

FFVP Claims - SFA Comments Checklist

To successfully file the monthly FF&VP Claim in the School Nutrition 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)**
(Note: Feedback from students regarding likes and dislikes is not considered nutrition education.)
- 🍎 **special fresh fruit and/or vegetable promotions**
- 🍎 **special circumstances why fruits and/or vegetables were not claimed locally-grown produce menued/purchased**
- 🍎 **issues regarding small supplies/small wares purchased issues regarding large equipment purchased**
- 🍎 **issues regarding 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, NCDPI, or other) 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 the FF&VP claim and help to prevent a phone call from the NCDPI requesting further explanation and revisions to the claim.

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