FILING FFVP CLAIMS IN MARS

Contents

Overview

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.

Best Practices for the FFVP

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.

Claims Process

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 pages walk through the claims process.

Claims Menu

Complete the following steps to access FFVP claims:

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

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

NOTE: the system automatically defaults to the current School Year

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

Claim Entry

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

NOTE: Only those months eligible to file a claim will be active.

1. Select the <u>Claim Month</u> for which you would like to submit a claim. This opens the *Claim Month Details* screen

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

Note: Only active sites with an approved application packet for the school year will have the ability to enter a claim.

VIEW | **MODIFY**

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

0001 Status: Active	0001 Status: Active
CARATE SCHOOL DIST	**MCANON ELEMENTARY SCHOOL**
DBA:	7 EAST STREET
40 East Street	Crete, MS 30000-0000
Crete, MS 30000-0000	
Type of Agency: Educational Institution	
Type of SNP Organization: Public	

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2017	0	08/23/2017			

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	no items	$0.00	$0.00	0.00
3. Operational Costs	no items	$0.00	$0.00	0.00
4. Administrative Costs	no items	$0.00	$0.00	0.00
	Claim Totals	**$0.00**	**$0.00**	

Claim Comments

5.   Organization Comments

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Save   Cancel

VIEW | **MODIFY** | DELETE

4.   In the Claim Information section, enter the number of days of operation for the month.

5.   In the Claim Expenditures 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.

The next section walks through completing each.

Fresh Fruit and Vegetable Costs Screen

VIEW | **MODIFY**

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

0001 Status: Active	0001 Status: Active
CARATE SCHOOL DIST	**MCANON ELEMENTARY SCHOOL**
DBA:	7 EAST STREET
40 East Street	Crete, MS 30000-0000
Crete, MS 30000-0000	
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Type of SNP Organization: Public	

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2017	0	08/23/2017			

Fresh Fruit

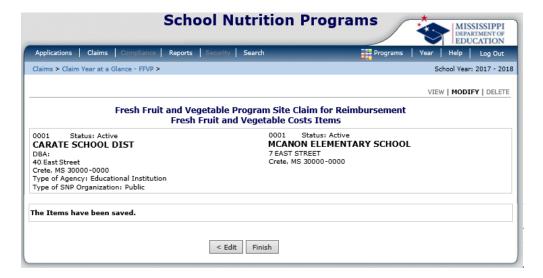|	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Fresh Fruit Mix	50/3oz	8	54.50	436	
2.	Mango Chunks	50 ct	8	51.50	412	
3.	Fruit Cut Mix	5 lb	9	38.75	348.75	
4.	Red Gala Apples	125/135 ct	5	28.43	142.15	
5.	Oranges	120/125 ct	5	20.41	102.05	
6.	Bartlett Pears	110 ct	5	31.43	157.15	
7.	Sliced Red Apple Snack Packs	50 / 1/2cup	11	14.32	157.52	
8.	Clementines	125-135 ct	4	20.41	81.64	
9.						
10.						

(More Lines)   **Total Cost $ 1,837.26 $ 0.00**

Fresh Vegetables

	Product Description	Size/Weight of Shipping Unit	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/Low Fat Ranch	100 ct	4	77.00	308	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

(More Lines)   **Total Cost $ 623.00 $ 0.00**

Fresh Fruit and Vegetable Costs		**$ 2,460.26**	**$ 0.00**

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Save   Cancel

The screen is divided into two main sections:

- o   Fresh Fruits
- o   Fresh Vegetables

1. For each invoice item enter the Product Description, Size/Weight of Shipping Unit, Number of Units, and 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

NOTE: if you need to enter more than 10 items for either section, click the More Items button

3. Click <u>Finish</u> to return to the *Site Claim* screen and continue with the next step.

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 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.

NOTE: if you need to enter more than 10 items for either section, click the <u>More Items</u> button

Claims > Claim Year at a Glance - FFVP >   School Year: 2017 - 2018

VIEW | **MODIFY**

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

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DBA:	7 EAST STREET
40 East Street	Crete, MS 30000-0000
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Type of SNP Organization: Public	

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2017	0	08/23/2017			

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.	Sandra Still/Manager	10	17.00	170	
2.	Kaye Brandon/Cafeteria Staff	13	9.50	123.5	
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

More Lines   Total Cost $ 293.50 $ 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.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

More Lines   Total Cost $0.00   0.00
Operational Costs $ 293.50 $ 0.00

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

Save   Cancel

3. To save the information, click <u>Save</u>

Claims > Claim Year at a Glance - FFVP >   School Year: 2017 - 2018

VIEW | **MODIFY** | DELETE

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

0001 Status: Active	0001 Status: Active
CARATE SCHOOL DIST	**MCANON ELEMENTARY SCHOOL**
DBA:	7 EAST STREET
40 East Street	Crete, MS 30000-0000
Crete, MS 30000-0000	
Type of Agency: Educational Institution	
Type of SNP Organization: Public	

The Items have been saved.

< Edit   Finish

4. Click <u>Finish</u> to return to the *Site Claim* screen and continue with the next step.

Administrative Costs

The *Administrative Costs* screen is divided into three sections: <u>Personnel Costs</u>, <u>Durable Supplies</u>, and <u>Other Administrative Costs</u>. Complete the Administrative Costs screen in the same manner as the as the Operations Costs screen.
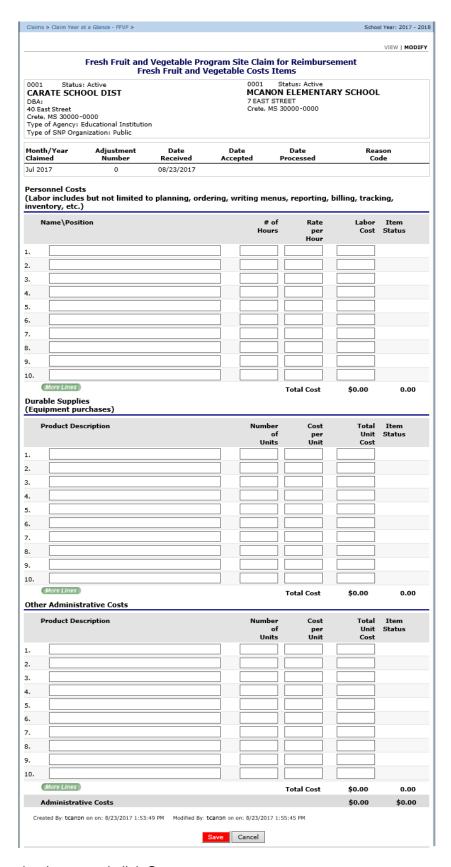
1. For <u>Personnel Costs</u> enter the employee's name AND position/title, number of hours the employee worked directly related to the FFV program, and their rate per hour. Labor Cost is automatically calculated based on the hours and rate per hour.

2. For the <u>Durable Supplies</u> 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.

3. For the <u>Other Administrative Costs</u> 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.
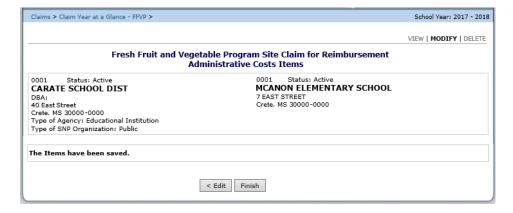
NOTE: if you need to enter more than 10 items for either section, click the More Items button.

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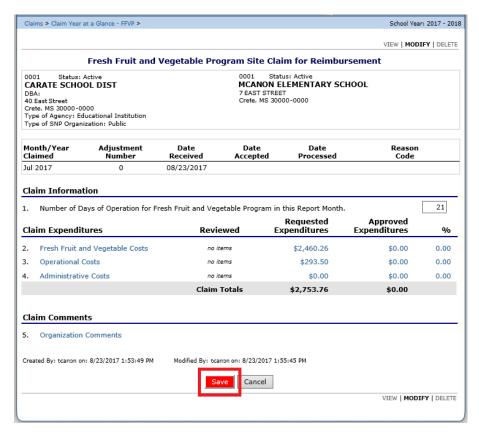
Screenshot on next page

VIEW | **MODIFY**

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

0001 Status: Active	0001 Status: Active
CARATE SCHOOL DIST	**MCANON ELEMENTARY SCHOOL**
DBA:	7 EAST STREET
40 East Street	Crete, MS 30000-0000
Crete, MS 30000-0000	
Type of Agency: Educational Institution	
Type of SNP Organization: Public	

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2017	0	08/23/2017			

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.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	(More Lines)		Total Cost	$0.00	0.00

Durable Supplies
(Equipment purchases)

	Product Description	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	(More Lines)		Total Cost	$0.00	0.00

Other Administrative Costs

	Product Description	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	(More Lines)		Total Cost	$0.00	0.00
Administrative Costs				$0.00	$0.00

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

Save   Cancel

4. After information is entered click <u>Save</u>

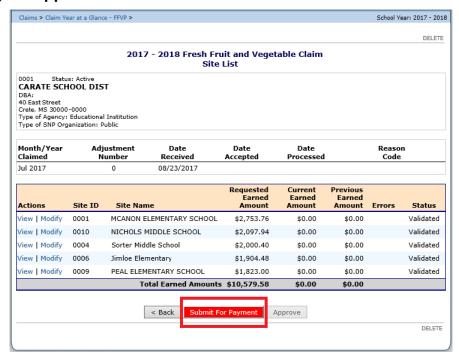5. Click Finish to return to the *Site Claim* screen.

Repeat the steps on pages 5-13 for each school that incurred costs related to FFV.

As information for each school is entered the Requested Expenditures column updates to display the totals from each of the Claim Expenditures screens

After completing the Claim Information, Claim Expenditures, and Claim Comments (if needed) sections, click Save to return to the *Claim Site List* screen
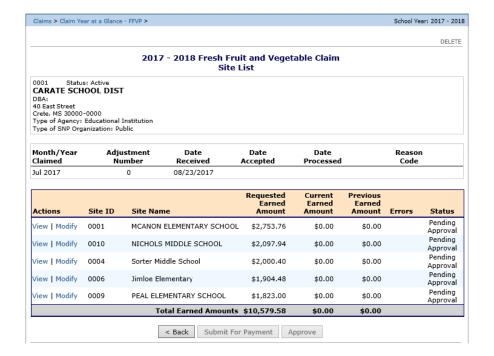
Submitting for Approval

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.

NOTE: 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.

The status column reflects what stage of the approval process the claim is in as the agency reviews and approves the request. The following screenshots provide an example.

Note: Claims can be modified UNTIL the status of the claim is "Accepted". (the Action column has the options "view" and "modify"). Once the state has reviewed and accepted the claim it is added to a batch payment queue. When the batch process has completed, the status of the claim is "Processed".

2017 - 2018 Fresh Fruit and Vegetable Claim
Site List

0001   Status: Active
CARATE SCHOOL DIST
DBA:
40 East Street
Crete, MS 30000-0000
Type of Agency: Educational Institution
Type of SNP Organization: Public

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2017	0	08/23/2017	08/29/2017	08/30/2017	Original

Actions	Site ID	Site Name	Requested Earned Amount	Current Earned Amount	Previous Earned Amount	Errors	Status
View	0001	MCANON ELEMENTARY SCHOOL	$2,753.76	$2,753.76	$0.00		Processed
View	0010	NICHOLS MIDDLE SCHOOL	$2,097.94	$2,097.94	$0.00		Processed
View	0004	Sorter Middle School	$2,000.40	$2,000.40	$0.00		Processed
View	0006	Jimloe Elementary	$1,904.48	$1,904.48	$0.00		Processed
View	0009	PEAL ELEMENTARY SCHOOL	$1,823.00	$1,823.00	$0.00		Processed
		Total Earned Amounts	**$10,579.58**	**$10,579.58**	**$0.00**		

< Back   Submit For Payment   Approve

Non-Food Costs

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 TThomas@mdek12.org or fax to 601-354-7595.