

## FFVP – How to budget FFVP funds

Once approved for program participation, the approval communication from the CANS office provides site-specific FFVP funding amounts.

- These funding amounts are broken out into two portions – one portion is to be used from August thru September 30. The other portion is to be used from October 1 through the end of the school year.
- Additionally the approval communication also includes an average amount to spend per month for the October thru the end of the school year funding amount. Please see a sample of the communication below:

Name of Site: [REDACTED]

Your allocation for July 1, [REDACTED] through September 30, [REDACTED] is **\$639.00**.

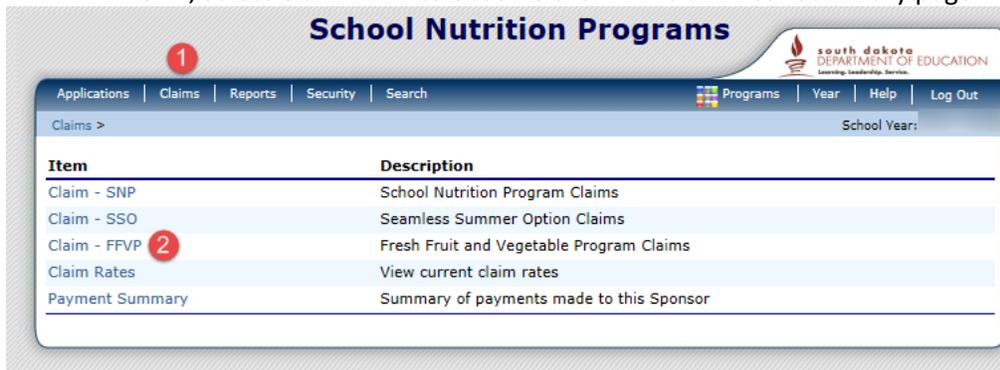
Your tentative allocation for October [REDACTED] through end of the school year is **\$5,661.00**.

- You will be contacted by our office if the tentative amount is different from the actual amount.

For basic budgeting purposes, the average amount to spend per month during the October allocation period is **\$707.63**.

Throughout the school year, it can be very easy to get off-budget, with snow days, early releases, and minimal operational days around the holidays. Below are steps that can be taken to determine your budget in the middle of the year:

1. In iCAN, select Claim-FFVP to observe the FFVP Claim Year Summary page



The screenshot shows the 'School Nutrition Programs' interface in iCAN. The page title is 'School Nutrition Programs' and the logo for the South Dakota Department of Education is visible. The navigation menu includes 'Applications', 'Claims', 'Reports', 'Security', and 'Search'. The 'Claims' menu is expanded, showing 'Programs', 'Year', 'Help', and 'Log Out'. The 'Claims' section is active, displaying a table with the following items:

Item	Description
Claim - SNP	School Nutrition Program Claims
Claim - SSO	Seamless Summer Option Claims
Claim - FFVP	Fresh Fruit and Vegetable Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor

2. On the Claim Year Summary page, you will observe the Claim Month list, along with Claim Status.

## School Nutrition Programs



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Applications | Claims | Reports | Security | Search      Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP >      School Year: 2017 - 2018

### Fresh Fruit and Vegetable Claim Year Summary

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul					\$0.00
Aug					\$0.00
Sep	0	Processed	10/10/2017	10/11/2017	\$3,055.15
Oct	0	Processed	11/06/2017	02/12/2018	\$3,671.72
Nov	0	Processed	12/01/2017	02/12/2018	\$4,414.41
Dec	0	Processed	01/22/2018	02/12/2018	\$2,244.77
Jan	0	Processed	02/07/2018	02/12/2018	\$4,148.93
Feb					\$0.00
Mar					\$0.00
Apr					\$0.00
May					\$0.00
Jun					\$0.00
<b>Year to Date Totals</b>					<b>\$17,534.98</b>

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### Grant Summary School Year

Site ID	Site Name	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
0002		\$16,560.00	\$6,807.81	\$0.00	\$9,752.19
0003		\$20,347.00	\$10,727.17	\$0.00	\$9,619.83
<b>Totals</b>		<b>\$ 36,907.00</b>	<b>\$ 17,534.98</b>	<b>\$ 0.00</b>	<b>\$ 19,372.02</b>

3. From here, we can see the Remaining Balance for the full award. Please note, this Grant Summary is considering funds remaining from the first and second funding period.
  - a. If you are looking at the Grant Summary after the first funding period (August thru Sept 30) has passed, the summary is including funds which are no longer available to be spent.

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### Grant Summary School Year 2017 - 2018

Site ID	Site Name	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
0002	Site 1	\$16,560.00	\$6,807.81	\$0.00	\$9,752.19
0003	Site 2	\$20,347.00	\$10,727.17	\$0.00	\$9,619.83
<b>Totals</b>		<b>\$ 36,907.00</b>	<b>\$ 17,534.98</b>	<b>\$ 0.00</b>	<b>\$ 19,372.02</b>

Remaining from  
1st & 2nd  
Funding Periods

4. For an accurate amount remaining from within the current Funding Period, simply click on a month from within the Funding Period. For example, clicking on the Claim Month of February will display the Remaining Balance from the October thru End of School Year Funding Period, since the month of February is in the October thru End of School Year Funding Period.

Claim Month: February

Action	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$ 0.00	

Grant Period Details

Site ID	Site Name	Grant Period	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
0002	Site 1	Oct 2017 - Jun 2018	\$14,895.00	\$5,762.13	\$0.00	\$9,132.87
0003	Site 2	Oct 2017 - Jun 2018	\$18,302.00	\$8,717.70	\$0.00	\$9,584.30
<b>Totals</b>			<b>\$ 33,197.00</b>	<b>\$ 14,479.83</b>	<b>\$ 0.00</b>	<b>\$ 18,717.17</b>

- As we can see, after clicking on the month of February, the Grant Period (blue box) is identifying the October thru End of School Year Funding Period.
  - o When comparing the Remaining Balance from this figure with the figure from the Grant Summary, we can see that this figure is less, as this figure is only identifying the Remaining Balance from the current Grant Period.
- The Remaining Balance from this page identifies the funds remaining that are available to be spent.

5. Take the Remaining Balance per site from the Grant Period Details within the Claim Month (like February), and divide by the number of months remaining that you will be operating the program.
  - a. This will allow you to identify an Average Per Month to spend for the rest of the year.

Site 1: \$9,132.87 (amount remaining) divided by 4 (months remaining in the school year) = **\$2,283.21 per month**

Site 2: \$9,584.30 (amount remaining) divided by 4 (months remaining in the school year) = **\$2,396.07 per month**

6. If you wanted to determine an estimated amount to spend per day, simply take the Remaining Balance per site divided by the anticipated number of operating days remaining in the school year.