**MONTHLY REIMBURSEMENT WORKSHEET (Optional)**

**USDA Fresh Fruit and Vegetable Program**

**North Carolina Participating School**

**July 1, 2023 – June 30, 2024**

**SCHOOL INFORMATION**

Name of PSU (formerly LEA) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Completing This Claim\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number of Person Completing This Claim \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School District Agreement # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REIMBURSEMENT INFORMATION**

**Claim for Month/Year** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ Number of school days in this month the FFVP operated

*(How many days was a FFVP snack served to the enrolled students during this claim report month?)*

**OPERATING COSTS** *(Please itemize expenses for operating costs on the following pages):*

-- Fresh Fruit / Fresh Vegetable Invoices $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-- Labor (Physical labor for receiving produce, preparation/distribution

of FFVP snacks, and clean-up $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-- Small Supplies (paper/plastic products, fat free condiments

only for vegetables), and Small Wares (cutting boards, knives,

colanders, food safe containers w/ lids, wedgers, sectioners) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL OPERATING COSTS $** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADMINISTRATIVE COSTS** (Total limited to 10% of grant.)

Large kitchen equipment and Labor (Mental Labor for planning,

ordering, recording, reporting, and filing FFVP Claim. All large equipment

must be approved by NCDPI *prior* to purchase.) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL REIMBURSEMENT** **$** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATING COSTS: Product Description** | **Size/Weight of Shipping Unit** | **Number of Units** | **Cost Per Unit** | **Total Costs** |
| **Fresh Fruits** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total for Fresh Fruit Costs:** | | | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATING COSTS: Product Description** | **Size/Weight of Shipping Unit** | **Number of Units** | **Cost Per Unit** | **Total Costs** |
| **Fresh Vegetables** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total for Fresh Vegetable Costs:** | | | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

**GRAND TOTAL for Fresh Fruit and Fresh Vegetable Costs: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **OPERATING COSTS:**  **--LABOR:** (Labor directly related to the preparation or serving of fresh  fruits and vegetables. Include employee name and position of staff member. Retain documentation of assigned tasks, time required to conduct tasks, and respective Time Sheet. Benefits may be included in labor reimbursement.) | **Costs** |
| **Employee Name Position** | **Labor Costs** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **Sub-Total Labor Costs:** | $ |
| **--SMALL SUPPLIES/OTHER: (**Small supplies include plates, bowls, napkins, utensils, and containers w/ lid. “Other” includes nonfat or low-fat dips used when serving vegetables. Note: no condiments for fruits are reimbursable. Reminder: all pre-approved, large kitchen equipment purchases should be keyed as Administrative Costs and must be approved *prior* to ordering/purchasing!!!) |  |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **Sub-Total Small Supplies / Other:** | $ |
| **Grand Total for Operating Costs:** | $ |
| **ADMINISTRATIVE COSTS** (These costs include pre-approved, large, kitchen equipment purchases i.e., reach in cooler, worktable, prep sink. Mental labor pertaining to planning, ordering, billing, and filing monthly claim electronically for reimbursement reimbursed with Administrative Funds. Administrative costs are limited to 10% of the total grant.) |  |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **Total Administrative Costs** | $ |

Are all invoices, receipts, time sheets, and other documentation of purchase, labor justification, and payment readily available and on file in the event they are requested by the NCDPI or USDA? The answer to this question should be yes! The School Food Authority will be notified if any FFVP documentation must be mailed to the NCDPI Office of School Nutrition.

**SFA Comments**

Please use this section to provide explanation of any of the following:

* *Recent nutrition ed lessons/activities (great opportunity for bragging rights!)*
* *Special fresh fruit & vegetable promotions*
* *Special circumstances for why fruits and/or vegetables were not claimed*
* *Locally grown produce menued/purchased*
* *Issues regarding small supplies/ small wares purchased for FFVP*
* *Issues regarding large equipment purchased for FFVP*
* *Issues regarding FFVP labor claimed (Operational and/or Administrative)*
* *Information that helps explain any item claimed for reimbursement so anyone viewing this claim can understand expenses keyed or not keyed.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for your documentation of USDA FFVP expenditures.**

*This institution is an equal opportunity provider.*