

Claims for Reimbursement Instructions

The Claims for Reimbursement form can be found on the [Fresh Fruit and Vegetable webpage](#).

Fruits and Vegetables Tab

- Invoice Date – Should be in accordance to the Invoice Date of the purchased fruit/vegetable
- Service Date – Date that the fruit is served. Does not have to be exact dates, unless known.
 - Ex. Serving apples all week, month, etc.
- South Dakota Grown – If you are unsure on where the fruit/vegetable is grown, mark 'UNKNOWN'

Operating Costs

Operating costs are the costs of running your FFVP service. These are your documented expenses for acquiring, delivering, preparing, and serving fruits and vegetables. They include the FFVP portion of the goods and services your school pays for.

Quick Reference Guide

Items to be claimed for reimbursement:

- Fruits
- Vegetables
- Low-Fat or Non-Fat dip for vegetables only
- Non-food items like napkins, paper plates, serving bowls and trays, cleaning supplies, and trash bags
- Pre-cut produce, ready-made produce trays, and delivery charges
- Salaries and fringe benefits for employees who do such tasks as washing and chopping produce, preparing trays, distributing produce to classrooms, setting up kiosks, restocking vending machines, and cleaning up

Foods NOT to be claimed for reimbursement:

- Dried fruits/vegetables
- Dips containing fruit
- Items that do not follow guidelines of program

Administrative Costs

- Limited to 10 percent of your school's total FFVP grant. Schools must not exceed this limit.
- Documented expenses you have for planning the Program, managing the paperwork, obtaining the equipment you need, and all other aspects of FFVP that are not related to the preparation and service of fruits and vegetables.

Administrative costs include the FFVP share of:

- Purchasing or leasing equipment such as refrigerators, coolers, portable kiosks, carts, and portable food bars (remember to prorate as appropriate)
- Salaries and fringe benefits for employees who compile and maintain claims for reimbursement and other financial reports, plan and write menus, order produce, track inventory, and coordinate nutrition promotion activities

What should schools do to ensure that the FFVP runs smoothly?

- Prorate costs: only the FFVP portion of expenses can be charged to the FFVP
- Budget carefully to stay within the 10 percent limit on administrative costs
- Make sure your expenses are reasonable and support the Program's goals
 - For example, fruit baskets distributed to families, taken home by students during breaks or given to school personnel are not allowable expenses

If you have doubts about whether a specific cost is allowable, review the FFVP Handbook, then contact your State agency to discuss it with them, prior to incurring such costs.

If you have any questions about the process, email DOE.schoollunch@state.sd.us or call 605-773-2977.