FILING FFVP CLAIMS IN MARS

September 2017



Mary Burks

Division Director II mburks@mdek12.org The Fresh Fruit and Vegetable Program (FFVP) provides all children in participating schools with a variety of free fresh fruits and vegetables during the school day. It is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options. The FFVP shows children that fresh fruits and vegetables are healthy and tasty alternatives to snacks high in fat, sugar, or salt. Providing a nutrition education component while serving fresh fruits and vegetables is the ideal way to introduce and reinforce good eating habits.

Before filing a FFVP claim in MARS you will need to compile the following:

- All invoices and delivery receipts for the claim period, and verify each is matching by site. (This done so that you know the company credited the invoices for products returned by the managers)
- Payroll documentation by site and the number of hours employees work for the month and salary scale for each employee

After you have organized your invoices and payroll documentation you are ready to enter your claim in MARS.



Entering a Claim



The way an Organization submits reimbursement for the FFVP is similar to other Child Nutrition Programs. Organization submit a monthly claim and are reimbursed by the State agency for purchases of fresh fruits and fresh vegetables served free to children during the school day.

At the time claims are submitted, the system checks the information provided to ensure they meet the requirements governing reimbursement claim eligibility and approval.

The following slides walk through the claims process.



Claims Menu

1. Select *School Nutrition Programs* from the Programs list screen

School Nutrition Progra	MISSISSIPPI DEPARTMENT OF DELCATION
Applications Claims Compliance Reports Security Search	Programs Year Help Log Out
Programs	
Scriool Nutrition Programs	
Program	

2. Then select <u>Claims</u> from the menu bar at the top of the screen



3. Click <u>Claim – FFVP</u> on the *Claims* menu. This opens the *Claim* Year Summary screen for your organization.

Claims >		School Year: 2017 - 2018
Item	Description	
Claim - SNP	School Nutrition Program Claims	
Claim - SSO	Seamless Summer Option Claims	
Claim - FFVP	Fresh Fruit and Vegetable Program Claims	
Claim Rates	View current claim rates	
Payment Summary	Summary of payments made to this Organization	



Claim Entry

The Claim Entry function is used to enter, modify, and view claims. Claim information is entered per site.

Claims > 0	Claim Year at a Glance - FFVP >			Schoo	l Year: 2017 - 201
	2017 - 2018 Fresh	Fruit and Vegetable Clai	m Year Summ	ary	
0001 CARATI DBA: 40 East St Crete, MS Type of A Type of S	Status: Active E SCHOOL DIST areet 30000-0000 gency: Educational Institution NP Organization: Public	-			
Claim Month	Adj Number	Claim D Status Rec	ate l eived Pro	Date	Earned Amount
Jul 2017					\$0.00
Aug 2017	7				\$0.00
Sep 2017	7				\$0.00
Oct 2017					\$0.00
lov 2017	7				\$0.00
Dec 2017	7				\$0.00
an 2018					\$0.00
eb 2018					\$0.00
4ar 2018	3				\$0.0
pr 2018					\$0.00
4ay 2018	В				\$0.00
un 2018					\$0.00
			Year to E	ate Totals	\$0.00
Grant Su	ummary School Year 2017 - 2018	< Back			
Site ID	Site Name	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
0001	MCANON ELEMENTARY SCHOOL	\$28,011.06	\$0.00	\$0.00	\$28,011.06
0010	NICHOLS MIDDLE SCHOOL	\$29,017.80	\$0.00	\$0.00	\$29,017.80
004	Sorter Middle School	\$20,549.34	\$0.00	\$0.00	\$20,549.34
0006	Jimloe Elementary	\$28,662.48	\$0.00	\$0.00	\$28,662.48
0009	PEAL ELEMENTARY SCHOOL	\$31,505.04	\$0.00	\$0.00	\$31,505.04
8000	LESCHOL MIDDLE SCHOOL	\$23,806.44	\$0.00	\$0.00	\$23,806.44

1. Select the <u>Claim Month</u> for which you would like to submit a claim.

This opens the Claim Month Details screen



Claim Entry – Summary and Site List Screens

	III CE - FEVR &				Schoo	l Year: 2017 - 201
2	2017 - 2018 Fre	sh Fruit and V	egetable Clai	m Year Summ	ary	
0001 Status: Active CARATE SCHOOL DI DBA: 40 East Street Crete, MS 30000-0000 Type of Agency: Education Type of SNP Organization:	IST nal Institution Public		-			
Claim Month: July 201	17 Adj Number	Date Received	Date Accepted Pr	Date	Earned Amount	Status
		There are no cla	ims for this mo	onth.		
			Tol	al Earned	\$ 0.00	
		< Back A	dd Original Claim			
Grant Period Details						
Grant Period Details Site ID Site Name		Grant Period	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
Grant Period Details Site ID Site Name 0001 MCANON ELEMENT	TARY SCHOOL	Grant Period Jul 2017 - Sep 2017	Grant Allocated \$4,361.06	FFV & Oper Spent \$0.00	Admin Spent \$0.00	Remaining Balance \$4,361.06
Grant Period Details Site Site Name D001 MCANON ELEMENT D010 NICHOLS MIDDLE	TARY SCHOOL SCHOOL	Grant Period Jul 2017 - Sep 2017 Jul 2017 - Sep 2017	Grant Allocated \$4,361.06 \$4,517.80	FFV & Oper Spent \$0.00 \$0.00	Admin Spent \$0.00 \$0.00	Remaining Balance \$4,361.06 \$4,517.80
Grant Period Details Site Site Name 0001 MCANON ELEMENT 0010 NICHOLS MIDDLE 0004 Sorter Middle Scho	TARY SCHOOL SCHOOL ool	Grant Period Jul 2017 - Sep 2017 Jul 2017 - Sep 2017 Jul 2017 - Sep 2017	Grant Allocated \$4,361.06 \$4,517.80 \$3,199.34	FFV & Oper Spent \$0.00 \$0.00 \$0.00	Admin Spent \$0.00 \$0.00 \$0.00	Remaining Balance \$4,361.06 \$4,517.80 \$3,199.34
Grant Period Details Site Site Name 0001 MCANON ELEMENT 0010 NICHOLS MIDDLE 0004 Sorter Middle Scho 0006 Jimloe Elementary	TARY SCHOOL SCHOOL ool	Grant Period Jul 2017 - Sep 2017 Jul 2017 - Sep 2017 Jul 2017 - Sep 2017 Jul 2017 - Sep 2017	Grant Allocated \$4,361.06 \$4,517.80 \$3,199.34 \$4,462.48	FFV & Oper Spent \$0.00 \$0.00 \$0.00 \$0.00	Admin Spent \$0.00 \$0.00 \$0.00 \$0.00	Remaining Balance \$4,361.06 \$4,517.80 \$3,199.34 \$4,462.48
Grant Period Details Site D Site Name O0001 MCANON ELEMENT O0010 NICHOLS MIDDLE O0004 Sorter Middle Scho O0006 Jimloe Elementary O0009 PEAL ELEMENTAR:	TARY SCHOOL SCHOOL ool y Y SCHOOL	Grant Period Jul 2017 - Sep 2017	Grant Allocated \$4,361.06 \$4,517.80 \$3,199.34 \$4,462.48 \$4,905.04	FFV & Oper Spent \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Admin Spent \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Remaining Balance \$4,361.06 \$4,517.80 \$3,199.34 \$4,462.48 \$4,905.04
Grant Period Details Site Site Name 0001 MCANON ELEMENT 0010 NICHOLS MIDDLE 0004 Sorter Middle Scho 0006 Jimloe Elementary 0009 PEAL ELEMENTAR 0008 LESCHOL MIDDLE	TARY SCHOOL SCHOOL ool y Y SCHOOL : SCHOOL	Grant Period Jul 2017 - Sep 2017 Jul 2017 - Sep 2017	Grant Allocated \$4,361.06 \$4,517.80 \$3,199.34 \$4,462.48 \$4,905.04 \$3,706.44	FFV & Oper Spent \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Admin Spent \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Remaining Balance \$4,361.06 \$4,517.80 \$3,199.34 \$4,462.48 \$4,905.04 \$3,706.44

2. Select <u>Add Original Claim</u>. This opens the *Fresh Fruit and Vegetable Site Claim for Reimbursement* screen



3. Click <u>Add</u> for the school to which you would like to add a claim. This opens the *Site Claim for Reimbursement* screen



Claim Entry – Costs Items Screen

	at a Glance - FFVP >				School Yes	ar: 2017 - 2
					VI	EW MODI
	Fresh Fruit and Fre	Vegetable Pro sh Fruit and V	gram Site Cl egetable Co	laim for Reimbu sts Items	rsement	
0001 Status: CARATE SCHO DBA: 40.East Street Crete, MS 30000-01 Type of Agency: Ec Type of SNP Organ	Active OL DIST 000 Jucational Institution ization: Public		0001 St MCANON 7 EAST STRI Crete, MS 30	0001 Status: Active MCANON ELEMENTARY SCHOOL 7 EAST STREET Crete, MS 30000-0000		
Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code	I
Jul 2017	0	08/23/2017				
Number of D	avs of Operation for F	resh Fruit and Veo	etable Program i	in this Report Month		
1. Number of D Claim Expendit	ays of Operation for F	resh Fruit and Vego Revi e	etable Program i wed I	in this Report Month. Requested Expenditures	Approved Expenditures	%
 Number of D Claim Expendit Fresh Fruit a 	ays of Operation for F tures nd Vegetable Costs	resh Fruit and Veg Revie no itu	etable Program i ewed I	in this Report Month. Requested Expenditures \$0.00	Approved Expenditures \$0.00	% 0.00
Number of D Claim Expendit Fresh Fruit a Operational 0	ays of Operation for F tures nd Vegetable Costs Costs	resh Fruit and Veg Revie no its no its	etable Program i ewed I ems ems	in this Report Month. Requested Expenditures \$0.00 \$0.00	Approved Expenditures \$0.00 \$0.00	9/0 0.00
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Number of D Claim Expendit Expendit Fresh Fruit a Operational Administrativ	ays of Operation for F tures nd Vegetable Costs Costs ve Costs	iresh Fruit and Vegi Revie no itu no itu no itu Claim	etable Program i ewed I ems ems ems Totals	in this Report Month. Requested Expenditures \$0.00 \$0.00 \$0.00 \$0.00	Approved Expenditures \$0.00 \$0.00 \$0.00	0.00 0.00
Number of D Claim Expendit Fresh Fruit a Operational (Administrativ Claim Commen Organization reated By: tcanon or	ays of Operation for F tures nd Vegetable Costs Costs ve Costs te Costs Comments n: 8/23/2017 1:53:49 PM	riesh Fruit and Vege Revie no its no its no its Claim Modified By: tca Sat	exwed I ems ems ems Totals	in this Report Month. Requested Expenditures \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Approved Expenditures \$0.00 \$0.00 \$0.00 \$0.00	96 0.00 0.00

4. In the <u>Claim Information</u> section, enter the number of days of operation for the month

5. In the <u>Claim Expenditures</u> section, select the expenditure type to be completed (Fresh Fruit and Vegetable Costs, Operational Costs, Administrative Costs). If the site incurred costs during the month in any of these three areas, the information must be entered in MARS.

Selecting one of the three Claim Expenditure types (Fresh Fruit and Vegetable Costs Items, Operational Costs Items, Administrative Costs Items) opens a screen that allows for the itemization of goods and services purchased for the period.



Claim Entry - Fresh Fruit and Vegetable Costs Screen

The screen is divided into two main sections:

- o Fresh Fruits
- Fresh Vegetables
- 1. For each invoice item enter the
- Product Description
- Size/Weight of Shipping Unit Number of Units
- Cost Per Unit

The Total Unit Cost is automatically calculated based on number of units and cost per unit.

2. To save the information, click Save



	Fresh Frui	t and Vegeta Fresh Frui	ble Progra t and Vege	m Site table C	Claim foi osts Iter	r Reimbur ns	sement	
0001 CAF DBA 40.E Crete Type Type	Status: Active RATE SCHOOL DIST i ast Street , MS 30000 -0000 of Agency: Educational In: of SNP Organization: Publi	stitution		0 M 7 C	001 Sta ICANON EAST STRE rete, MS 30	etus: Active ELEMENTA ET 000-0000	ARY SCHOOL	
Mon	th/Year Adjustme	ent Dat	te wod 4	Date	0.	Date	Reas	on
Jul 2	017 0	08/23/	2017	ccepted	F	ocessed	00	e
Eror	h Erwit							
iies	Product Description		Size/Weig of Shippin Unit	ht g	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Fresh Fruit Mix		50/3oz		8	54.50	436	
2.	Mango Chunks		50 ct		8	51.50	412	
з.	Fruit Cut Mix		5 lb		9	38.75	348.75	
4.	Red Gala Apples		125/135 ct		5	28.43	142.15	
5.	Oranges		120/125 ct		5	20.41	102.05	
6.	Bartlett Pears		110 ct		5	31.43	157.15	
7.	Sliced Red Apple Snack	Packs	50 / 1/2cu	p [11	14.32	157.52	
в.	Clementines		125-135 ct		4	20.41	81.64	
9.								
10.								
L	More Lines					Total Cost	\$ 1,837.26	\$ 0.00
ires	Product Description		Size/Weig of Shippin Unit	ht g	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Carrot Sticks w/Low Fat	Ranch	36/2.25 oz		10	31.50	315	
2.	Broccoli/Carrot mix w/Lo	w Fat Ranch	100 ct		4	77.00	308	
з.								
4.								
5.					_			
6.								
7.								
в.								
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10.								
	More Lines					Total Cost	\$ 623.00	\$ 0.00

3. Click Finish to return to the Site Claim screen and continue with the next step.

Fresh Fruit and Vegetable Program Site Claim for Fresh Fruit and Vegetable Costs Item	VIEW MODIFY DELETE
Fresh Fruit and Vegetable Program Site Claim for Fresh Fruit and Vegetable Costs Them	Paimhursement
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he Items have been saved.	
< Edit Finish	

Claim Entry - Operational Costs Items

Complete the Operations Costs screen in the same manner as the Fresh Fruit and Vegetable Costs screen.

1. For <u>Personnel Costs</u> enter the employee's name AND position/title, number of hours the employee worked directly related to the FFV program, and their rate per hour. Labor Cost is automatically calculated based on the hours and rate per hour.

2. For the <u>Small Supplies/Other Operational</u> <u>Costs</u> section enter the information in the same manner as the Fruits and Vegetables were entered (product description, number of unit, cost per unit. Total unit cost is automatically calculated based on the number of units and cost per unit.

3. To save the information, click Save



							VIEW I MODIF
	Fresh Fruit and Fr	l Vegetable Pro esh Fruit and V	gram Site (egetable Co	laim for osts Iten	Reimburs	ement	
0001 CARATE DBA: 40. East Str Crete, MS 3 Type of Ag Type of SN	Status: Active SCHOOL DIST eet 10000-0000 ency: Educational Institutio P Organization: Public	in	00 M 71 Cr	01 Sta C ANON I AST STRE ete, MS 301	tus: Active E LEMENTA ET 000-0000	RY SCHOOL	
Month/Year Adjustment Date Claimed Number Received		Date Accepted	Pr	Date ocessed	Rea Co	son de	
'ersonne Labor di	Costs - Preparation a rectly related to the pr	nd Service eparation and se	erving of fre	sh fruit a	nd vegetab	les)	
Name	\Position			# of Hours	Rate per	Labor Cost	Item Status
. Sar	ıdra Still/Manager			10	17.00	170	
Kay	e Brandon/Cafeteria Staff			13	9.50	123.5	
					_		
.0.							
More	Lines			1	otal Cost	\$ 293.50	\$ 0.00
imall Sup Small su ow or no Produ	plies/Other Operatior pplies - e.g. napkins, p -fat dips, etc.) ct Description	al Costs aper plates, ute	nsils, bowls,	pans an	d the like. (Cost	Other - are su Total	ich items as Item
				of Units	per Unit	Unit Cost	Status

Total Con

\$ 202 50

0.00

¢ 0 00

4. Click Finish to return to the Site Claim screen and continue with the next step.

e Claim for Reimbursement Items Status: Active
Status: Active
NON ELEMENTARY SCHOOL T STREET MS 30000-0000

Created By: tcanon on on: 8/23/2017 1:53:49 PM Modified By: tcanon on on: 8/23/2017 1:55:45

Save Cancel

5.

6.

10. More Li

rational Cort

Claim Entry – Administrative Costs

The administrative Costs screen is divided into three sections: Personnel Costs, Durable Supplies, and Other Administrative Costs. Complete the Administrative Costs screen in the same manner as the as the Operations Costs screen.

NOTE: School administrative costs are limited to 10 percent of your school's total FFVP grant. Schools must not exceed this limit.

1. For Personnel Costs enter the employee's name AND position/title, number of hours the employee worked directly related to the FFV program, and their rate per hour. Labor Cost is automatically calculated based on the hours and rate per hour.

2. For the Durable Supplies section enter the information regarding any equipment purchased for use in the FFV program (product description, number of unit, cost per unit. Total unit cost is automatically calculated based on the number of units and cost per unit.



	Fresh Fruit and	Vegetable Pro	gram Site Claim	for Reimburs	ement	
	En	esh Fruit and V	egetable Costs I	tems		
001 Statu: ARATE SCH	s: Active OOL DIST		0001 MCANO	Status: Active N ELEMENTA	RY SCHOOL	
BA:			7 EAST S	TREET		
D East Street rete, MS 30000	-0000		Crete, M	5 30000-0000		
pe of Agency: pe of SNP Org	Educational Institutio anization: Public	n				
onth/Year	Adjustment	Date	Date	Date	Rea	son
aimed	Number	Received	Accepted	Processed	Co	de
1 2017	0	08/23/2017				
ersonnel Cost abor include ventory, etc.	ts s but not limited t)	o planning, orde	ering, writing mer	us, reporting,	billing, track	ing,
Name\Posi	tion		# o Hour	f Rate s per Hour	Labor Cost	Item Status
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urable Suppli					40.00	
and bic buppin	es					
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current pp product De current	es e		Rumber of the second se	r Cost 0	Total Unit Cost Cost	Item Status 0.00 Item Status 0.00

3. For the Other Administrative Costs section enter the information regarding expenses you have for planning the program, managing the paperwork, obtaining the equipment you need, and all other aspects of FFVP that are not related to the preparation and service of fruits and vegetables. (product description, number of unit, cost per unit. Total unit cost is automatically calculated based on the number of units and cost per unit)

4. After information is entered click Save.

5. click Finish to return to the Site Claim screen.

Claims > Claim Year at a Glance - FFVP >		School Year: 2017 - 2018
		VIEW MODIFY DELETE
Fresh Fruit and Veget Adm	able Program Site Claim for Reimbursement ninistrative Costs Items	
0001 Status: Active CARATE SCHOOL DIST DBA: 40 East NS 3000-0000 Type of Agency Educational Institution Type of SNP Organization: Public	0001 Status: Active MCANON ELEMENTARY SCHOOL 7 EAST STREET Crete, MS 30000-0000	
The Items have been saved.		
	< Edit Finish	

Claim Entry – Submit for Payment

The information on the Claim Site List screen updates to reflect the amount requested for each school and the total amount.

On the Claim Site List screen, Click Submit for Payment after verifying that all information is entered correctly for each school. The Status column automatically updates from Validated to Pending Approval

When the Submit for Payment button is selected, the system performs additional edit checks. If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.

		201	7 - 2018 Fresh Fr	uit and Veget	able Claim			
0001 State CARATE SCI DBA: 40: East Street Crete, MS 30000 Type of Agency Type of SNP On	us: Active 100L DIS 0-0000 : Educational ganization: P	T Institution ublic	316	List				
Month/Year Claimed	Adj N	ustment umber	Date Received	Date Accepted	Date Processed		Reasor Code	1
Jul 2017		0	08/23/2017					
Actions	Site ID	Site Nar	ne	Requested Earned Amount	Current Earned Amount	Previous Earned Amount	Errors	Status
View Modify	0001	MCANON E	ELEMENTARY SCHOOL	\$2,753.76	\$0.00	\$0.00		Validate
View Modify	0010	NICHOLS	MIDDLE SCHOOL	\$2,097.94	\$0.00	\$0.00		Validate
View Modify	0004	Sorter Mid	dle School	\$2,000.40	\$0.00	\$0.00		Validate
View Modify	0006	Jimloe Ele	mentary	\$1,904.48	\$0.00	\$0.00		Validate
View Modify	0009	PEAL ELEN	IENTARY SCHOOL	\$1,823.00	\$0.00	\$0.00		Validate
		T	otal Earned Amounts	s \$10,579.58	\$0.00	\$0.00		



- All non-food costs must be reviewed and approved by the State Agency. For example, if schools purchase equipment for the FFVP, they must provide written justification to support the purchase.
 Complete the fillable PDF form "Change to Original Plan" located on the OCN web site.
- The same form can be used to request approval for new serving times.
- Personal Salaries and fringe benefits for employees submitted for reimbursement must also email or fax the time card of each employee working the program to the State Agency for approval.
- Please send all information to Tina Thomas at <u>TThomas@mdek12.org</u> or fax to 601-354-7595.



Thank you for your time

"Success is doing ordinary things extraordinarily well" Jim Rohn





Mary Burks

Division Director II mburks@mdek12.org