

FILING FFVP CLAIMS IN MARS

September 2017



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright *future* for every child

Mary Burks

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Overview and Best Practices

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

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 slides walk through the claims process.

Claims Menu

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



2. Then select Claims from the menu bar at the top of the screen



3. Click Claim – FFVP 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 > Claim Year at a Glance - FFVP > School Year: 2017 - 2018

2017 - 2018 Fresh Fruit and Vegetable Claim Year Summary

0001 Status: Active
CARATE SCHOOL DIST
DBA:
40 East Street
Crete, MS 39000-0000
Type of Agency: Educational Institution
Type of SNP Organization: Public

| Claim Month | Adj Number | Claim Status | Date Received | Date Processed | Earned Amount |
|----------------------------|------------|--------------|---------------|----------------|---------------|
| Jul 2017 | | | | | \$0.00 |
| Aug 2017 | | | | | \$0.00 |
| Sep 2017 | | | | | \$0.00 |
| Oct 2017 | | | | | \$0.00 |
| Nov 2017 | | | | | \$0.00 |
| Dec 2017 | | | | | \$0.00 |
| Jan 2018 | | | | | \$0.00 |
| Feb 2018 | | | | | \$0.00 |
| Mar 2018 | | | | | \$0.00 |
| Apr 2018 | | | | | \$0.00 |
| May 2018 | | | | | \$0.00 |
| Jun 2018 | | | | | \$0.00 |
| Year to Date Totals | | | | | \$0.00 |

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Grant Summary School Year 2017 - 2018

| 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 |
| 0004 | 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 |
| 0008 | LESCHOL MIDDLE SCHOOL | \$23,806.44 | \$0.00 | \$0.00 | \$23,806.44 |
| Totals | | \$ 161,552.16 | \$ 0.00 | \$ 0.00 | \$ 161,552.16 |

1. Select the Claim Month for which you would like to submit a claim.

This opens the *Claim Month Details* screen

Claim Entry – Summary and Site List Screens

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

2017 - 2018 Fresh Fruit and Vegetable Claim Year Summary

0001 Status: Active
CARATE SCHOOL DIST
 DBA:
 40 East Street
 Crete, MS 39000-0000
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Claim Month: July 2017

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

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[Add Original Claim](#)

Grant Period Details

| Site ID | Site Name | Grant Period | Grant Allocated | FFV & Oper Spent | Admin Spent | Remaining Balance |
|---------------|--------------------------|---------------------|---------------------|------------------|----------------|---------------------|
| 0001 | MCANON ELEMENTARY SCHOOL | Jul 2017 - Sep 2017 | \$4,361.06 | \$0.00 | \$0.00 | \$4,361.06 |
| 0010 | NICHOLS MIDDLE SCHOOL | Jul 2017 - Sep 2017 | \$4,517.80 | \$0.00 | \$0.00 | \$4,517.80 |
| 0004 | Sorter Middle School | Jul 2017 - Sep 2017 | \$3,199.34 | \$0.00 | \$0.00 | \$3,199.34 |
| 0006 | Jimloe Elementary | Jul 2017 - Sep 2017 | \$4,462.48 | \$0.00 | \$0.00 | \$4,462.48 |
| 0009 | PEAL ELEMENTARY SCHOOL | Jul 2017 - Sep 2017 | \$4,905.04 | \$0.00 | \$0.00 | \$4,905.04 |
| 0008 | LESCHOL MIDDLE SCHOOL | Jul 2017 - Sep 2017 | \$3,706.44 | \$0.00 | \$0.00 | \$3,706.44 |
| Totals | | | \$ 25,152.16 | \$ 0.00 | \$ 0.00 | \$ 25,152.16 |

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

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

DELETE

2017 - 2018 Fresh Fruit and Vegetable Claim Site List

0001 Status: Active
CARATE SCHOOL DIST
 DBA:
 40 East Street
 Crete, MS 39000-0000
 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 | | | |

| Actions | Site ID | Site Name | Requested Earned Amount | Current Earned Amount | Previous Earned Amount | Errors | Status |
|--|---------|--------------------------|-------------------------|-----------------------|------------------------|--------|--------|
| Add | 0001 | MCANON ELEMENTARY SCHOOL | \$0.00 | \$0.00 | \$0.00 | | |
| Add | 0010 | NICHOLS MIDDLE SCHOOL | \$0.00 | \$0.00 | \$0.00 | | |
| Add | 0004 | Sorter Middle School | \$0.00 | \$0.00 | \$0.00 | | |
| Add | 0006 | Jimloe Elementary | \$0.00 | \$0.00 | \$0.00 | | |
| Add | 0009 | PEAL ELEMENTARY SCHOOL | \$0.00 | \$0.00 | \$0.00 | | |
| Add | 0006 | LESCHOL MIDDLE SCHOOL | \$0.00 | \$0.00 | \$0.00 | | |
| Total Earned Amounts | | | \$0.00 | \$0.00 | \$0.00 | | |

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[Approve](#)

DELETE

3. Click Add 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

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

| | |
|---|---|
| 0001 Status: Active CARATE SCHOOL DIST DBA: 40 East Street Crete, MS 39000-0000 Type of Agency: Educational Institution Type of SNP Organization: Public | 0001 Status: Active MCANON ELEMENTARY SCHOOL 7 EAST STREET Crete, MS 39000-0000 |
|---|---|

| 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

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

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.

Claim Entry - Fresh Fruit and Vegetable Costs Screen

The screen is divided into two main sections:

- 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

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

0001 Status: Active
CARATE SCHOOL DIST
DBA:
40 East Street
Crete, MS 39090-0000
Type of Agency: Educational Institution
Type of SNP Organization: Public

0001 Status: Active
MCANON ELEMENTARY SCHOOL
7 EAST STREET
Crete, MS 39090-0000

| 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. | | | | | |
| Total Cost | | | | \$ 1,837.26 | \$ 0.00 |

[Click Here](#)

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. | | | | | |
| Total Cost | | | | \$ 623.00 | \$ 0.00 |

[More Lines](#)

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

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

[Save](#) [Cancel](#)

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

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

VIEW | MODIFY | DELETE

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

0001 Status: Active
CARATE SCHOOL DIST
DBA:
40 East Street
Crete, MS 39090-0000
Type of Agency: Educational Institution
Type of SNP Organization: Public

0001 Status: Active
MCANON ELEMENTARY SCHOOL
7 EAST STREET
Crete, MS 39090-0000

The 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 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 Small Supplies/Other Operational Costs 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

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

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

0001 Status: Active
CARATE SCHOOL DIST
DBA:
40 East Street
Crete, MS 39000-0000
Type of Agency: Educational Institution
Type of SNP Organization: Public

0001 Status: Active
MCANON ELEMENTARY SCHOOL
7 EAST STREET
Crete, MS 39000-0000

| Month/Year Claimed | Adjustment Number | Date Received | Date Accepted | Date Processed | Reason Code |
|--------------------|-------------------|---------------|---------------|----------------|-------------|
| Jul 2017 | 0 | 06/23/2017 | | | |

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 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: tcaron on: 8/23/2017 1:53:49 PM Modified by: tcaron on: 8/23/2017 1:55:45 PM

Save Cancel

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

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

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

0001 Status: Active
CARATE SCHOOL DIST
DBA:
40 East Street
Crete, MS 39000-0000
Type of Agency: Educational Institution
Type of SNP Organization: Public

0001 Status: Active
MCANON ELEMENTARY SCHOOL
7 EAST STREET
Crete, MS 39000-0000

The Items have been saved.

< Edit Finish

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.

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

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

0001 Status: Active
CARATE SCHOOL DIST
DBA:
40 East Street
Crete, MS 39000-0000
Type of Agency: Educational Institution
Type of SNIP Organization: Public

0001 Status: Active
MCANON ELEMENTARY SCHOOL
7 EAST STREET
Crete, MS 39000-0000

| 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 Links

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 Links

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 Links

Total Cost \$0.00 0.00

Administrative Costs \$0.00 \$0.00

Created by: tcanon on: 8/23/2017 1:33:49 PM Modified by: tcanon on: 8/23/2017 1:55:45 PM

Save Cancel

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

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

0001 Status: Active
CARATE SCHOOL DIST
DBA:
40 East Street
Crete, MS 39000-0000
Type of Agency: Educational Institution
Type of SNIP Organization: Public

0001 Status: Active
MCANON ELEMENTARY SCHOOL
7 EAST STREET
Crete, MS 39000-0000

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.

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

DELETE

2017 - 2018 Fresh Fruit and Vegetable Claim Site List

0001 Status: Active
CARATE SCHOOL DIST
DBA:
40 East Street
Crete, MS 39000-0000
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 | | | |

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

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DELETE

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.

Thank you for your time

“Success is doing ordinary things
extraordinarily well”

Jim Rohn



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright *future* for every child

Mary Burks

Division Director II
mburks@mdek12.org