



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 ADMINISTRATIVE SERVICES – SCHOOL FOOD SERVICES  
**FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)**  
**REIMBURSEMENT CLAIM FORM**

**DUE DATE: 15TH OF EACH MONTH**

LOCAL EDUCATION AGENCY (LEA):	AGREEMENT NUMBER:
SCHOOL BUILDING NAME:	SCHOOL BUILDING CODE:

**DIRECTIONS:**

MONTHLY CLAIMS FOR REIMBURSEMENT ARE TO BE SUBMITTED BY THE 15TH OF THE MONTH FOLLOWING THE MONTH BEING REPORTED.  
 MAIL THE COMPLETED FORM TO: SCHOOL FOOD SERVICES, MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION,  
 PO BOX 480, JEFFERSON CITY, MO 65102  
 OR FAX: 573-526-3897  
 QUESTIONS: CONTACT SCHOOL FOOD SERVICES, 573-751-3526, WEBREPLYADMFO@DESE.MO.GOV

**SCHOOL INFORMATION:**

CONTACT PERSON:	POSITION WITH SCHOOL:
CONTACT PERSON'S E-MAIL:	
CONTACT PERSON'S PHONE NUMBER:	SCHOOLS FAX NUMBER:

**CLAIM INFORMATION:**

MONTH/YEAR:	NUMBER OF DAYS FRESH FRUIT AND VEGETABLES WERE SERVED IN REPORT MONTH:
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**OPERATING COSTS (FROM ATTACHED WORKSHEETS):**

FRUITS/VEGETABLES	a.	\$
LABOR (ONLY FOR PREPERATION AND SERVICE OF FRUITS & VEGETABLES)	b.	\$
SMALL SUPPLIES/OTHER	c.	\$
TOTAL OPERATING COST	(a+b+c)	=d. \$

**ADMINISTRATIVE COSTS (FROM ATTACHED WORKSHEETS):**

TOTAL ADMINISTRATIVE COST	e.	\$
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**TOTAL COSTS:**

TOTAL OPERATING COSTS + TOTAL ADMINISTRATIVE COST	(d+e)	=f. \$
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**SIGNATURE:**

FOOD SERVICE DIRECTOR SIGNATURE:	DATE:
(PLEASE PRINT NAME)	
AUTHORIZED REPRESENTATIVE SIGNATURE:	DATE:
(PLEASE PRINT NAME)	





<b>OPERATING COSTS:</b> <b>LABOR:</b> LABOR DIRECTLY RELATED TO THE <b>PREPARATION</b> OR <b>SERVING</b> OF FRESH FRUITS AND VEGETABLES. EX: WASHING AND CHOPPING PRODUCE, PREPARING TRAYS, DISTRIBUTING PRODUCE TO CLASSROOMS, SETTING UP KIOSKS, AND CLEANING UP.	<b>COSTS</b>
<b>TOTAL LABOR</b> (b.)	
<b>OPERATING COST:</b> <b>SMALL SUPPLIES/OTHER:</b> SMALL SUPPLIES -- EX. NAPKINS, PAPER PLATES, UTENSILS, SERVING BOWLS, TRAYS, CLEANING SUPPLIES, AND TRASH BAGS. OTHER--EX. LOW FAT DIPS FOR VEGETABLES ONLY AND DELIVERY CHARGES.	<b>COSTS</b>
<b>TOTAL SMALL SUPPLIES/OTHER</b> (c.)	
<b>Total Operating Costs</b> (a+b+c)	
<b>ADMINISTRATIVE COSTS:</b> PURCHASING OR LEASING EQUIPMENT, LABOR COSTS NOT RELATED TO THE PREPARATION AND SERVICES OF FRUITS AND VEGETABLES. EX. PLANNING THE PROGRAM, MANAGING PAPERWORK, PREPARING CLAIMS FOR REIMBURSEMENT, ORDERING PRODUCE, TRACKING INVENTORY, AND COORDINATING NUTRITION PROMOTION ACTIVITIES. TOTAL ADMINISTRATIVE COSTS ARE LIMITED TO 10% OF THE TOTAL GRANT.	<b>COSTS</b>
<b>Total Administrative Costs</b> (e.)	