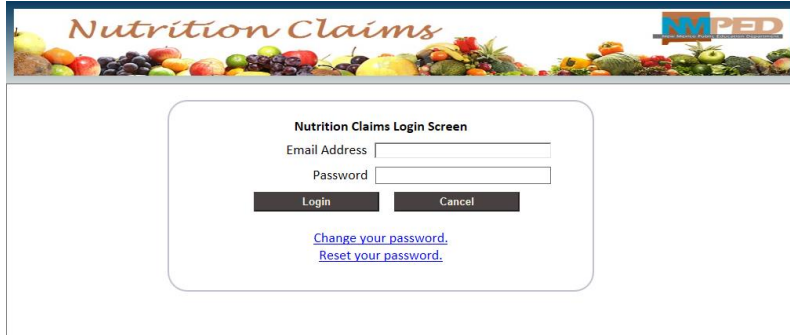


Entering Fresh Fruit and Vegetable Claims

1. Log in to Nutrition Claims



Nutrition Claims Login Screen

Email Address

Password

Login Cancel

[Change your password.](#)

[Reset your password.](#)

2. Select "FFV" from drop down menu and click "Create Claim"

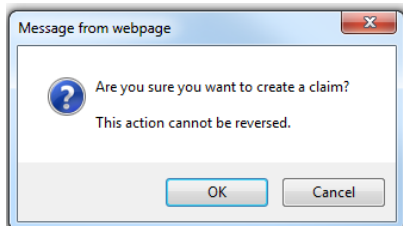
Claims for: BERNALILLO PUBLIC SCHOOLS

Type: Month: Year:

No Claims Entered for this Month/Year.

Create Claim

3. When you click "Create Claim", the system will ask if you are sure you want to create a claim. Click "OK" to proceed or "Cancel" to go back.



4. Now that the claim has been created, click on "Site Claim" to enter claim information for each site.

Claims for: BERNALILLO PUBLIC SCHOOLS

Type: Month: Year:

Claim Work Started for Month/Year Requested

Select	Site Claims	Adjust	Amount	Last Updated	Submit Date	Status	Original
Summary	Site Claims	Adjust	\$0.00	11-02-2018		In Progress	True

5. Click on each individual site to start entering claim information. For this example, Algodones Elementary was selected.

FFV October - 2018

District: BERNALILLO PUBLIC SCHOOLS
 STARS Code: 061000
 Address: 560 S. CAMINO DEL PUEBLO
 Address 2: NULL
 City: Bernalillo
 State Zip: NM 87004

\$0.02 Differential: Yes
 Meal Pattern Certified: Yes
 Cumulative F/R Percentage: Not Available
 Seamless Summer: Yes

Eligible School Listing for This District

School/Site	Amount	Date Entered	Comments
ALGODONES ELEMENTARY	\$0.00	11/2/2018	
BERNALILLO ELEMENTARY	\$0.00	11/2/2018	
COCHITI ELEMENTARY	\$0.00	11/2/2018	
PLACITAS ELEMENTARY	\$0.00	11/2/2018	
SANTO DOMINGO ELEMENTARY	\$0.00	11/2/2018	
WD CARROLL ELEMENTARY	\$0.00	11/2/2018	

1

[Claim Summary](#) [Claim List](#) [Allocation](#)

6. Check "Operating Expenses" to enter operating cost for Algodones Elementary.

FFV October - 2018

District: BERNALILLO PUBLIC SCHOOLS
 STARS Code: 061000
 Address: 560 S. CAMINO DEL PUEBLO
 Address 2: NULL
 City: Bernalillo
 State Zip: NM 87004

\$0.02 Differential: Yes
 Meal Pattern Certified: Yes
 Cumulative F/R Percentage: Not Available
 Seamless Summer: Yes

Eligible School Listing for This District

School/Site	Amount	Date Entered	Comments
ALGODONES ELEMENTARY	\$0.00	11/2/2018	
BERNALILLO ELEMENTARY	\$0.00	11/2/2018	
COCHITI ELEMENTARY	\$0.00	11/2/2018	
PLACITAS ELEMENTARY	\$0.00	11/2/2018	
SANTO DOMINGO ELEMENTARY	\$0.00	11/2/2018	
WD CARROLL ELEMENTARY	\$0.00	11/2/2018	

1

[Claim Summary](#) [Claim List](#) [Allocation](#)

Operating Costs - Fruit/Vegetable/Other (Expenses for buying fresh fruit and vegetables. Including the labor needed for the service and preparation of the produce and non-food supplies)

- Fruits
- Vegetables
- Non-fat dip for vegetables only
- Nonfood supplies items like napkins, paper plates, serving bowls and trays, trash bags, etc.
- Labor cost for staff who prepare and serve the Fresh Fruit and Vegetable snacks

Operating Cost:

[Save](#)

7. Enter dollar amount in text box under each category and click "Save"

8. If the site has selected "Administrative Cost" in the annual application, an area to check "Administrative Costs" would be visible under Operating Costs.

9. Select each site for claim information

10. Once all sites have been entered, go to the "Claim Summary" page to submit your claim.

Eligible School Listing for This District

School/Site	Amount	Date Entered	Comments
ALGODONES ELEMENTARY	\$0.00	11/2/2018	
BERNALILLO ELEMENTARY	\$0.00	11/2/2018	
COCHITI ELEMENTARY	\$0.00	11/2/2018	
PLACITAS ELEMENTARY	\$0.00	11/2/2018	
SANTO DOMINGO ELEMENTARY	\$0.00	11/2/2018	
WD CARROLL ELEMENTARY	\$0.00	11/2/2018	

1

[Claim Summary](#) [Claim List](#) [Allocation](#)

11. Verify that all information is correct.

Claim Type: FFV Current Claim Status: In Progress

District: BERNALILLO PUBLIC SCHOOLS
 STARS Code: 061000
 Address: 560 S. CAMINO DEL PUEBLO
 Address 2: NULL
 City: Bernalillo
 State Zip: NM 87004

Date: 11/06/2018 Month: October Year: 2018 Schools: 6

School	Operating Total	Admin Total	Claim Total
ALGODONES ELEMENTARY	\$0.00	\$0.00	\$0.00
COCHITI ELEMENTARY	\$0.00	\$0.00	\$0.00
PLACITAS ELEMENTARY	\$0.00	\$0.00	\$0.00
BERNALILLO ELEMENTARY	\$0.00	\$0.00	\$0.00
WD CARROLL ELEMENTARY	\$0.00	\$0.00	\$0.00
SANTO DOMINGO ELEMENTARY	\$0.00	\$0.00	\$0.00

Claim was created by: KRISTINA FERNANDEZ On 11/2/2018 4:36:26 PM

Amount Claimed: Operating Total: Admin Total: Total:

[Return to SFA Claims](#)
[Return to Site Claims](#)

Upload all supporting Fresh Fruit and Vegetable Documentation(s) [Browse...](#)

No Documents on file.

WARNING: SCHOOLS WITH CLAIMS IS FEWER THAN TOTAL NUMBER OF SCHOOLS

Comments:

Claim Subtotal	\$0.00
Amount SFA Received This Month	\$0.00
Amount SFA Paid This Month	\$0.00
SFA Total For Month	\$0.00
CLAIM/ADJUSTMENT AMOUNT IS ZERO	\$0.00

If you need assistance, please call SSAWB at (505) 827-1821.

12. Before you can submit your claim, upload all supporting documentation for this claim. Click "Browse" to locate file(s) and then "Upload".

Upload all supporting Fresh Fruit and Vegetable Documentation(s) [Browse...](#)

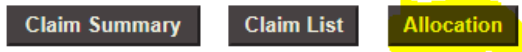
No Documents on file.

13. Once you have uploaded your document(s) and verified all information, click "Submit"

Claim Subtotal	\$0.00
Amount SFA Received This Month	\$0.00
Amount SFA Paid This Month	\$0.00
SFA Total For Month	\$0.00
CLAIM/ADJUSTMENT AMOUNT IS ZERO	\$0.00
<input type="button" value="Submit"/>	
<input type="button" value="Void"/>	

View Allocation

- To view allocation information, click "Allocation" from the site screen.



- Select site by clicking the link under the operating allocation to view allocation for the site.

SELECT SFA CLAIMS DIRECT CERT APPROVALS TRANSACTIONS PAYMENTS REPORTS ADMIN RATES LOG OUT					
Fresh Fruit and Vegetable Program					
Allocation Period: October through September					
School/Site	Operating Allocation	Admin Costs?	Administrative Allocation	Total Allocation	
ALGODONES ELEMENTARY	\$7,126.00	False	\$0.00	\$7,126.00	
COCHITI ELEMENTARY	\$9,018.00	False	\$0.00	\$9,018.00	
BERNALILLO ELEMENTARY	\$18,344.00	False	\$0.00	\$18,344.00	
WD CARROLL ELEMENTARY	\$15,704.00	False	\$0.00	\$15,704.00	
SANTO DOMINGO ELEMENTARY	\$10,162.00	False	\$0.00	\$10,162.00	

- This will display your remaining allocation and what has been claimed so far.

Fresh Fruit and Vegetable Program					
Allocation Period: October through September					
School/Site	Operating Allocation	Admin Costs?	Administrative Allocation	Total Allocation	
ALGODONES ELEMENTARY	\$7,126.00	False	\$0.00	\$7,126.00	
COCHITI ELEMENTARY	\$9,018.00	False	\$0.00	\$9,018.00	
BERNALILLO ELEMENTARY	\$18,344.00	False	\$0.00	\$18,344.00	
WD CARROLL ELEMENTARY	\$15,704.00	False	\$0.00	\$15,704.00	
SANTO DOMINGO ELEMENTARY	\$10,162.00	False	\$0.00	\$10,162.00	

1

ALGODONES ELEMENTARY (Total Allocation)

Year	Month	Operating Expense	Admin Expense	Claim Total	Claim Status
2018	October	\$0.00	\$0.00	\$0.00	In Progress

Remaining Operating Balance: \$7,126.00

Remaining Admin Balance: \$0.00