



## FRESH FRUIT AND VEGETABLE PROGRAM (FFVP) - CLAIMS/COMMENT SECTION REQUIREMENTS

To successfully file the monthly FFVP claim in the School Nutrition Technology System, a detailed comment is required in the “SFA Comments” section of the claim. What type of information should be included?

The comment section should provide one or more of the following:

- A summary of the recent nutrition education/lesson (offered school wide or in a classroom)
- An explanation of seasonal fresh fruit and/or vegetable promotions
- Information on locally grown produce menued/or showcased
- An explanation of why fresh fruits and/or vegetables were not claimed (in unique or special circumstances only)
- Information on any issues regarding small supplies/wares purchased
- Information on any issues regarding large equipment purchased
- Information on any issues regarding FFVP operational and/or administrative labor claimed

Each FFVP claim should be self-explanatory. Anyone reviewing the FFVP claim (i.e. USDA, NCDPI, NC State Board of Education) should be able to understand what was purchased for use in the FFVP. If comments are not provided, the claim process will be delayed. You will be contacted by the Special Programs Consultant – FFVP for the information to be provided before the claim payment can be reviewed, approved and paid.

If you have any questions, contact Jacquelyn McGowan at [Jacquelyn.mcgowan@dpi.nc.gov](mailto:Jacquelyn.mcgowan@dpi.nc.gov) 984-236-2909

**THANK YOU FOR YOUR PARTICIPATION IN THE FFVP!**

