



## Reimbursement Voucher TIPS

➤ **Call Before You Purchase!**

If you're not sure if it is allowable, call **BEFORE** you purchase!

Jackie Bricker: 609-847-9079 OR Janet Celi: 609-744-3562

➤ **Submitter & Alternate Submitter**

Only the **submitter** and **alternate submitter** listed on your Child Nutrition Program's "Schedule A" can enter data for FFVP vouchers.

➤ **Submit & Certify --- By 10<sup>th</sup> of Following Month!**

It is extremely important that you submit and certify your FFVP vouchers on a timely basis. **If not Submitted and Certified within the 60 days, you will lose reimbursement for that claim and be eliminated from FFVP program.**

➤ **"SUBMIT" Button --- Hit Twice!**

The "submit" button must be hit twice for the claim to be officially submitted.

First hit the "submit" button for **each specific FFVP school site.**

You will then be transferred to sponsor/district screen.

Scroll down to the bottom of the screen and hit the "submit sponsor voucher" button.

The voucher will not go to the Certifier until you hit the "submit sponsor voucher" button.

➤ **Fruits & Veggies --- Be Specific!**

List each fruit and/or vegetable separately on your FFVP voucher e.g.: *Oranges, Apples, Kiwi...*

➤ **Dried Fruit --- Not Allowable!** (*Includes raisins & craisins*)

➤ **Frozen or Canned Fruit --- Not Allowable!**

➤ **Fruit Juice or Smoothies --- Not Allowable!**

➤ **Frozen or Canned Veggies --- Not Allowable!** (*Includes Chick Peas or Garbanzo Beans*)

➤ **Pickles & Olives --- Not Allowable!**

➤ **Gov't /USDA Commodities --- Not Permitted to be Used for FFVVP!**

➤ **Tomatoes --- Place in Vegetable Category!**

➤ **Special Events --- Cannot Exceed 5% of Budget**

If your school offers a Special FFVP Event put "SE" next to items used for this promotion.

➤ **Grant \$\$ Can Not be used for ---**

**"Back to School" Night, Promotions, Speakers, Nutrition Ed, Garden Supplies**

➤ **Operational Labor**

Include salaries/hourly rates for staff that prepares and delivers fruits and vegetables. You may also include fringe benefits. **Labor is limited to 25% of Total Budget!**

## **FFVP Reimbursement Voucher TIPS (pg. 2)**

### ➤ **Operational Labor --- Must be Detailed!**

Indicate worker's name, initials or title.

Indicate number of hours.

Indicate hourly rate and fringe benefits.

**FFVP Timesheets** --- Time allocated for the FFVP program must be accounted for separately from the school lunch/breakfast programs.

### ➤ **Supplies**

List each supply item on a separate line. Indicate numbers of units, price per unit, and total cost.

### ➤ **Delivery Charges --- Supplies**

Any delivery charges for fruits and/or vegetables report in the "Supply" category.

### ➤ **Salad Dressing/Dip --- Supplies**

Place dressings or dips in the "Supply" category.

Do not put this item in the fruit or vegetable categories.

### ➤ **Salad Dressing/Dip --- Low Fat or Fat Free**

All salad dressings or dips used for vegetables must be **low fat or fat free!**

**Portion must be 1 oz. or less.** Be sure to **type in low fat or fat free on voucher.** If it is not on voucher we will assume it is regular dressing/dip and disallow this item.

### ➤ **Fresh Herbs, Spices, Cooking Spray & Oil --- Allowable!**

These can be used in preparation of cooked vegetables or cold vegetable recipes. Your school will be compensated for these from the grant! **Enter fresh herbs under "Vegetables" and other items under "Supplies".**

### ➤ **Small Equipment --- Report Under Operating Costs/Supplies**

Small Equipment such as Carts, Orange/Apple Sectionizers... can be placed under "Operating Costs" in the "Supply" category. **Small equipment ordered in May or June must be approved** by NJDA FFVP Coordinator prior to ordering.

### ➤ **Administrative Costs**

You are only permitted to use **10% of your October-June Budget** for Administrative Expenses.

### ➤ **Large Equipment --- Report Under Administrative Costs**

*e.g.: Refrigerators, Coolers, Portable Food Bars, Salad Bars...*

**Must complete "Large Equipment Request Form" and receive NJDA approval.**

*(Form in SNEARS/Resources/FFVP)*

### ➤ **Large Equipment Request Form --- Must Be Submitted By January 31!**

### ➤ **Administrative Labor**

Include **salaries/hourly rates for staff** that are **involved with planning, ordering produce, managing paperwork, submitting vouchers, coordinating the program.** You may also include fringe benefits.

**Administrative Labor Certification Form** --- should be completed if the staffer is not completing timesheets for the administrative time spent on the FFVP program. This form should be used by individuals functioning in administrative positions and working on multiple activities with no specific time frames allocated to the FFVP program. This form can be completed monthly or at a minimum of twice per year.

## **FFVP Reimbursement Voucher TIPS (pg. 3)**

### ➤ **Days of Operation**

Only **enter the number of days** that the **entire school had access to the FFVP Program**. Enter at end after you have completed all details. If you enter days at the beginning, it will go back to a blank cell every time you enter details for each category.

*e.g.: Grades K - 3 Tues. & Thurs.*

*Grades 4 - 8 Wed. & Fri*

*FFVP Operating Days for the entire school would only be 2/week*

**Note:** *If you did not serve any fruits and veggies for the entire claim month, check box “Did not serve”.*

### ➤ **Jersey Grown Fruits & Vegetables**

Enter on voucher **“Yes” or “No”** if you served produce grown in New Jersey. If you answer **“Yes” you will be prompted to enter total amount of money your school spent on NJ fruits and veggies**. Request your vendor to indicate on invoices the produce that you receive that is grown in New Jersey. **If you order produce from a company that is located in New Jersey, this does not mean the products are grown in New Jersey.**

### ➤ **Jersey Grown Produce**

By agreeing to serve Jersey produce as FFVP snacks on your FFVP application, you must serve:

- Minimum of **6 items** during the months of **September – November**
- Minimum of **6 items** during the months of **April – June**

### ➤ **Certifier & Alternate Certifier**

Only the **certifier and alternate certifier** listed on your Child Nutrition Program’s “Schedule A” can certify FFVP vouchers.

### ➤ **Welcome Screen --- View Status of Voucher**

Information includes Date Submitted, Certified, Approved and Paid.

## **FFVP ACCOUNTABILITY --- FILING TIPS:**

*(Info. necessary for FFVP Review & Administrative Review)*

### ➤ **Set Up Monthly Files!**

### ➤ **Invoices**

Include monthly invoices for all FFVP items. If the invoice contains other purchases --- Highlight FFVP items.

### ➤ **FFVP Timesheets**

### ➤ **Keep Verification of Hourly Rates in FFVP File**

Examples: Paycheck stubs; Board of Education or Management Company list of employees and hourly rates of pay or salaries

### ➤ **Administrative Labor Certification Form**

### ➤ **Include Promotional/Publicity Documents**

### ➤ **Be Organized!**