**Procedure for Filing a Fresh Fruit and Vegetable Program (FFVP) Claim in NEO During School Year 2021**

**Overview**: When filing a claim for the Fresh Fruit and Vegetable Program (FFVP), follow the steps as outlined below. This guidance is intended for school districts who wish to file an FFVP claim while operating the Summer Food Service Program (SFSP) or National School Lunch Program (NSLP) during School Year 2021.

**Complete FFVP School Details**

1. Gather all FFVP related expenses for Food, Labor, Equipment, and Other that were paid in the reporting month.
2. Log into the NEO Nutrition module with your username and password: <https://neo.maine.gov/DOE/neo/core/>.
3. Under the Reimbursement tab select “FFVP School Details”. Select the school name.
4. On the next screen, select the effective month/year and then select “create”
5. Next, enter all FFVP operational and administrative costs in the boxes provided. Then record the products purchased in the text box found under the costs. Hit “submit” when you are done.

**\*Repeat steps for all FFVP schools**

**Complete School Monthly Details *\* this step is only required for those operating NSLP. If operating SFSP, skip to District Financials***

1. Go to the Reimbursement tab and select “School Monthly Details”. Select the school name.
2. On the next screen, select the effective month/year and then select “create”
3. Enter the free, reduced and paid meal counts.
4. Enter 0 in all other fields, then hit “save” and “submit”.

**Complete District Financials**

1. Under the Reimbursement tab select “District Financials”.
2. Select the effective date and then select “create”.
3. Under Vouchers and Disbursements, enter 0 in all fields and hit “save” and “submit”.

**Complete District Claims**

1. Under the Reimbursement tab select “District Claims”.
2. Select the effective date and then select “create”.
3. Review the claim information to make sure it is accurate and then hit “save” and “submit”.
4. Request approval from your Legal Agent. Once approved by the legal agent this process is complete!

Effective 12/2020