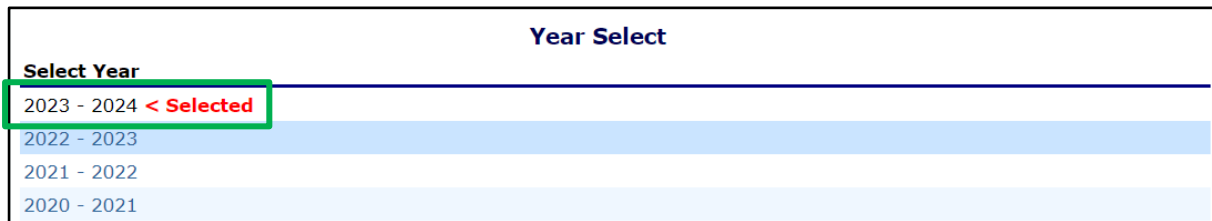


Nebraska Department of Education
Office of Nutrition Services
FFVP Claim Entry Hints & Tips (7-2023)

Begin by logging into the [CNP System](#).

To submit FFVP claims, first ensure 2023-2024 is selected by clicking Year from the menu of options across the top.

Note - by default the year should be set to 2023-2024 if you are just logging into CNP.



Once you have selected the correct year, choose "Claims" from the menu of options across the top. Then click on "Claim – FFVP" under Item.

School Nutrition Programs

NEBRASKA DEPARTMENT OF EDUCATION

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

Claims >

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
Grant Award Notification	Grant Award Notification

Select the Month for which you wish to submit a claim. On the bottom part of this screen, you can see the grant details which will show the remaining balance for the grant period.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2023					\$0.00
Aug 2023					\$0.00
Sep 2023					\$0.00
Oct 2023					\$0.00
Nov 2023					\$0.00
Dec 2023					\$0.00
Jan 2024					\$0.00
Feb 2024					\$0.00
Mar 2024					\$0.00
Apr 2024					\$0.00
May 2024					\$0.00
Jun 2024					\$0.00



Click on the red "Add Original Claim" button.

Claim Month: August 2023

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

Select "Add" next to the site for which you want to submit a claim. Like regular SNP claiming, each site will have its own FFVP monthly claim.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
August 2023	0				

Actions	Site ID	Site Name	Errors	Status
Add	0001	Public School		

Complete the claim information:

1. Enter the number of Days of Operation for Fresh Fruit and Vegetable Program for the month (highlighted in yellow). **This is the total number of days you provided FFVP items to enrolled students throughout the month.** This is **not** the number of days you served school meals.
2. Click on Fresh Fruit and Vegetable Costs.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
August 2023	0				

Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs	no items	\$0.00	\$0.00	0.00
3. Operational Costs	no items	\$0.00	\$0.00	0.00
4. Administrative Costs	no items	\$0.00	\$0.00	0.00
Claim Totals		\$0.00	\$0.00	



Enter Fresh Fruit and Vegetables: Include Product Description, Invoice Date, Size/Weight of Shipping Unit, Number of Units, and Cost per Unit for each item. Total Unit Cost will populate automatically. The entries should match the information provided on the invoice. Once all items are entered, click the 'Save' button.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code	
August 2023	0	09/05/2023				
Fresh Fruit and Fresh Vegetables						
Product Description	Invoice Date	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
More Lines				Total Cost	\$0.00	0.00
Fresh Fruit and Vegetable Costs					\$0.00	\$0.00
Created By		Modified By				
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>				

Click Finish.

The Items have been saved.



3. Click Operational Costs.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
August 2023	0	09/05/2023			
Claim Information					
1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.					<input type="text" value="5"/>
Claim Expenditures		Reviewed	Requested Expenditures	Approved Expenditures	%
2.	Fresh Fruit and Vegetable Costs		\$75.00	\$0.00	0.00
3.	Operational Costs	<i>no items</i>	\$0.00	\$0.00	0.00
4.	Administrative Costs	<i>no items</i>	\$0.00	\$0.00	0.00
Claim Totals			\$75.00	\$0.00	

Enter Personnel Costs: Include Name/Position, # of Hours and Rate per Hour. Labor Costs will populate automatically. Please make sure to have staff time certify for the exact amount of time they spend on FFVP activities each day (this time should be tracked separately from other foodservice duties).

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code	
August 2023	0	09/05/2023				
Personnel Costs - Preparation and Service (Labor directly related to the preparation and serving of fresh fruit and vegetables)						
Name\Position		# of Hours	Rate per Hour	Labor Cost	Item Status	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
More Lines				Total Cost	\$0.00	0.00



Enter Small Supplies/Other Operational Costs: Include Product Description, Invoice Date, Number of Units and Cost per Unit. Total Unit Cost will populate automatically. Once all items are entered, click the 'Save' button.

Small Supplies/Other Operational Costs
 (Small supplies - e.g. napkins, paper plates, utensils, bowls, pans and the like. Other - are such items as Low or no-fat dips, etc.)

Product Description	Invoice Date	Number of Units	Cost per Unit	Total Unit Cost	Item Status	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
More Lines				Total Cost	\$0.00	0.00
Operational Costs					\$ 0.00	\$ 0.00

Created By: _____ Modified By: _____

Click Finish.

The Items have been saved.



4. Click Administrative Costs (limited to 10%).

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
August 2023	0	09/05/2023			

Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs		\$75.00	\$0.00	0.00
3. Operational Costs		\$43.75	\$0.00	0.00
4. Administrative Costs	<i>no items</i>	\$0.00	\$0.00	0.00
Claim Totals		\$118.75	\$0.00	

Enter Personnel Costs: Include Name/Position, # of Hours and Rate per Hour. Labor Cost will populate automatically.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
August 2023	0	09/05/2023			

Personnel Costs
(Labor includes but not limited to planning, ordering, writing menus, reporting, billing, tracking, inventory, etc.)

Name\Position	# of Hours	Rate per Hour	Labor Cost	Item Status
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Cost			\$0.00	0.00

[More Lines](#)



Enter Durable Supplies if applicable: Include Product Description, Invoice Date, Number of Units and Cost per Unit. Total Unit Cost will populate automatically.

Durable Supplies (Equipment purchases and leasing)					
Product Description	Invoice Date	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Total Cost				\$0.00	0.00

[More Lines](#)

Enter Other Administrative Costs if applicable: Include Product Description, Invoice Date, Number of Units and Cost per Unit. Total Unit Cost will populate automatically. Once all items are entered, click the 'Save' button.

Other Administrative Costs					
Product Description	Invoice Date	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Total Cost				\$0.00	0.00
Administrative Costs				\$0.00	\$0.00

[More Lines](#)

Created By: _____ Modified By: _____

[Save](#) [Cancel](#)



Click Finish.

The Items have been saved.

< Edit Finish

5. Click on Sponsor Comments and add any notes if necessary. Justification for equipment purchases greater than \$100 should be included in Sponsor Comments.

Claim Comments

5. [Sponsor Comments](#)

Once finished, click the 'Save' button.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
August 2023	0	09/05/2023			

Sponsor Comment

Save Cancel

Click Finish.

The Items have been saved.

< Edit Finish



6. Enter the nutrition education activities offered throughout the month. This is a required field, and an error will populate if a response is not provided.
7. Enter methods in which FFVP was promoted in your school throughout the month. This is a required field, and an error will populate if a response is not provided.

Once finished, click the 'Save' button.

Misc Information

6. What nutrition education activities were offered this month?

7. How did you promote the FFVP in your school this month?

Created By: _____ Modified By: _____

Click Finish.

The Site Claim has been saved.

Click the 'Submit for Payment' button. Once you do so, the 'Submit for Payment' button will become grayed out. You will not receive a confirmation page.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
August 2023	0	09/05/2023			

Actions	Site ID	Site Name	Errors	Status
View Modify	0001	Public School		Validated



Choose "Claims" from the menu of options across the top. Then click on "Claim – FFVP" under Item.

School Nutrition Programs

NEBRASKA DEPARTMENT OF EDUCATION

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

Claims > School Year: 2021 - 2022

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
Grant Award Notification	Grant Award Notification

Claim Status will now show 'Pending Approval'. Claims can only be reviewed and approved once the claim is in 'Pending Approval' status. If the status shows as 'Pending', please review the claim and complete any missed steps.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2023					\$0.00
Aug 2023	0	Pending Approval	09/05/2023		\$0.00
Sep 2023					\$0.00
Oct 2023					\$0.00
Nov 2023					\$0.00
Dec 2023					\$0.00
Jan 2024					\$0.00
Feb 2024					\$0.00
Mar 2024					\$0.00
Apr 2024					\$0.00
May 2024					\$0.00
Jun 2024					\$0.00
Year to Date Totals					\$0.00



Once NDE has approved the claim, this will change to 'Accepted' and the Earned Amount will display for that month along with Year-to-Date Totals at the bottom.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2023					\$0.00
Aug 2023	0	Accepted	09/05/2023		\$128.12
Sep 2023					\$0.00
Oct 2023					\$0.00
Nov 2023					\$0.00
Dec 2023					\$0.00
Jan 2024					\$0.00
Feb 2024					\$0.00
Mar 2024					\$0.00
Apr 2024					\$0.00
May 2024					\$0.00
Jun 2024					\$0.00
Year to Date Totals					\$128.12

Claims will be processed for payment on the 10th of each month, or the following business day if the 10th falls on a holiday or over a weekend. To allow time for claims to be reviewed and approved ahead of the processing date, please submit claims on or before the 6th of each month.



As with SNP claims, FFVP claims must be submitted prior to the 60-day claim deadline. Even if a FFVP claim is initially submitted on the final day of the 60-day claim deadline but then revisions are identified and the claim is resubmitted after the 60-day deadline, it will be recognized as a late claim. Therefore, it is always best practice to submit claims as soon as possible after the final day of the claim month.

Claim Month	60-Day Claim Deadline
August 2023	October 30 th
September 2023	November 29 th
October 2023	December 30 th
November 2023	January 29 th
December 2023	February 29 th (leap year)
January 2024	March 31 st
February 2024	April 29 th
March 2024	May 30 th
April 2024	June 29 th
May 2024	July 30 th

