

## Navigating in SNEARS



### Accessing SNEARS

1. Only the **submitter** and **alternate submitter** listed on your Child Nutrition Program's "Schedule A" **can enter data for FFVP vouchers.**
2. Initial step is to go to **www.nj.gov.**
3. Press the **Login** button on the top left of screen.
4. Enter the **Login ID** and **Password.**
5. Select the **Food and Nutrition Electronic Services link.**
6. **Read** the "NJDA Announcements".
7. Scroll down and **click on the "FFVP",** Fresh Fruit and Vegetable Program, **link.**

## FRESH FRUIT and VEGETABLE PROGRAM

### Welcome Screen

1. Next to "**Federal Fiscal Year**" enter:  
Fiscal Year 2020 for August and September  
Fiscal Year 2021 for October-June
2. This screen will indicate monthly **Voucher Status** and **Dates** submitted, certified, approved, and processed as you progress through the submission procedure.
3. **Select** the **Month** of the voucher you want to submit.

### FFVP Sponsor Voucher Summary

1. This screen will indicate **Monthly Voucher Status** and **Dates** submitted, certified, approved and processed as you progress through the submission procedure.
2. Scroll down and **Select the Site** to start entering the monthly expenses.
3. This will take you to the **Site Voucher Screen** where all the data pertaining to that school/site is entered.

### FFVP Site Voucher Details

1. The "**Current Remaining Balance**" shown in the box on this screen **will update as you enter the items** being claimed for the month.
2. Complete the Site Voucher Screen by **clicking on the button for each Category** listed.

### **FFVP Site Voucher- Item Details**

1. **Click on Category** and then hit **“Add New Item” button**.
2. **FRUITS and VEGETABLES:** Enter the Product Description, Size/Weight of Shipping Unit, Number of Units, Cost Per Unit, and Total Cost for items under the Fruits category, then under the Vegetables category. (*“Total Cost” must be entered. The form will not automatically calculate the total.*)
3. **LABOR:** Enter Staff Name or Title, Number of Hours, Hourly Rate, and Total Cost. (*“Total Cost” must be entered. The form will not automatically calculate the total.*)
4. **SMALL SUPPLIES/OTHER:** Enter Product Description, Number of Units, Cost Per Unit and Total Cost. (*“Total Cost” must be entered. The form will not automatically calculate the total.*)
5. Click on **“Add New Item” to add more items** belonging to that category.
6. Click on **“Submit Item(s)”** to save the data each time you have entered the items for a category (*i.e. fruits, vegetables, labor, etc*). The data will be reflected in the FFVP site Voucher Details screen.
7. Click the **“Delete” checkbox in the left column next to the item** you would like to delete. Click on **“Delete” at the bottom to remove an item**.
8. Once all items are submitted, the system will bring you back to the FFVP Site Voucher Summary of Details.

### **Number of Days of Operation**

1. Enter the **number of days of operation** in the blank provided at the **bottom of the screen** after you have entered details for all categories. If you enter days at the beginning, it will go back to a blank cell every time you enter details for each category.
2. If you did not have any operating days but need to submit expenses, you **must check off box “Did not serve”**.

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

1. Enter in cell under **“Number of Days of Operation”** if you served any items that were **grown in New Jersey**. Check off **“Yes” or “No”**.
2. If you enter **“Yes”**, a new cell will appear for you to enter on voucher the **total amount of money** your school has spent on **fruits and veggies grown in New Jersey**.
3. Request your vendor to indicate on invoices the produce that you receive that is grown in New Jersey.
4. If you order produce from a company that is located in New Jersey this does not mean the products are grown in New Jersey.

### **Submitting Vouchers**

1. Click **“Submit Site Voucher”**. This takes you back to the Sponsor Summary screen where you select the next site, if you have another school/site to enter.

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2. **After submitting all of the Site vouchers, you must click the “Submit Sponsor Voucher” button to submit the entire reimbursement claim report.**
3. After Submitting a voucher, a confirmation message will appear on the screen.  
***NOTE: If you do not see a confirmation statement, you did not click the “Submit Sponsor Voucher” button, and the reimbursement claim will not be able to be processed.***

### **Certifying Vouchers**

1. **After clicking the “Submit Sponsor Voucher” button to submit the entire reimbursement claim report, a message will be sent to the Certifier to Certify the reimbursement claim.**
2. Only the **certifier** and **alternate certifier** listed on your Child Nutrition Program’s “Schedule A” **can certify FFVP vouchers.**
3. **After Certifying** a voucher, a **confirmation message** will appear on the screen.

### **Save For Later Use**

1. You can **enter** school/site **details** on a **weekly** basis.
2. Click **“Submit”** button **for details so entries will be saved.**
3. The message **“Saved”** will appear in the **box next to the site** for the Sponsor voucher status.
4. **Do not submit the Site or Sponsor Voucher until you have entered all details for the month of service.**

### **Reviewing Status & Payments**

1. On the **“Welcome”** screen, you can **review** the **updated status of monthly vouchers.**

### **Questions**

1. If you have any **questions** throughout the process click on the **“Contact Us” link located at the bottom of the screen to send an email.**  
OR
2. Call Jackie Bricker at (609) 847-9079 or Janet Celi at (609) 744-3562.