

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

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)

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? (Vendor’s name and address, quantity, description, and unit price for items, total invoice amount, etc.)

Labor

- If claiming for operating labor, is the total operating labor cost within 20% of total operating costs?
- Timesheets – do they 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
 - Employee’s hourly rate
 - 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 approved the item?
- Is a copy of the signed approval form attached to the claim in SNO?