



Fresh Fruit and Vegetable Program (FFVP) 2016-17 School Year Monthly Claim Requirements & Due Dates

OSSE's Fresh Fruit and Vegetable Program (FFVP) provide a variety of fresh fruits and vegetables as a healthy snack option to all elementary school children at no cost to the school. Items that should be reviewed and confirmed by the School Food Authority (SFA) prior to submitting their monthly claim to the State Agency for processing include:

- School Food Authority (SFA) name listed on all documents submitted (**including ALL corresponding invoices / cost summary sheets. This includes the individual site names for SFA's with multiple sites.**)
- Correct month listed on submission & corresponding invoice(s) / cost summary sheet(s)
- Authorized SFA staff member signatures are required with all submissions –Claims submitted without signature will not be accepted to meet deadline.
- Invoice(s) and cost summary sheet(s) to support the reimbursement amount requested.

All reimbursement requests should be emailed directly to osse.ffvp@dc.gov for review and processing by the 10th day of the month following the last day of the claim month. If the 10th day falls on a weekend, claims will be due by close of business the following business day.

The 60 day timeframe is established for submission of any claim corrections or adjustments, **NOT submission of the first claim for reimbursement.** All revisions/corrections and a final claim for reimbursement shall be postmarked or submitted to the State Agency **no later than 60 days** following the last day of the full month covered by the claim. Any final claim not submitted by the 60th day **WILL NOT BE REIMBURSED.**

Claim Month	Due Date	Corrections and Adjustments Due Date
July 2016	Aug. 10, 2016	Sept. 29, 2016
August 2016	Sept. 10, 2016	Oct. 30, 2016
September 2016	Oct. 10, 2016	Nov. 29, 2016
October 2016	Nov. 10, 2016	Dec. 30, 2016
November 2016	Dec. 10, 2016	Jan. 29, 2017
December 2016	Jan. 10, 2017	March 1, 2017
January 2017	Feb. 10, 2017	April 1, 2017
February 2017	March 10, 2017	April 29, 2017
March 2017	April 10, 2017	May 30, 2017
April 2017	May 10, 2017	June 29, 2017
May 2017	June 10, 2017	July 30, 2017
June 2017	July 10, 2017	Aug. 29, 2017

All submissions *including revisions* must include:

- **Signed PDF & Excel version** of the *Fresh Fruits & Vegetable* reimbursement form
- **Cost Summary Sheet / Corresponding Invoices**
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If there are any questions or concerns regarding the FFVP claims submitted please email osse.ffvp@dc.gov or call Andrea Belloli RDN, Program Specialist at (202) 724-1398.

[USDA SY16-17 FFVP Fund Allocation Memo](#)