How to submit an FFVP Claim for Reimbursement:

1. After logging in to iCAN, click **Claims**.



2. Next, if provided with the option, click **Claim - FFVP**.

	School Nutrition Programs	South dekote
Applications Claims Re	ports Security Search	Vear Help
Claims >		School Year: 20:
Item	Description	
Claim - SNP	School Nutrition Program Claims	
Claim - FFVP	Fresh Fruit and Vegetable Program Claims	
Claim Rates	View current claim rates	
Payment Summary	Summary of payments made to this Sponsor	r

3. Select the month for which you are submitting the FFVP claim.

	name					
Claim Month	Adj Number	Claim Status	Di Rec	ate Di eived Proc	ate essed	Ea An
- Jul 2014						
Aug 2014						
Sep 2014						
Oct 2014						
Nov 2014						
Dec 2014						
Jan 2015						
Feb 2015						
Mar 2015						
Apr 2015						
May 2015						
Jun 2015						
				Year to Da	te Totals	
Grant Summary S	ichool Year 2014 - 2	< 015	Back			
Site ID Site Nam	ie		Grant Allocated	FFV & Oper Spent	Admin Spent	Rema Ba
c.,			\$3,500.00	\$0.00	\$0.00	\$3,
Site name		.				

Please note: the bottom of this page also provides an ongoing grant summary. This will allow for you to know how much of your allocation is remaining.

4. After selecting your month, click 'Add Original Claim'.

a production and the second					Learning, Leadership,	terris.
Applications Claim	s Reports Security	Search			Vear He	elp Log Out
Claims > Claim Year at a	a Glance - FFVP >				School	Year: 2014 - 201
	2014 - 2015 F	resh Fruit and V	egetable Cla	im Month Det	ails	
5200100 Status:	Active					
ol District name						
	2015					
Claim Month: Jan	uary 2015					
Action	Adj Number	Date Received A	Date ccepted Pro	Date cessed	Earned Amount	Status
		There are no clair	ns fo <mark>r t</mark> his mo	nth.		
			Tota	al Earned	\$ 0.00	
	_	< Back Add	Original Claim	\sim		
Site name			,			
Site	ils	Grant	Grant	FEV & Oper	Admin	Pemaining
ID Site Name		Period	Allocated	Spent	Spent	Balance
Site name		Oct 2014 - Jun 2015	\$8,000.00	\$335.84	\$0.00	\$7,664.16
		Totals	\$ 8,000.00	\$ 335.84	\$ 0.00	\$ 7,664.16
0///2001						

Select 'Add' next to the site that you are adding a claim for. This part may seem redundant, but is helpful for districts with multiple sites participating in the program.

	Applications C	laims Reports	Security	Search			Year H	elp Log
	Claims > Claim Year	r at a Glance - FFVI	>				Schoo	Year: 2014
			2014	- 2015 Fresh	Fruit and Veg Site List	etable Claim		
	5200100 State	us: Active						
0	ol District nar	ne						
	Month/Year Claimed	Adjustn Numb	ient er	Date Received	Date Accepted	Date Processed	Rea	son de
	Jan 2015	0						
	Actions	Site ID	Site N	ame	1		Errors	Stat
	Add	0002	Site	name				
				< Back Submi	t For Payment	Approve		

6. Next, select the claim expenditures. We will start with the **Fresh Fruit and Vegetable Costs**.

Claims > Claim Vers	at a Glance - FEV/D >				School Vee	r. 201
Galifis > Galifi Year a	ac a codifice - Frye 2				School Yea	1, 201
					VIEW MOD	IFY [
	Fresh Fruit and	d Vegetable Pro	o <mark>gr</mark> am Site C	laim for Reimb	ursement	
5200100 Status	: Active		0002 St	atus: Active		
nool District n	ame		Site na	me		
Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code	
2010	·					
Claim Informa	tion					
Claim Informa Number of D Claim Expendit	uon Days of Operation for tures	Fresh Fruit and Veg Revie	getable Program	n in this Report Mor Requested E xpenditures	nth. Approved Expenditures	
Claim Informa 1. Number of D Claim Expendit Fresh Fruit a	tion Days of Operation for tures Ind Vegetable Costs	Fresh Fruit and Veg Revie no ite	getable Program wed I	n in this Report Mor Requested Expenditures \$0.00	nth. Approved Expenditures \$0.00	
Claim Informa 1. Number of D Claim Expendit Fresh Fruit a 3. Operational	tion Days of Operation for tures and Vegetable Costs Costs	Fresh Fruit and Veg Revie no ite no ite	getable Program wed I ems ems	n in this Report Mor Requested Expenditures \$0.00 \$0.00	hth. Approved Expenditures \$0.00 \$0.00	
Claim Informa 1. Number of D Claim Expendit Fresh Fruit a 3. Operational 4. Administrati	tion Days of Operation for tures und Vegetable Costs Costs ve Costs	Fresh Fruit and Veg Revie no ite no ite no ite	getable Program wed I ems ems	n in this Report Mor Requested Expenditures \$0.00 \$0.00 \$0.00	nth. Approved Expenditures \$0.00 \$0.00 \$0.00	
Claim Informa 1. Number of D Claim Expendit Fresh Fruit a 3. Operational 4. Administrati	tion Days of Operation for tures und Vegetable Costs Costs ve Costs	Fresh Fruit and Veg Revie no ite no ite Claim 1	getable Program wed I ems ems rotals	n in this Report Mor Requested Expenditures \$0.00 \$0.00 \$0.00 \$0.00	nth. Approved Expenditures \$0.00 \$0.00 \$0.00 \$0.00	
Claim Informa 1. Number of D Claim Expendit Fresh Fruit a 3. Operational 4. Administrati Claim Commen 5. Spansor Com	tion Days of Operation for tures and Vegetable Costs Costs ve Costs ve Costs	Fresh Fruit and Veg Revie no ite no ite Claim 1	getable Program wed I ems ems Fotals	n in this Report Mor Requested Expenditures \$0.00 \$0.00 \$0.00 \$0.00	nth. Approved Expenditures \$0.00 \$0.00 \$0.00 \$0.00	
Claim Informa 1. Number of D Claim Expendit Fresh Fruit a 3. Operational 4. Administrati Claim Commen 5. Sponsor Cor	tion Days of Operation for tures und Vegetable Costs Costs ve Costs ve Costs nts mments	Fresh Fruit and Veg Revie no ite no ite Claim 1	getable Program wwed I ems ems ems Totals	n in this Report Mor Requested Expenditures \$0.00 \$0.00 \$0.00 \$0.00	nth. Approved Expenditures \$0.00 \$0.00 \$0.00 \$0.00	
Claim Informa 1. Number of D Claim Expendit Fresh Fruit a 3. Operational 4. Administrati Claim Commen 5. Sponsor Cor Created By: ringalls of	tton Days of Operation for tures and Vegetable Costs Costs ve Costs tts mments n: 1/22/2015 6:15:54 PM	Fresh Fruit and Veg Revie no ite no ite Claim 1 Modified By: ringalls (getable Program wwed I ems ems ms Totals	n in this Report Mor Requested Expenditures \$0.00 \$0.00 \$0.00 \$0.00	nth. Approved Expenditures \$0.00 \$0.00 \$0.00 \$0.00	

Please remember – dollar amounts listed on the claim should reflect what is being claimed for the FFVP. This will require you to look at invoices when filling out the claim. Only claim items that are used in the Fresh Fruit and Vegetable Program for snack during the school day.

Please see next page to continue.

7. After clicking on *Fresh Fruit and Vegetable Costs*, enter the product description, size/weight/count of product, number of units, and cost per unit. **The Total Unit Cost will automatically calculate.**

Fres	h Fruit							
	Product Des	cription	Size/ of Sh Unit	Weight ipping	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Bananas		100		3	19.97	59.91	
2.	Kiwi		50		5	24.31	121.55	
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
	More Lines				т	otal Cost	\$ 181.46	\$ 0.00
Fres	h Vegetable	es						
	Product Des	cription	Size/ of Sh	Weight ipping	Number of	Cost per	Total Unit	Item Status
1	Ecoplant		3		1	14.95	14,95	
2.								
3.								
4.								
5.								
6.								
6. 7.								
6. 7. 8.								
6. 7. 8. 9.								
6. 7. 8. 9.							\$ 14.95	\$ 0.00
6. 7. 8. 9. 10.	More Lines				т	otal Cost		4 0.00
6. 7. 8. 9. 10.	(More Lines)	and Vegetable Cost	s		Т	otal Cost	\$ 196.41	\$ 0.00
6. 7. 8. 9. 10.	(More Lines) Fresh Fruit a	and Vegetable Cost	s		Т	otal Cost	\$ 196.41	\$ 0. 00
6. 7. 8. 9. 10. Create	More Lines Fresh Fruit a ed By: ringalls on	and Vegetable Cost : 1/22/2015 6:15:54 PM	Modified By: ringall:	; on: 1/22/2015 6	T 5:15:54 PM	otal Cost	\$ 196.41	\$ 0.00

- Click save when completed.

See the next page to continue.

Per (La	sonnel Costs - Preparation and Service bor directly related to the preparation and se	erving o	f fresh fruit an	d vegetables	5)	
	Name\Position		# of Hours	Rate per Hour	Labor Cost	Item Status
1.	Sally Strawberry - F/V prep		20	15	300	

Small Supplies/Other Operational Costs

•• •	-					
(Small supplies -	e.g. napkins,	paper plates, utens	ils, bowls, pans	; and the like.	Other - are such	items as
·						
Low or no-fat dip	s, etc.)					

	Product Description	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Lowfat Peanut Butter	2	6.99	13.98	
2.					
з.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	(More Lines)		Total Cost	\$0.00	0.00
	Operational Costs			\$0.00	\$0.00
Crea	ted By: ringalls on: 6/19/2015 8:13:49 AM Modified By: ringalls	on: 6/19/2015 8	:15:59 AM		



Total Unit Cost and Item Status say 'zero' as we have not yet saved. Once we save, totals will appear.

8. After clicking Save, click **Finish** if you are done entering in Fresh Fruits and Vegetables costs.

			5- Learning, Leadership, Service.	
	Applications Claims Reports Security Search		Year Help	Log Out
	Claims > Claim Year at a Glance - FFVP >		School Year:	2014 - 201
	Fresh Fruit and Vegetable Fresh Fruit a	Program Site Claim for Reimburs nd Vegetable Costs Items	ement	
	5200100 Status: Active	0002 Status: Active		
icho	ool District name	Site name		
	The Items have been saved.			
		< Edit Finish		

9. After clicking finish, the claim will return you back to the claim expenditure page. If you have other costs pertaining to operational costs or administrative costs, click the appropriate categories, and follow the process previously described in Step 7.

	Frech Fruit and	d Vogotable D	ogram Site C	laim for Doimh	urcomont	- I Decen
200100 Status	Active	a vegetable Pr	ogram Site C		irsement	
hool District	name		Site nam	ne		
ode Error 3000 Numb	Description per of Operating Day	s must be greater	than 0.			
1onth/Year	Adjustment	Date Received	Date Accepted	Date Processed	Reason Code	
laimed	Number	Received				
an 2015	0	01/22/2015				
an 2015 Iaim Informat	0 tion	01/22/2015	·			
an 2015 Claim Informat	0 tion	01/22/2015	eqetable Program	n in this Report Mon	th.	12
claimed lan 2015 Claim Informat	0 tion ays of Operation for	01/22/2015 Fresh Fruit and Ve	getable Program	n in this Report Mon Requested	th. Approved	12
Claim 2015 Claim Informat . Number of Da	tion ays of Operation for ures	01/22/2015 Fresh Fruit and Ve	egetable Program	n in this Report Mon Requested Expenditures	th. Approved Expenditures	12 %
Laimed lan 2015 . Number of Di Claim Expendition . Fresh Fruit ar	o tion ays of Operation for ures nd Vegetable Costs	01/22/2015 Fresh Fruit and Ve	egetable Program	n in this Report Mon Requested Expenditures \$196.41	th. Approved Expenditures \$0.00	12 % 0.00
Laimed lan 2015 . Number of Da . Fresh Fruit ar . Operational (o tion ays of Operation for ures nd Vegetable Costs Costs	01/22/2015 Fresh Fruit and Ve Revie	egetable Program ewed	n in this Report Mon Requested Expenditures \$196.41 \$0.00	th. Approved Expenditures \$0.00 \$0.00	12 % 0.00 0.00
Laimed lan 2015 Laim Informat Number of Da Laim Expendit Fresh Fruit ar Operational C Administrativ	tion ays of Operation for ures nd Vegetable Costs Costs re Costs	no in no in	egetable Program ewed tems tems	n in this Report Mon Requested Expenditures \$196.41 \$0.00 \$0.00	th. Approved Expenditures \$0.00 \$0.00 \$0.00	12 % 0.00 0.00 0.00
Laimed lan 2015 Number of Da 	o tion ays of Operation for ures nd Vegetable Costs Costs re Costs	netred 01/22/2015 Fresh Fruit and Ve Revie no in no in Claim	egetable Program ewed tems tems Totals	n in this Report Mon Requested Expenditures \$196.41 \$0.00 \$0.00 \$196.41	th. Approved Expenditures \$0.00 \$0.00 \$0.00 \$0.00	12 % 0.00 0.00 0.00
Laimed an 2015 Claim Informat Number of Da Claim Expendito Fresh Fruit ar Operational C Administrativ	0 tion ays of Operation for ures nd Vegetable Costs Costs re Costs	no in Claim	egetable Program ewed tems tems Totals	n in this Report Mon Requested Expenditures \$196.41 \$0.00 \$0.00 \$196.41	th. Approved Expenditures \$0.00 \$0.00 \$0.00 \$0.00	12 % 0.00 0.00 0.00
Claim Informat Claim Informat Number of Da Claim Expendit Fresh Fruit ar Operational C Administrativ	tion ays of Operation for ures nd Vegetable Costs Costs re Costs ts	no in no in Claim	egetable Program ewed tems tems Totals	n in this Report Mon Requested Expenditures \$196.41 \$0.00 \$0.00 \$196.41	th. Approved Expenditures \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	12 % 0.00 0.00 0.00
an 2015 Claim Informat Number of Da Claim Expenditu Fresh Fruit ar Operational C Administrativ Claim Commen Sponsor Com	o tion ays of Operation for ures nd Vegetable Costs Costs re Costs ts ts	no in Claim	egetable Program ewed tems tems Totals	n in this Report Mon Requested Expenditures \$196.41 \$0.00 \$0.00 \$196.41	th. Approved Expenditures \$0.00 \$0.00 \$0.00 \$0.00	12 % 0.00 0.00 0.00
an 2015 Claim Informat Number of Da Claim Expendit Fresh Fruit ar Operational C Administrativ Claim Commen Sponsor Com	o tion ays of Operation for ures nd Vegetable Costs Costs re Costs ts ments	no in Claim	egetable Program ewed tems tems Totals	n in this Report Mon Requested Expenditures \$196.41 \$0.00 \$0.00 \$196.41	th. Approved Expenditures \$0.00 \$0.00 \$0.00 \$0.00	12 % 0.00 0.00 0.00
an 2015 Claim Informat Number of Da Claim Expendit Fresh Fruit ar Operational C Administrativ Claim Commen Sponsor Com reated By: ringalls on	o tion ays of Operation for ures nd Vegetable Costs Costs re Costs ts ments : 1/22/2015 6:15:54 PM	01/22/2015 Fresh Fruit and Ve Revie no it claim	egetable Program ewed tems tems Totals	n in this Report Mon Requested Expenditures \$196.41 \$0.00 \$0.00 \$196.41	th. Approved Expenditures \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	12 % 0.00 0.00 0.00

- 10. Remember to include the **Number of Days of Operation** for Fresh Fruit and Vegetable Program in the claimed month. Once you have completed the claim, click **Save**.
- 11. After clicking *save*, click **Finish**.

			_	DEPARTMENT OF EDUCATIO
	Applications Claims Reports Security Search			Year Help Log Out
	Claims > Claim Year at a Glance - FFVP >			School Year: 2014 - 20
	Fresh Fruit and Vegetabl	e Progr	am Site Claim for Reimburg	sement
Schoo	ol District name		Site name	
	The Site Claim has been saved.	-		
		< Edit	Finish	

12. After clicking *finish*, click the **Submit For Payment** button.

Fruit and Veg ite List	etable Claim		
Date Accepted	Date Processed	Rea Co	son de
		Errors	Stat
			Valida
For Payment	Approve		
	Date Accepted	Date Date Accepted Processed	Date Date Rea: Accepted Processed Con Errors

*****Please note:** If an update or adjustment is made to the claim, be sure to click **Submit for Payment**, when updates and adjustments are complete. If this button is not clicked, the system will not identify the claim for payment.

Claims > Claim Year	at a Glance - FFV	/p >			Schoo	l Year: 2014 -
	• •	2014 - 2015 Fresh	n Fruit and Veg Site List	etable Claim		
nool Distr	ict nam	e				
Month/Year Claimed	Adjustn Numb	nent Date Der Received	Date Accepted	Date Processed	Rea	son de
Month/Year Claimed Jan 2015	Adjustn Numb O	ber Date Received 01/22/2015	Date Accepted	Date Processed	Rea: Co Orig	son de jinal
Month/Year Claimed Jan 2015 Actions	Adjustn Numb O Site ID	nent Date Per Received 01/22/2015	Date Accepted	Date Processed	Rea: Cor Orig Errors	son de jinal Statu:
Month/Year Claimed Jan 2015 Actions View Modify	Adjustn Numb O Site ID 0002	Date Received 01/22/2015 Site Name Site name	Date Accepted	Date Processed	Rea: Cor Orig Errors	son de jinal Status Pendin Approv
Month/Year Claimed Jan 2015 Actions View Modify	Adjustn Numb 0 Site ID 0002	Date Received 01/22/2015 Site Name Site name	Date Accepted	Date Processed	Rea: Co Orig Errors	son de jinal Status Pendin Approv

13. After submitting for payment, the claim status is now listed as Pending Approval.

For those whom have worked with the FFVP for many years, the same information that was previously provided on FFVP paper claims is also to be provided in the iCAN claim system (except for service date). Invoices do not need to be submitted. Keep invoices for documentation purposes in the event of a review, or the State Agency having questions about the claim. No signature needs to be submitted, as the State Agency considers the submission of the claim as an electronic signature.

Common Errors:

- The 'Duplicate Line Item' error can be common.

Code	Error Description
43016	Duplicate line items have been detected. Please consolidate like items by increasing the quantity to account for both items then delete the dulpicate item(s).

This means that there are multiple entries in the claim that are identical. Please consolidate all 'like items' into one line entry, or provide a number behind each Product Description name (Apples -1). **Fresh Fruit**

Р	roduct Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Apples	30ct	2.00	29.5000	59.00	
2.	Apples	30ct	2.00	29.5000	59.00	

- A red 'x' may be displayed to the left of the number. Clicking the 'x' for the line will remove the line. Sometimes, schools may need to delete multiple blank lines, if text was previously entered.

*****Please note:** If an update or adjustment is made to the claim, be sure to click **Submit for Payment**, when updates and adjustments are complete. If this button is not clicked, the system will not identify the claim for payment.

Please remember – dollar amounts listed on the claim should reflect what is being claimed for the FFVP. This will require you to look at invoices when filling out the claim. Only claim items that are used in the Fresh Fruit and Vegetable Program for snack during the school day.