

FF&VP Claims – SFA Comments Checklist

To successfully file the monthly FF&VP Claim in the CN Technology System, it is a requirement to type information in the “SFA Comments” section on the claim. What type of information should be included? The explanation of:

- 🍎 a recent nutrition education lesson/activity, (school-wide or classroom)
- 🍎 special fresh fruit and/or vegetable promotions
- 🍎 special circumstances why fruits and/or vegetables were not claimed
- 🍎 locally-grown produce menued/ordered/purchased
- 🍎 issues regarding small supplies/small wares purchased
- 🍎 issues regarding large equipment purchased
- 🍎 issues regarding FF&VP labor claimed
- 🍎 any information that helps explain any item claimed for reimbursement

Each FF&VP Claim should be self-explanatory. With information submitted in the “SFA Comments” section, anyone viewing the FF&VP claim (USDA or NCDPI) should be able to understand what was purchased for use in the FF&VP. It is NECESSARY to provide this type of information to expedite the review, approval, and reimbursement of all FF&VP claims which will help prevent a request from the NCDPI requesting further explanation and revisions to the claim.

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