

Fresh Fruit and Vegetable Program



Online Services Manual

School Year 2016-17

Wisconsin Department of Public Instruction (DPI)
School Nutrition Team (SNT)

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Grant Overview

The Fresh Fruit and Vegetable Program (FFVP) is funded by the United States Department of Agriculture (USDA) and is administered by the Wisconsin Department of Public Instruction (DPI). The FFVP grant is awarded in two allocations during the school year and funding is provided on a reimbursement basis. The first allocation period (allocation A) begins July 1 and ends September 30, 2016. The funds provided in this allocation are based on the allocation A budgets schools submitted with their grant applications. The second allocation period (allocation B) is from October 1, 2016 through June 30, 2017. Each School Food Authority (SFA) will receive two Notification of Federal Grant Subaward documents from the DPI – one for each allocation.

It is important to note that no funds may be obligated outside the period of availability of the grant for each allocation. An obligation is made when orders are placed, contracts awarded, goods and services received, and similar transactions during a given period that require payment by the grantee during the same or a future period. There is no guarantee that you will receive reimbursement for such obligations until such time as you receive the Notification of Federal Grant Subaward from the DPI. Accordingly, no claims are reimbursed until such time as the Notification of Federal Grant Subaward is issued.

The Notification of Federal Grant Subaward lists awarded amounts by participating site. SFAs that have more than one participating elementary school can refer to page two of the Notification of Federal Grant Subaward for details about each schools' award. Funding that has been awarded to one participating site cannot be used to cover expenses for another participating site.

When you are planning your budgets, there are a few restrictions to keep in mind. You must budget 80% or more of your total award for the school year on food costs. Budgeting 80% or more of your total award on food costs will ensure that the bulk of your grant funding is spent on fresh fruits and vegetables. You must limit your non-food costs to 20% or less of your total award. This includes non-food operating costs and administrative costs. Administrative costs are further limited to 10% or less of your total award.

Before proceeding, be sure to review the USDA's FFVP handbook that is available at <http://www.fns.usda.gov/sites/default/files/handbook.pdf>. A training webinar will be hosted on September 8, 2016. Look for connection details at <http://dpi.wi.gov/school-nutrition/ffvp>. A recording of the webinar will be posted to that page at a later date. Make sure to also review the other program materials available online. Procurement training webcasts can be found at <http://dpi.wi.gov/school-nutrition/ffvp/procurement>.

Participating in the FFVP requires you to follow reporting and record keeping requirements that are similar to those for the National School Lunch Program (NSLP). As a best practice, keep a file that contains program guidance materials, contact information for each participating school, a copy of each participating school's application, all FFVP invoices, time and effort documentation for staff working on the program, copies of monthly claims, purchase order information, and information on all vendors and/or local farms that are used.

Entering the Online Services Site

Please note that the DPI's website changed July 2015. Bookmarked links may no longer work. Follow the instructions below to access the online services site.

- 1) Go to the Wisconsin Child Nutrition Programs Online Services page at <http://dpi.wi.gov/nutrition/online-services>.
- 2) Click on the "Online Services Log-In" option that lists the "Fresh Fruit and Vegetable Program (FFVP)" below it.

Wisconsin Child Nutrition Programs Online Services

Online Services

Online Services Log-in

- Child and Adult Care Food Program (CACFP)
- National School Lunch Program
- School Breakfast Program
- School Nutrition Program Annual Financial Report
- Special Milk Program
- Summer Food Service Program
- Wisconsin School Day Milk Program (WSDMP)

Online Services Log-in

- At-Risk/Emergency Shelter
- Child Nutrition Program Report
- Fresh Fruit and Vegetable Program (FFVP)
- Menu Certification
- Annual Paid Lunch Price Report

USDA Foods Ordering System

Click on the button to order USDA Foods

Aids Register

Please make sure you have completed your banking information at the [Aids Banking System](#) to receive payments via ACH (direct deposit) from DPI. This includes all payments from DPI, not just those for Food Service. The only exclusion would be payments received for the Choice Program.

- 3) Alternatively, you can access the Online Services site from the FFVP homepage at <http://dpi.wi.gov/school-nutrition/ffvp>. See the next page for instructions.

4) Click on the words “FFVP Online Services” in the “Overview” section.

Fresh Fruit and Vegetable Program

Overview

Program Description: The Fresh Fruit and Vegetable Program (FFVP) provides children in participating elementary schools with a variety of free fresh fruits and vegetables. This grant opportunity must be applied for annually. The level of funds provided to any one school depends on the school's enrollment and the available funding provided by the USDA.

Purpose: The purpose of the program is to expand and increase the variety and amount of fruits and vegetables children experience and consume. Combined with nutrition education and a reinforcement of healthful eating habits, the program emphasizes the long-term goals of positively influencing children's life-long eating habits and combating childhood obesity.

Who is Eligible to Apply:

- Public and non-profit private elementary schools that have 50% or greater of their students receiving free and/or reduced price meals.
- Schools participating in the Community Eligibility Program (CEP) if their individual school Identified Student Percentage (ISP) multiplied by 1.6 equals 50% or higher. This represents the CEP school's free and reduced-price eligibility equivalent.

The logo features a green classical building with a dollar sign in a circle above its pediment. Below the building, the text "FFVP Online Services" is written in blue and is enclosed within a red oval.

5) This will bring you to the “Online Services Log-In” screen.

The screen is divided into two main sections. On the left is a logo for "Community and School Nutrition PROGRAMS WISCONSIN DPI" featuring a milk carton, a loaf of bread, and an apple. On the right is a login form with a green "Online Services Log-in" button at the top. Below the button are two input fields: "Agency Code" and "Password". A "Submit" button is located below the password field. At the bottom of the screen, a grey box contains the text "Please do not bookmark this log-in webpage".

Community and School Nutrition PROGRAMS
WISCONSIN DPI

Online Services Log-in

Agency Code

Password

Submit

Please do not bookmark this log-in webpage

- 6) Enter your **Agency Code** – This is your six-digit agency code/agreement number.
 - Do not use hyphens; use only the numerals in the agency code.
 - Do not enter leading zeroes. For example, if your agency code is “012345”, only enter “12345”.
- 7) Type in your agency-specific **Password**. This is the password assigned to your SFA by the DPI for ordering commodities, claiming reimbursement, and for contract purposes. If you are unsure what your agency code and password is, please contact your SFA’s authorized representative. The authorized representative may be your food service director, district or program administrator, or business manager. If you are still unable to determine the agency code and password, contact Jacque Jordee with the DPI Federal and State Grants Program at jacqueline.jordee@dpi.wi.gov or 608-267-9134.
- 8) Click the “Submit” button.

How to Navigate the Online System

After logging in, you will see the following menu options:

- **School Nutrition Program:** This is for school agencies participating in Child Nutrition Programs.
- **Community Nutrition Program:** This is for agencies participating in the Child and Adult Care Food Program (CACFP).
- **Log Out:** This is where you can click to log out of your account. When you logout, you will need to re-enter your agency code and password to re-enter the online services site.

- 1) Click on the blue tab that says “**School Nutrition Program**”



- 2) Click on “**Grants**”



3) Click on “**Fresh Fruit Vegetable**”



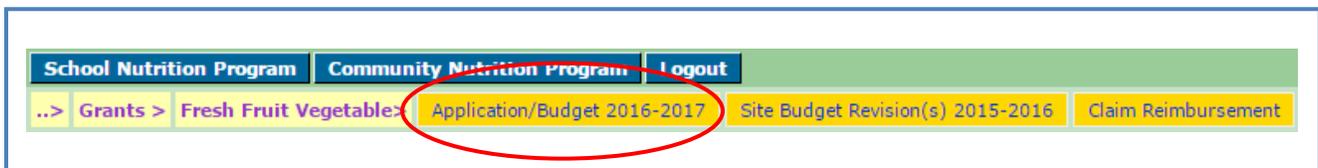
You'll now see the following options:



- a) **Application/Budget 2016-2017:** This tab will allow you to view your applications and budgets as well as submit your allocation B budget and any necessary budget revisions.
- b) **Site Budget Revision(s) 2015-2016:** This tab was used by schools participating in the program during school year 2015-16 and will eventually be hidden from view. When this happens, you will only see two options on this screen: “Application/Budget 2016-2017” and “Claim Reimbursement.”
- c) **Claim Reimbursement:** You will use this tab to enter and modify claims, view claims, print the PI 1086 form (Program Fiscal Report), and access the optional produce-supply list.

Application/Budget 2016-2017

To view the current or previous applications, click on the “Application/Budget 2016-2017” tab.



After clicking this tab, you will be prompted to select a school. If you have more than one elementary school in your district, a list of them will be displayed. The list will include schools that applied but were not awarded for the current school year as well as those schools that did not apply. See the next page for more details.

You can see the application status of each school for the current school year in the last column. If this spot is blank, that school did not apply for the school year 2016-2017 grant.

Select school to continue			
School Name	Address	Last Application Submitted On	Application Status
<input type="radio"/> General Mitchell	5950 S Illinois Ave Cudahy WI 531102921		
<input type="radio"/> J. E. Jones Elementary	5845 S Swift Ave Cudahy WI 531102799		
<input type="radio"/> Lincoln Elementary	4416 S Packard Ave Cudahy WI 531101195		
<input type="radio"/> Park View Elementary	5555 S Nicholson Ave Cudahy WI 531102498	04/07/2016	Accepted
<input type="radio"/> Kosciuszko El	5252 S Kirkwood Ave Cudahy WI 531101943	04/06/2016	Accepted

 CONTINUE

- 1) Click on the radio button next to the desired school.
- 2) Click “Continue”

After selecting one school, you will see the following options:

School Nutrition Program	Community Nutrition Program	Logout						
..>	Grants >	Fresh Fruit Vegetable>	Application/Budget 2016-2017>	Submit Site Application	Submit Site Budget - Allocation B	Site Budget Revision(s)	Upload/Download Site Agreement Form	View Site Application/Budget
			a	b	c	d	e	

- a) **Submit Site Application:** The application period for the school year 2016-2017 grant closed April 11, 2016. Since we are no longer accepting applications, you will receive the following error message if you click on this tab, “**Application for Fresh Fruit Vegetable Grant will be accepted from 02/29/2016 to 04/11/2016**”. To go back to the previous screen, click on the “Application/Budget 2016-2017” tab. You will be prompted to select the desired school again.
- b) **Submit Site Budget – Allocation B:** Each participating school will need to submit an online budget for allocation B of the program using this tab.
- c) **Site Budget Revision(s):** Schools will use this tab to amend their allocation A and/or allocation B budgets if needed.
- d) **Upload/Download Site Agreement Form:** This tab was used in conjunction with the “Submit Site Application” tab and is not usable at this time.
- e) **View Site Application/Budget:** This is the tab to use if you would like view the 2016-2017 application or would like to view any of the previous applications.

View Site Application/Budget

You can use the “View Site Application/Budget” tab to view your applications and budgets. After clicking on this tab, you will need to select the desired school year. You will see an option for each school year the selected school applied for online. Since the online system for FFVP began with the 2012-2013 school year, that is the farthest back you can go. Select the desired school year and click “Retrieve.”

1) Select the school year.

2) Click “Retrieve.”

The first page that populates is the budget summary. An allocation A budget was submitted for every school with their online application. Below is an example of an allocation A budget summary. On this screen, you can see the basic budget amounts that were entered for each budget category, and you can see the date that the budget was submitted.

Allocation A - Budget Summary							
Operating Labor Cost	Training Cost	Food/Other Cost	Administrative Labor Cost	Equipment Cost	Date Submitted	Status	
\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	04/06/2016	Current	

Click Continue to see other details of the Application

CONTINUE

If any budget revisions for allocation A are submitted, you will see them on this screen as a separate line. Once a budget revision is approved by a FFVP coordinator at the DPI, the budget revision’s status will change to “Current,” and the original budget’s status will change to “Past.” Also, once a budget for allocation B is submitted, you will be able to see it here.

To see what was budgeted under the food/other cost category, click on the budget's status.

Allocation A - Budget Summary						
Operating Labor Cost	Training Cost	Food/Other Cost	Administrative Labor Cost	Equipment Cost	Date Submitted	Status
\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	04/06/2016	Current

Click Continue to see other details of the Application

 CONTINUE

This page allows you to view details about the budget, including what was entered for fruits and vegetables, for non-fruit/vegetable foods, and for non-food items. On the previous page, you were only able to see the food/other total.

If you scroll down to the bottom of this page, you will see that the remarks box and the budget preparer information boxes are blank for your original allocation A budget. This is because this information did not need to be entered when it was submitted with the application. However, you will see that these areas need to be completed when doing budget revisions. To return to the main budget summary page, click the “Back” button at the bottom of the page.

Allocation A - Budget Summary	
<p>Budget: Complete a budget request for the second allocation of the program. This site's' projected allocation B budget is shown in red below and is the result of subtracting the current allocation A budget from the projected total award for the school year.</p> <p>To submit an allocation B budget, enter each line item's' budgeted amount rounded to the nearest dollar. All fields must be completed, so enter a "0" if no funds are being budgeted on any budget line. Do not use any symbols such as dollar signs, commas between numbers, or decimal points. The "Allocation Total" must match the number in red at the top of the screen</p>	
Item	Budget Request
Operating Costs	
Operating Labor (Salaries & fringe benefits for food preparation employees)	\$0
Training (Training of food preparation employees or instructional staff)	\$0
Food/Other (Total)	\$600.00
Fruits and Vegetables	\$600.0
Non-Fruit/Vegetable Foods (Low fat or fat-free dips)	\$0.0
Non-Food Items (serving bowls, cleaning supplies, delivery charges, etc.)	\$0.0
Administrative Costs (limited to 10 percent of total grant)	
Administrative Labor (Salaries & fringe benefits for employees administering the program)	\$0
Large Equipment (Single item costing \$250 or more)	\$0
Allocation Total	\$600.00

If you wish to view the rest of the application, use the “Continue” button at the bottom of the first Budget Summary page. Keep clicking on the “Continue” button to scroll through all of the application pages. To download the signature page that was uploaded with the application, click on [Signature] below the Continue button.



Submitting an Allocation B Budget

The budget for allocation B of the program must be submitted and approved by DPI prior to submitting your first claim for allocation B. Remember that allocation B runs from October 1 through June 30. To begin, click on the “Application/Budget 2016-2017” tab and then select the desired school. Next, click on the “Submit Site Budget – Allocation B” tab. This screen is similar to the one that was completed with your application for the allocation A budget. However, the directions at the top are slightly different. The number in red at the top shows you what is available to budget for allocation B. It represents what the school’s allocation B award has been estimated at. This amount is not guaranteed until SFAs have received a Notification of Federal Grant Subaward document for the allocation.

Allocation B - Budget Summary	
<p>Budget: Complete a budget request for the second allocation of the program. This site's' projected allocation B budget is shown in red below and is the result of subtracting the current allocation A budget from the projected total award for the school year.</p> <p>To submit an allocation B budget, enter each line item's' budgeted amount rounded to the nearest dollar. All fields must be completed, so enter a "0" if no funds are being budgeted on any budget line. Do not use any symbols such as dollar signs, commas between numbers, or decimal points. The "Allocation Total" must match the number in red at the top of the screen</p> <p>Total Award - Current Allocation A Budget = \$9,400.00</p>	
Item	Budget Request
Operating Costs	
Operating Labor (Salaries & fringe benefits for food preparation employees)	\$ <input type="text"/>
Food/Other (Total)	\$ <input type="text"/>
Fruits and Vegetables	\$ <input type="text"/>
Non-Fruit/Vegetable Foods (Low fat or fat-free dips)	\$ <input type="text"/>
Non-Food Items (serving bowls, cleaning supplies, delivery charges, etc.)	\$ <input type="text"/>
Administrative Costs (limited to 10 percent of total grant)	
Administrative Labor (Salaries & fringe benefits for employees administering the program)	\$ <input type="text"/>
Large Equipment (Single item costing \$250 or more)	\$ <input type="text"/>
Allocation Total	\$ <input type="text"/>

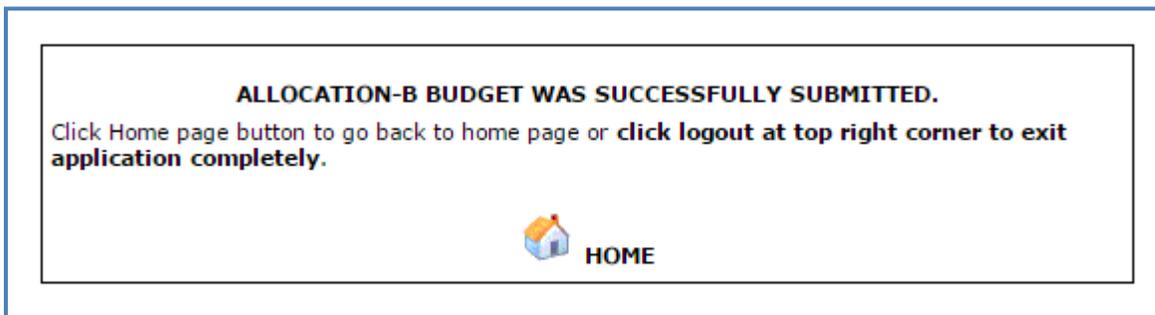
To submit the allocation B budget, enter each line item’s budgeted amount rounded to the nearest dollar. All fields must be completed, so enter a “0” if no funds are being budgeted on a budget line. The “Allocation Total” at the bottom must match the number in red at the top of the screen. Verify that all of the numbers are correct. Scroll down and make sure to enter the budget preparer information at the bottom of the page. To submit the budget, click the “Submit” button at the bottom of the page.

[Budget Preparer Information]

Please fill in all requested information. This information may be used to contact the school with questions regarding the submitted budget.

First Name	<input type="text"/>	Last Name	<input type="text"/>
Phone Number	<input type="text"/> <input type="text"/> <input type="text"/>	Extension	<input type="text"/>
Email Address	<input type="text"/>		

You will receive this message when your budget for allocation B has been successfully submitted. You will not be able to submit a claim for allocation B until this budget has been approved. If the DPI is unable to approve your budget, you will be notified of the need to complete a budget revision.



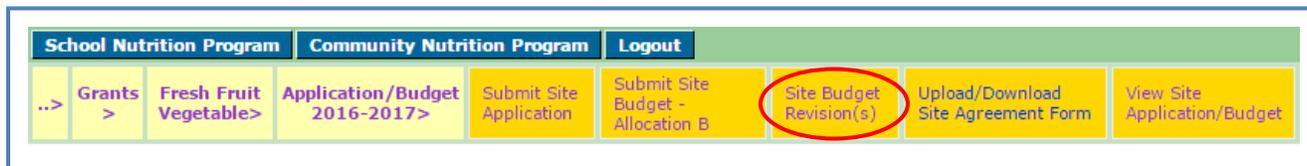
Budget Revisions

Schools have the ability to revise their budgets if needed. If a line item was over-budgeted while another one was under-budgeted, it would be appropriate to complete a budget revision to move money between categories. **Please note that you should complete a budget revision prior to expending any grant funding outside of the currently budgeted line item amounts.**

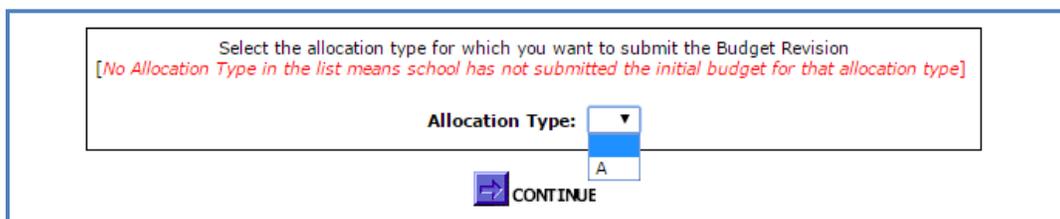
Remember that non-food costs cannot exceed 20% of your total award for the school year while administrative costs cannot exceed 10% of your total award. A budget revision that results in exceeding those limits will not be approved by the DPI. For more information, please make sure to join the program training webinar on September 8, 2016, or be sure to view the recording of that webinar once it’s posted at <http://dpi.wi.gov/school-nutrition/ffvp>.

Allocation A Budget Revisions

To complete an allocation A budget revision, click on the “Application/Budget 2016-2017” tab and select the desired school. Next, click on “Site Budget Revision(s).”



Select the allocation you are submitting a revision for. Select allocation type “A,” and then click “Continue.” Once you have submitted an allocation B budget and it has been approved by the DPI, you will see “B” as an option here.



You can only do one budget revision at a time for a school. **If you want to revise both your allocation A and your allocation B budgets, you must do one first and wait for it to be approved.** Once the first budget revision is approved, then you may go back in and complete the other revision. You will be able to see your current allocation A budget across the top of the screen as well as any previous budget submissions for the allocation. You can reference this as you are completing the new revision. Enter the desired budget amount for each line item and make sure to round to the nearest whole dollar. All fields must be completed, so enter a “0” if no funds are being budgeted on a budget line.

List of Budgets Submitted - Allocation A						
Operating Labor Cost	Training Cost	Food/Other Cost	Administrative Labor Cost	Equipment Cost	Status	
\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	Current	

Allocation A - Budget Summary	
Item	Budget Request
Operating Costs	
Operating Labor (Salaries & fringe benefits for food preparation employees)	\$ <input type="text"/>
Food/Other (Total)	\$ <input type="text"/>
Fruits and Vegetables	\$ <input type="text"/>
Non-Fruit/Vegetable Foods (Low fat or fat-free dips)	\$ <input type="text"/>
Non-Food Items (serving bowls, cleaning supplies, delivery charges, etc.)	\$ <input type="text"/>
Administrative Costs (limited to 10 percent of total grant)	
Administrative Labor (Salaries & fringe benefits for employees administering the program)	\$ <input type="text"/>
Large Equipment (Single item costing \$250 or more)	\$ <input type="text"/>
Allocation Total	\$ <input type="text"/>

Budget Revisions: Enter a revised budget by filling in all of the fields with a dollar value. Make sure to enter "0" if no funding is being allocated to a budget line. Enter the reason for the budget revision in the "Remarks" text box. Before submitting, verify that the information entered is correct and that the allocation total shown on the screen matches your allocation award.

Note: It is strongly recommended that you submit the budget revision prior to expenditure of grant funding outside of the currently budget amounts.

The “Allocation Total” at the bottom should match the allocation total amount from the original allocation A budget. You can submit an allocation A budget revision any time before submitting your final claim for allocation A. **If you want to increase or decrease the allocation A total amount, you will need approval from one of the FFVP coordinators and will have to submit the revision online by **September 12, 2016**.**

Once you have verified that the budget numbers are entered correctly, go ahead and enter the reason for the budget revision. Remarks are required in this box.

Remarks
(Provide the reasons for Budget Revision)

Next, enter the budget preparer’s information.

[Budget Preparer Information]

Please fill in all requested information. This information may be used to contact the school with questions regarding the submitted budget revision.

First Name	<input type="text"/>	Last Name	<input type="text"/>
Phone Number	<input type="text"/> <input type="text"/> <input type="text"/>	Extension	<input type="text"/>
Email Address	<input type="text"/>		

When you are finished, click the “Submit” button. You will receive an onscreen message indicating that the budget revision has been successfully submitted. Once the budget revision has been approved by the DPI, the budget preparer will receive an automatic email at the email address provided. If the budget cannot be approved and requires another revision, the budget preparer will receive an automatic email indicating that the budget has been unlocked and another revision is required.

BUDGET REVISION WAS SUCCESSFULLY SUBMITTED.

Click Home page button to go back to home page or **click logout at top right corner to exit application completely.**

 **HOME**

Allocation B Budget Revisions

To submit a budget revision for allocation B, click on the “Site Budget Revision(s)” tab and select “B.” You must have an approved allocation B budget before you can submit a revision for allocation B. A budget revision for allocation B can be done any time after the original allocation B budget has been approved but before the final claim for allocation B has been submitted. Please note that you should complete a budget revision prior to expenditure of grant funding outside of the current budget amounts.

Select the allocation type for which you want to submit the Budget Revision
[No Allocation Type in the list means school has not submitted the initial budget for that allocation type]

Allocation Type: ▼

A
 B

←

You will be able to see your current allocation B budget at the top of the screen. Enter the revised budget for the selected site by filling in all of the fields with a dollar value. Make sure to enter “0” if no funding is being allocated to a budget line. The “Allocation Total” at the bottom must add up to the allocation B award displayed in **red** at the top.

List of Budgets Submitted - Allocation B					
Operating Labor Cost	Training Cost	Food/Other Cost	Administrative Labor Cost	Equipment Cost	Status
\$0.00	\$0.00	\$9,400.00	\$0.00	\$0.00	Current

Allocation B - Budget Summary	
<p>Budget Revisions: Enter a revised budget by filling in all of the fields with a dollar value. Make sure to enter "0" if no funding is being allocated to a budget line. Enter the reason for the budget revision in the "Remarks" text box. Before submitting, verify that the information entered is correct and that the allocation total shown on the screen matches your allocation award.</p> <p>Note: It is strongly recommended that you submit the budget revision prior to expenditure of grant funding outside of the currently budget amounts.</p> <p>Total Award - Current Allocation A Budget = \$9,400.00</p>	
Item	Budget Request
Operating Costs	
Operating Labor (Salaries & fringe benefits for food preparation employees)	\$ <input type="text"/>
Food/Other (Total)	\$ <input type="text"/>
Fruits and Vegetables	\$ <input type="text"/>
Non-Fruit/Vegetable Foods (Low fat or fat-free dips)	\$ <input type="text"/>
Non-Food Items (serving bowls, cleaning supplies, delivery charges, etc.)	\$ <input type="text"/>
Administrative Costs (limited to 10 percent of total grant)	
Administrative Labor (Salaries & fringe benefits for employees administering the program)	\$ <input type="text"/>
Large Equipment (Single item costing \$250 or more)	\$ <input type="text"/>
Allocation Total	\$ <input type="text"/>

Next, enter the reason for the budget revision. An explanation must be typed into this field. After that, enter the budget preparer information. Verify that all of the information entered is correct. When you are finished with your revision, click “Submit.”

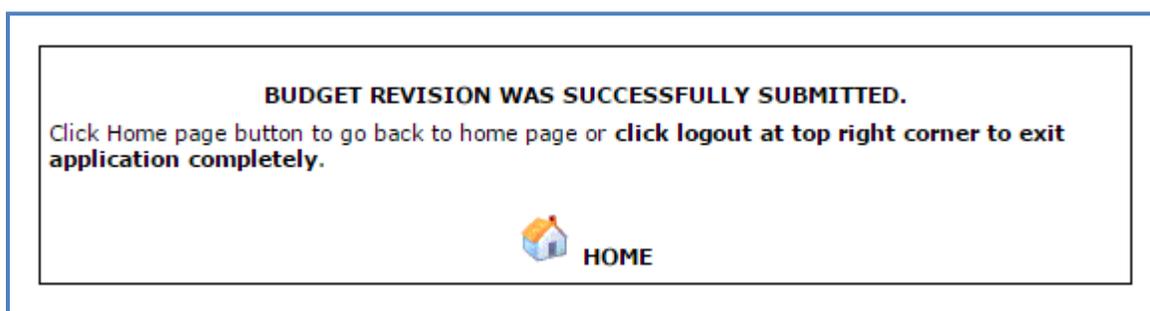
Remarks
(Provide the reasons for Budget Revision)

[Budget Preparer Information]

Please fill in all requested information. This information may be used to contact the school with questions regarding the submitted budget revision.

First Name	<input type="text"/>	Last Name	<input type="text"/>
Phone Number	<input type="text"/> <input type="text"/> <input type="text"/>	Extension	<input type="text"/>
Email Address	<input type="text"/>		

You will see this message when your budget revision has been successfully submitted. Please note that you will not be able to submit another revision or a claim for that site until one of the FFVP coordinators has approved or unlocked the budget revision.



Claim Reimbursement

As you create your budgets and spend your grant funding, remember that there are limits on how much money you can use toward non-food costs. We expect that the majority of your total award will be spent on fresh fruits and vegetables. When you start to enter your first claim, you will see that the claiming categories match up with the budget categories.

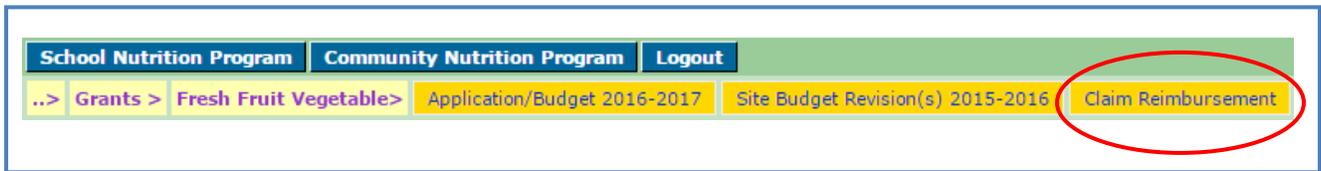
Schools have 60 calendar days following the end of a claim month to submit their claim for reimbursement. For example, October’s claim must be submitted by December 30, 2016. See the “Important Dates” document on our website at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/ffvp-important-dates-1617.pdf> for a listing of claim deadlines. Please note that these dates are not flexible. **Missing a deadline may result in losing the opportunity to be reimbursed for expenses.** A claim can be started as soon as the claim month has ended unless a previous claim has not been paid yet.

Late Claims

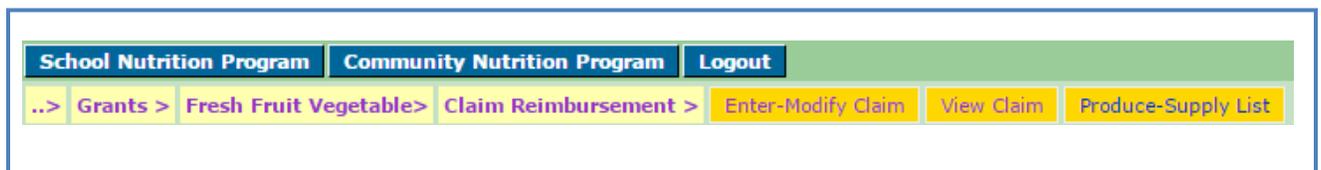
Any claim received after 60 calendar days from the end of the claiming month is considered a late claim. A late claim cannot be paid with federal funds unless the DPI grants a one-time exception. Only one exception will be granted per program every 36 months. A corrective action plan will be required. Contact one of the FFVP coordinators listed on page 26 of this manual for more information. The Federal and State Grants Program of DPI must approve all exception corrective action plans.

Entering and Modifying a Claim

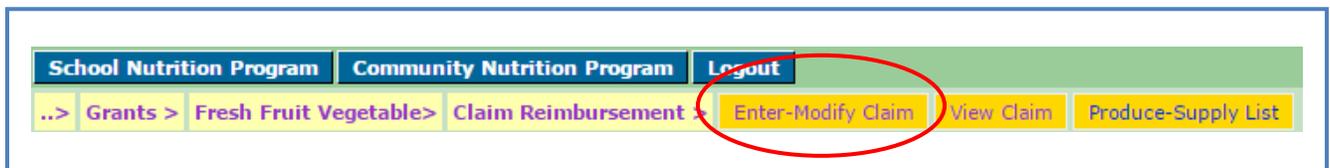
To submit monthly claims, you will have to use the Wisconsin Child Nutrition Programs Online Services web portal. This is the same online services site that schools use to submit FFVP applications, budgets, and budget revisions. Follow the steps on pages 3-5 to log in. After following the steps to log in, you will see three tabs: the Application/Budget 2016-2017 tab, the Site Budget Revision(s) 2015-2016 tab, and the Claim Reimbursement tab. To access claiming options, click on “Claim Reimbursement.”



After clicking on “Claim Reimbursement,” you will see three options: Enter-Modify Claim, View Claim, and Produce-Supply List.



To begin a claim, click on “Enter-Modify Claim.”



The first page asks for general information about the claim you are submitting. The information requested on this page applies to every participating school in your SFA.

Final Claim for Allocation?	<input type="text"/>	Date Claim Year	<input type="text"/>
Date Claim Month	<input type="text"/>	Claim Period To	<input type="text"/>
Combined Claim?	<input type="text"/>		
Claim Period From	<input type="text"/>		
No. of Sites Claiming	<input type="text"/>		
Allocation Type	<input type="text"/>		

 CONTINUE

Starting at the top, select “Yes” or “No” from the drop down box to indicate whether this is a final claim or not. Only select “Yes” when you are submitting the final claim for each grant allocation. This will likely be your September claim for allocation A and your May or June claim for allocation B. **Once you have submitted a final claim for the grant allocation, you will not be able to submit another claim for that allocation.** When you submit a final claim, you will be required to print, sign, and submit the PI-1086 form that can be accessed when using the “View Claim” function. More information about this can be found on page 25 of this manual.

Next, select the claim month and calendar year. Select “Yes” or “No” to indicate whether or not this claim will combine months. If you answer “No” to the combined claim question, then the claim period will automatically fill in for you. We will accept combined claims twice per school year, but there are restrictions. You may combine August and September onto one claim and you may also combine May and June onto one claim. No other months may be combined. If combining August and September expenses together, select “Yes” to indicate it is a final claim for allocation A, select “September” as the claim month and 2016 as the calendar year, select “Yes” to the question about combined claim, and then select “from August to September” as the claim period. You would follow the same procedure if combining May and June.

Specify the number of sites that will be on this claim. This number should be the total number of participating schools in your SFA. For example, if there are three FFVP schools in your district, you will enter a “3” in this box. If there is only one school in your district that is participating in the program, you will enter “1.”

The last thing you will need to do on this page is select the appropriate allocation for the claim. Once you have completed the required information, click “Continue.”

After your claim has been started, you may exit and return later to modify the claim and submit. There is an option to delete the entire claim if you need to start over again.

On the next page, you will see a summary of the information you entered on the previous page as well as a list of FFVP schools in your SFA.

To begin entering expenses, select a school by clicking on the school's name. **Only click the "Continue" button at the bottom when all expenses for all schools have been entered.**

Final Claim for Allocation?	Yes ▾	Date Claim Year	2016 ▾
Date Claim Month	September ▾	Claim Period To	September ▾
Combined Claim?	No ▾	No. of Sites Claiming	1
Claim Period From	September ▾	Allocation Type	A ▾

Select school for which you want to submit Claim

School Name	Address	No. of Service Days	Status
Kosciuszko El	5252 S Kirkwood Ave Cudahy WI 531101943		



At the top of this page, the school's approved allocation budget is displayed along with any previously claimed amounts for the allocation. Below that, there is an area for you to enter the number of service days in the claim month for that school. After entering the number, click "Save."

Claim Expenses Summary		
Account Name	Approved Budget	Previously Claimed Amount
Food and Other	\$600.00	\$0.00
Operating Labor Cost	\$0.00	\$0.00
Administrative Equipment Cost	\$0.00	\$0.00
Administrative Labor Cost	\$0.00	\$0.00
Grand Total	\$600.00	\$0.00

Enter number of FFVP service days at this site for the claim month(s):  

You can add/modify the expenses by clicking one of the underlined links below. If you are done with expenses click, 'Continue' at the bottom of the page to submit the claim.

Fresh Fruit and Vegetable Program Expenses	
Title	Total Cost Requested
Operating Costs - Fruits and Vegetables	\$0.00
Operating Costs - Non-Fruit/Vegetable Foods	\$0.00
Operating Costs - Non-Food Items	\$0.00
Operating Costs - Labor	\$0.00
Administrative Costs - Large Equipment	\$0.00
Administrative Costs - Labor	\$0.00
Total Claim	\$0.00



Next, you will enter expenses by clicking on the appropriate categories in the table below.

Fresh Fruit and Vegetable Program Expenses	
Title	Total Cost Requested
Operating Costs - Fruits and Vegetables	\$0.00
Operating Costs - Non-Fruit/Vegetable Foods	\$0.00
Operating Costs - Non-Food Items	\$0.00
Operating Costs - Labor	\$0.00
Administrative Costs - Large Equipment	\$0.00
Administrative Costs - Labor	\$0.00
Total Claim	\$0.00



- 1) **Fruits and Vegetables:** Fruit and vegetable costs can be entered two ways: by using the “New Record” function or by using the “Produce/Supply List.” The produce-supply list is an optional tool that was built primarily for SFAs with multiple sites participating in the program. The produce-supply list allows you to enter all produce and supply information in one place and build your claim by selecting from the list. This prevents a district from needing to enter the same information multiple times for multiple schools. Once your produce list items are added to your claim, you may then edit how many units were purchased and the total cost each site is claiming. More information about the produce-supply list can be found on page 24.

Review and update Fruit and Vegetable expenses. To add a new expense click the 'New Record' button. To drop a expense from the list select the 'Description' and click the 'Delete' button. Click 'Produce List' to add multiple items from the list.

Invoice Date	Service Date	Fruit/Vegetable Description	WI grown (Y/N)	Size/Weight Shipping Unit	Number of Units	Cost per Unit	Total Cost Requested
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New Record: Clicking this will take you to a screen where you will have to enter an invoice date and a service date for your fruit or vegetable. A description of the fruit or vegetable is required. Be as descriptive as possible in the space provided. Instead of writing only “Apple,” provide the name of the apple. Examples are “Golden Delicious Apple,” “Pink Lady Apple,” or “Braeburn Apple.”

Select “Yes” or “No” from the drop down box to indicate whether or not the product was grown in Wisconsin. Please only select “Yes” if the fruit or vegetable was actually grown in Wisconsin. If you are unsure of the item’s origin, you should select “No.” This is not asking about purchase location, only growing location. We wouldn’t expect to see “Yes” selected for items like bananas and pineapple as these are not traditionally grown in Wisconsin. Selecting “Yes” or “No” helps us track how many local products are used in the program.

Complete this page by entering the appropriate information from your invoice for shipping unit, number of units, and cost per unit. The total cost will automatically calculate for you. If there is a rounding issue, the system will allow you to change the total cost by adding a penny or by entering any amount that is less than the calculated total cost.

Fruits and Vegetables	
Invoice Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Service Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Fruit/Vegetable Description	<input type="text"/>
WI grown	<input type="text"/>
Size/Weight Shipping Unit	<input type="text"/>
Number of Units	<input type="text"/>
Cost per Unit	\$ <input type="text"/>
Total Cost	\$ <input type="text"/>




When you are done, click “Save.” You will be taken back to the previous page and will now see an entry for the item you submitted. Continue to select “New Record” to enter in all fruit and vegetable costs for the claim month if you are not using the produce list. As a reminder, you have the option to spend all of your award on fruits and vegetables.

- 2) **Non-Fruit/Vegetable Foods:** If you decide to serve low-fat or fat-free dips in appropriate portion sizes on occasion with vegetables, you would claim these expenses as “Non-Fruit/Vegetable Foods.” Remember that dip cannot be served with fruit. This area is completed in the same way as the “Fruit and Vegetable” category. Use the “New Record” function or the “Produce/Supply List” to enter expenses.

- 3) **Operating Costs - Non-food Items:** Enter non-food items here that were needed for preparation, service, and/or clean-up. This includes delivery and fuel charges. If you have questions about what reimbursable expenses are in this category, review the USDA’s FFVP handbook and speak with a DPI FFVP coordinator. Examples are napkins, bowls, cups, forks, and trash bags. Small equipment purchases like cutting boards, trays, and baskets could also be claimed under this category. Use the “New Record” function or the “Produce/Supply List” to enter expenses. Remember to click “Save” when you are done.

- 4) **Operating Labor:** If you are claiming operating labor, enter payroll information for the employees involved in the preparation, delivery, and clean-up of the FFVP snacks. Here you will only have a “New Record” option. Click on “New Record” and then enter the payroll date, employee name, number of hours worked, and hourly wage. The total cost will automatically calculate for you. Click “Save” when you are done.

Review and update Operating Labor Cost. To add a new cost click the 'New Record' button. To drop a labor cost from the list select the 'Employee Name' and click the 'Delete' button.

Payroll Date	Employee Name	Hours Worked	Hourly Wage	Total Cost Requested
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Remember that labor expenses must be claimed monthly, just like all of your other expenses. We are not able to accept labor costs that are claimed quarterly or yearly. Make sure to keep documentation on file to validate labor hours claimed.

- 5) **Administrative Cost – Equipment:** This category should only be used when claiming large equipment items. These would be single equipment pieces that cost \$250 or more each. Large equipment expenses on a claim will not be approved without an Equipment Justification Form, which can be found on the FFVP webpage at <http://dpi.wi.gov/school-nutrition/ffvp>. To enter an equipment cost, click on “New Record” and then fill in the invoice date, description, number of units, and cost per unit. Total cost will automatically calculate for you. Click “Save” when you are done.

Review and update Administrative Equipment Cost. To add a new cost click the 'New Record' button. To drop a Equipment Cost from the list select the 'Employee Name' and click the 'Delete' button.

Invoice Date	Equipment Description	Number of Units	Cost Per Unit	Total Cost Requested
--------------	-----------------------	-----------------	---------------	----------------------




- 6) **Administrative Cost – Labor:** Administrative labor can be claimed for employees responsible for administrative tasks like writing FFVP menus, ordering produce, tracking inventory, and completing financial reports. However, these costs should be kept minimal. As with operating labor, remember that all labor expenses must be claimed monthly. We are not able to accept labor costs that are claimed quarterly or yearly.

Review and update Administrative Labor Cost. To add a new cost click the 'New Record' button. To drop a labor cost from the list select the 'Employee Name' and click the 'Delete' button.

Payroll Date	Employee Name	Hours Worked	Hourly Wage	Total Cost Requested
--------------	---------------	--------------	-------------	----------------------




Fringe Benefits: Salaries and fringe benefits for employees who do such tasks as washing and chopping produce, preparing trays, distributing produce to classrooms, setting up kiosks, restocking vending machines, and cleaning up can be prorated and claimed as an operating labor cost. Salaries and fringe benefits for employees who compile and maintain claims for reimbursement and other financial reports, plan and write menus, order produce, and track inventory can be prorated and claimed as an administrative labor cost. Benefit costs must be claimed on the appropriate month's claim within 60 calendar days of the end of the claim month. This is the same process as claiming all of your other costs. Benefits cannot be claimed quarterly or yearly.

Claiming benefits for employees is optional. If you do choose to claim benefits, you have two options. Under the labor category (either operating or administrative, as appropriate), select "New Record." Enter the payroll date and the employee's name but type (fringe) or (benefits) next to the last name to clarify what you are claiming. Enter "1" as the number of hours worked and then enter the amount of the benefits under hourly wage. Click "Save."

The other option would be to include prorated benefits in the hourly wage. Regardless of which method you use, you must keep payroll documentation on file to justify the expenses. A DPI FFVP coordinator may request this documentation during the claim approval process if there are questions and this documentation may be looked at during the Administrative Review process.

Entering Expenses for More than One School: If you have more than one FFVP school in your SFA, repeat the steps on pages 18-22 to enter expenses for the other schools. Notice that each school's status will change to "Expenses Entered" once items have been recorded. Be sure to review all expenses after they have been entered for accuracy.

Claim Summary: When all expenses have been entered, click the "Continue" button at the bottom of the claim until you reach the Claim Summary page. This page will show you a summary of what has been entered. The "Claim Expenses Summary" table shows you the combined approved allocation A or allocation B budgets for all FFVP schools in your SFA. Next to that, you will see the total amount you are requesting on this claim. "Total Disbursements to Date" will show you how much has been paid out previously in the allocation plus the amount you are requesting on the current claim. Your "Unencumbered Balance" shows you how much you will have left in that allocation if all expenses are approved.

Claim Expenses Summary				
Account Name	Approved Budget	Total Cost Requested	Total Disbursements to Date	Unencumbered Balance
Operating Costs - Food and Vegetables	\$600.00	\$599.00	\$599.00	\$1.00
Operating Labor Cost	\$0.00	\$0.00	\$0.00	\$0.00
Administrative Equipment Cost	\$0.00	\$0.00	\$0.00	\$0.00
Administrative Labor Cost	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$600.00	\$599.00	\$599.00	\$1.00
Cash Summary				
Funds Received to Date	Disbursements to Date	Cash on Hand at End of Period	Amount Requested	
\$0.00	\$599.00	(\$599.00)	\$599.00	

After verifying that this information is correct, enter your contact information and read the certification statements. You will have to check mark each statement after you have read it and then click the “Submit” button.

[Claim Preparer Information]

Please fill in all requested information. This information may be used to contact the school with questions regarding the claim.

First Name Last Name

Phone Number

Email Address

I Certify that to the best of our knowledge and belief, this claim is true and correct in all aspects, that records are available to support this claim, that it is in accordance with the terms of the existing Agreements, and that payment has not been received. I recognize that I will be fully responsible for any excess funds received due to erroneous or neglectful reporting herein. I also understand that this information is being given in connection with the receipt of Federal funds, and that deliberate misrepresentation may subject me to prosecution under applicable state and Federal criminal statutes.

If this is a final claim, I will have my District/SFA Administrator sign the report and will email a copy to Jacque Jordee at Jacqueline.jordee@dpi.wi.gov or fax it to Jacque at (608)267-9207

This is the message you will see once the claim has been successfully submitted. If you do not receive this message, it’s likely that your claim has not been fully submitted yet. If you click on the “Enter/Modify Claim” tab and are able to go back into the claim, then the claim has not been submitted. Once it has been fully submitted, you will not be able to modify it.

CLAIM SUCCESSFULLY SUBMITTED

ON

08/09/2016

Click Home page button to return to Claim Reimbursement home page or **click logout at top right corner to exit application completely.**

If the claim you submitted was marked as a final claim, you will also see this message displayed:

A Program Fiscal Report (PI-1086 form) for this final claim must be signed by your District/SFA Administrator and submitted to Jacque Jordee. To obtain the form, click on 'View Claim' and then click on 'Generate PI-1086 Report.' Verify that the information generated is correct, have your District/SFA Administrator sign at the bottom, and then scan and email the form to Jacque Jordee at jacqueline.jordee@dpi.wi.gov or fax it to Jacque at (608)267-9134.

[View Claim](#)

Your claim will be reviewed by a DPI FFVP coordinator after it is submitted. We may be in touch if we have any questions about the claim. As a reminder, there may be times that we request to see invoices or payroll data to verify expenses if there are questions. Once a DPI FFVP coordinator has approved your claim, it is sent to our fiscal department for payment. **You will not be able to begin another claim until your current claim has been paid.**

Optional Produce-Supply List

You do not have to use this function but we do recommend it if you have multiple FFVP sites in your district that serve the same menu. **Using the produce-supply list will help reduce the amount of time needed to complete claims by eliminating the need to manually enter the same items for multiple schools.**



To access the produce-supply list, click the “Claim Reimbursement” tab and then select “Produce-Supply List.” Select “New Record” to enter in the desired fruits, vegetables, and supplies. After these have been added, you will be able to import them into your claim by using the “Produce-Supply List” option within the claim. Once items are brought into the claim, you will be able to edit them as needed. This is helpful if you have multiple schools serving the same item but the quantity or service date may vary.

The produce-supply list continues to build from month to month and from school year to school year. You have the option to modify items by clicking on the item’s description. You are also able to delete older items or to delete all items on the list by using the delete buttons at the bottom of the page. At this time, items on the list can be sorted from the produce-supply list but they cannot be sorted when you access the list from the claim.

Viewing a Claim

You can check the status of your claim by using the “View Claim” tab.



To begin, select the calendar year from the drop down box and then click “Search.”



From this page, you will be able to see what months have been submitted, what the allocation type was, and whether or not the claim has been paid yet. Click on the desired month to view that claim.

Select the Year for which you want to see the Claims

Date Claim Year **SEARCH**

Claim Month	Allocation Type	Status
January	B	Paid
February	B	Paid
March	B	Paid
July	A	Un Paid

} Click on the desired month

When you open a claim, you will be able to see when it was submitted, when it was approved, who approved it, and when it was paid. By clicking on a school’s name at the bottom, you will be able to see all of the expenses that were claimed.

Program Fiscal Report: PI 1086 Form

From the “View Claim” screen, you can access the Program Fiscal Report, which is also referred to as a PI-1086 form. This function is available on every claim your SFA has submitted. Click on the “Generate PI-1086 Report” option at the top right. A Program Fiscal Report (PI-1086 form) will automatically generate as a PDF file.

[Generate PI-1086 Report](#)

Final Claim for Allocation?	<input type="text" value="Yes"/>	Date Claim Year	<input type="text" value="2015"/>
Date Claim Month	<input type="text" value="September"/>	Claim Period To	<input type="text" value="September"/>
Combined Claim?	<input type="text" value="No"/>	Claim Submitted Date(mm/dd/yyyy)	<input type="text" value="10 / 13 / 2015"/>
Claim Period From	<input type="text" value="September"/>	Claim Approved Date(mm/dd/yyyy)	<input type="text" value=""/>
No. of Sites Claiming	<input type="text" value="1"/>	Claim Paid Date(mm/dd/yyyy)	<input type="text" value=""/>
Allocation Type	<input type="text" value="A"/>	Approved By	<input type="text" value=""/>
Voucher Number	<input type="text" value=""/>		
Voucher Date (mm/dd/yyyy)	<input type="text" value=""/>		
Check Date (mm/dd/yyyy)	<input type="text" value=""/>		

Information will automatically populate from your claim into the form, including your agency code and SFA name. The project beginning and ending dates will fill in based on the claiming period you selected on the claim. Verify that all of the information on this form is correct. If you are printing these forms for your files, we recommend printing them after your claim has been approved as the information may change.

Final Claims

Allocation A funding must be obligated by September 30, and the final claim for allocation A must be submitted by November 29. For most schools, September's claim will be the first and final claim for allocation A. Funds for allocation B must be obligated by June 30, 2017, and the final claim must be submitted by August 29, 2017.

SFAs are required to submit a signed copy of the PI-1086 form when submitting a final claim. This means each SFA will be submitting two PI-1086 forms per school year: one for allocation A and one for allocation B. You will need your District Administrator or equivalent to read the certification statement on the form and then provide their name, title, signature, and date. When the form is completed, it should be scanned and emailed to Jacque Jordee or faxed to Jacque using the contact information given at the bottom of this page.

Exiting the Program

To exit the online services system, click the **“Logout”** button. This button is part of the blue bar at the top of the screen.



DPI Contact Information

Questions pertaining to the FFVP online services system or general program guidelines can be directed to:

Wisconsin FFVP Coordinators
Kathy Clark, kathy.clark@dpi.wi.gov, 608-266-5197
Claire Anderson, claire.anderson@dpi.wi.gov, 608-266-3079

Any claim payment questions can be directed to:

Federal and State Grant Program Accountant
Jacque Jordee, jaqueline.jordee@dpi.wi.gov, 608-267-9134