



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

**Fresh Fruit and Vegetable Program (FFVP)  
2019-20 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](mailto:osse.ffvp@dc.gov) for review and processing by the 10<sup>th</sup> day of the month following the last day of the claim month. If the 10<sup>th</sup> 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 2019	Aug. 10, 2019	Sept. 30, 2019
August 2019	Sept. 10, 2019	Oct. 30, 2019
September 2019	Oct. 10, 2019	Nov. 30, 2019
October 2019	Nov. 10, 2019	Dec. 30, 2019
November 2019	Dec. 10, 2019	Jan. 29, 2020
December 2019	Jan. 10, 2020	March 2, 2020
January 2020	Feb. 10, 2020	March 31, 2020
February 2020	March 10, 2020	April 29, 2020
March 2020	April 10, 2020	June 1, 2020
April 2020	May 10, 2020	June 29, 2020
May 2020	June 10, 2020	July 30, 2020
June 2020	July 10, 2020	Aug. 31, 2020

**All submissions including revisions must include:**

- **Signed PDF & Excel version** of the *Fresh Fruits & Vegetable* reimbursement form
- **Cost Summary Sheet / Corresponding Invoices**

If there are any questions or concerns regarding the FFVP claims submitted please email [osse.ffvp@dc.gov](mailto:osse.ffvp@dc.gov) or call Janna dePorter, MS, RD, LD, Program Specialist at (202) 724-7775. [USDA SY19-20 FFVP Fund Allocation Memo](#)