

Accessing FFVP Reports in SNO

The screenshot displays the MyGaDOE SNO interface. At the top, there is a search bar for districts and a navigation menu with letters A through Z. The main header includes the Georgia Department of Education logo and the text "Welcome to MyGaDOE". Below the header, there are several sections: "Site Navigation" with links for Home and Logout; "School Nutrition" with links for Free and Reduced Lunch, View Documents, School Nutrition Account, and a dropdown menu for School Nutrition; "Message Center"; "Account Information" with links for Add to Favorites and Help - Dticket; and "Hide Navigation". The "School Nutrition" dropdown menu is expanded, showing options like SAM, School Year Setup, Claims, Financial, Manager Classification, Others, Reports, Verification, Manage CEP-P2 Worksheet, Admin Configuration, Application For Equipment Assistance G, Invoices, Manage Invoices Reports, and SN Invoice Online Help. Red arrows point from the "School Nutrition" menu to "Invoices", and from "Invoices" to "Reports".

- In SNO, go to School Nutrition > Invoices > Reports

Detailed Monthly Expenditure Report

Georgia Department of Education

You have (0) new messages.

Welcome to MyGaDOE
Help Desk Portal | Online Documentation

School Nutrition Invoice Reports

Report Category: School Nutrition Reports

Report Name: Detailed Monthly Expenditure Report

Fiscal Year: 2022

System ID: [REDACTED]

School ID: ALL

Claim Month: April

View Report

For the **Detailed Monthly Expenditure Report**, select the following:

- Report Category = School Nutrition Reports
- Report Name = Detailed Monthly Expenditure Report
- Fiscal Year = Current School Year
- System ID = Your School District's System ID
- School ID = All
- Claim Month = Month Being Claimed

Then click **View Report**. Before submitting an FFVP operating or administrative claim, use this report to review data entered in SNO.

Detailed Monthly Expenditure Report



School Nutrition Invoice System
 USDA Fresh Fruit and Vegetable Program
 Georgia Participating School
 July 1, 2021 - June 30, 2022
 Detailed Monthly Expenditure Report

Fiscal Year: 2022

School Name: [REDACTED]

Claim Month: April

System: [REDACTED]

LABOR (Labor directly related to the preparation or serving of fresh fruits and vegetables. Include employee name and position of staff member. Retain documentation of assigned tasks, time required to conduct tasks, and respective Time Sheet benefits may be included in labor reimbursement.)	COSTS
Operating Labor	Operating Labor Costs
[REDACTED]	\$303.12
Total Operating Labor Costs	\$303.12
Fresh Fruit and Vegetable	Fresh Fruit and Vegetable Operating Cost
ACCA# [REDACTED]	\$416.00
ACC# [REDACTED]	\$315.00
Scoggins# [REDACTED]	\$1,015.00
Scoggins# [REDACTED]	\$737.00
Scoggins# [REDACTED]	\$939.00
Total Fresh Fruit and Vegetable Costs	\$3,422.00
Sub-Total Labor and Fresh Fruit & Vegetable Costs	\$3,725.12
<small>SMALL SUPPLIES/OTHER: (Small supplies include plates, bowls, napkins, and utensils. "Other" includes nonfat or low fat dips used when serving vegetables. Note: No condiments for fruits are reimbursable. Reminder: All pre-approved kitchen equipment purchases should be keyed as Administrative Costs.)</small>	
Small Supplies	Small Supplies Cost
Total Small Supplies/Other Costs	\$0.00
Grand Total for Operating Costs	\$3,725.12
<small>ADMINISTRATIVE COSTS: (These costs include pre-approved kitchen equipment purchases and labor pertaining to planning, ordering, billing, and filing monthly claim electronically for reimbursement. Administrative costs are limited to 10% of the total grant.)</small>	
Large Equipment	Large Equipment Costs
Total Large Equipment Costs	\$0.00
Administrative Labor	Administrative Labor Costs
[REDACTED]	\$103.16
Total Administrative Labor Costs	\$103.16
Other	Other Costs
Total Other Cost	\$0.00
Grand Total for Administrative Costs	\$103.16

Georgia Department of Education
 Richard Woods, Georgia's School Superintendent
 May 19, 2022 - 06:56 AM

Page 1 of 1

The **Detailed Monthly Expenditure Report** provides an overview of an SFA's FFVP claim (operating and/or admin) for each participating school (red arrows)

Operating Labor (blue arrow)

- Labor costs for each staff member will be itemized in this section.
- This is for labor to prepare and serve the FFVP.

Fresh Fruit & Vegetable (green arrows)

- Invoices from vendors will be itemized in this section.

Small Supplies (purple arrow)

- Invoices from vendors will be itemized in this section.
- Small Supplies include items such as napkins, hand sanitizers, trash can liners, and non-regular dressing (fat-free, low/reduced fat, etc.)

If there is an administrative claim, these charges will appear in the **Administrative Costs** section (orange arrow) for Administrative Labor, Large Equipment (requires pre-authorization), or Other.



Monthly Expenditure Report

The screenshot shows the MyGaDOE interface. At the top right, it says "Welcome to MyGaDOE" with links for "Help Desk Portal" and "Online Documentation". A notification bar indicates "You have (0) new messages." The main content area is titled "School Nutrition Invoice Reports". It contains a form with the following fields:

- Report Category:** School Nutrition Reports (dropdown)
- Report Name:** Monthly Expenditure Report (dropdown)
- Fiscal Year:** 2022 (dropdown)
- System ID:** [Redacted] (dropdown)
- School ID:** ALL (dropdown)
- Claim Month:** April (dropdown)
- Version:** New (dropdown)

At the bottom left of the form is a "View Report" button. On the left side of the page, there is a "Site Navigation" menu with options: Home, Logout, School Nutrition, School Nutrition (with a right arrow), Mari Toyohara, Account Information, Add to Favorites, Help Desk (with a right arrow), and Hide Navigation (with a speaker icon).

For the **Monthly Expenditure Report**, select the following:

- Report Category = School Nutrition Reports
- Report Name = Monthly Expenditure Report
- Fiscal Year = Current School Year
- System ID = Your School District's System ID
- School ID = All
- Claim Month = Month Being Claimed

Then click **View Report**. If you are claiming FFVP Operating Labor, use this report to double-check that total operating labor does not exceed 20% of total operating costs.

Monthly Expenditure Report



School Nutrition Invoice System
 USDA Fresh Fruit and Vegetable Program
 Georgia Participating School
 July 1,2021 - June 30,2022
 Monthly Expenditure Report

Claim Month: April
 System Name: [REDACTED] Date: 2022
 School Name : [REDACTED]

REIMBURSEMENT INFORMATION

Number of Operating Days in the Report Month 16

CLAIM INFORMATION

New Grant Period: Oct 01, 2021 to Jun 30, 2022

OPERATING COSTS (Please itemize expenses for operating costs on the following pages):

Fresh Fruits and Vegetables	\$2,290.00		
Labor	\$308.70	11.88%	\$572.50
Small Supplies	\$0		
TOTAL OPERATING COSTS	\$2,598.70		

**Current Total Amount for
 FFVP Operating Labor
 (Cannot Exceed Maximum
 Allowable Amount)**

**Current Percentage for
 FFVP Operating Labor
 (Cannot Exceed 20%)**

**Maximum Allowable
 Amount for FFVP
 Operating Labor**

ADMINISTRATIVE COSTS

(Kitchen equipment and labor such as: planning, ordering, reporting, tracking, inventory, etc. Total limited to 10% of grant. All equipment must be approved by GaDOE prior to purchase.)

Labor	\$0
Large Equipment	\$0
Other	\$0
TOTAL ADMINISTRATIVE COSTS	\$0.00

TOTAL REIMBURSEMENT: \$2,598.70

You can use administrative funds for operating expenditures but cannot use operating funds for administrative costs.

