

Submitting a FFVP Claim

You are entering [North Dakota Department of Public Instruction](#) Child Nutrition and Food Distribution System (NDFoods).

If you need assistance with **this Online Service**, please contact [North Dakota Department of Public Instruction](#).

Enter the NDFoods System

Main Menu

<p>Menu</p> <ul style="list-style-type: none"> Sponsor Profile Search Orders My Requests Contact Us Form 	<p>Work Queue</p> <ul style="list-style-type: none"> You have 9 unread message(s). View Claims Not Submitted (16)
<p>Food</p> <ul style="list-style-type: none"> Search Food Survey 	
<p>Claims and Payments</p> <ul style="list-style-type: none"> Submit Claim Claim History Search Claims Program Rates Search Payments 	
<p>Food Invoice and Payment</p> <ul style="list-style-type: none"> Search Invoices 	

When a claim is available for completion, the user will get a notice in the Work Queue. Click on the link to access claims available for completion.

Submit Claims for New Town Public School

Program:

Program Year:

[Refresh](#)

FFVP Claim Months

Claim Month	Closes	Claims Submitted	Defer Until Next Month	Action
12/2013	03/01/2013	0 of 1	No	Select Defer
11/2013	01/29/2013	0 of 1	No	Select
10/2013	12/30/2012	0 of 1	No	Select
9/2013	11/29/2012	0 of 1	No	Select
8/2013	10/30/2012	0 of 1	No	Select
7/2013	09/29/2012	0 of 1	No	Select
1/2013	04/01/2013	0 of 1	No	Select Defer

[Return](#)

Select Fruits and Vegetables (FFVP) and the appropriate Program Year from the drop down boxes and click on "Search". The system will display the claims available. Click on "Select" to begin a claim.

Submit Claims - New Town Public School

Program: Fruits and Vegetables (FFVP)

Program Year: 2013

Claim Month: January 2013

Closes: 04/01/2013

Sites

Site	Plant No.	Claimed	Status	Action
New Town Elementary School	1455	0.00	Not Started	Edit
Total:		\$0.00		

[Return](#)

Click on "Edit" to begin a claim that is Not Started.

Edit Claim for New Town Elementary School

Program: Fruits and Vegetables (FFVP)

Program Year: 2013

Claim Month: January 2013

Closes: 04/01/2013 12:00 AM

Claim Total: \$0.00

Fresh Fruits Purchased

[Add Fruit](#)

Fresh Vegetables Purchased

[Add Vegetable](#)

Operational Expenses

[Add Operational Expense](#)

Administrative Expenses

[Add Administrative Expense](#)

Comments:

Click "Add Fruit"

Add Fruit

*Fruit:

*Unit Size:

Variety:

*Total Units:

*Cost Per Unit:

[Cancel](#) [Save](#) [Save/Add Another](#)

Choose a fruit and unit size from the drop down. Enter total units and cost per unit. Click "Save/Add Another"

Claim Line has been saved.

Add Fruit

*Fruit: Pears

*Unit Size: Case

Variety:

*Total Units: 1

*Cost Per Unit: 15.00

Cancel Save Save/Add Another

Once all fruit items are entered click "Save" The user will receive a confirmation message when the claim line item has been saved.

Claim Line has been saved.

Edit Claim for New Town Elementary School

Program: Fruits and Vegetables (FFVP)

Program Year: 2013

Claim Month: January 2013

Closes: 04/01/2013 12:00 AM

Claim Total: \$17.37

Fresh Fruits Purchased

Fruit	Unit Size	Total Units	Cost Per Unit	Total Cost	Action
Bananas	Pound	3	0.79	2.37	Edit Delete
Pears	Case	1	15.00	15.00	Edit Delete
Total:				\$17.37	

[Add Fruit](#)

The fruit items have been added to the claim. The user can move on to the next section of items or click on "Edit" or "Delete" to update the information in the Fresh Fruit category.

Edit Claim for New Town Elementary School

Program: Fruits and Vegetables (FFVP)

Program Year: 2013

Claim Month: January 2013

Closes: 04/01/2013 12:00 AM

Claim Total: \$0.00

Fresh Fruits Purchased

[Add Fruit](#)

Fresh Vegetables Purchased

[Add Vegetable](#)

Operational Expenses

[Add Operational Expense](#)

Administrative Expenses

[Add Administrative Expense](#)

Comments:

Click "Add Vegetable"

Add Vegetable

*Vegetable:

*Unit Size:

Variety:

*Total Units:

*Cost Per Unit:

Choose a vegetable and unit size from the drop down. Enter total units and cost per unit. Click “Save”

Edit Claim for New Town Elementary School

Program: Fruits and Vegetables (FFVP)
Program Year: 2013
Claim Month: January 2013
Closes: 04/01/2013 12:00 AM
Claim Total: \$0.00

Fresh Fruits Purchased
[Add Fruit](#)

Fresh Vegetables Purchased
[Add Vegetable](#)

Operational Expenses
[Add Operational Expense](#)

Administrative Expenses
[Add Administrative Expense](#)

Comments:

Click “Add Operation Expense”

Add Operational Expense

*Type: Supply Salary

Choose either Supply or Salary for the *Type of operation expense. Click “Save”.

Add Operational Expense

*Type: Supply Salary

*Expense: paper plates ▾

*Total Units: 5

*Cost Per Unit: 21.95

[Cancel](#) [Save](#) [Save/Add Another](#)

For Supply operational expenses, the user must choose an expense from the drop down. Enter in the total units and the cost per unit. Click “Save” to continue or “Save/Add Another”.

Add Operational Expense

*Type: Supply Salary

*Employee Name: Sally Smart

*Hours Worked: 10

*Wages Per Hour: 10.25

*Benefits Cost: 3.50

[Cancel](#) [Save](#) [Save/Add Another](#)

For Salary operational expenses, the user must enter an employee name, hours worked, wages per hour and benefits cost. Click “Save” to continue or “Save/Add Another”.

Edit Claim for New Town Elementary School

Program: Fruits and Vegetables (FFVP)

Program Year: 2013

Claim Month: January 2013

Closes: 04/01/2013 12:00 AM

Claim Total: \$0.00

Fresh Fruits Purchased

[Add Fruit](#)

Fresh Vegetables Purchased

[Add Vegetable](#)

Operational Expenses

[Add Operational Expense](#)

Administrative Expenses

[Add Administrative Expense](#)

Comments:

Click on “Add Administrative Expense”.

Add Administrative Expense

*Type: Equipment Training Salary

Choose Equipment, Training or Salary for the *Type of administrative expense. Click "Save".

Add Administrative Expense

*Type: Equipment Training Salary

*Expense: Refrigerator

*Total Units: 1

*Cost Per Unit: 2,000

*Delivery Fee: 100

*Reason For Purchase: To keep fresh fruits and vegetables cold

*Will this equipment be used exclusively for FFVP? No Yes

*Explain which other school feeding programs will share this equipment and the percentage breakdown. School lunch and school breakfast

*Percentage of time used for FFVP purposes: 25%

Allowable Claim Amount: \$0.00

For Equipment administrative expenses, the user must choose an expense from the drop down. Enter in the total units, the cost per unit and the delivery fee. The user must enter a reason for the purchase in the comment box. Complete the remaining required information and Click "Save" to continue or "Save/Add Another".

Add Administrative Expense

*Type: Equipment Training Salary

*Sub-type: Mileage Hotel Meals

Choose Training as an Administrative Expense and select a Sub-Type. Click "Save".

Add Administrative Expense

*Type: Equipment Training Salary
*Sub-type: Mileage Hotel Meals
*Total Miles:
*Cost Per Mile:

For Training information the user must enter Mileage information. Enter total miles and cost per mile and click "Save" to continue or "Save/Add Another" to add another Sub-type.

Add Administrative Expense

*Type: Equipment Training Salary
*Sub-type: Mileage Hotel Meals
*Nights Stay:
*Cost Per Night:

For Hotel information, enter nights stay and cost per night. Click "Save" to continue or "Save/Add Another" to add another Sub-type.

Edit/Add Administrative Expense

*Type: Equipment Training Salary
*Sub-Type: Mileage Hotel Meals
*Employee Names:
*Total Number of Meals:
*Total Meal Cost:

*Required

For Meals information, enter employee names, total number of meals and total meal cost. Click "Save" to continue.

Add Administrative Expense

*Type: Equipment Training Salary

*Employee Name:

*Hours Worked:

*Wages Per Hour:

*Benefits Cost:

For Salary administrative expenses, enter employee name, hours worked, wages per hour and benefits cost. Click on "Save" to continue.

Claim Line has been saved.

Edit Claim for New Town Elementary School

Program: Fruits and Vegetables (FFVP)
Program Year: 2013
Claim Month: January 2013
Closes: 04/01/2013 12:00 AM
Claim Total: \$448.27

Fresh Fruits Purchased

Fruit	Unit Size	Total Units	Cost Per Unit	Total Cost	Action
Bananas	Pound	3	0.79	2.37	Edit Delete
Pears	Case	1	15.00	15.00	Edit Delete
Total:				\$17.37	

[Add Fruit](#)

Fresh Vegetables Purchased

Vegetable	Unit Size	Total Units	Cost Per Unit	Total Cost	Action
squash	Pound	10	0.89	8.90	Edit Delete
Total:				\$8.90	

[Add Vegetable](#)

Operational Expenses

Expense	Type	Total Cost	Action
Sally Smart	Salary	106.00	Edit Delete
paper plates	Supply	109.75	Edit Delete
Total:		\$215.75	

[Add Operational Expense](#)

Administrative Expenses

Expense	Type	Total Cost	Action
Cindy Sweet	Salary	80.25	Edit Delete
Hotel	Training	75.00	Edit Delete
Mileage	Training	51.00	Edit Delete
Total:		\$206.25	

[Add Administrative Expense](#)

Comments:

I certify that, to the best of my knowledge and belief, this claim is true and correct in all respects, the procedures used to calculate this claim are in accordance with the terms of existing agreements, and records are available to support this claim. I recognize that I will be fully responsible for any excess amounts which may occur as a result of erroneous or neglectful reporting herein.

*Required

Once the user has entered all claim information it can be reviewed on the main claim page. Check the certification box and click "Update".

Claim has been saved.

Submit Claims - New Town Public School

Program: Fruits and Vegetables (FFVP)

Program Year: 2013

Claim Month: January 2013

Closes: 04/01/2013

Sites

Select: [All](#), [None](#)

Select	Site	Plant No.	Claimed	Status	Action
<input checked="" type="checkbox"/>	New Town Elementary School	1455	448.27	Completed	Edit
Total:			\$448.27		

[View Summary](#) [Submit to DPI](#)

[Return](#)

Once the claim is complete, check the box and click "Submit to DPI". The claim is now submitted and ready for payment.