FFVP User Manual for Claiming in CNIPS

A CDE Manual for FFVP CNIPS Users

# Fresh Fruit and Vegetable Program User Manual for Claiming in the Child Nutrition Information and Payment System

 **California Department of Education**

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**Nutrition Services Division**

**This institution is an equal opportunity provider.**

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## FFVP User Manual Overview

**Description:**

Welcome to the California Department of Education (CDE) Nutrition Services Division (NSD) Child Nutrition Information and Payment System (CNIPS) user manual for the Fresh Fruit and Vegetable Program (FFVP) claim process. The NSD prepared these instructions to assist the user in navigating CNIPS to successfully enter and submit an FFVP reimbursement claim for payment. The section titled **Introduction to the FFVP Claims and Reimbursement Process** provides important information about the FFVP funding, allocations, allowable expenses, claim due dates, and contact information for the FFVP Team to answer questions and provide technical assistance (TA).

**Authority:** *The Food, Conservation, and Energy Act of 2008 (Farm Bill), Section 19*, *the Fresh Fruit and Vegetable Program*

**Target Audience:** CNIPS users of the FFVP

## **Table of Contents**

[FFVP User Manual for Claiming in CNIPS](#_Fresh_Fruit_and) 1

[FFVP User Manual Overview](#_FFVP_User_Manual_1) 2

[Table of Contents](#_Table_of_Contents) 3

[Chapter One—Introduction to the FFVP Claims and Reimbursement Process](#_Chapter_One—Introduction_to) 5

[Background](#_Background) 6

[Grant Award](#_Grant_Award) 6

[CNIPS](#_CNIPS) 7

[Reimbursement—Sponsor Level 7](#_Reimbursement—Sponsor_Level_1)

[Claim Submission Timeframes 8](#_Claim_Submission_Timeframes)

[Due Dates](#_Due_Dates_1) 8

[Site Claim Details 10](#_Site_Claim_Details)

[Claim Information 10](#_Claim_Information_1)

[Indirect Cost Rate 10](#_Indirect_Cost_Rate_1)

[Claim Form Expenditure Categories 10](#_Claim_Form_Expenditure_1)

[Fruit and Vegetable Costs](#_Fruit_and_Vegetable) 10

[Operational Costs](#_Operational_Costs) 11

[Adminstrative Costs 12](#_Administrative_Costs)

[Submit for Payment 14](#_Submit_for_Payment_1)

[Review and Approval 14](#_Review_and_Approval_1)

[Claim Revision 14](#_Claim_Revision)

[Record Keeping 14](#_Record_keeping)

[Contact Us](#_Contact_Us_1) 15

[Chapter Two—Introduction to the FFVP Claim Entry Process](#_Chapter_Two—Introduction_to) 16

[Introduction to Claim Entry—FFVP 17](#_Introduction_to_Claim)

[Claim Year at a Glance 1](#_Claim_Year_at)7

[Claim Year Summary 1](#_Claim_Year_Summary)8

[Claim Month Details 20](#_Claim_Month_Details)

[Claim Summary 21](#_Claim_Summary)

[Claim Site List 22](#_Claim_Site_List)

[Site Claim for Reimbursement 23](#_Site_Claim_for)

[Fresh Fruit and Vegetable Cost Items 25](#_Fresh_Fruit_and_1)

[Operational Cost Items 25](#_Operational_Cost_Items)

[Administrative Cost Items 26](#_Administrative_Cost_Items)

[Chapter Three—How to Submit an FFVP Claim](#_Chapter_Three—How_to) 27

[How to Submit an FFVP Claim 28](#_How_to_Submit)

[Chapter Four—How to Modify, Revise, or Delete an FFVP Claim](#_Chapter_Four—How_to) 32

[Modify 33](#_Modify)

[Revise 33](#_Revise)

[Delete 34](#_Delete)

[Contact Us](#_Contact_Us_2) 35

## Chapter One—Introduction to the FFVP Claims and Reimbursement Process

**Description:**

This section is an overview of the FFVP claim and reimbursement process to promote understanding of the reimbursement timelines, claim submission requirements, review and approval process, and record keeping expectations.

### Background

The USDA administers the FFVP at the federal level. At the state level, the CDE NSD administers the FFVP. This federal assistance program provides **an additional free fresh fruit or vegetable snack** to students during the school day as a supplement to (and not part of) the School Breakfast Program (SBP) and National School Lunch Program (NSLP), and teaches students about good nutrition. The FFVP, a reimbursement grant program, involves selected schools that receive a year-long grant (from June to July) to implement the program. FFVP school food authorities (SFA) are expected to begin the FFVP as soon as the school year begins.

### Grant Award

Each SFA will receive their FFVP grant award in two allocations during the grant period year. The Grant Year Timeline Overview is on page 7. These amounts are provided in the Grant Award Notification (GAN) letters and are posted on the CDE website.

#### Grant Award Notification

A GAN letter will be sent to each SFA. The District Superintendent or designee must sign the letter to indicate they are accepting the terms of the grant and the first allocation of the FFVP award. A second GAN letter is sent to the SFA in September for the second allocation of the grant.

#### First Allocation

First allocation funding reimburses claims **from July through September.** Unspent first allocation funds cannot be used in the second allocation because the first allocation is the last quarter of the federal fiscal year. Therefore, the unspent first allocation funds are returned to the USDA.

#### Second Allocation

Second allocation funding reimburses claims **from October through June.** The second allocation begins in the new federal fiscal year, starting October 1. Therefore, the unspent second allocation funds are returned to the USDA at the end of the federal fiscal year.

#### Grant Year Timeline Overview

#### July 1–June 30

**Month:**

June

July–September

September

October–June

 **Action:**

First GAN letter submitted to SFA

First Allocation

Second GAN letter submitted to SFA

Second Allocation

### CNIPS

Claims for reimbursement will be accepted electronically through CNIPS; paper claims will not be accepted. In order to claim in the CNIPS Claim Entry—FFVP application, the awarded SFA must complete the Renewal Update in CNIPS (deadline is June 30), and return the signed GAN letter. Upon receipt, the grants will be awarded by site in CNIPS and SFAs may begin claiming for reimbursement.

### Reimbursement—Sponsor Level

The FFVP grant is a reimbursement program that is separate from SBP and NSLP; therefore, the SFA that receives a grant on behalf of its school sites must account for and track all FFVP expenses and reimbursements in a separate account.

The reimbursement will be a sum of all site claims to pay within the SFA. Therefore, an authorized district representative should review all site claims before submitting the claim for payment. The total reimbursement will be issued in one check payable to the SFA.

After a claim is submitted in CNIPS:

* The CDE Accounting Office will process and approve the claim for payment.
* The CDE Accounting Office will forward the claim to the State Controller’s Office (SCO) to process and issue the reimbursement check.
* The SCO will mail the reimbursement check to the County Treasurers’ Office.
* The County Treasurer’s Office will mail the reimbursement check to the County Office of Education (COE).
* The COE will mail the reimbursement check to the SFA.
* The SFA receives the reimbursement.

### Claim Submission Timeframes

Claim submission timeframes and regulations are provided in the Title 7, *Code of Federal Regulations* (7 *CFR*), Section 210.8(1); the *USDA FFVP Handbook for Schools* (December 2010, p. 25); and the California FFVP Guidelines at <https://www.cde.ca.gov/ls/nu/sn/caffvp.asp?tabsection=2>.

Specifically, 7 *CFR*, Section210.8(1) states:

Submission timeframes.

A final Claim for Reimbursement shall be postmarked or submitted to the state agency not later than 60 days following the last day of the full month covered by the claim. State agencies may establish shorter deadlines at their discretion. Claims not postmarked and/or submitted within 60 days shall not be paid with Program funds unless otherwise authorized by the USDA Food and Nutrition Service.

Therefore, claims are due **30 days after the end of the month**. Original reimbursement claims **will not be paid if submitted after 60 days after the end of the month** which you are claiming. Due dates are listed in the following chart.

### Due Dates

All FFVP claims submitted in CNIPS are subject to the School Nutrition Program (SNP) deadlines to submit claims for reimbursement. The claim due dates are posted annually and are available on the CDE SNP Claim Submission Deadlines web page at <http://www.cde.ca.gov/fg/aa/nt/snpdeadline.asp>. However, the FFVP claims should be submitted **30 days after the end of the claim month or 30 days prior to the SNP claim submission deadline.** The FFVP Claim Due Dates Overview for the school year is below or you can view the FFVP claim submission due dates on the CDE FFVP Claim Due Dates web page at <https://www.cde.ca.gov/ls/nu/sn/caffvp.asp?tabsection=2#claimduedates>.

#### FFVP Claim Due Dates Overview

#### July 1–June 30

**Claim Month:**

July

August

September

October

November

December

January

February

March

April

May

June

**Claim Due Date to NSD (30 days from end of month that is being claimed):**

August 30

September 30

October 30

November 30

December 30

January 30

March 2

March 30

April 30

May 30

June 30

July 30

**60-day Deadline–after which claim cannot be paid:**

September 29

October 30

November 29

December 30

January 29

March 1

April 1

April 29

May 30

June 29

July 30

August 29

### Site Claim Details

Monthly site claim details are submitted for each school site in the monthly claim for reimbursement. Therefore, districts with more than one school site on the FFVP will complete a monthly claim in CNIPS for each school site. The NSD recommends that the district keep an FFVP budget for each school site in order to keep program expenditures within their total grant award for each allocation.

### Claim Information

Each site claim requires information regarding the implementation of the program each month. The sites must offer the FFVP snack a minimum of three times a week, with the exception of short weeks due to school schedules. Therefore, the average number of days offered per week and the total number of days offered per month must be included in each site’s monthly claim.

### Administrative Cost Estimate Tool

SFAs may charge up to 10 percent of the total FFVP grant award as administrative costs. SFAs can itemize these costs in the monthly site claim under line #5 Administrative Costs, as a part of the 10 percent total administrative costs. The CDE also offers the option for SFAs to use the lesser of the state-approved indirect cost rate (ICR) for the school district or the statewide average ICR as a way of estimating the administrative costs of the FFVP. Your agency’s approved ICR has been preloaded into CNIPS for each school site. You can view the approved rates and statewide average rate on the CDE ICRs web page at [http://www.cde.ca.gov/fg/ac/ic/.](http://www.cde.ca.gov/fg/ac/ic/) Each site will have the opportunity to use this option to estimate administrative costs on each monthly site claim.

### Claim Form Expenditure Categories

The FFVP budget is divided into three expenditure categories: fruit and vegetable costs, operational costs, and administrative costs.

#### Fruit and Vegetable Costs

Fruit and vegetable costs include documented expenses for the direct purchase of fresh fruits and vegetables. A minimum of 70 percent of your total grant amount must be spent on the direct purchase of fresh fruits and vegetables.

In CNIPS, enter the following (required):

* + Product description or subproduct description
	+ Place of origin
	+ Total weight of the produce item in pounds (numerical only, no units required)
	+ Total cost of the produce

Example: Granny Smith apples, locally grown, 200, 450.75

**Note:** Insufficient description of the fruits or vegetables may be grounds for disallowing reimbursement of an item.

#### Operational Costs

Operational costs include documented expenses related to the delivery, preparation, and service of fresh fruits and vegetables.

 **Direct Labor—**Allowable expenses for direct labor include:

* + Washing and chopping produce
	+ Preparing trays and baskets of produce
	+ Delivering produce to classrooms
	+ A prorated portion of fringe benefits for employees whose labor costs are charged as operating costs

In CNIPS, enter the following required information:

* + Individual’s name and title
	+ Task performed
	+ Hours worked
	+ Hourly wage

The total cost will be automatically calculated based on entries made.

 **Delivery Charge—**These are expenses that relate directly to the delivery of fruits and vegetables for the FFVP.

In CNIPS, enter the following required information:

* + Person or company name
	+ Number of times delivered
	+ The amount per delivery charge

The total cost will be automatically calculated based on entries made. Your vendor may include delivery charges as part of the cost of the fresh fruits or vegetables; therefore, you may not have a separate delivery charge to record.

 **Small Supplies/Other—**Allowable Items captured under this category include:

* + Set-up and clean-up of produce
	+ Napkins
	+ Paper plates
	+ Utensils
	+ Bowls
	+ Pans
	+ Trays
	+ Baskets
	+ Trash bags

In CNIPS, enter the following required information:

Product description

Size or weight

Number of units

Cost per unit of small supplies and other nonfood items

The total cost will be automatically calculated based on entries made.

#### Administrative Costs

Administrative costs include labor costs, equipment purchasing and leasing, and indirect costs that are not directly related to the preparing and serving of fresh fruits and vegetables but are necessary to administer the program.

The SFA site may use **up to 10 percent** of the total grant award for administrative costs necessary to operate the FFVP. However, the amount requested cannot exceed the allocation. For example, if the total grant award is $57,500 and the first allocation is $6,000, then the reimbursement cannot exceed $5,750 for administrative costs. However, if the first allocation ($2,000) is less than 10 percent of the total grant award ($5,750) then the administrative costs charged to the first allocation cannot exceed the total first allocation amount. The remaining administrative costs ($3,750) should be claimed as a part of the second allocation.
SFAs must prorate expenses as needed to ensure only the FFVP portion of the administrative expense is charged to the FFVP.

 **Indirect Labor—**Examples of allowable expenses include:

* + Processing financial reports and reimbursement claims
	+ Planning and writing menus
	+ Ordering produce
	+ Accounting functions (i.e., invoicing, tracking inventory)
	+ Custodial

In CNIPS, enter the following required information:

* + Individual’s name and title
	+ Task performed
	+ Hours worked
	+ Hourly wage

The total cost will be automatically calculated based on entries made.

**Note:** SFAs charging indirect labor and direct labor to the FFVP grant are required to maintain **payroll** documentationand personnel activity reporting. Refer to the California FFVP Guidelines at <https://www.cde.ca.gov/ls/nu/sn/caffvp.asp?tabsection=2> for more information.

**Equipment (nonexpendable items)—**Examples of allowable equipment include:

* + - Carts
		- Kiosks and coolers used to deliver the fruit and vegetables
		- Fruit and vegetable cutters
		- Large trays
		- Trash cans
		- Small equipment to prepare and serve the fruits and vegetables

Leasing equipment, such as a refrigerator for storage or portable food bars, for the duration of the program is also an allowable cost. At the conclusion of the program, any equipment or unused items, such as trash bags, should be transferred for use in the SNPs.

In CNIPS, enter the following required information:

* + - Product description
		- Size or weight
		- Number of units
		- Cost per unit for equipment

 **Note:** The total cost will be automatically calculated based on entries made.

Any planned equipment purchases with a cost per unit amount of **$300 or more** requires prior approval from the NSD before purchasing the equipment. Fill out an **Equipment Justification Form** and submit to the NSD. This form can be downloaded from CNIPS in the Download Forms section, Form ID **SNP 66 FFVP**.

If the equipment is being shared with another program, equipment purchases must be prorated as appropriate.

**Administrative Cost Estimate Tool—** Your agency’s ICR can be used to estimate administrative costs for administering the FFVP. Your agency’s approved ICR has been preloaded into CNIPS for each school site. The approved rate is the lesser of your district’s approved rate and the statewide average. You can access the approved rates and statewide average rate on the CDE ICRs web page at <http://www.cde.ca.gov/fg/ac/ic/>.

If your school or district would like to use this approach to estimating administrative costs associated with participating in the FFVP, check the box titled **Use Indirect Cost Rate as an estimate for Administrative Costs** and CNIPS will automatically calculate administrative costs, using the ICR as a benchmark. Note that this is above and beyond administrative costs entered in line #5 Administrative Costs.

### Submit for Payment

In CNIPS, site claims may be submitted for payment individually. However, the NSD is requesting that **all sites** within the SFA complete the monthly claim forms before submitting for payment to minimize revisions to claims and payments scheduled. Therefore, the SFA should review the monthly claim to verify all site claims are included and the expenditures are accurate and appropriate before submitting for payment.

Claims submitted for payment after 60 days from the last day of the claim month will be submitted with an error and not processed. However, a one-time exception is available to SFAs for the FFVP. Refer to the California FFVP Guidelines at <https://www.cde.ca.gov/ls/nu/sn/caffvp.asp?tabsection=2> for more information.

### Review and Approval

All reimbursement claims are subject to review and approval and expenses may be disallowed for reasons including, but not limited to:

* The NSD has significant concerns about purchases
* Claim includes unallowable items or expenses
* Equipment purchases do not have prior approval from the NSD
* Claim amount exceeds the allocation amount
* Administrative costs exceed 10 percent of the total grant award

### Claim Revision

In CNIPS, an SFA can modify a claim if it has not been processed. If the claim status is being processed, the SFA must submit a claim revision to change the amount of reimbursement.

If the revised claim amount is a reduction in reimbursement amount (downward adjustment), the SFA can revise the claim at any time. If the revised amount is an increase in the reimbursement amount, an SFA will have 60 days from the end of the claim month to revise the claim.

### Record Keeping

The NSD does not require supporting claim documents submitted with your claim each month, but SFAs must maintain full and accurate records for a period of three years plus the current year, for an administrative review or audit.

### Contact Us

The NSD has multiple FFVP contacts to provide SFAs with TA. In the FFVP Contacts Overview below, a full list of FFVP email addresses is provided, along with a description of the types of inquiries handled by each contact.

#### FFVP Contacts Overview

**Main FFVP email address**

FFVP@cde.ca.gov

or 800-952-5609

* Questions about program implementation
* Questions about the grant application and selection process
* Questions regarding nutrition education resources

**FFVP claim-related
email address**

FFVPClaim@cde.ca.gov

or 800-952-5609

* Questions about submitting monthly claims
* Questions about SFA reimbursement(s)
* Requests for equipment purchases or permission for special expenditures

**CNIPS Help Desk**

CNIPS@cde.ca.gov

or 800-952-5609,

Option 6

Hours: Weekdays, between 8 a.m. and 4:30 p.m.

* Questions about CNIPS login or technical difficulties

## Chapter Two—Introduction to the FFVP Claim Entry Process

**Description:**

This section is a description of the CNIPS Claim Entry for FFVP to assist the user in navigating the FFVP claims process in CNIPS by defining key terms and identifying operations and data entry points.

### Introduction to Claim Entry—FFVP

To process your FFVP claims in a timely manner, the CDE recommends reviewing the details of each screen within the Claim Entry—FFVP application before attempting to submit a claim. Refer to the definitions and operations provided in this section for guidance in processing and tracking claims.

The Claim Entry—FFVP application is composed of the following screens:

* Claim Year at a Glance
* Claim Month Details
* Month Site List
* Site Claim Item Summary
* Site Claim Form

This section helps users navigate each screen and to understand its functionality in the process.

Log into the CNIPS. Select the **Claims** tab from the top menu navigation bar (second tab from the left). Select the third link under **Item**, labelled **Claim Entry—FFVP**.

### Claim Year at a Glance

After selecting **Claim Entry—FFVP**, the **Grant Summary for the Current School Year** and the total **Grant Allocated** for each site under the **Site Name** and **Grant Allocated** titles are displayed at the bottom of the page. The **Grant Summary for the Current School Year** is the primary location for tracking the grant allocated, amounts (costs) spent, amounts claimed for reimbursement, and the remaining balance of the total grant award.

#### Definitions:

* **Grant Allocated—**The total amount awarded to the site for FFVP implementation for the grant period July through June.
* **FFV & Oper Spent—**The total amount of the fresh fruit and vegetables and operating costs claimed for reimbursement by the site in the grant period July through June.
* **Admin Spent—**The total amount of the administrative costs claimed for reimbursement by the site in the grant period July through June.
* **Remaining Balance—**The total amount remaining for reimbursement of all allowable costs in the grant period July through June.
* **Totals—**The sum of each column reflecting the total spent for the sponsor.

**Note:** This amount is not useful for budgeting as the grant reimbursement is limited to the site grant award.

#### Operations:

* **Admin Spent—**The administrative costs spent can be up to 10 percent of the total grant allocated for the entire grant year. When the user claims more than 10 percent in administrative costs, it is unallowable and will not be included in this amount.
* **Remaining Balance—**This amount reflects the grant allocated minus expenditures claimed, including claims pending approval.

### Claim Year Summary

On the same **Claim Entry—FFVP** page, the claim activity and status for all claims during the year at a glance is displayed at the top of the screen. The **Claim Year Summary** screen is also the primary location for beginning a claim and identifying the current claim status.

#### Definitions:

* **Claim Month—**The month in which the sponsor offered the FFVP and incurred costs.
* **Adjustment Number—**The number of revision(s) to a claim previously submitted and processed for payment.
* **Claim Status—**The status of the sponsor’s claim added to the **Claim Month**.
	+ **Pending—**The claim status when the user adds a claim to the **Claim Month**.
	+ **Error—**The claim status when the user adds a claim to the **Claim Month** that cannot be submitted due to a technical error. For example, adding a new claim to the **Claim Month** after the 60th day from the end of the month.
	+ **Pending Approval—**The claim status when the user adds a claim and submits the claim for payment.
	+ **Accepted—**The claim status when the CDE approves the claim for reimbursement.
	+ **Processed—**The claim status when the CDE processes the claim and forwards the payment to the CDE Accounting Office.
* **Date Received—**The date the user submits the claim to CDE for payment.
* **Date Processed—**The date the CDE processes the claim and forwards it for payment.
* **Earned Amount—**The total reimbursable amount for the sponsor for the **Claim Month**.
* **Year to Date Total—**The total reimbursed amount for all processed claims.

#### Operations:

* **Claim Month—**
	+ The **Claim Month** will appear as an active link during the funded allocation period (from June to September or from October to June) at the beginning of the month.
	+ The **Claim Month** allows the submission of new claims only for a 90-day period from the beginning of the **Claim Month**. For example, the user can submit new claims for August from August 1 to October 30.
	+ If a claim is submitted and accepted, the **Claim Month** will remain accessible for revisions throughout the entire grant year.
* **Adjustment Number—**The **Adjustment Number** for the original claim submitted is identified with (0), indicating no revisions. The first revision submitted for payment is identified with (1), indicating the claim has an adjustment in payment.
* **Claim Status—**The **Claim Status** corresponds with the **Adjustment Number**. For example, if a revision to a processed claim is submitted, the Claim Status will change from **Processed** to **Pending Approval**.
* **Earned Amount—**
	+ The **Earned Amount** for an original claim will be zero until the claim status is **Processed**.
	+ When a revision of a claim is **Pending Approval**, the **Earned Amount** will be zero until the revision is **Processed**.
* **Year to Date Total—**The **Year to Date Total** does not include previously processed claims that have a revision pending approval.

### Claim Month Details

On the same **Claim Entry—FFVP** page at the top of the screen, select a month to begin a claim under the **Claim Month** title. The **Claim Month Details** screen appears and provides links to the details of claims, claim revisions submitted within the **Claim Month**, and the status of each claim.

#### Definitions:

* **View—**Opens the link to the **Claim Site List,** which includes the claim status and links to view the **Claim Item Summary** for each site.
* **Summary—**Opens the link to the **Claim Summary,** which includes a summary of the total reimbursed amounts for each site.
* **Modify—**Opens the link to the **Claim Site List,** which includes the claim status and links to view, modify, and delete the **Claim Item Summary** for each site.
* **Date Accepted—**The date CDE staff completed review of all site claim items and approved the claim for payment.
* **Earned Amount—**The amount of the sponsor’s original claim for all sites and the adjusted amount of any revisions to the original claim.
* **Total Earned—**The total reimbursed amount for all site claims within the sponsor’s monthly claim.

#### Operations:

* **Earned Amount—**
	+ The earned amount for an original claim will be zero until the claim status is **Processed**.
	+ When the user submits a revision for payment that reduces the original claim reimbursement, the **Earned Amount** will reflect a downward adjustment of the total cost of the original line items.
	+ If the revision results in an upward adjustment from the original claim (for example, the user adds new items to the claim), the earned amount will be zero until the CDE reviews and approves the revised claim.
* **Modify—**
	+ The user can modify the claim before the claim is processed by the CDE. After the CDE processes the claim, the user must submit a claim revision to change or add any items to the claim.
	+ When modifying a claim revision before it is processed, delete the revised claim and add a new revision to the claim.
* **Delete—**The user can delete any portion or the entire claim before the claim is **Processed**.

### Claim Summary

On the **Claim Month Details** screen, select **Summary**.The **Claim Summary** screen appears and summarizes the total reimbursement amount for each site.

#### Definitions:

* **Approved Cost—**The total amount of the site claim expenditures approved for reimbursement to the site.
* **Previous Reimb. Amount—**The total amount reimbursed to the site for previous claims in the claim month.
* **Claim Amount to Pay—**The amount owed to the site when the previous reimbursed amount is deducted from the approved cost.
* **Reimb. Amount—**The claim amount paid to the site for reimbursement as a result of the site claim or adjustment submitted.
* **Reason Code—**The reason for the original claim or the adjustment to the claim and date received.
	+ **Original—**The reason code for all original claims.
	+ **Timely Adjustment—**The reason code when the user adds a revision to the claim within 60 days from the last day of the claim month.
	+ **One Time Only—**The reason code when the state accepts a late claim according to the one time exception and corrective action plan for the sponsor.

#### Operations:

* **Claim Amount to Pay—**When the amount to pay is negative and the site owes the CDE reimbursement, the amount will be deducted from the next month’s claim or result in a billing request.
* **Reimbursement Amount—**
	+ The reimbursement amount cannot exceed the remaining balance for each site.
	+ The reimbursement amount may be zero if the **Claim Amount to Pay** is negative or if there are not enough funds to pay the claim.
	+ The administrative costs expenditure category is limited to 10 percent of the site’s total award.

### Claim Site List

To view the **Claim Site List** screen and add a site claim, select **Add an Original Claim** or **Modify** under the **Action** titleon the **Claim Month Details** screen. The **Claim Site List** screen appears and provides links to each grantee’s **Site Claim Item Summary** and the status of each claim.

#### Definitions:

* **View—**Opens the link to view the current **Site Claim Item Summary** of the site selected.
* **Modify—**Opens the link to view, modify, and delete the original **Site Claim Item Summary** of the site selected.
* **Add—**Opens the link to add an original **Site Claim Item Summary** of the site selected.
* **Revise—**Opens the link to a processed **Site Claim Item Summary** and allows revisions to the original claim of the site selected.
* **Errors—**Indicates the number of errors in **Site Claim Item Summary** that prevents submission of the sponsor’s monthly claim for payment.
* **Status—**Provides the status of each site claim.
	+ **Incomplete—**The status when the user has added a site claim, but has not entered any data.
	+ **Error—**The status when the user has entered incomplete claim information or incorrectly entered the ICR.
	+ **Validated—**The status when the user has entered data into the site claim before submitting for payment.
	+ **Paid—**The status of the site claim when the CDE has processed the sponsor’s monthly claim.

#### Operations:

* **Add—**The user may add a claim for each site in any order or time within 60 days from the last day of the **Claim Month**. However, the CDE suggests that all site claims be complete and submitted for payment at one time.
* **Revise—**
	+ The user may increase or reduce the original claim amount after the claim is processed by revising a claim within 60 days from the last day of the claim month.
	+ The user may only revise the claim to reduce the claim amount after the 60th day from the last day of the claim month.
	+ A claim revision may result in a change in the remaining balance, an increase or reduction in the following month’s claim reimbursement, or a bill from the CDE.
* **Errors—**The user cannot submit the sponsor’s monthly claim for payment if there are errors indicated for any one of the site claims. The user must fix the error or delete the site claim to submit for payment.
* **Validated—**The user should validate that the site claims are complete and accurate before submitting for payment.
* **Submit for Payment—**The CDE will not review or process the site claims until the user submits for payment.
* **Approved—**Only CDE staff can approve the claim for payment.

### Site Claim for Reimbursement

To view the **Site Claim for Reimbursement** screen, select **Add**, **Modify**, or **Revise** on the **Claim Site List** screen. The **Site Claim for Reimbursement** screen appears and is the primary location for beginning a site claim and identifying the status of the claim expenditure categories.

####

#### Definitions:

* **Claim Information—**This section provides the number of days per month and per week the FFVP is implemented at the site claiming reimbursement.
* **Claim Expenditures—**This section provides the links to each claim expenditure category within the site claim form.
* **Reviewed—**This indicates when CDE staff have reviewed each claim expenditure category within the site claim form.
* **Requested Expenditures—**This indicates the total amount entered by the sponsor for each expenditure category and links to the claim form.
* **Approved Expenditures—**This indicates the total amount the CDE approves for payment in each expenditure category and links to the claim form.
* **%—**This indicates a percentage for each approved claim expenditure amount based on the approved claim total amount.
* **Administrative Cost Estimate Tool—**This section provides the option for the sponsor to estimate the administrative costs of the FFVP by using the state-approved or statewide average ICR (whichever is less) as a benchmark.
* **Sponsor Comments—**This link opens a text box to enter notes between the sponsor and CDE staff. **Note:** If comments are entered, neither the sponsor nor CDE staff is notified, so email or phone will be the primary source of communication. However, it is a good place to note if an Equipment Justification Form was sent.

#### Operations:

* **Claim Information—**The California FFVP Guidelines require grantees to offer fruits and vegetables a minimum of three days a week with the exception of short weeks in the school calendar. The **number of days served per week** may be a weekly average. This information is required to complete the claim.
* **Reviewed—**The CDE will review each item in the claim form and select whether the claim item is Reviewed or Denied. When **all** items under an expenditure category within the claim are Reviewed or Denied, the **Site Claim Item Summary** will indicate the category is **Reviewed**.
* **Requested Expenditures—**An amount displays when any cost savings occur in the claim form; however, the CDE will not receive the requested expenditure amount until the claim is submitted for payment.
* **Administrative Cost Estimate Tool—**The sponsor must check the box to estimate administrative costs associated with the FFVP using the ICR for each site claim. The lesser of the state-approved or statewide average ICR is automatically used to estimate administrative costs and is applied to the approved claim total.

### Fresh Fruit and Vegetable Cost Items

On the **Site Claim for Reimbursement** screen, enter the fresh fruit and vegetable costs into the **Claim Form** by selecting line number 3, **Fresh Fruit and Vegetable Costs** under the **Claim Expenditures** title. For example, a grantee enters granny smith apples and fuji apples under the Fresh Fruits category and cherry tomatoes under the Fresh Vegetables category. If granny smith apples is entered at three pounds for $600 or cherry tomatoes is entered at 500 cases for $250, these items would be denied because the amounts for these items were unreasonable and seemed inaccurate. However, if fuji apples is entered at 20 pounds for $400, this would be reviewed and approved by CDE staff because the amounts for this item were reasonable and seemed accurate.

The **Claim Form** for the **Fresh Fruit and Vegetable Costs** has the details of the site claim and the review status of each item claimed.

#### Definitions:

* **Item Status—**The status of a claimed item after the CDE review based on the California FFVP Guidelines.
	+ **Denied—**The status when the CDE reviews the item and denies reimbursement because it is unallowable, unreasonable, needs approval, or is unidentifiable.
	+ **Reviewed—**The status when the CDE reviews the item and approves the item for reimbursement.

#### Operations:

* **Product Descriptions—**Once an item is entered, all fields in the row must be completed in order to save. To remove an item, select the **X** next to the item.
* **Total Weight in Pounds—**Enter the amount of product by weight in pounds as a number. No other measures or text are required.
* **Total Cost—**Enter the calculated total per item. If an item is denied, this amount will be removed from the claim and Item Status will display **DENIED**.

### Operational Cost Items

On the **Site Claim for Reimbursement** screen, enter operational costs into the **Claim Form** by selecting line number 4, **Operational Costs** under the **Claim Expenditures** title. For example, under the **Direct Labor Costs** category, a grantee enters Elizabeth Ramos, Nutrition Services Worker, Preparation and Service of Fresh Fruits and Vegetables for working 10 hours at $25 per hour for a total of $250. The total costs are calculated by CNIPS when all fields are entered correctly.

The **Claim Form** for **Operational Costs** has the details of the site claim and the review status of each item claimed.

#### Operations:

* **Direct Labor Costs—**Enter the full name, position title, description of tasks, the number of hours, and rate per hour.
* **Delivery Charge—**Enter the delivery charge of vendors, but do not include delivery costs claimed for district staff. District staff time should be charged to Direct Labor.
* **More Lines—**When additional lines are necessary to complete the claim form, select **Save** and **Edit**. Then select **More Lines**. If five new lines do not appear, the page is not compatible with your browser. Fix this page by adding the page using your Compatibility View Settings or Broken Link Tool in your web browser.

### Administrative Cost Items

On the **Site Claim for Reimbursement** screen, enter administrative costs into the **Claim Form** by selecting line number 5, **Administrative Cost** under the **Claim Expenditures** title. For example, under the **Indirect Labor** category, a grantee enters Holly Legos, Accountant, Ordering and Billing for working five hours at $35 per hour for a total of $175. Under the **Equipment** category, an example would be a grantee entering five units for Food Cart at $125 per unit for a total of $625 for the unit cost, and one unit for Refrigerator at $2,500 per unit for a total of $2,500 for the unit cost. The total costs are calculated by CNIPS when all fields are entered correctly.

The **Claim Form** for **Administrative Cost** has the details of the site claim and the review status of each item claimed.

#### Operations:

* **Indirect Labor—**Enter the full name, position title, description of tasks, the number of hours, and rate per hour.
* **Equipment—**Enter the product description. Equipment with cost per unit over $300 requires CDE approval. Complete the Equipment Justification Form to obtain approval.

## Chapter Three—How to Submit an FFVP Claim

**Description:**

This section provides detailed instructions for completing and submitting a claim in the CNIPS Claim Entry for FFVP.

### How to Submit an FFVP Claim

 **Step 1.** Using the [CNIPS login screen](https://www.cnips.ca.gov/), log into CNIPS by entering your user ID and password.

 **Step 2.** From the top menu toolbar, select the **Claims** tab (second tab from the left).

**Step 3.** Under **Item**, select the third item, **Claim Entry—FFVP**.

 **Step 4.** On the **Claim Year Summary** screen, select the desired **Claim Month** to submit a claim. For example, under the **Claim Month** title, a grantee selects

**Aug 2019** to submit a claim for that month and year.

**Step 5.** On the **Claim Month Details** screen, select the **Add Original Claim** button under the Claim Month table. Refer to Figure A below. **Note:** The **Add Original Claim** button only appears on the **Claim Month Details** screen when there are no claims created for the month.



Figure

The **Claim Month Details** screenincludes all of the school sites that are approved for the FFVP, along with the allocation amount for each school site. The Remaining Balance displayed on this page is useful for budgeting expenditures during the grant allocation period.

**Step 6.** On the **Claim Site List** screen, under the **Actions** title, select **Add** next to the school site for which you want to begin a claim. **Note:** If a grantee is claiming at the district level, the grantee will **only** add and complete a claim for the first site listed. If a grantee is claiming at the site level, the grantee will add and complete a claim for each school site listed.

**Step 7.** On the **Site Claim for Reimbursement** screen, under the **Claim Information** title, enter your claim information for lines number 1 and 2.

 **Step 8.** To claim the ICR, check the box on line number 6 or go to Step 9.

 **Step 9.** Select **Save**, then select **Edit**.

 **Step 10.** Under the **Claim Expenditures** title, select line number3, **Fresh Fruit and Vegetable Costs**, to enter your claim expenditures for fresh fruits and vegetables.

**Step 11.** Enter your expenditures under each category for **Fresh Fruits** and **Fresh Vegetables** within the **Fresh Fruit and Vegetable Costs** section. For example, under the **Fresh Fruits** section, a grantee enters oranges at 150 pounds with a total cost of $250 and apples at 200 pounds with a total cost of $400. Under the **Fresh Vegetables** section, an example would be a grantee entering cauliflower at 120 pounds with a total cost of $400 and yam sticks at 138 pounds with a total cost of $505.50. **Note:** When additional lines are necessary to complete the claim form, use the following instructions.

1. Select **Save** and **Edit**.
2. Select the **More Lines** button. Refer to Figure B below. If five new lines do not appear, the page is not compatible with your browser. To fix this, go to your Compatibility View Settings or Broken Link Tool in your web browser and add the website to your Compatibility View.



Figure B

**Step 12.** After completing the **Fresh Fruits and Fresh Vegetables Costs** section, select the **Save** button at the bottom of the page. Refer to Figure C below.



Figure C

After selecting the **Save** button, select the **Finish** button on the next page to go to the next step, or select the **Edit** button to return to the **Fresh Fruits and Vegetables Costs Items** page. Refer to Figure D below.



Figure D

**Important: Check the total cost after entering each section to ensure accuracy.**

 **Step 13.** Under **Claim Expenditures**, select line number4, **Operating Costs**,to enter your claim expenditures for operating costs.

**Step 14.** Enter your expenditures under each category for **Direct Labor Costs**, **Delivery Charge**, and **Small Supplies/Other Operational Costs** within the **Operational Costs** section. For example, under the **Direct Labor Costs** section, a grantee enters Lucy York, Assistant Cook, Prepping and Serving and working 20 hours at $12.50 per hour for a total of $250. Under the **Delivery Charge** section, an example would be a grantee entering Food for Thought for delivering fresh fruits and vegetables for the FFVP five times at $35 per delivery for a total of $175.

**Step 15.** Under the **Small Supplies/Other Operational Costs** section, an example would be a grantee entering four units of colander at $35 per unit for a total of $140 and five units of garbage bags at $90 per unit for a total of $450. After completing the **Operational Costs** section, select the **Save** button at the bottom of the page. After selecting the **Save** button, select the **Finish** button on the next page to go to the next step, or select the **Edit** button to return to the **Operational Costs Items** page.

**Important: Check the total cost after entering each section to ensure accuracy.**

**Step 16.** Under **Claim Expenditures**, select line number5, **Administrative Cost**,to enter your claim expenditures for administrative costs.

**Step 17.** Enter your expenditures under each category for **Indirect Labor** and **Equipment** within the **Administrative Cost** section. For example, under the **Indirect Labor** section, a grantee enters Marla Jenkins, Accountant, Ordering and Billing and working five hours at $20 per hour to make a total of $100.

**Step 18.** Under the **Equipment** section, an example would be a grantee entering three units of Cart at $175 per unit to make a total of $525. After completing the Administrative Costs section, select the **Save** button at the bottom of the page. After selecting the **Save** button, select the **Finish** button on the next page to go to the next step, or select the **Edit** button to return to the **Administrative Cost Items** page. **Note:** An SFA must complete an Equipment Justification Form and submit it to the NSD for approval before purchasing any equipment with a cost per unit amount of $300 or more. The Equipment Justification Form can be downloaded from CNIPS in the Download Forms section, **Form ID SNP 66 FFVP.**

 **Important: Check the total cost after entering each section to ensure accuracy.**

**Step 19.** On the **Site Claim for Reimbursement** screen, under the **Claim Expenditures** title, review the total **Requested Expenditures** for each claim section. After reviewing the **Requested Expenditures**, select the **Save** button at the bottom of the page. After selecting the **Save** button, select the **Finish** button on the next page to go to the next step, or select the **Edit** button to return to the **Site Claim for Reimbursement** screen.

**Step 20.** The **Claim Site List** screen displays the status of each site claim. **Note:** If a grantee is claiming at the district level, the grantee will **only** add and complete a claim for the first site listed. If a grantee is claiming at the site level, the grantee will add and complete a claim for each school site listed. To begin the next claim for the next school site, select **Add** next to the school site. Repeat steps 7–19.

Before selecting **Submit for Payment**, under the **Actions** title, select **View** and double check the cost entries for all sections of the claim. To add or change an expenditure item in the claim, select **Modify** under the **Actions** title. Select the claim expenditures section to make changes. Remember to select the **Save** button at the bottom of the page and select the **Finish** button on the next page after each section.

 **Step 21.** After the completion of claim entries for all school sites, select the **Submit for Payment** button at the bottom of the **Claim Site List** screen. Refer to Figure E below.



Figure E

On the Claim Site List screen, under the Status title, the claim status will change to Pending Approval after claims are submitted for payment. The Pending Approval status will remain until the CDE has reviewed and approved the claim for reimbursement.

## Chapter Four—How to Modify, Revise, or Delete an FFVP Claim

**Description:**

This section provides detailed steps on modifying, revising, and deleting a claim in the CNIPS Claim Entry for FFVP.

### Modify

To modify a claim, go to the **Claim Year Summary** screen. Under the **Claim Status** title, check your claim status. Modifications are only allowed for claims that have **not** been **Processed**.

**Step 1.** Select the desired **Claim Month**. For example, under the **Claim Month** title, a grantee selects a claim month to modify with a **Pending** claim status.

**Step 2.** On the **Claim Month Details** screen, under the **Action** title, select **Modify**.

**Step 3.** On the **Claim Site List** screen, under the **Actions** title, select **Modify** to make any changes, or select **View.**

**Step 4.** Onthe **Site Claim for Reimbursement** screen, continue with [steps 7–20 from **Chapter 3:** **How to Submit an FFVP Claim**](#Step7)above to modify your claim.

**Note:** Before selecting the **Submit for Payment** button, you can **Modify** or **Add** a claim for other site(s), if needed. This option is available as long as the action is listed for the school site under the **Actions** title.

**Step 5.** On the **Claim Site List** screen, select the **Submit for Payment** button at the bottom of the page after modifying or adding new claims for all sites.

### Revise

To revise a claim after the claim status is **Processed,** go to the **Claim Year Summary** screen.

**Step 1.** Select the desired **Claim Month**. For example, under the **Claim Month** title, a grantee selects a claim month to revise with a **Processed** claim status.

**Step 2.** On the **Claim Month Details** screen, under the **Claim Month** table, select the **Add Revision** button. Refer to Figure F below.



Figure F

**Step 3.** On the **Claim Site List** screen, under the **Actions** title, select **Revise** to make any changes, or select **View.**

**Step 4.** On the **Site Claim for Reimbursement** screen, continue with [steps 7–20 from **Chapter 3:** **How to Submit an FFVP Claim**](#Step7)above to revise your claim.

**Note:** Before selecting the **Submit for Payment** button, you can **Modify, Revise,** or **Add** a claim for other site(s), if needed. These options are available as long as the action is listed for the school site under the **Actions** title.

**Step 5.** On the **Claim Site List** screen, select the **Submit for Payment** button at the bottom of the page after modifying, revising, or adding new claims for all sites.

### Delete

To delete a claim, go to the **Claim Year Summary** screen. Under the **Claim Status** title, check your claim status. Deletions are only allowed for claims that have **not** been **Processed**.

 **Step 1.** Select the desired **Claim Month**. For example, under the **Claim Month** title, a grantee selects a claim month to delete with a **Pending** claim status.

**Step 2.** On the **Claim Month Details** screen, under the **Action** title, select **Modify**.

**Step 3.** On the **Claim Site List** screen, under the **Actions** title, select **Modify**.

**Step 4.** On the **Site Claim for Reimbursement** screen in the upper right corner of the screen, under the **School Year** listed, select **Delete** in the **Edit** menu. Refer to Figure G below.



Figure G

A warning that the deletion cannot be undone will display at the bottom of the screen. Refer to Figure H below. **Note:** After the claim has been deleted, it is **permanently removed**. Use caution before deleting a claim.

**Step 5.** Select the **Delete** button at the bottom of the page and select the **Finish** button on the next page. Refer to Figure H below.



Figure H

## Contact Us

CNIPS@cde.ca.gov

**1-800-952-5609, Option 6**

* CNIPS specific questions

FFVPClaim@cde.ca.gov

* Questions about completing the claim form
* Submitting monthly reimbursement claim forms
* Permission for special expenditures
* Submitting Equipment Justification Forms