**Fresh Fruit and Vegetable Program (FFVP)**

**Budgeting Guide**

**Child Nutrition**

**Maine Department of Education**

**Grant Cycle**

FFVP funding aligns with the federal fiscal year- October 1st through September 30th.

The funds are split into two allocations: 1) July-September and 2) October- June

* The first allocation for July-September must be used during those months. Any excess funds must be returned to USDA. *\*Note: this money is from the prior school year*
* The second allocation for October- June is the amount the school was awarded for the current school year.

**Budgeting Needs**

* Create a monthly or weekly budget to ensure funds are being used timely.
	+ For October- June allocation divide by 9 to allow adequate monthly spending.
	+ Example: $9,000 allocation/9 months= $1,000 average monthly spending

*\*Note: districts may opt to save money for September of the following school year*

* Save ~10% of grant award for September of the following school year (if plan to save)

**Resources**

FFVP budgeting tool: <https://www.maine.gov/doe/schools/nutrition/programs/ffvp>.

USDA FFVP Handbook: <https://www.maine.gov/doe/schools/nutrition/programs/ffvp>

FFVP usage report in NEO: <https://neo.maine.gov/doe/neo/nutrition/ReportDashboard>.

* The report has three columns: Amount, Balance and Usage (separated for July- Sept and Oct-June).
	+ **Amount** = grant amount allocated to that school
	+ **Balance** = funds remaining, based on the most recent claim that has been paid.
	+ **Usage** = percent of funds used to date, based on the most recent claim that has been paid.



**Budgeting Tips & Best Practices**

* Develop a budget for each school and monitor throughout the year
* Conduct a mid-year evaluation of spending (refer to FFVP usage report) and adjust accordingly
* Reallocate funds as needed- send requests to the FFVP coordinator
* Use funds for labor and equipment expenses, keeping in mind these should be kept minimal and administrative costs are no more than 10% of the total grant.
* Increase the number of serving days if underspending
* Communicate frequently with school staff to avoid over or under spending.

**For questions, please contact:**

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