: Fresh Fruit and Vegetable Program Award Centennial Elementary

Congratulations! ABC 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 24, making your total grant award \$1,200.83. 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 \$133.43 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 \$1,067.40 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 17, 20XX.

Please log into the CNP website and complete the "FFVP Application" found in the "Application Packet" in the blue SNP button. This is part of the annual renewal process for all your child nutrition programs.

2. Each school is awarded two grants to conform to the federal fiscal year. Each grant can have 10% set aside for Administrative Costs and 90% for Operating Costs. Essentially, there are four pots of money to track for each school awarded. Grants must be tracked at the school level not the district level. The Child Nutrition Program website does show the breakdown of grant spending.
3. The first grant runs from July 1 to September 30. All funds must be spent or obligated by September 30.
 - a. Obligation definition: place actual orders for deliveries to be made after September 30. Orders must be placed prior to September 30.

Funds cannot be encumbered for future spending. That is not an obligation.

- b. Administrative Costs can be obligated for equipment but not for labor.
- 4. Obligations must be claimed by December 31 or the funding is forfeited.
- 5. The same rules hold true for the second grant award ending June 30.
- 6. FFVP funds cannot be used for summer school.
- 7. Equipment – if you want to purchase a piece of equipment that exceeds your district/schools capitalization threshold, you must fill out a Request for Equipment Purchase form and have the purchase approved prior to purchase. See the WDE website for the form.
- 8. This is a snack program for kids not staff. Classroom teachers and paraprofessionals may partake as long as they eat with the kids, modeling good eating habits.
- 9. If you have leftovers produce, you can have the NSLP buy it from the FFVP as long as you document the transfer. We'd prefer leftovers get utilized not thrown away.
- 10. You can buy produce from anywhere including local sources.
- 11. You can increase the number of times you are serving a snack at anytime without approval. We want the grants fully utilized not returned.
- 12. If you have a balance nearing the end of the school year, buy more exotic/more expensive produce and increase serving times. Use it don't lose it!

Chapter 2 – Updating the Application Packet

This will be done after the FFVP award letter is received - around late April of each year.

1. Log in to the system.
2. Click on *School Nutrition Programs*, the blue box at the top left of the page.



3. Click on *Applications*



4. Click on *Application Packet*

Applications >	
Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Annual Audits	Annual Audits
Download Forms	Forms Available for Downloading

5. Select the upcoming school year

Select School Year		
2101000 Status: Active		
Uinta CSD #1		
537 10th Street Evanston, WY 82931-6002		
Currently, there are 2 School Year(s) available. Select the year you wish to access.		
School Year	Date Range	Application Packet
NEW! 2012 - 2013	07/01/2012 - 06/30/2013	Application Packet on File
2011 - 2012	07/01/2011 - 06/30/2012	Application Packet on File

6. You will see a red arrow next to Fresh Fruit and Vegetable Program Application. Click on the blue word *Add* on the left.

2012 - 2013 Application Packet

2101000 Status: Active
Uinta CSD #1
 537 10th Street
 Evanston, WY 82931-6002

Packet Submitted Date: 10/30/2012
 Packet Approved Date: 10/30/2012
 Packet Original Approval Date: 06/01/2012
 Packet Status: Approved

Action	Form Name	Latest Version	Status
View Revise	✔ Sponsor Application	Original	Approved
Add	➔ Fresh Fruit And Vegetable Program Application		Not Started
Details	➔ Checklist Summary (4)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	8	0	0	0	0	0	8
Seamless Summer Option	0	0	0	0	0	0	0

- Fill out the Application for all schools applying to be on the FFVP. Then Click **Save**. The state agency has invited all eligible schools to apply for the FFVP.

**FFVP Application
For School Year: 2012 - 2013**

2101000 Status: Active
Uinta CSD #1
 537 10th Street
 Evanston, WY 82931-6002

By submitting this application, you are indicating that you understand your selection as a potential FFVP participant is based on prior year site information submitted under the National School Lunch Program. Any significant changes to site operations, including, but not limited to: grade levels served and percentage of free and reduced-price children, may affect eligibility for this program.

Contact Information

1. Name:	Salutation Mrs. <input type="text"/>	First Name Roxann <input type="text"/>	Last Name Greenlee <input type="text"/>
2. Email Address:	roxann.greenlee@wyo.gov <input type="text"/>		
3. Phone:	3078579269 <input type="text"/>	Ext: <input type="text"/>	Fax: 3078579256 <input type="text"/>
4. Title:	Food Service Director <input type="text"/>		

Invited Sites

Select	Site ID	Site Name	Status
<input checked="" type="checkbox"/>	01	Aspen Elementary	Active
<input checked="" type="checkbox"/>	02	Clark Elementary	Active
<input checked="" type="checkbox"/>	03	North Evanston Elementary	Active
<input type="checkbox"/>	04	Uinta Meadows Elementary	Active

Certification

5. I have reviewed this application and attest to the truth and accuracy of the information provided. If selected, we, the Sponsor agree to implement the program in a manner consistent with the policies and procedures established by USDA and WDE. We agree to participate in any USDA-sponsored or WDE-sponsored evaluations and to provide the information requested by the specified deadlines. I have also confirmed support of this program with the following officials: School Food Service Manager, School Principal, Child Nutrition Director and Superintendent/Authorized Representative, or those individuals in equivalent positions.

Created By: rgreen on: 3/13/2013 11:35:50 AM

8. Click *Finish*

Applications > Application Packet > FFVP Application > School Year: 2012 - 2013

**FFVP Application
For School Year: 2012 - 2013**

The FFVP Application has been processed.

9. This completes the process until after grants are awarded.

Chapter 3 – Submitting a Claim

1. Log in to the system.
2. Click on *School Nutrition Programs*, the blue box at the top left of the page.



3. Then click on *Claims*.



4. Click on *Claim - FFVP*.

Claims >	
Item	Description
Claim - FFVP	Fresh Fruit and Vegetable Program Claims
Payment Summary	Summary of payments made to this Sponsor

5. You now see this form. The top half of the form is for claim entry. The bottom half is for grant tracking. Take note that the grant summary on the bottom of this page is showing the first and second grant award amounts ***combined***. Click on ***Sep 2012*** to file a claim. ****Note*** that on the bottom portion of the screen you can see the ***Grant Summary***. This details the amount spent on Operating and Administration for the first grant period June to September for all schools receiving a grant in the district.

Claims > Claim Year at a Glance - FFVP >					School Year: 2012 - 2013	
2012 - 2013 Fresh Fruit and Vegetable Claim Year Summary						
2101000 Status: Active Uinta CSD #1 537 10th Street Evanston, WY 82931-6002						
Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount	
Jul 2012					\$0.00	
Aug 2012					\$0.00	
Sep 2012					\$0.00	
Oct 2012					\$0.00	
Nov 2012					\$0.00	
Dec 2012					\$0.00	
Jan 2013					\$0.00	
Feb 2013					\$0.00	
Mar 2013					\$0.00	
Apr 2013					\$0.00	
May 2013					\$0.00	
Jun 2013					\$0.00	
Year to Date Totals						\$0.00
<input style="border: 1px solid gray; padding: 2px;" type="button" value=" < Back "/>						
Grant Summary School Year 2012 - 2013						
Site Number	Site Name	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance	
01	Aspen Elementary	\$2,400.00	\$0.00	\$0.00	\$2,400.00	
02	Clark Elementary	\$15,850.00	\$0.00	\$0.00	\$15,850.00	
03	North Evanston Elementary	\$26,550.00	\$0.00	\$0.00	\$26,550.00	
Totals		\$ 44,800.00	\$ 0.00	\$ 0.00	\$ 44,800.00	

6. Click the red **Add Original Claim** button. Take note that on the bottom of the Sept 2012 claim form the grant amounts are now only showing the first grant amount. This grant period ends on September 30, so try to claim the full granted amounts between the Aug and Sept 2012 claims. If the full grant is not utilized by September 30, it can be **Obligated*** so the funds can be spent in Oct, Nov or Dec.

Claims > Claim Year at a Glance - FFVP > School Year: 2012 - 2013

2012 - 2013 Fresh Fruit and Vegetable Claim Month Details

2101000 Status: Active
Uinta CSD #1
 537 10th Street
 Evanston, WY 82931-6002

Claim Month: September 2012

Action	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$ 0.00	

Grant Period Details

Site Number	Site Name	Grant Period	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
01	Aspen Elementary	Jul 2012 - Sep 2012	\$266.67	\$0.00	\$0.00	\$266.67
02	Clark Elementary	Jul 2012 - Sep 2012	\$1,761.11	\$0.00	\$0.00	\$1,761.11
03	North Evanston Elementary	Jul 2012 - Sep 2012	\$2,950.00	\$0.00	\$0.00	\$2,950.00
Totals			\$ 4,977.78	\$ 0.00	\$ 0.00	\$ 4,977.78

*Definition of Obligation:

7. Click on the blue word **Add** next to each site to create a claim for each individual school.

2012 - 2013 Fresh Fruit and Vegetable Claim Site List

2101000 Status: Active
Uinta CSD #1
 537 10th Street
 Evanston, WY 82931-6002

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2012	0				

Actions	Site Number	Site Name	Errors	Status
Add	01	Aspen Elementary		
Add	02	Clark Elementary		
Add	03	North Evanston Elementary		

8. Fill in the box by **1. Number of Days of Operation** and click Save.
9. Click on the blue words **4. Administrative Cost**. Only 10% of the grant can be spent on Administrative Costs, so I would suggest filling this section out first. By looking above you can see Aspen Elementary has \$266.67 which means \$26.67 can be used for Administrative Costs*.

Fresh Fruit and Vegetable Program Site Claim for Reimbursement	
2101000 Status: Active Uinta CSD #1 537 10th Street Evanston, WY 82931-6002	01 Status: Active ASPEN ELEMENTARY 225 Broken Circle Drive PO Box 6002 Evanston, WY 82931-6002

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2012	0				

Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs	<i>no items</i>	\$0.00	\$0.00	0.00
3. Operational Costs	<i>no items</i>	\$0.00	\$0.00	0.00
4. Administrative Cost	<i>no items</i>	\$0.00	\$0.00	0.00
Claim Totals		\$0.00	\$0.00	

*Definition of Administrative Costs:

10. Fill in the administrative expenses incurred for Sept 2012. This school is claiming administrative labor totaling of \$20.00. Anything less than 10% of the grant not used for administration can be used for operating expenses instead. So in this case, \$6.67 can be used for operational expenses. Click **Save** to continue.
 - a. ***Note** Make sure to claim for either a person by name or position or both. Filling in the line as *Labor* only will not be sufficient to have the claim approved.
 - b. **Benefits** can be claimed in addition to labor. You can include them in the labor cost on 1 line or separate them on 2 lines as labor and benefits. Either option is fine.

Fresh Fruit and Vegetable Program Site Claim for Reimbursement Administrative Cost Items

2101000 Status: Active
Uinta CSD #1
537 10th Street
Evanston, WY 82931-6002

01 Status: Active
ASPEN ELEMENTARY
225 Broken Circle Drive
PO Box 6002
Evanston, WY 82931-6002

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2012	0				

Personnel Costs
(Labor includes but not limited to planning, ordering, writing menus, reporting, billing, tracking, inventory, etc.)

Name\Position	# of Hours	Rate per Hour	Labor Cost	Item Status
1. Roxann Greenlee\Food Service Director	2	10.00	20	
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Total Cost			\$ 20.00	\$ 0.00
Administrative Cost			\$ 20.00	\$ 0.00

Created By: rgreen on: 3/13/2013 12:02:41 PM Modified By: rgreen on: 3/13/2013 12:02:42 PM

11. Click *Finish*.

Fresh Fruit and Vegetable Program Site Claim for Reimbursement Administrative Cost Items

2101000 Status: Active
Uinta CSD #1
537 10th Street
Evanston, WY 82931-6002

01 Status: Active
ASPEN ELEMENTARY
225 Broken Circle Drive
PO Box 6002
Evanston, WY 82931-6002

The Items have been saved.

12. This will take you back to the claim screen for that school. Then move to **2. Fresh Fruit and Vegetable Costs**. (Notice there is an error message because 1. Number of Days was not completed. Just fix the error and click Save.)

Claims > Claim Year at a Glance - FFVP > School Year: 2012 - 2013

VIEW | MODIFY | DELETE

Fresh Fruit and Vegetable Program Site Claim for Reimbursement

2101000 Status: Active Uinta CSD #1 537 10th Street Evanston, WY 82931-6002	01 Status: Active ASPEN ELEMENTARY 225 Broken Circle Drive PO Box 6002 Evanston, WY 82931-6002
---	---

Code	Error Description
43000	Number of Operating Days must be greater than 0.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2012	0	03/13/2013			

Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs	<i>no items</i>	\$0.00	\$0.00	0.00
3. Operational Costs	<i>no items</i>	\$0.00	\$0.00	0.00
4. Administrative Cost		\$20.00	\$0.00	0.00
Claim Totals		\$20.00	\$0.00	

Claim Comments

5. Sponsor Comments

Created By: rgreen on: 3/13/2013 12:02:41 PM Modified By: rgreen on: 3/13/2013 12:14:03 PM

13. Fill out the detailed form with actual fruit and vegetable expenses. If you order all 3 schools at one time, you will need to divide the produce costs among all 3 schools according to how much each uses. You'll notice the Total Unit Cost column populates automatically by multiplying the Number of Units by the Cost Per Unit Column. When finished entering Click **Save**.

Fresh Fruit

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost
1.	<input checked="" type="checkbox"/> Apples, granny smith, whole	40	2.00	15.1200	30.24
2.	<input checked="" type="checkbox"/> Oranges "Cuties"	40	2.00	17.9700	35.94
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
More Lines				Total Cost	\$66.18

Fresh Vegetables

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost
1.	<input checked="" type="checkbox"/> Baby Carrots individual bag	22	5.00	8.3400	41.70
2.	<input checked="" type="checkbox"/> Celery sticks	14	8.00	6.8500	54.80
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
More Lines				Total Cost	\$96.50

Fresh Fruit and Vegetable Costs					\$162.68
--	--	--	--	--	-----------------

Created By: rgreen on: 3/13/2013 12:02:41 PM Modified By: rgreen on: 3/13/2013 1:50:13 PM

14. Because this school has a small amount of funds, they are not going to claim any Operation Costs for this month. Now we'll move onto the second school. Click Add next to Clark Elementary.

DELETE

2012 - 2013 Fresh Fruit and Vegetable Claim Site List

2101000 Status: Active
Uinta CSD #1
 537 10th Street
 Evanston, WY 82931-6002

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2012	0	03/13/2013			

Actions	Site Number	Site Name	Errors	Status
View Modify	01	Aspen Elementary		Validated
Add	02	Clark Elementary		
Add	03	North Evanston Elementary		

15. Fill out sections 1, 2 and 4. Clark Elementary has \$176.11 for Administrative expenses. They are going to claim \$20 for labor and \$156.11 for a new refrigerator. The remaining balance of the refrigerator will be claimed on the Oct 2012 claim. Then move on to section 3. This school is going to claim *Operational Costs*. Click *Save*. Notice that Low Fat Ranch Dressing is claimed in this section under Small Supplies/Other Operation Costs, not under Fresh Fruit and Vegetables.

Fresh Fruit and Vegetable Program Site Claim for Reimbursement Operational Costs Items

2101000 Status: Active Uinta CSD #1 537 10th Street Evanston, WY 82931-6002	02 Status: Active CLARK ELEMENTARY 1248 Morse Lee Street PO Box 6002 Evanston, WY 82931-6002
---	---

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2012	0	03/13/2013			

Personnel Costs - Preparation and Service
 (Labor directly related to the preparation and serving of fresh fruit and vegetables)

Name\Position	# of Hours	Rate per Hour	Labor Cost	Item Status
1. <input type="text" value="Amanda Anderson - Cook"/>	<input type="text" value="15"/>	<input type="text" value="8.00"/>	<input type="text" value="120"/>	

Total Cost \$120.00 0.00

Small Supplies/Other Operational Costs
 (Small supplies - e.g. napkins, paper plates, utensils, bowls, pans and the like. Other - are such items as Low or no-fat dips, etc.)

Product Description	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1. <input checked="" type="checkbox"/> Napkins	1.00	2.5000	2.50	
2. <input checked="" type="checkbox"/> Plates	1.00	3.0000	3.00	
3. <input checked="" type="checkbox"/> Low fat ranch dressing	1,000.00	0.0200	20.00	
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
8. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
9. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Total Cost \$25.50 0.00

Operational Costs \$145.50 \$0.00

Created By: rgreen on: 3/13/2013 12:31:04 PM Modified By: rgreen on: 3/13/2013 1:44:43 PM

16. Continue as before filing a claim for North Evanston Elementary. Once all three schools claims are done you will be ready to **Submit for Payment**.

2012 - 2013 Fresh Fruit and Vegetable Claim Site List

2101000 Status: Active
Uinta CSD #1
 537 10th Street
 Evanston, WY 82931-6002

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2012	0	03/13/2013			

Actions	Site Number	Site Name	Errors	Status
View Modify	01	Aspen Elementary		Validated
View Modify	02	Clark Elementary		Validated
View Modify	03	North Evanston Elementary		Validated

17. Once a claim is submitted for payment you can see on the Claim Year Summary where it will show **Pending Approval**. The state agency will

then review the claim and Deny it or **Accept** it. Once the claim has been paid, the status will change to **Processed**.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed
Nov 2012	0	Processed	12/21/2012	01/15/2013
Dec 2012	0	Accepted	03/07/2013	
Feb 2013	0	Pending Approval	03/13/2013	

18. Once you Submit for Payment you need to continue to follow up on the status of the claim. Should the claim be denied, the status will remain in **Pending Approval** and will not change to **Accepted**. You need to watch for claims that do not switch to Accepted and go all the way into the individual site claims to see where a denial happened.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2013	0	03/13/2013			Original

Fresh Fruit					
Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1. <input checked="" type="checkbox"/> apples	40	45.00	200.0000	9,000.00	DENIED

19. You also need to follow up and make sure you get paid. The FFVP has the same requirements as NSLP which are that you must verify payment is received within 30 days of claim submission. You need to also verify the amount you are paid. The system does allow you to claim more than you have remaining funds to cover. If this happens, the system will accept the claim, but only pay out the amount you have remaining.

20. When to claim for reimbursement – When the expense is incurred or when it is paid? The FFVP is a cash reimbursement program. You can submit your claims whichever way your accounting system recognizes expenditures; either at the time they are incurred or at the time they are paid.

21. Claims are due the 10th of each month for fastest reimbursement. Claims can be made for up to 60 days after the month end.

Chapter 4 – Changing or Amending a Claim and Claiming Obligations

1. Log in to the system
2. Assume you have already submitted and been paid for a September Claim. Now you need file an additional receipt for that month. Click on the blue *SNP button*. Click on *Claims* across the top blue bar. Click on *Claim – FFVP*. This will also be the procedure for claiming obligations established prior to September 30 or June 30 when each grant ends.

2012 - 2013 Fresh Fruit and Vegetable Claim Year Summary					
0101000 Status: Active Albany CSD #1 1948 Grand Avenue Laramie, WY 82070-4317					
Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2012					\$0.00
Aug 2012					\$0.00
Sep 2012	0	Accepted	10/26/2012		\$3,059.76
Oct 2012					\$0.00
Nov 2012					\$0.00

3. Click on *September 2012* (claim status will be showing Processed not Accepted). Click on *Add Revision*.

2012 - 2013 Fresh Fruit and Vegetable Claim Month Details

0101000 Status: Active
Albany CSD #1
 1948 Grand Avenue
 Laramie, WY 82070-4317

Claim Month: September 2012

Action	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Summary	0	10/26/2012	11/06/2012		\$ 3,059.76	Accepted*

* Claim(s) is currently being processed.

Total Earned					\$ 3,059.76
---------------------	--	--	--	--	--------------------

[< Back](#)
[Add Revision](#)

Grant Period Details

Site Number	Site Name	Grant Period	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
01	Beitel Elementary	Jul 2012 - Sep 2012	\$1,622.22	\$1,622.22	\$0.00	\$0.00
02	Centennial Elementary	Jul 2012 - Sep 2012	\$155.56	\$30.62	\$0.00	\$124.94
03	Harmony Elementary	Jul 2012 - Sep 2012	\$122.22	\$28.45	\$0.00	\$93.77
05	Laramie Montessori Charter School	Jul 2012 - Sep 2012	\$283.33	\$0.00	\$0.00	\$283.33
07	Rock River Elementary	Jul 2012 - Sep 2012	\$216.67	\$40.43	\$0.00	\$176.24
08	Slade Elementary	Jul 2012 - Sep 2012	\$2,016.67	\$363.34	\$0.00	\$1,653.33
09	Snowy Range Academy	Jul 2012 - Sep 2012	\$850.00	\$192.74	\$0.00	\$657.26
10	Spring Creek	Jul 2012 - Sep 2012	\$1,777.78	\$349.59	\$0.00	\$1,428.19
12	Velma Linford Elementary	Jul 2012 - Sep 2012	\$2,316.67	\$432.37	\$0.00	\$1,884.30
Totals			\$ 9,361.12	\$ 3,059.76	\$ 0.00	\$ 6,301.36

4. Click *Revise* by the school that needs revised

2012 - 2013 Fresh Fruit and Vegetable Claim Site List

0101000 Status: Active
Albany CSD #1
 1948 Grand Avenue
 Laramie, WY 82070-4317

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2012	1				

Internal Use Only

Actions	Site Number	Site Name	Errors	Status
View Revise	01	Beitel Elementary		Accepted
View Revise	02	Centennial Elementary		Accepted
View Revise	03	Harmony Elementary		Accepted
View Revise	05	Laramie Montessori Charter School		Accepted

- Click on Numbers **2, 3 or 4** to revise the **FFV Costs, Operational Costs or Administrative Costs**.

Fresh Fruit and Vegetable Program Site Claim for Reimbursement

0101000 Status: Active Albany CSD #1 1948 Grand Avenue Laramie, WY 82070-4317	01 Status: Active BEITEL ELEMENTARY 811 South 17th Street Laramie, WY 82070-4215
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Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2012	1				

Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month. 4

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs	✓	\$318.05	\$318.05	18.15
3. Operational Costs	✓	\$1,434.11	\$1,434.11	81.85
4. Administrative Cost	no items	\$0.00	\$0.00	0.00
Claim Totals		\$1,752.16	\$1,752.16	

- Click **Administrative Cost**

Fresh Fruit and Vegetable Program Site Claim for Reimbursement
Administrative Cost Items

0101000 Status: Active Albany CSD #1 1948 Grand Avenue Laramie, WY 82070-4317	01 Status: Active BEITEL ELEMENTARY 811 South 17th Street Laramie, WY 82070-4215
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Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2012	1				

Personnel Costs
(Labor includes but not limited to planning, ordering, writing menus, reporting, billing, tracking, inventory, etc.)

Name\Position	# of Hours	Rate per Hour	Labor Cost	Item Status
1. <input style="width: 95%;" type="text"/>	<input style="width: 50%;" type="text"/>			
2. <input style="width: 95%;" type="text"/>	<input style="width: 50%;" type="text"/>			
3. <input style="width: 95%;" type="text"/>	<input style="width: 50%;" type="text"/>			
4. <input style="width: 95%;" type="text"/>	<input style="width: 50%;" type="text"/>			

- Add labor expenses for September and click **Save**

**Fresh Fruit and Vegetable Program Site Claim for Reimbursement
Administrative Cost Items**

0101000 Status: Active Albany CSD #1 1948 Grand Avenue Laramie, WY 82070-4317	01 Status: Active BEITEL ELEMENTARY 811 South 17th Street Laramie, WY 82070-4215
---	--

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2012	1				

Personnel Costs
(Labor includes but not limited to planning, ordering, writing menus, reporting, billing, tracking, inventory, etc.)

Name\Position	# of Hours	Rate per Hour	Labor Cost	Item Status
1. Head Cook	2	10.00	20	
Administrative Cost			\$ 20.00	\$ 0.00

Created By: rgreenlee on: 5/9/2013 12:53:41 PM Modified By: rgreenlee on: 5/9/2013 12:53:42 PM

8. Click *Finish*, then click *Save*. Note the *Status* has changed to *Validated*.

2012 - 2013 Fresh Fruit and Vegetable Claim Site List

0101000 Status: Active Albany CSD #1 1948 Grand Avenue Laramie, WY 82070-4317

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2012	1				

Internal Use Only

Actions	Site Number	Site Name	Errors	Status
View Modify Admin	01	Beitel Elementary		Validated
View Revise	02	Centennial Elementary		Accepted

9. The next time payments are made the school will receive a payment of \$20.00.

10. Obligations are paid in the same manner. When you pay for a bill that was obligated in September, but paid in October or November, just *Add Revision* to the *September Claim* no later than December 31.

Chapter 5 – Splitting Costs between Grants

- Up to 10% of each grant can be used for Administrative Costs. Administrative Costs include administrative labor and equipment. If you need to buy an expensive piece of equipment, the cost can be split between the two grants.
- In this example, Slade Elementary has \$2016.67 available to them. Of this \$2016.67 be used for Administrative Costs. Slade Elementary is going to buy a full size refrigerator that costs \$600.00. They will claim \$2016.67 in September from the first grant and \$398.33 in October from the second grant.

Grant Period Details

Site Number	Site Name	Grant Period	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
01	Beitel Elementary	Jul 2012 - Sep 2012	\$1,622.22	\$1,622.22	\$0.00	\$0.00
02	Centennial Elementary	Jul 2012 - Sep 2012	\$155.56	\$30.62	\$0.00	\$124.94
03	Harmony Elementary	Jul 2012 - Sep 2012	\$122.22	\$28.45	\$0.00	\$93.77
05	Laramie Montessori Charter School	Jul 2012 - Sep 2012	\$283.33	\$0.00	\$0.00	\$283.33
07	Rock River Elementary	Jul 2012 - Sep 2012	\$216.67	\$40.43	\$0.00	\$176.24
08	Slade Elementary	Jul 2012 - Sep 2012	\$2,016.67	\$363.34	\$0.00	\$1,653.33

- Click on **Administrative Costs** in the Slade Elementary Claim for Reimbursement for September.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2012	1				

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs		\$363.34	\$363.34	100.00
3. Operational Costs	no items	\$0.00	\$0.00	0.00
4. Administrative Cost	no items	\$0.00	\$0.00	0.00
Claim Totals		\$363.34	\$363.34	

- Under durable supplies enter the refrigerator. Click *Save*. Click *Finish*. Click *Submit for Payment*.

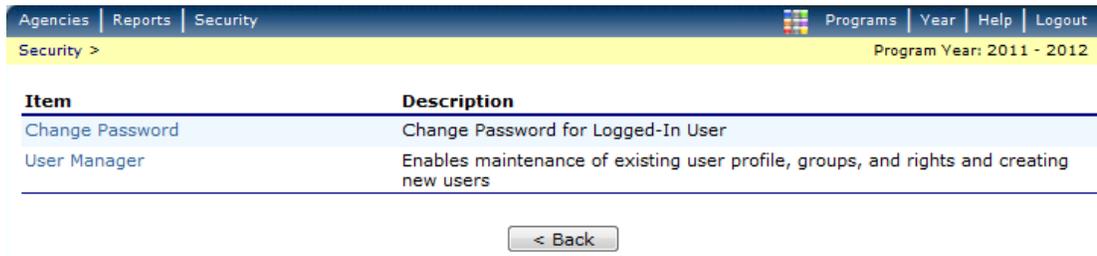
**Durable Supplies
(Equipment purchases and leasing)**

	Product Description	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Full size refrigerator (total is \$600 - claim \$398.33 next	1	201.67	201.67	
2.					

- File an October Claim for \$398.33 for the remaining amount.
- Equipment can also be split between programs. The same \$600 refrigerator can be bought and split 70/30 between FFVP and NSLP. In that case you would claim \$420 for the refrigerator under FFVP.
- If you over spend on fruits and vegetables in the first grant period you can claim the overage in the second grant period.

Chapter 6 – Changing your Password

1. This feature is to change your password if you feel your password has been compromised or if you just don't like your password. If you have forgotten your password or are locked out of the system, you will need to contact someone at the state to reset your password for you. This feature only works once you are already logged in.
2. Log in to the system
3. Click on *Security*

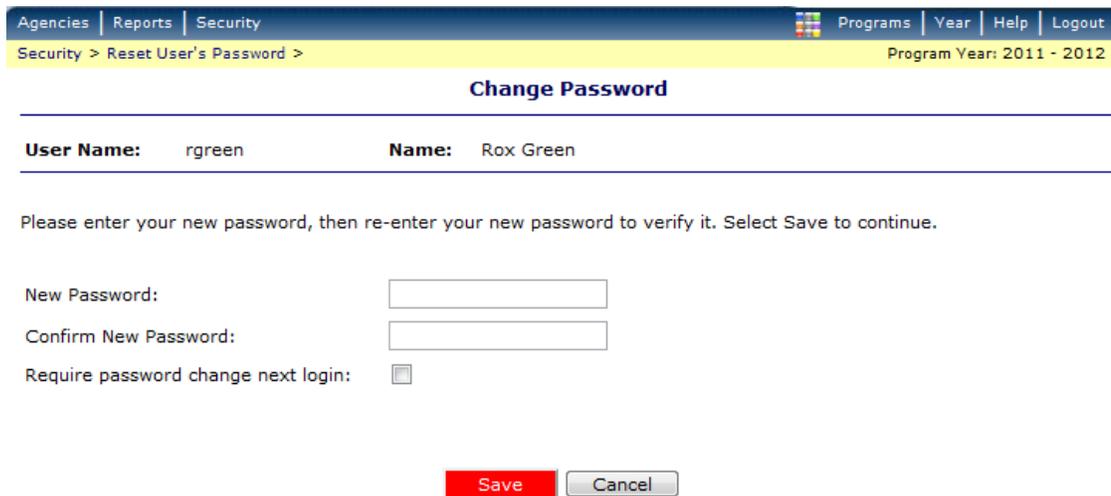


The screenshot shows a navigation menu with 'Agencies', 'Reports', and 'Security'. The 'Security' menu is expanded, showing a table with two items: 'Change Password' and 'User Manager'. A '< Back' button is located below the table.

Item	Description
Change Password	Change Password for Logged-In User
User Manager	Enables maintenance of existing user profile, groups, and rights and creating new users

< Back

4. Click on *Change Password*



The screenshot shows the 'Change Password' form. It displays the user's name as 'Rox Green' and the user ID as 'rgreen'. The form includes two password input fields, a checkbox for 'Require password change next login', and 'Save' and 'Cancel' buttons.

Change Password

User Name: rgreen **Name:** Rox Green

Please enter your new password, then re-enter your new password to verify it. Select Save to continue.

New Password:

Confirm New Password:

Require password change next login:

Save Cancel

5. Type a new password in both fields. A password must be 8 characters long and have a combination of letters and numbers. Click *Save*.
-