

Fresh Fruit/Vegetable Claims

1. Equipment purchases – This is part of your administrative expenditures. It is counted in your 10% maximum. You must justify equipment and it should be purchased early in the program. Equipment purchases will not be approved after January 31.
2. Labor cost – You must submit a copy of time sheet for all labor charged to the program. If hourly employees also work for NSLP you should be showing the cost charged to both NSLP/SBP and FFVP. For salaried workers, hours should be prorated between NSLP/SBP and FFVP. If these hours are already paid for with NSLP, you should not charge FFVP. Please check your documentation. You may have an audit finding for “double dipping”. Number of hours charged to FFVP should be necessary and reasonable.
3. Dips - Dips may not be used for fruits. However, in the interest of promoting the consumption of vegetables, the judicious use of *low fat* and *non-fat* dips for vegetables in a “serving size” quantity is allowed. Does not include peanut butter.
4. Salad kits – When purchasing salad kits, consider the quantity and the shelf life.
5. Time of service - You must identify the when and how you will serve the items to the children. If this changes from the original plan, submit a change in plan.
6. Late claims – When your claims are not paid because they are filed late and you have already taken your one time exception, the cost of those items should be paid from some source other than school food service funds. This is an unallowable cost and should be repaid to school food service. Claims schedule is in table below.

Month of Claim	Preferred Deadline	60 Day Deadline	90 Day Deadline to amend a claim
August	September 7	October 28	November 29
September	October 7	November 29	December 29
October	November 7	December 30	January 29
November	December 7	January 29	February 28
December	January 7	March 1	March 31
January	February 7	April 1	April 30
February	March 7	April 29	May 28
March	April 7	May 30	June 30
April	May 7	June 29	July 30
May	June 7	July 30	August 29
June		August 27	September 28

7. Large amount of repetitive fruit; add more vegetables.
8. Definition of supplies – small items such as cleaning supplies, gloves, bags, baskets for serving, disposable tableware. Make sure it pertains to the program.