Fresh Fruit and Vegetable Program iCAN User Manual

Website: https://ican.sd.gov/ICAN/Splash.aspx

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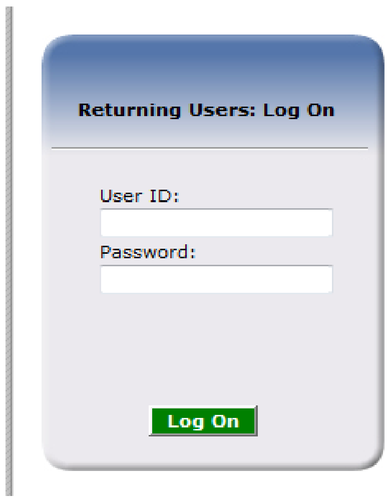
Chapter 1 – Logging into the iCAN System

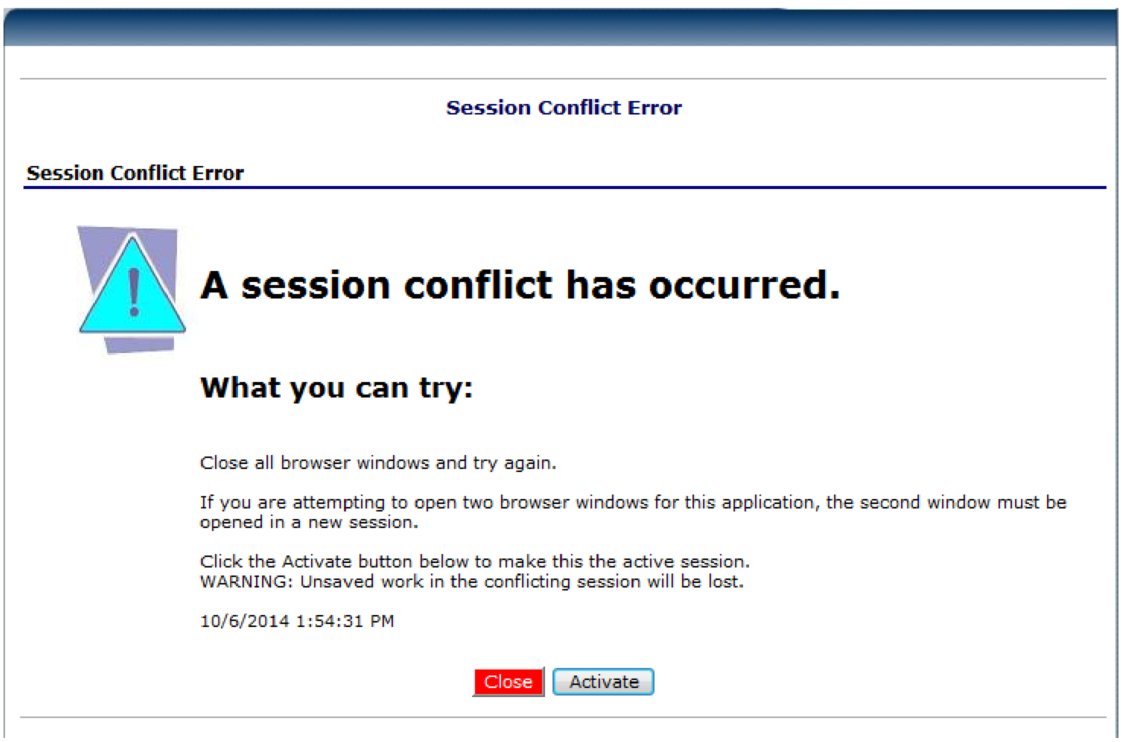
Production website: https://ican.sd.gov/ican/splash.aspx

1) In the Log in box, enter your User Name.
2) Enter your Password.
3) Click *Log On*.



SESSION CONFLICT ERROR

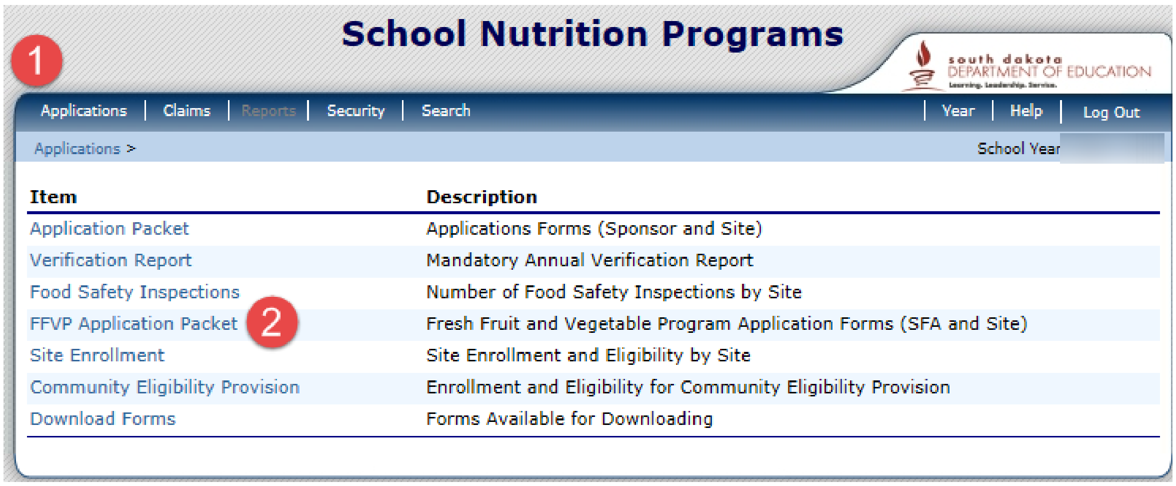
Occasionally you may encounter a *Session Conflict Error* when logging into to iCAN.
First try clicking the *Activate* button. In most instances this will take you directly to the iCAN Log On. If clicking *Activate* does not work, you will need to close out your other browsers (after saving your work!) and try to log on again. If the problem persists, please ask an iCAN Administrator for assistance.

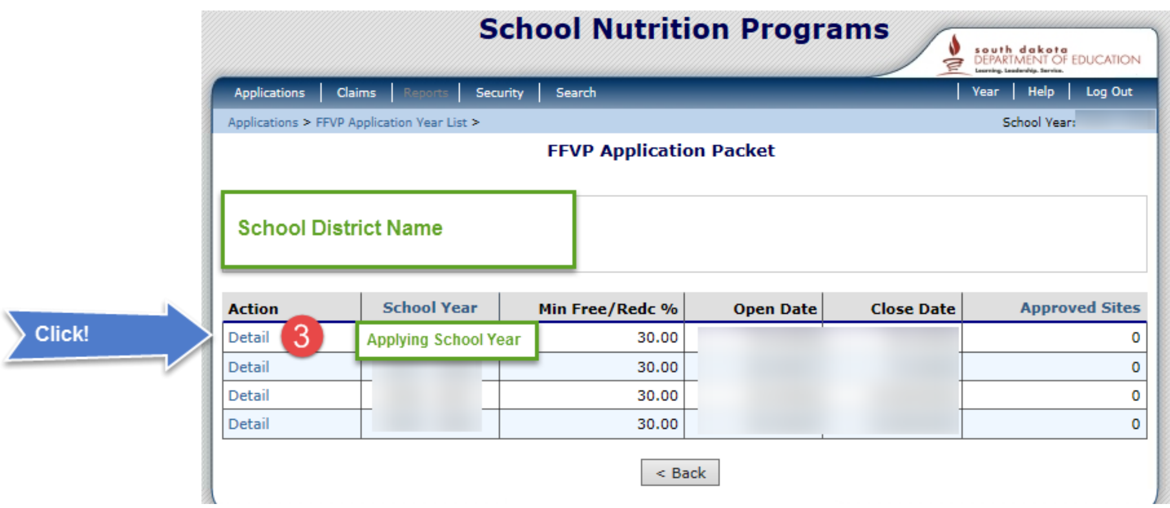


Chapter 2 – Accessing the FFVP Application Packet

To access the FFVP Application Packet:

- Click **Applications → FFVP Application Packet → Detail** (for applying year)





You are now in the FFVP Application Packet. Please continue by adding the FFVP Sponsor Application, and FFVP Site Application(s).

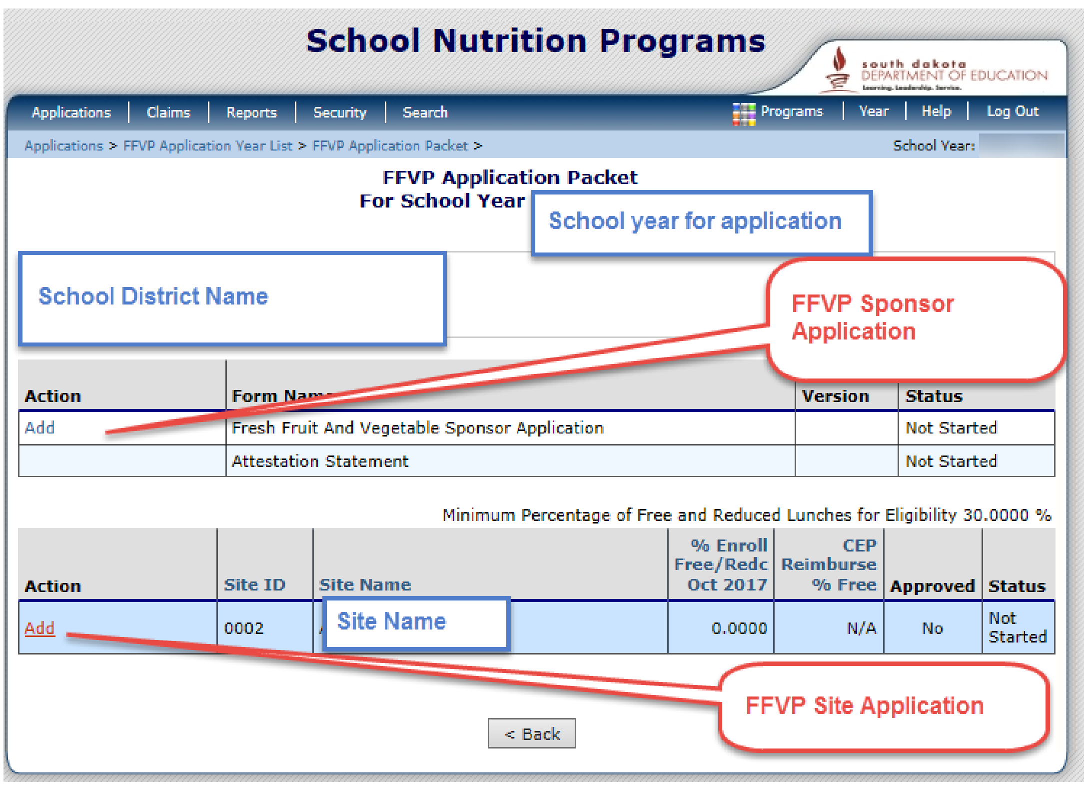
Continue to Chapter 3 and Chapter 4 for instructions.

Chapter 3 – Navigating the iCAN System
Overview of the FFVP Application Process

The FFVP Application Packet consists of <u>two sections</u>.

FFVP Sponsor Application: The Sponsor Application includes basic program information, such as operator name, email address, phone, and title, along with invited sites.

FFVP Site Application: The Site Application includes questions specific to program operation. An individual Site Application must be completed for each applying elementary school.



Both the FFVP Sponsor Application and the FFVP Site Application must be submitted for program approval.

The State Agency FFVP Program Coordinator may contact the school district for clarification to responses. Please keep in mind that the school administration must be supportive of FFVP participation prior to applying for the FFVP.

If you are unsure if the administration would support the running of the FFVP, please confirm with your school administrator prior to applying.

Notes to keep in mind:

- *Schools must provide both fresh fruits AND fresh vegetables throughout the month – fruits and vegetables do not need to be provided at the same time.*

- *Pickles, nuts, and olives are not allowed. Please see the USDA FFVP Handbook for more information.*

- *Light dips can be provided for vegetables only – no fruits.*

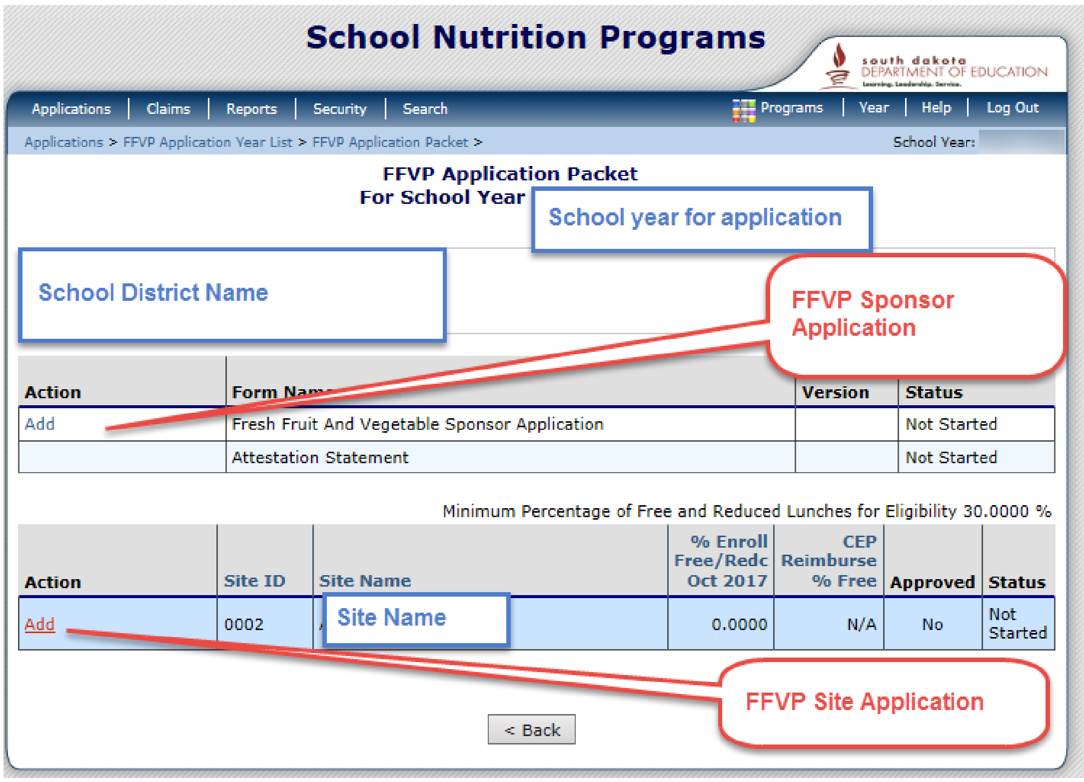
- *The program must be planned to served at least twice per week.*

- *The FFVP cannot be provided with any accompaniments, such as a milk break.*

- *Maintain food safety practices when providing the program offering.*

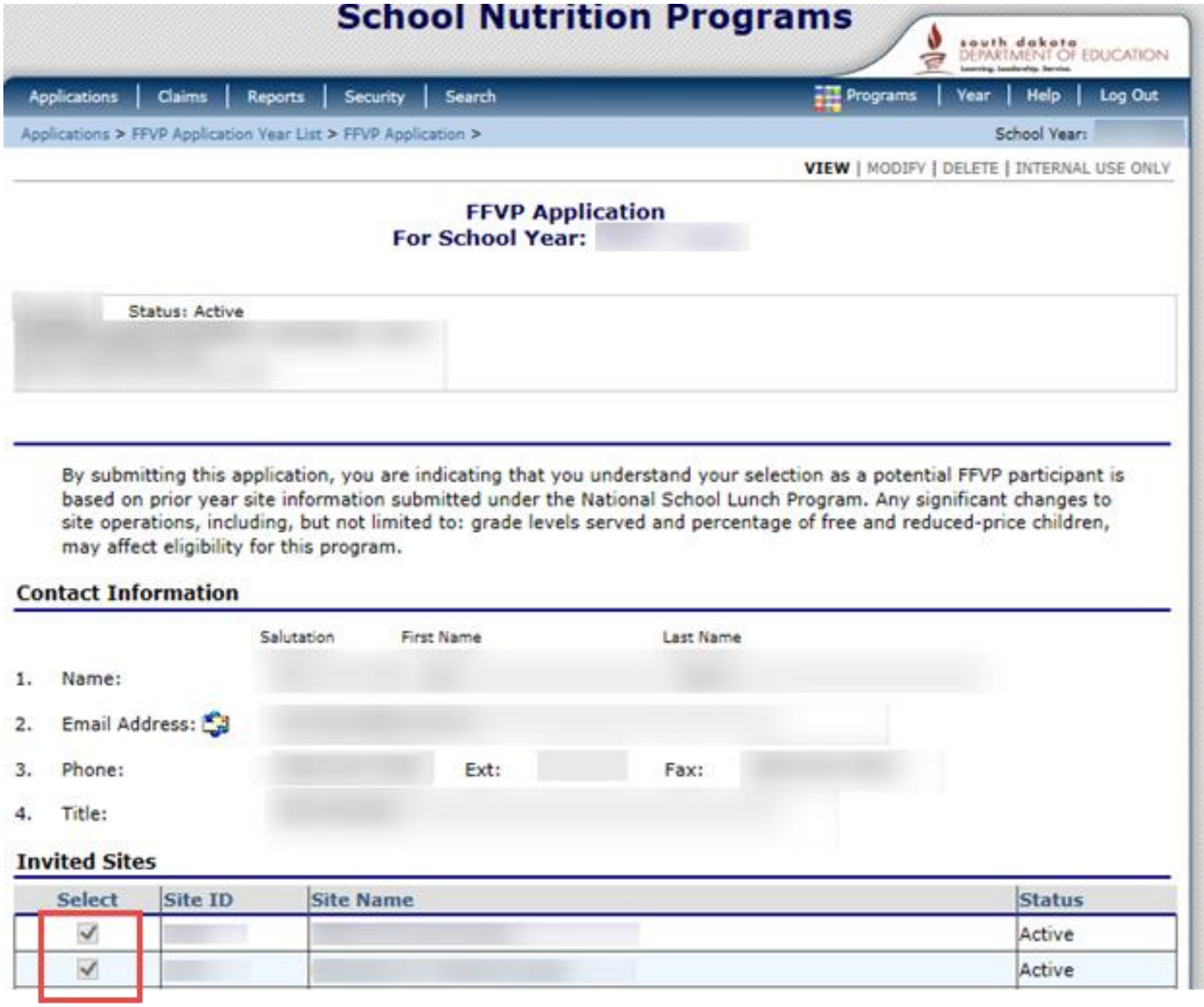
Chapter 4 – FFVP Application Packet

As stated in the overview, the FFVP Sponsor Application must be submitted, and an FFVP Site Application must be submitted for each applying site.



We will start by clicking 'Add' for the FFVP Sponsor Application.

After clicking ‘Add’ for the **FFVP Sponsor Application**, the below page is displayed.


School Nutrition Programs

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

Applications > FFVP Application Year List > FFVP Application >   School Year:

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

FFVP Application
For School Year:

Status: Active

By submitting this application, you are indicating that you understand your selection as a potential FFVP participant is based on prior year site information submitted under the National School Lunch Program. Any significant changes to site operations, including, but not limited to: grade levels served and percentage of free and reduced-price children, may affect eligibility for this program.

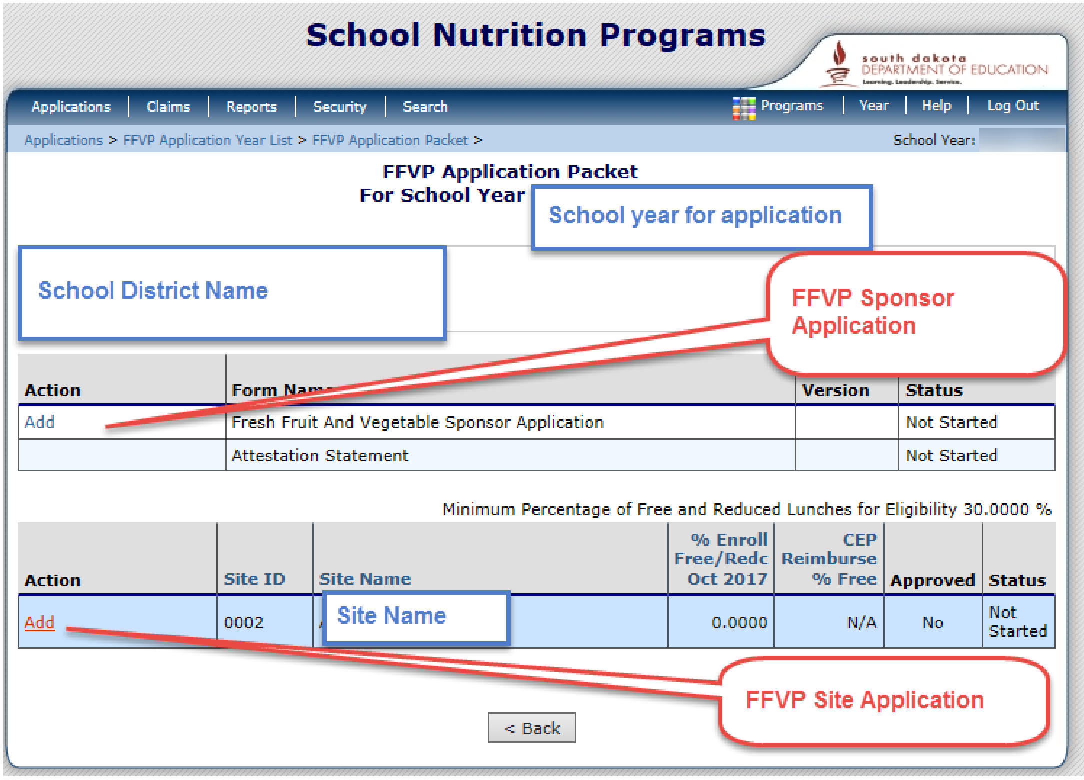
Contact Information

		Salutation	First Name	Last Name
1.	Name:			
2.	Email Address:			
3.	Phone:	Ext:	Fax:	
4.	Title:			

Invited Sites

Select	Site ID	Site Name	Status
✓			Active
✓			Active

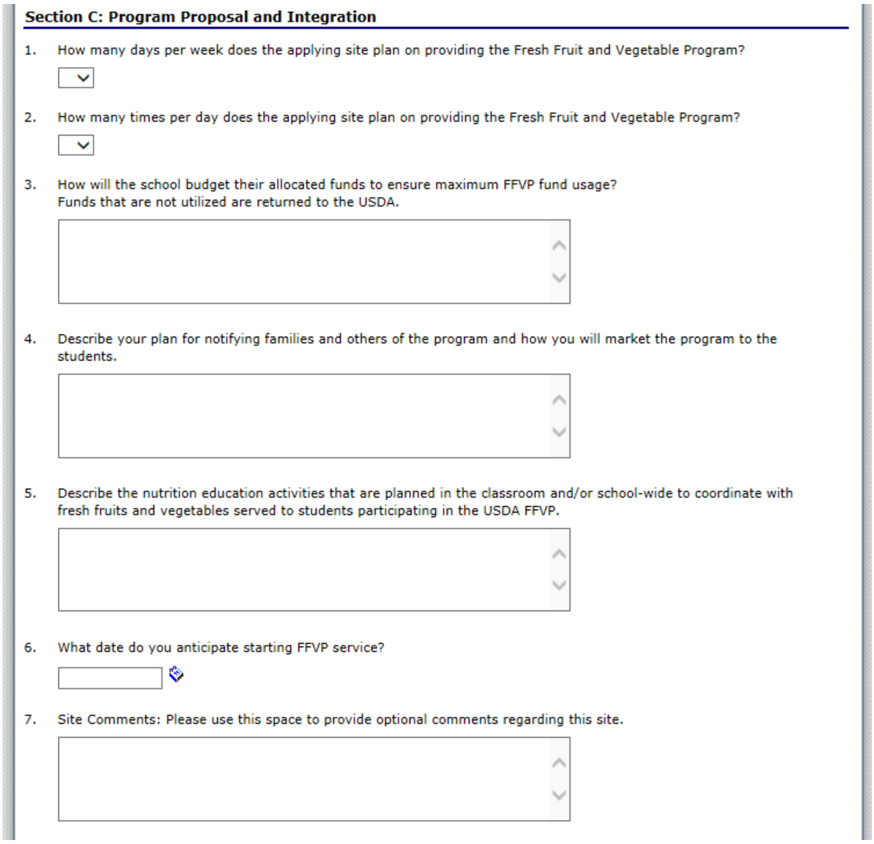
Provide basic contact information, and click the checkboxes for the invited elementary sites, then submit.



Next, click ‘Add’ for the **FFVP Site Application**. A site application must be provided for each site that is applying to participate in the program.

Questions are very basic – frequency of FFVP service, how will the school budget FFVP funds, how will families be notified that the elementary school has been selected, etc.

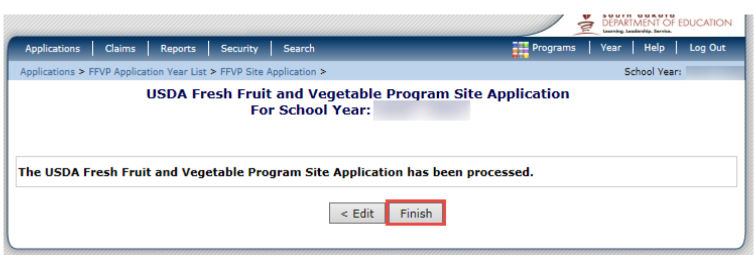
See the following page for a sample of the questions.


Section C: Program Proposal and Integration

1. How many days per week does the applying site plan on providing the Fresh Fruit and Vegetable Program?
2. How many times per day does the applying site plan on providing the Fresh Fruit and Vegetable Program?
3. How will the school budget their allocated funds to ensure maximum FFVP fund usage? Funds that are not utilized are returned to the USDA.
4. Describe your plan for notifying families and others of the program and how you will market the program to the students.
5. Describe the nutrition education activities that are planned in the classroom and/or school-wide to coordinate with fresh fruits and vegetables served to students participating in the USDA FFVP.
6. What date do you anticipate starting FFVP service?
7. Site Comments: Please use this space to provide optional comments regarding this site.

Sample responses to some of the questions may include maintaining a monthly or weekly average for budgeting purposes, providing communication to parents in a Back to School newsletter that the elementary will be participating in the FFVP, consider pairing FFVP service with a nutrition lesson plan, etc.

After answering the questions, click the Save button, then Finish.



You have submitted the FFVP application packet. Once site selection has been completed, you will be notified.

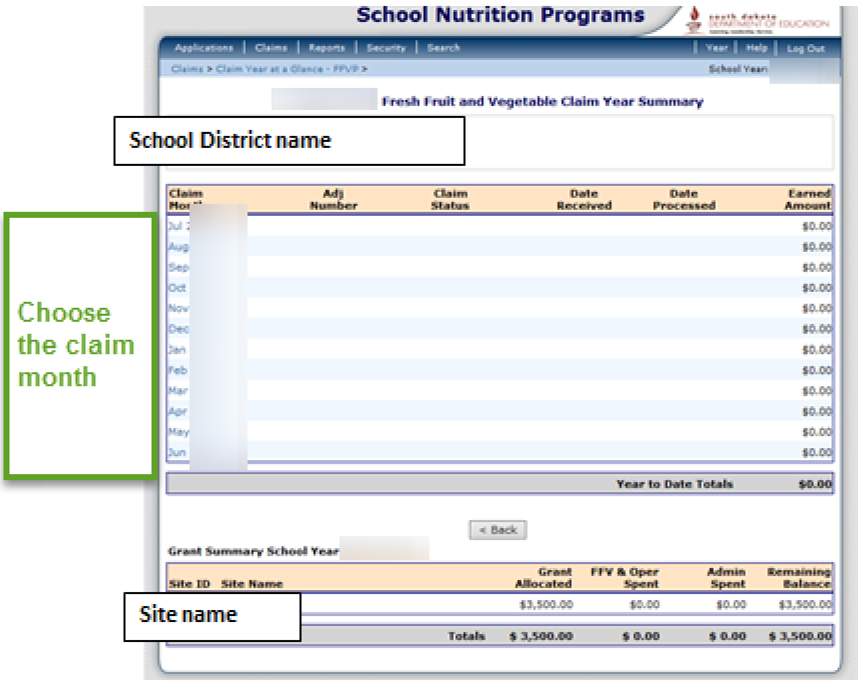
Chapter 5 – Submitting an FFVP Claim

How to submit an FFVP Claim for Reimbursement:

1. After logging in to iCAN, click **Claims**.

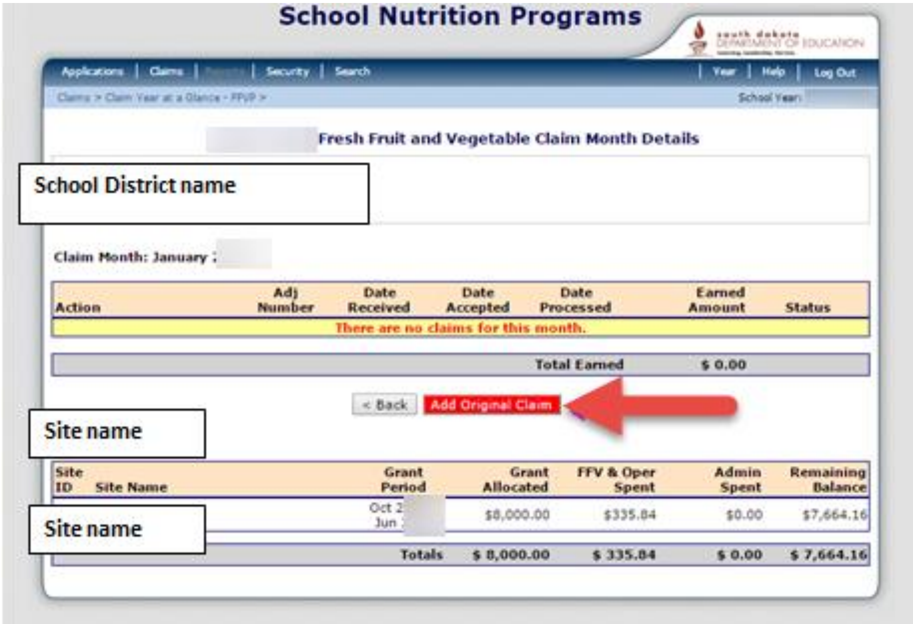
2. Next, if provided with the option, click **Claim - FFVP**.

3. Select the month for which you are submitting the FFVP claim.

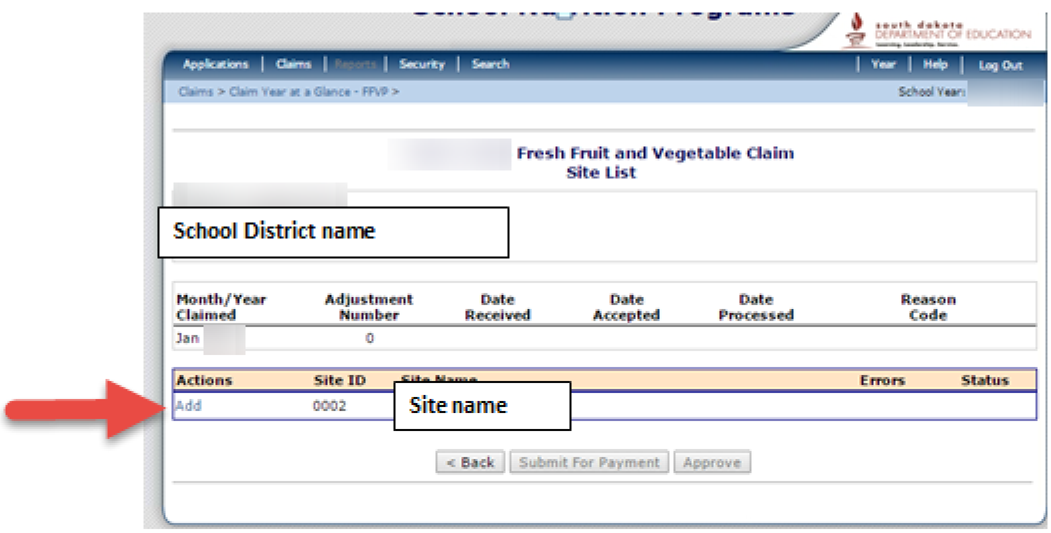


Please note: the bottom of this page also provides an ongoing grant summary. This will allow for you to know how much of your allocation is remaining in the grant period of the month that was selected.

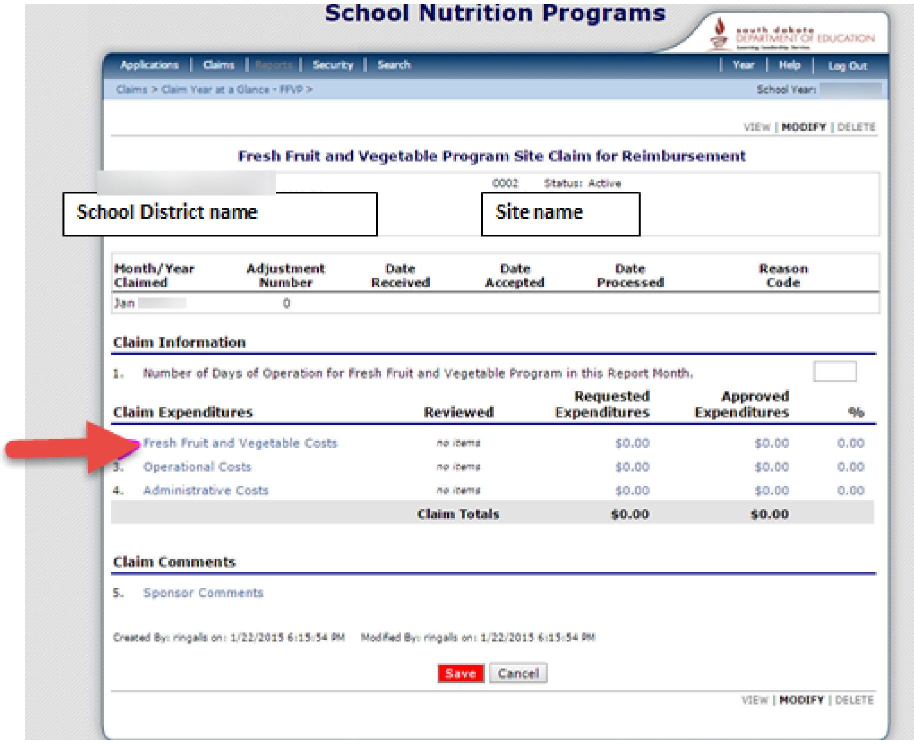
4. After selecting your month, click ‘**Add Original Claim**’.



5. Select **‘Add’** next to the site that you are adding a claim for. This part may seem redundant, but is helpful for districts with multiple sites participating in the program.

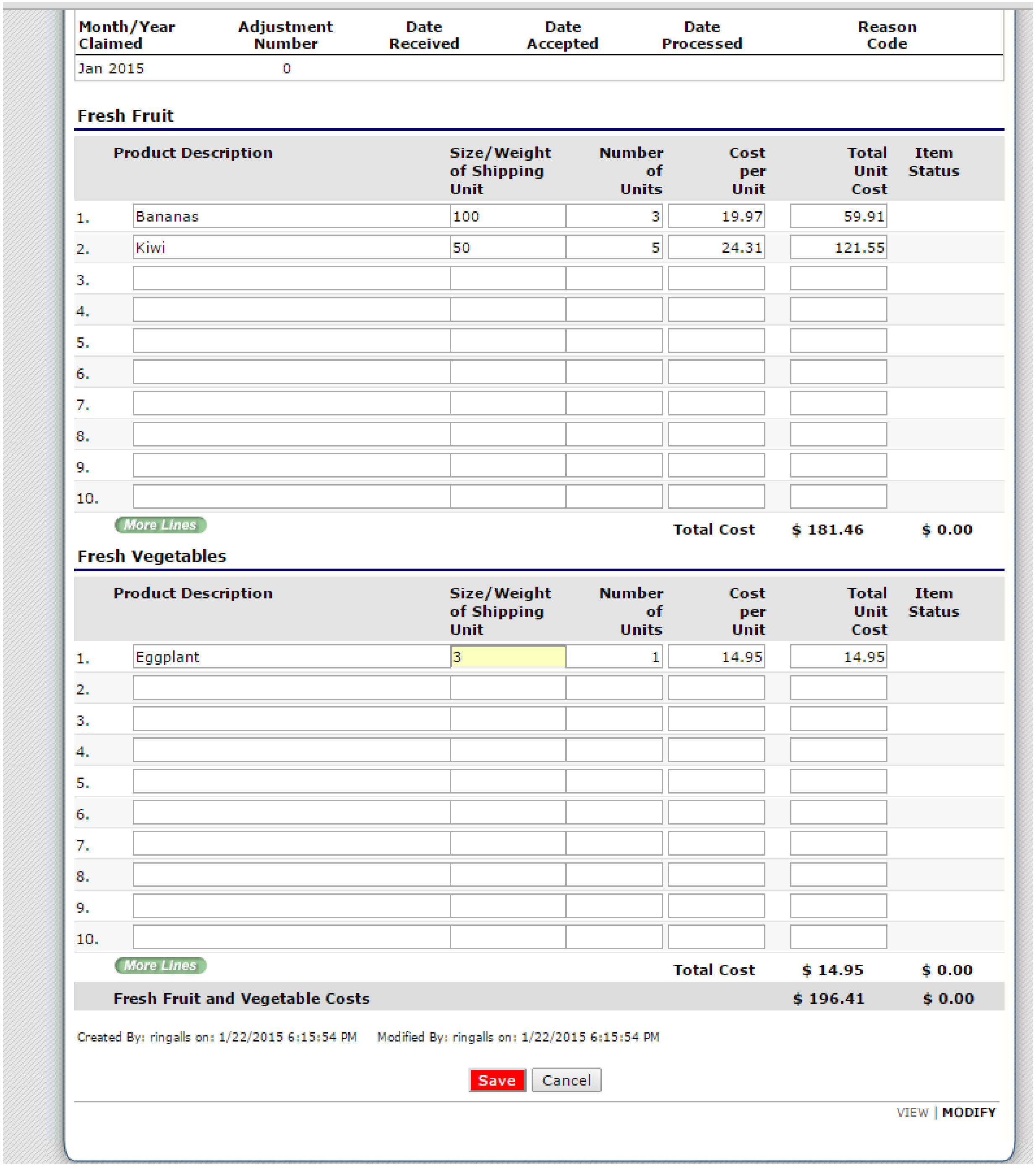


6. Next, select the claim expenditures. We will start with the **Fresh Fruit and Vegetable Costs**.



Please remember – dollar amounts listed on the claim should reflect what is being claimed for the FFVP. This will require you to look at invoices when filling out the claim. Only claim items that are purchased in the claim month for FFVP, based on invoices.

7. After clicking on *Fresh Fruit and Vegetable Costs*, enter the product description, size/weight/count of product, number of units, and cost per unit. **The Total Unit Cost will automatically calculate.**



Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0				

Fresh Fruit

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Bananas	100	3	19.97	59.91	
2.	Kiwi	50	5	24.31	121.55	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
	More Lines			Total Cost	$ 181.46	$ 0.00

Fresh Vegetables

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Eggplant	3	1	14.95	14.95	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
	More Lines			Total Cost	$ 14.95	$ 0.00
	Fresh Fruit and Vegetable Costs				$ 196.41	$ 0.00

Created By: ringalls on: 1/22/2015 6:15:54 PM Modified By: ringalls on: 1/22/2015 6:15:54 PM

Save Cancel

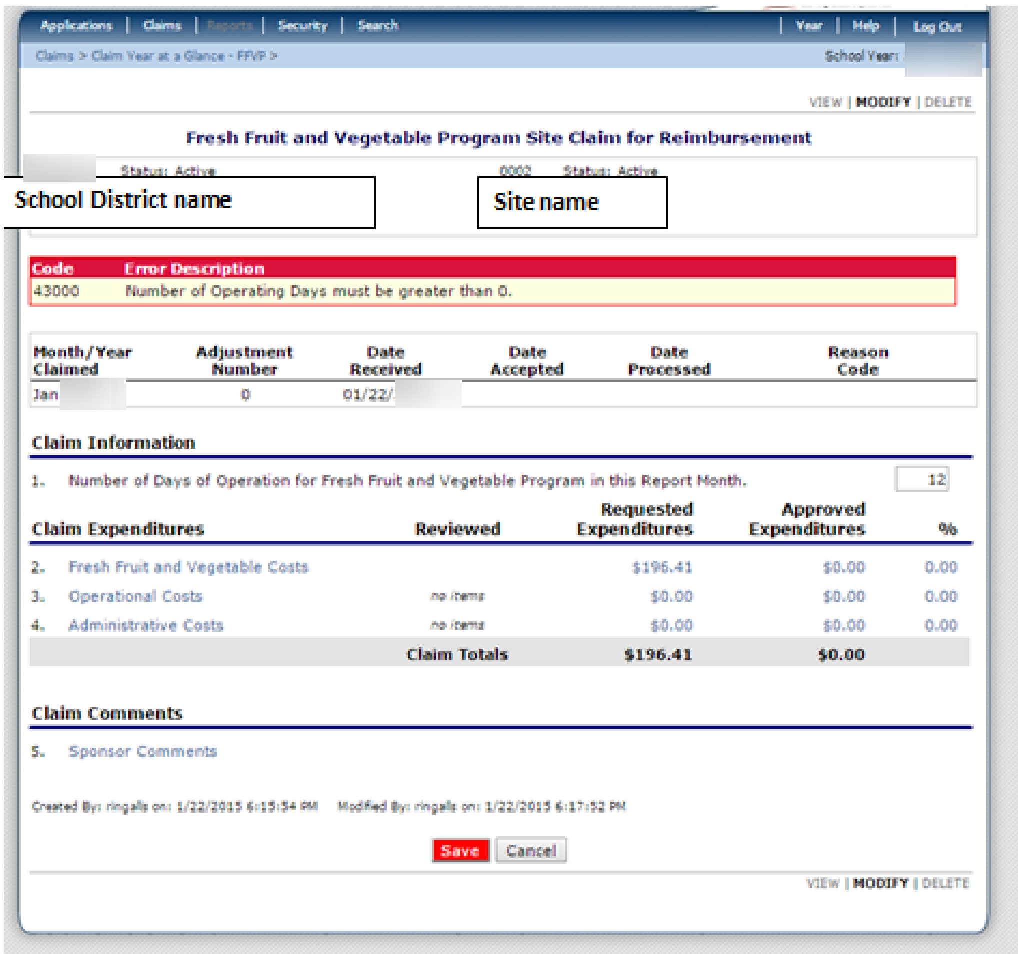
VIEW | MODIFY

- Click '**save'** when completed.

*Tip: Separate fruit and vegetable costs for organization.

See the next page to continue.

8. After clicking finish, the claim will return you back to the claim expenditure page. If you have other costs pertaining to operational costs or administrative costs, click the appropriate categories, and follow the process previously described in Step 7.

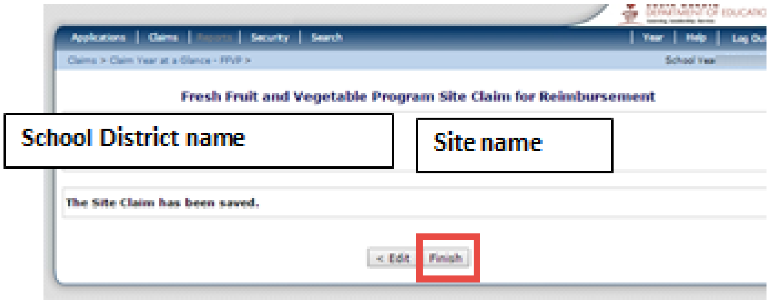


Labor is not required to be claimed, but can be claimed.

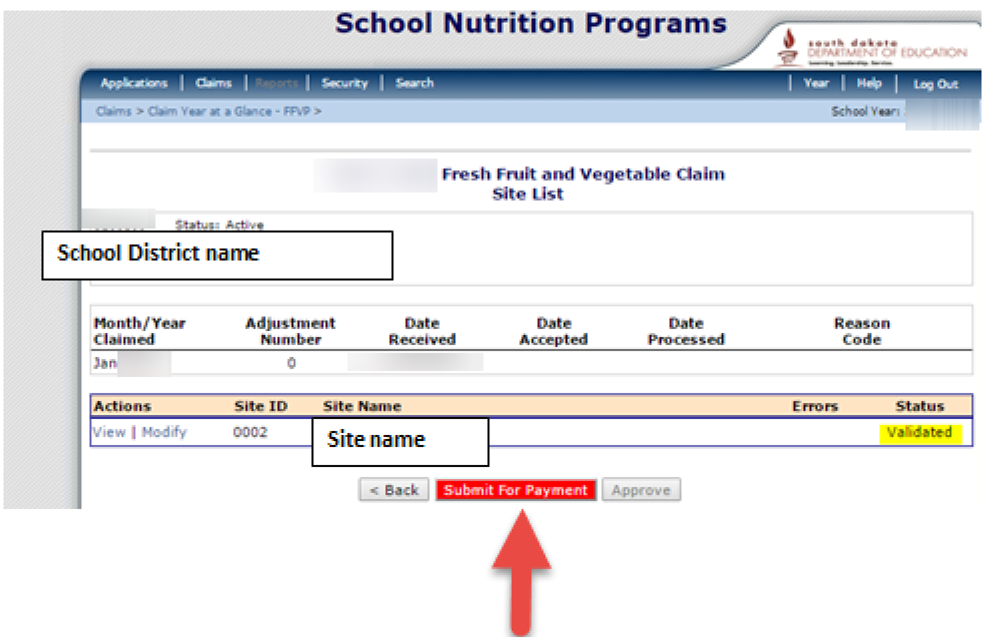
Record labor hours and small supplies in Operational Costs section. Record large purchases (with pre-approval) and administrative labor time in Administrative Costs section.

9. Remember to include the **Number of Days of Operation** for Fresh Fruit and Vegetable Program in the claimed month. Once you have completed the claim, click **Save**.

10. After clicking Save, click **Finish**.

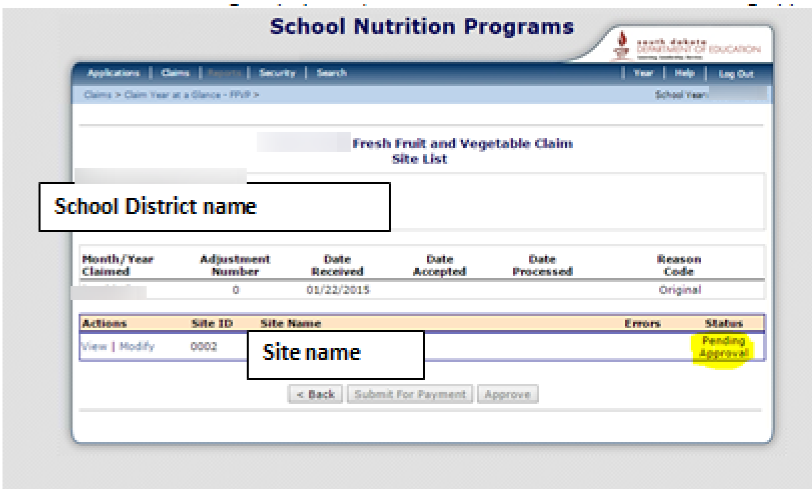


11. After clicking *finish*, click the **Submit For Payment** button.

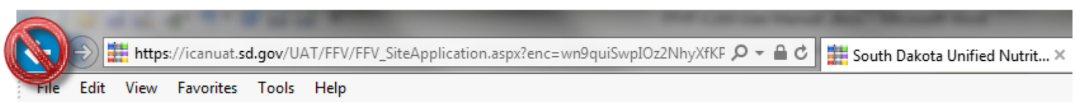


*****Please note:** If an update or adjustment is made to the claim, be sure to click **Submit for Payment**, when updates and adjustments are complete. If this button is not clicked, the system will not identify the claim for payment.

12. After submitting for payment, the claim status is now listed as Pending Approval.



13. **DO NOT** click back on your internet browser – this may cause you to accidentally 'undo' your claim submission. Log out of iCAN at this time, or click the 'Claims' button at the top of the page. The submitted claim should say 'Pending Approval' once submitted.



Invoices do not need to be submitted. Keep invoices for documentation purposes in the event of a review, or the State Agency having questions about the claim. No signature needs to be submitted, as the State Agency considers the submission of the claim as an electronic signature.

'Duplicate Line Item' Error:

A common error is the 'Duplicate Line Item' error.

Code	Error Description
43016	Duplicate line items have been detected. Please consolidate like items by increasing the quantity to account for both items then delete the dulpicate item(s).

This is a system edit check to avoid accidentally typing the same item twice. If you see this message, your claim has at least two line items that have identical product description, cost, etc.

Please consolidate all 'like items' into one line entry, <u>or</u> provide a number behind each Product Description name (Apples – 1, Apples – 2, Apples – 3, etc.).

Fresh Fruit

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Apples	30ct	2.00	29.5000	59.00	
2.	Apples	30ct	2.00	29.5000	59.00	

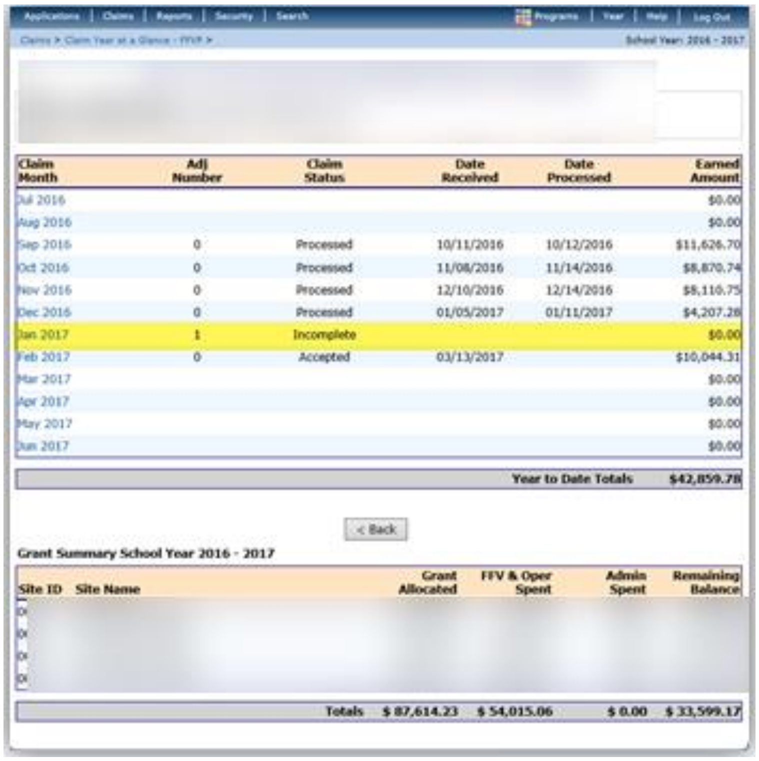
- A red 'x' may be displayed to the left of the number. Clicking the 'x' for the line will remove the line. Sometimes, schools may need to delete multiple blank lines, if text was previously entered.

*****Please note:** If an update or adjustment is made to the claim, be sure to click **Submit for Payment**, when updates and adjustments are complete. If this button is not clicked, the system will not identify the claim for payment.

Please remember – dollar amounts listed on the claim should reflect what is being claimed for the FFVP. This will require you to look at invoices when filling out the claim. Only claim items that are purchased for use in the Fresh Fruit and Vegetable Program for snack during the school day.

Deleting a Revision:

If a school accidentally creates a revision and backs out of the created revision, the claim will display as ‘incomplete’.



Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2016					$0.00
Aug 2016					$0.00
Sep 2016	0	Processed	10/11/2016	10/12/2016	$11,626.70
Oct 2016	0	Processed	11/08/2016	11/14/2016	$8,870.74
Nov 2016	0	Processed	12/10/2016	12/14/2016	$8,110.75
Dec 2016	0	Processed	01/05/2017	01/11/2017	$4,207.28
Jan 2017	1	Incomplete			$0.00
Feb 2017	0	Accepted	03/13/2017		$10,044.31
Mar 2017					$0.00
Apr 2017					$0.00
May 2017					$0.00
Jun 2017					$0.00
				Year to Date Totals	$42,859.78

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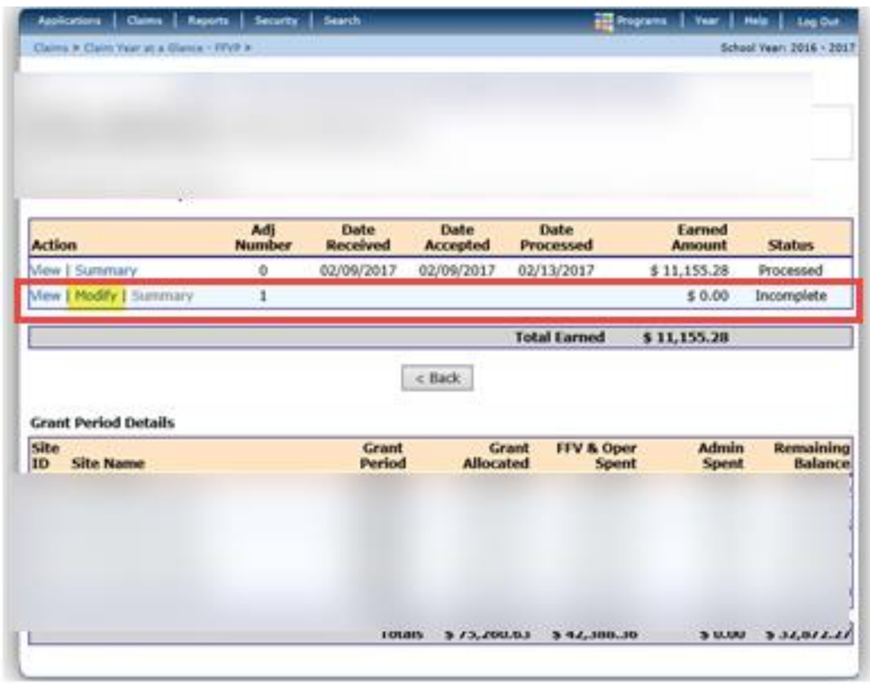
Grant Summary School Year 2016 - 2017

Site ID	Site Name	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
	Totals	$ 87,614.23	$ 54,015.06	$ 0.00	$ 33,599.17

- From the figure above, we can see that the claim status is incomplete, since the user did not finish the revision, and the Adjustment Number indicates ‘1’ (meaning that the claim has been adjusted once).
    - In this particular instance, the claim has already been processed, and the school accidentally went in and made a revision, then backed out.
    - Due to the accidental/partial revision, the claim table is not displaying the processed claim information.

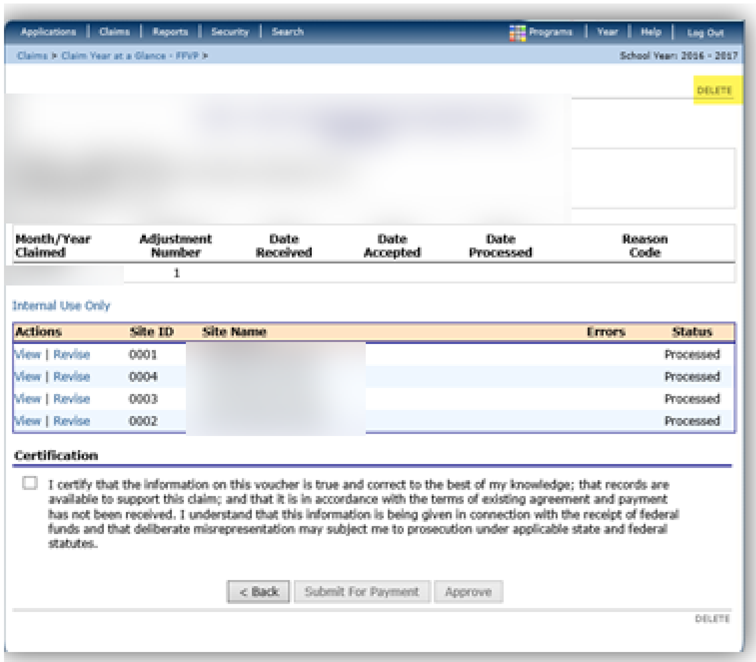
- In order to display information correctly, the revision either needs to be completed, or deleted.
    - The following instructions will demonstrate how to delete the revision.

1. Navigate to the Claim Month Details Screen by clicking on the particular claim month; click on the modify link for the revision Claim

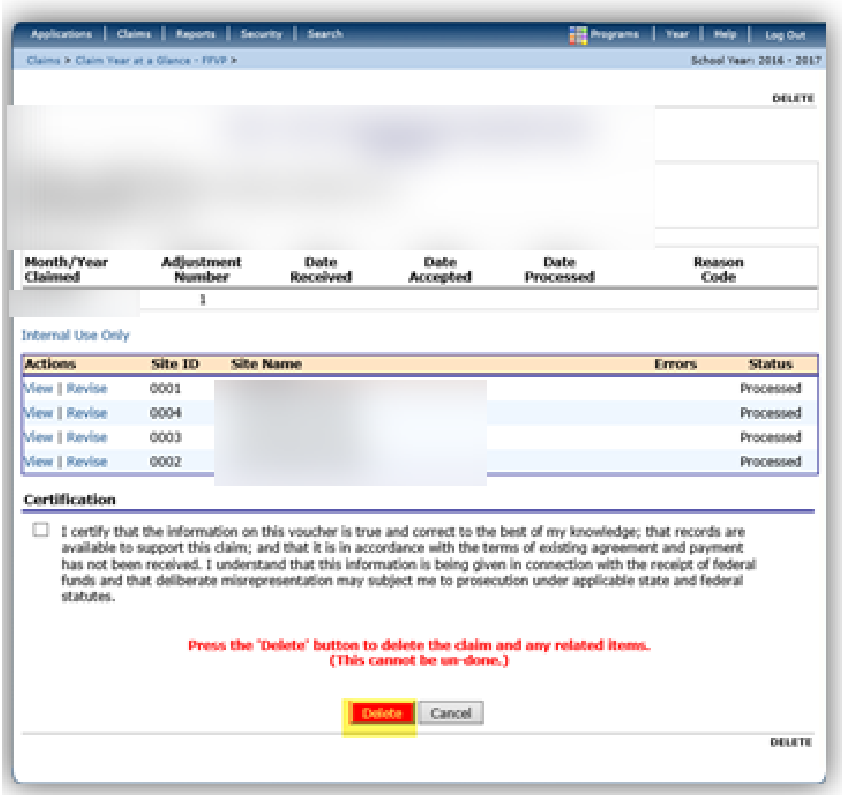


- We can tell that the 2nd line is the revision line, as it labeled as ‘Incomplete’, and the Adjustment Number has a ‘1’ in it.
- You will also not be able to modify previously processed claims.

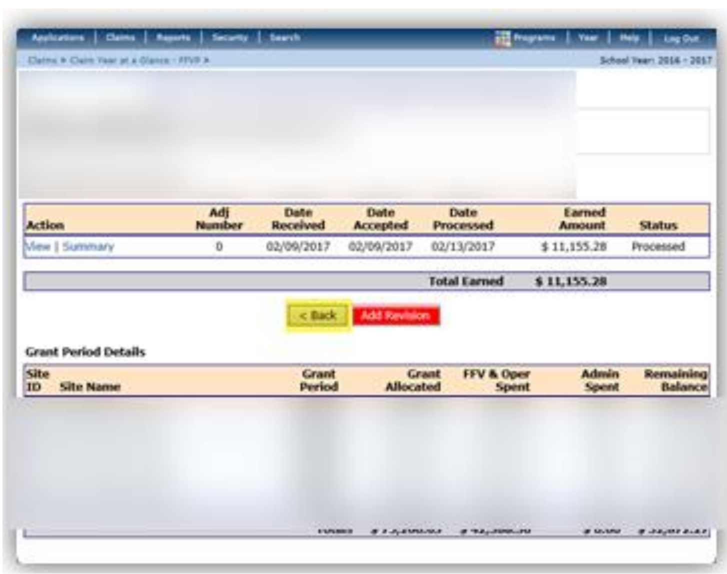
2. After clicking ‘Modify’ on the revision, select ‘Delete’ in the top Right corner



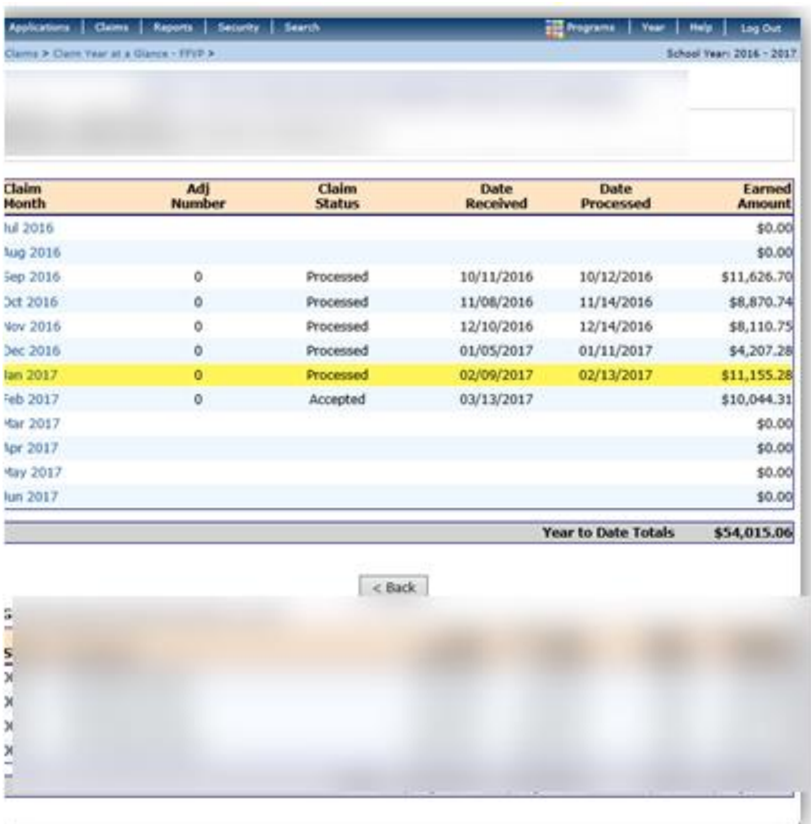
3. Next, confirm the deletion – this will delete any information from the particular revision, so be sure that this revision deletion is needed.



4. Click the ‘back’ button within the iCAN system



5. The month now shows as ‘Processed’, and the totals have been updated, as the accidental revision has been deleted.


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

Claims > Claim Year at a Glance - FFVP >   School Year: 2016 - 2017

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2016					$0.00
Aug 2016					$0.00
Sep 2016	0	Processed	10/11/2016	10/12/2016	$11,626.70
Oct 2016	0	Processed	11/08/2016	11/14/2016	$8,870.74
Nov 2016	0	Processed	12/10/2016	12/14/2016	$8,110.75
Dec 2016	0	Processed	01/05/2017	01/11/2017	$4,207.28
Jan 2017	0	Processed	02/09/2017	02/13/2017	$11,155.28
Feb 2017	0	Accepted	03/13/2017		$10,044.31
Mar 2017					$0.00
Apr 2017					$0.00
May 2017					$0.00
Jun 2017					$0.00
				Year to Date Totals	$54,015.06

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Applying a Credit to a FFVP Claim

On occasion, your vendor may provide a flat discount or credit, such as 10% off the total invoice.

The iCAN claim system does not allow for a 'negative' line item entry. This means that a discount or credit must be applied to a positive line entry by reducing a Total Unit Cost by the amount of the discount. Let's look at an example:

In Figure 1 below, we can see a fruit and vegetable portion of the claim prior to applying a credit.

Please pay special attention to the Pineapple line item:

Figure 1:

Fresh Fruit

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Red and Green Grapes	17	17.00	34.1900	581.23	REVIEWED
2.	Pineapple	17	17.00	29.7500	505.75	REVIEWED
3.	Cantaloupe,Honeydew,Grapes	17	17.00	27.6200	469.54	REVIEWED
4.	Red Grapes	17	17.00	33.2500	565.25	REVIEWED
				Total Cost	**$2,121.77**	**2,121.77**

Fresh Vegetables

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Baby Carrots	2.5	2.50	27.6600	69.15	REVIEWED
2.	Cucumbers	17	17.00	19.5000	331.50	REVIEWED
				Total Cost	**$400.65**	**400.65**
	Fresh Fruit and Vegetable Costs				**$2,522.42**	**$2,522.42**

We will continue on the following page –

Now, in Figure 2, we can see that the person completing the claim has applied the credit. The pineapple line item was selected, and reduced by the credited amount.

Fresh Fruit

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Red and Green Grapes	17	17.00	34.1900	581.23	REVIEWED
2.	Pineapple (adjust due to credit 29.75)	16	16.00	29.7500	476.00	
3.	Cantaloupe,Honeydew,Grapes	17	17.00	27.6200	469.54	REVIEWED
4.	Red Grapes	17	17.00	33.2500	565.25	REVIEWED
			Total Cost	$2,092.02	1,616.02	

Fresh Vegetables

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Baby Carrots	2.5	2.50	27.6600	69.15	REVIEWED
2.	Cucumbers	17	17.00	19.5000	331.50	REVIEWED
			Total Cost	$400.65	400.65	
	Fresh Fruit and Vegetable Costs			$2,492.67	$2,016.67	

Coincidentally, the credited amount was the exact cost per unit for the pineapple, so deciding to reduce the pineapple by one unit was pretty easy.

For recordkeeping purposes, we can see a helpful note added to the Product Description of the pineapple. Please remember to maintain notes and documentation of this credit on the corresponding invoice.

If the credit does not work out as cleanly as the example, feel free to simply enter Number of Units as '1', and the Cost Per Unit as the total cost of a product identified on the invoice, reduced by the credit. Remember to add a descriptive note in the Product Description, and maintain documentation with the invoice.

Claiming Benefits under FFVP Procedure

Schools are allowed to claim benefits, if needed. Please keep in mind that if a school claims benefits, the benefits claimed may only count toward time spent working with FFVP. It is on the school to demonstrate a procedure to claim benefits appropriately. Schools are not required to claim labor or benefits.

- Benefit Amounts accrued in pay period designated to FFVP divided by FFVP hours worked in pay period = FFVP Benefit Rate
    - FFVP Benefit Rate from pay period x Number of FFVP hours worked in calendar month = Benefits to claim for FFVP.

Example:

- Pay Period: 9/11 – 10/8
    - $50.41 FFVP benefits accrued from pay period
    - 14.9833 FFVP hours worked from pay period
        - $50.41 / 14.9833 = $3.3644 FFVP Benefit Hourly Rate
    - 4.90 FFVP hours worked from 10/1 – 10/8
        - $3.3644 x 4.90 = $16.4856
            - **$16.4856 of benefits to claim under FFVP from 10/1 – 10/8**

- Pay Period: 10/9 – 11/5
    - $50.03 FFVP benefits accrued fro pay period
    - 19.6333 FFVP hours worked from pay period
        - $50.03 / 19.6333 = $2.5482 FFVP Benefit Hourly Rate

- 15.82 FFVP hours worked from 10/9 – 10/31
  - $2.5482 x 15.82 = $40.3125
    - **$40.3125 of benefits to claim under FFVP from 10/9 – 10/31**

- Adding benefits from pay periods:
  - $16.4856 + $40.3125 = $56.7981 – Round up
    - **$56.80 FFVP Benefits**

- Other FFVP Benefits which are able to be identified form within the calendar month:
    - **$50.30**

- **Total FFVP Benefits to Claim for October:**
  - **56.80 + 50.30 = $107.10**

If the school is strongly considering the need to claim benefits for employee work time spent with FFVP, please develop a process at the school level to ensure the tracking of benefits for FFVP work time, and demonstrate to the CANS Specialist.

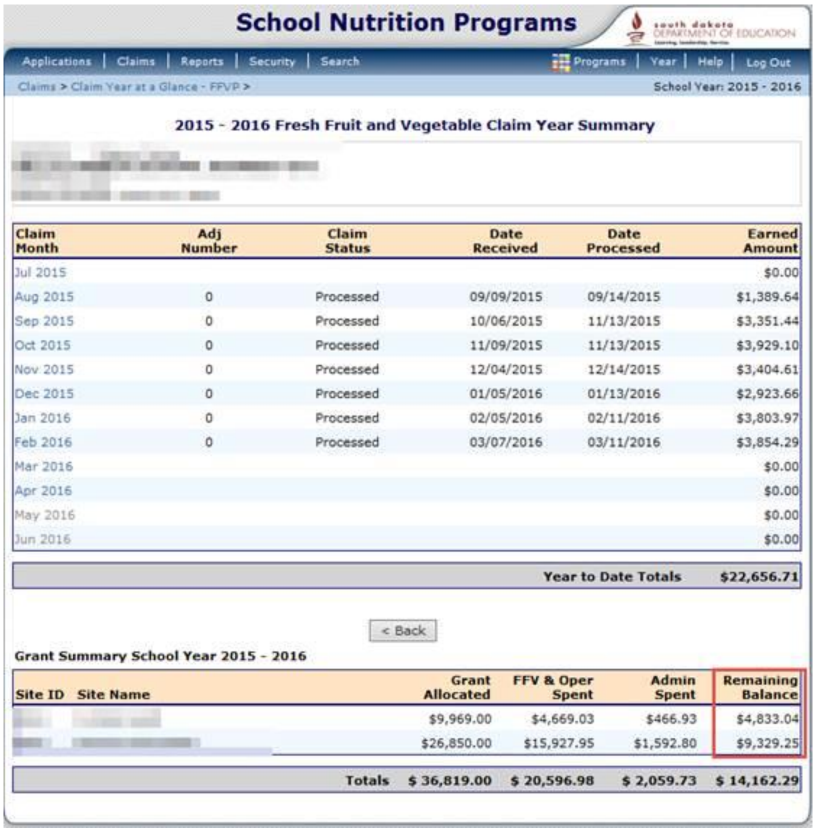
Chapter 6 – Checking FFVP Balance

To successfully run the Fresh Fruit and Vegetable Program, it is essential that the person ordering the fresh fruit and vegetable produce for the program knows the FFVP balance.

1. To review the remaining amount, log in to iCAN, and click **Claims**.

2. Then, click **Claim – FFVP**.

The remaining balance per site will be identified in the bottom-right corner of the screen:


School Nutrition Programs

south dakota DEPARTMENT OF EDUCATION

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Claims > Claim Year at a Glance - FFVP > School Year: 2015 - 2016

2015 - 2016 Fresh Fruit and Vegetable Claim Year Summary

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2015					$0.00
Aug 2015	0	Processed	09/09/2015	09/14/2015	$1,389.64
Sep 2015	0	Processed	10/06/2015	11/13/2015	$3,351.44
Oct 2015	0	Processed	11/09/2015	11/13/2015	$3,929.10
Nov 2015	0	Processed	12/04/2015	12/14/2015	$3,404.61
Dec 2015	0	Processed	01/05/2016	01/13/2016	$2,923.66
Jan 2016	0	Processed	02/05/2016	02/11/2016	$3,803.97
Feb 2016	0	Processed	03/07/2016	03/11/2016	$3,854.29
Mar 2016					$0.00
Apr 2016					$0.00
May 2016					$0.00
Jun 2016					$0.00
				Year to Date Totals	$22,656.71

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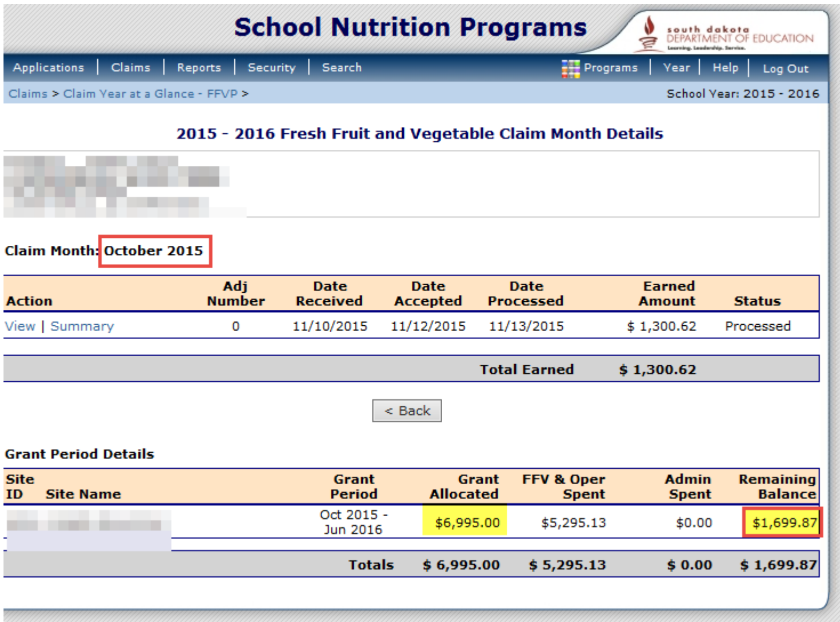
Grant Summary School Year 2015 - 2016

Site ID	Site Name	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
[illegible]	[illegible]	$9,969.00	$4,669.03	$466.93	$4,833.04
[illegible]	[illegible]	$26,850.00	$15,927.95	$1,592.80	$9,329.25
	Totals	$ 36,819.00	$ 20,596.98	$ 2,059.73	$ 14,162.29

- This display provides the TOTAL REMAINING BALANCE from the entire grant year.
  - PLEASE NOTE: This amount includes funds from the 1st allocation (Aug-Sept) and 2nd allocation COMBINED. If the remaining balance is reviewed from this screen after the 1st allocation period is closed, any unspent funds from the 1st allocation will also be displayed.

The following page will show how to view the amount remaining from a specific grant period.

- **To view Amount Remaining per a specific grant period**, click on any claim month from within the grant period which you would like to determine the remaining balance.



- Here, we clicked on October; we can see the total grant allocated for the 2nd allocation period alone, along with the remaining balance of the 2nd allocation.

Chapter 7 – How to budget FFVP Funds

Once approved for program participation, the approval communication from the CANS office provides site-specific FFVP funding amounts.

- These funding amounts are broken out into two portions – one portion is to be used from August thru September 30. The other portion is to be used from October 1 through the end of the school year.

- Additionally the approval communication also includes an average amount to spend per month for the October thru the end of the school year funding amount. Please see a sample of the communication below:

Name of Site:

Your allocation for July 1, through September 30, is **$639.00.**

Your *tentative* allocation for October through end of the school year is **$5,661.00.**

- You will be contacted by our office if the tentative amount is different from the actual amount.

For basic budgeting purposes, the average amount to spend per month during the October allocation period is **$707.63**.

Throughout the school year, it can be very easy to get off-budget, with snow days, early releases, and minimal operational days around the holidays. Below are steps that can be taken to determine your budget in the middle of the year:

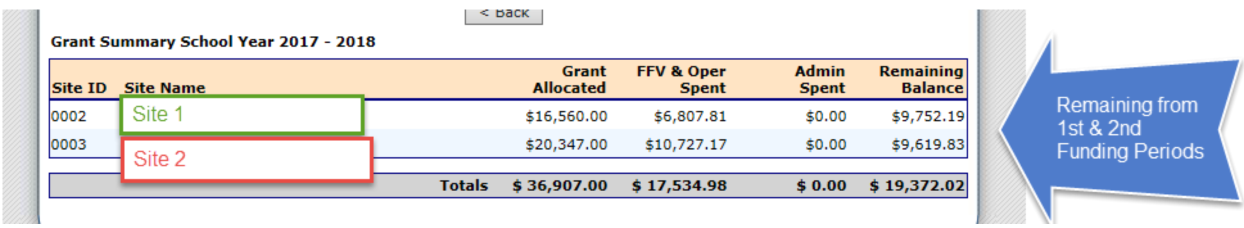
1. In iCAN, select Claim-FFVP to observe the FFVP Claim Year Summary page

2. On the Claim Year Summary page, you will observe the Claim Month list, along with Claim Status.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul					$0.00
Aug					$0.00
Sep	0	Processed	10/10/2017	10/11/2017	$3,055.15
Oct	0	Processed	11/06/2017	02/12/2018	$3,671.72
Nov	0	Processed	12/01/2017	02/12/2018	$4,414.41
Dec	0	Processed	01/22/2018	02/12/2018	$2,244.77
Jan	0	Processed	02/07/2018	02/12/2018	$4,148.93
Feb					$0.00
Mar					$0.00
Apr					$0.00
May					$0.00
Jun					$0.00
				Year to Date Totals	$17,534.98

Site ID	Site Name	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
0002		$16,560.00	$6,807.81	$0.00	$9,752.19
0003		$20,347.00	$10,727.17	$0.00	$9,619.83
	Totals	$ 36,907.00	$ 17,534.98	$ 0.00	$ 19,372.02

3. From here, we can see the Remaining Balance for the full award. Please note, this Grant Summary is considering funds remaining from the first and second funding period.
    a. If you are looking at the Grant Summary after the first funding period (August thru Sept 30) has passed, the summary is including funds which are no longer available to be spent.



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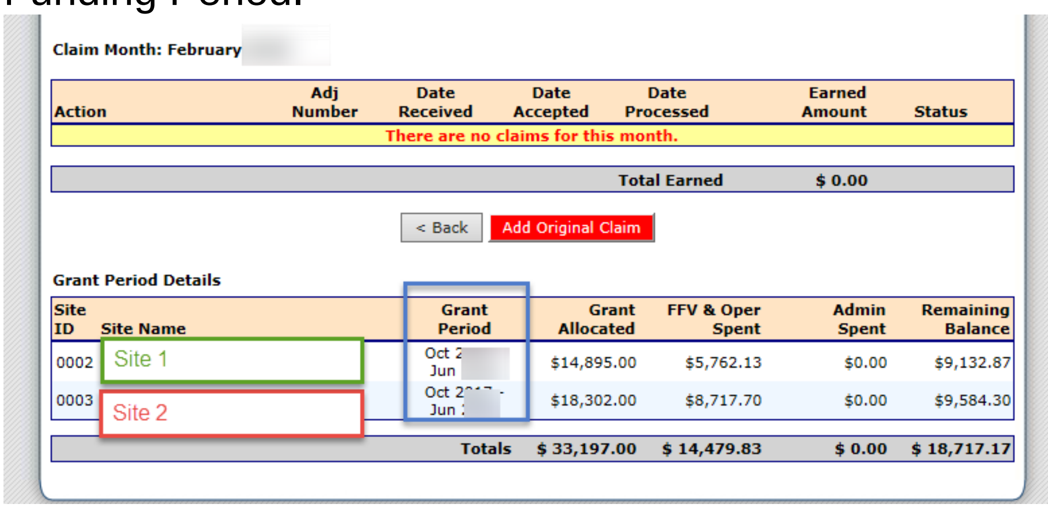
Grant Summary School Year 2017 - 2018

Site ID	Site Name	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
0002	Site 1	$16,560.00	$6,807.81	$0.00	$9,752.19
0003	Site 2	$20,347.00	$10,727.17	$0.00	$9,619.83
	Totals	$ 36,907.00	$ 17,534.98	$ 0.00	$ 19,372.02

4. For an accurate amount remaining from within the current Funding Period, simply click on a month from within the Funding Period. For example, clicking on the Claim Month of February will display the Remaining Balance from the October thru End of School Year Funding Period, since the month of February is in the October thru End of School Year Funding Period.



Claim Month: February

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

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Grant Period Details

Site ID	Site Name	Grant Period	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
0002	Site 1	Oct 2[illegible] Jun [illegible]	$14,895.00	$5,762.13	$0.00	$9,132.87
0003	Site 2	Oct 2[illegible] - Jun [illegible]	$18,302.00	$8,717.70	$0.00	$9,584.30
	Totals		$ 33,197.00	$ 14,479.83	$ 0.00	$ 18,717.17

- As we can see, after clicking on the month of February, the Grant Period (blue box) is identifying the October thru End of School Year Funding Period.

- When comparing the Remaining Balance from this figure with the figure from the Grant Summary, we can see that this figure is less, as this figure is only identifying the Remaining Balance from the current Grant Period.

- The Remaining Balance from this page identifies the funds remaining that are available to be spent.

5. Take the <u>Remaining Balance</u> per site from the Grant Period Details within the Claim Month (like February), and divide by the number of months remaining that you will be operating the program.
   a. This will allow you to identify an Average Per Month to spend for the rest of the year.

Site 1: $9,132.87 (amount remaining) divided by 4 (months remaining in the school year) = **$2,283.21 per month**

Site 2: $9,584.30 (amount remaining) divided by 4 (months remaining in the school year) = **$2,396.07 per month**

6. If you wanted to determine an estimated amount to spend per day, simply take the Remaining Balance per site divided by the anticipated number of operating days remaining in the school year.

Chapter 8 – Equipment Purchases

The Fresh Fruit and Vegetable Program allows program operators to purchase large and small equipment for program use.

Small equipment, such as cutting boards, knives, and transport bins may be claimed in the Small Supplies section of the monthly claim. Preapproval is not needed for purchase of Small Supplies.

Equipment such as mechanical choppers, tables, and kiosks is considered as Large Equipment, and needs pre-approval prior to purchasing.

Steps for FFVP Large Equipment Pre-approval:

1. Once the equipment item for purchase is determined, complete the Equipment Justification and Purchase Form found on the CANS-FFVP webpage.

2. Submit the form, along specifications and cost of the item, to the CANS office – DOE.SchoolLunch@state.sd.us .

3. The CANS FFVP Specialist will review the request, and follow up as needed.

4. The CANS FFVP Specialist will approve if the purchase seems reasonable, and the school has enough administrative dollars to cover the purchase. Finance & Management will also approve the request, and send a letter of approval.

5. NOTE: No more than 10% of the school's total award may be considered as administrative dollars. If a school wants to purchase a product which exceeds remaining administrative

dollars, the reimbursement may only cover up to the remaining administrative dollars.

6. Once approved, the school may purchase the equipment. Include the equipment purchase on the corresponding monthly claim, identified in the Admin section of the claim.
    - The equipment purchase is to be recorded on the monthly claim for which the month that the equipment was invoiced for.

7. Along with claiming the equipment, also send a copy of the equipment invoice to the CANS FFVP specialist.

Summary:

- Request pre-approval for large equipment purchases by using the Equipment Purchase form
- Once approved, purchase the equipment and claim accordingly in iCAN
- Send a copy of the invoice to the CANS FFVP Specialist