

OMB CONTROL NO: 0584-XXXX
EXPIRATION DATE: XX/XX/XXXX

**FRESH FRUIT AND VEGETABLE
PROGRAM (FFVP)
Monthly Reimbursement Form
Prototype**

Name of School: _____

Address: _____

Name of District: _____

Agreement Number _____

SCHOOL YEAR: _____

SPECIFY FISCAL YEAR FUNDS: _____

CLAIM INFORMATION:

Month/Year _____

Number of Days of Operation in Report Month: _____

OPERATING COSTS

Please itemize expenses for operating costs

-- Fruits/Vegetables \$ _____

-- Labor (ONLY for preparation and service of Fruits & Vegetables) \$ _____

-- Small supplies/other \$ _____

TOTAL OPERATING COSTS \$ _____

ADMINISTRATIVE COSTS \$ _____

Please itemize expenses for operating costs

Equipment, leasing, labor such as; planning, ordering, reporting, tracking, inventory, etc. total limited to 10% of grant**

SIGNATURE

Food Service Director _____ Date _____

(Please print name) _____ Phone# _____

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OPERATING COSTS: Product Description	Total Cost
Fruits	
Sub-total fruits:	

Evaluation of the Canned, Frozen, or Dried Fruits and Vegetables Pilot Project in the FFVP
 Appendix D3 PROTOTYPE FOR FFVP MONTHLY REIMBURSEMENT FORM

OPERATING COSTS: Product Description	Total Cost
Vegetables	
Sub-total vegetables	

Evaluation of the Canned, Frozen, or Dried Fruits and Vegetables Pilot Project in the FFVP
 Appendix D3 PROTOTYPE FOR FFVP MONTHLY REIMBURSEMENT FORM

OPERATING COSTS: Product Description	Total Cost
--SMALL SUPPLIES/OTHER: Please itemize (Small supplies -- e.g. napkins, paper plates, utensils, bowls, pans, other items such as low-fat dips)	
ADMINISTRATIVE COSTS: please itemize (costs such as equipment purchases, leasing and labor cost not related to the <u>preparation</u> and <u>servicing</u> of fruits and vegetables; labor includes but is not limited to planning, ordering, writing menus, reporting, billing, tracking, inventory, etc. Total administrative costs are limited to 10% of the grant.	Total Costs
Sub-total Administrative Costs	