**USDA FFVP Grant Claims Checklist**

# SNO Profile Roles Required

* If preparing claims in SNO 🡺 SN Invoice Preparer
* If submitting claims in SNO 🡺 SN Invoice Submitter

# Claims Data

* Does the selected fund month in SNO match the month for the claim being prepared?
* Is the correct grant and claim type selected? (E.g., “FFVP Jul-Sep Operating-Grant 621” for an August operating claim)
* Are the Vendor Name, Invoice Number, Invoice Date, and Invoice Amount fields correct?
* Do all invoices reflect the month of the claim being prepared? (E.g., if preparing an April FFVP claim, all invoices must reflect April dates)
* Did the Vendor charge each school the same unit price for the same item, if ordered on the same day?

# Attachments

* Are all invoices/timesheets that were entered into the claim also included in the attachments

– and vice versa?

* Do all invoices/timesheets indicate both the district’s name and the name of the school?
* Are all pages legible? (School name and address, vendor’s name and address, quantity, description, and unit price for items, total invoice amount, etc.)

# Labor (Operating or Administrative)

* If claiming for operating labor, is the total operating labor cost within 20% of the school’s total operating costs for that month? Use the **Monthly Expenditure Report** in SNO to determine this amount.
  + Enter any overage amounts in the “Paid by Other Sources” field.
* Do all timesheets include the following required components?
  + Name of the district and school
  + First and last name of the employee
  + Claim month and school year
  + Dates worked
  + Number of FFVP hours worked each day
  + Total FFVP hours worked that month
  + Calculation: Total FFVP Hours Worked \* Hourly Rate = FFVP Labor
  + Employee’s Certification: signature and date (date must be on or after the last day worked)
  + Supervisor’s Certification: signature and date (date must be on or after the last day worked)

# FFVP Equipment

* Has an FFVP Equipment Pre-Approval Request Form been completed prior to purchasing the item?
* Has GaDOE School Nutrition Division approved the item?
* Is a copy of the signed approval form attached to the claim in SNO?
* Does the school have adequate funds in its FFVP administrative account to submit a claim? If not, please request a transfer of funds from the operating to the administrative account (up to 10% of the grant period’s allocation is permitted for administrative expenses.)