



The Fresh Fruit and Vegetable Program (FFVP) Claim Instructions
Montana Office of Public Instruction School Nutrition Programs
Updated March 2026

Claim Timeframes

These instructions will cover details about the claiming process and how to submit a claim for the Fresh Fruit and Vegetable Program in MAPS (starting on **Page 5**).

To start, you will submit a claim each month, **by the 10th of the following month**, for the expenses **you had that month**. For example, if you were submitting a claim for October, you would submit it by November 10th and it may include:

- Food: The cost of all fruits and vegetables you served in October, even if you bought them in September.
- Labor & Supplies: The costs for staff time to serve and prepare FFVP and supplies used in October.
- Administration: The costs for administrative tasks, like submitting the claim for the month of October or large equipment purchased in October.

What can be claimed?

- Fruit and Vegetables
 - Fresh fruits
 - Fresh vegetables
 - Dips that are low-fat or fat-free to be served with vegetables
 - Costs for shipping or the delivery charges of the produce
- Operational Costs
 - FFVP-related labor hours for staff who wash and chop produce, prepare trays, distribute snacks to classrooms, or clean up after service.
 - Small supplies including napkins, paper plates, serving cups, serving utensils, and small equipment/tools (such as, rolling carts, cutting boards, peelers, etc.) are allowable costs if used primarily for the FFVP. **Note:** If these items are also used for other programs (like breakfast or lunch), you must prorate the cost based on the usage ratio between the FFVP and those other programs.
- Administrative Costs
 - *Limited to 10% of the total FFVP grant*
 - FFVP-related labor hours for staff performing tasks like submitting monthly claims.

- Large Equipment (>\$1,000): This includes items like dedicated FFVP refrigerators, industrial slicers, etc.. **Important:** You must receive approval from the OPI via [this form](#) before making the purchase and claiming it.

Important: Most FFVP funds must be used for purchasing fresh fruits and vegetables. Non-food costs must be reasonable based on the program's scope (e.g., serving frequency and preparation). Labor costs (operating or administrative) must be minimal ([FFVP Handbook, Pages 22-24](#)).

Who Submits a Claim?

The Claim Contact is the person at your school responsible for submitting monthly reimbursement claims for programs such as the National School Lunch Program, School Breakfast Program, and Afterschool Snack Program. They will also submit the claim for the FFVP. You can verify who your school's Claim Contact is by checking under "Applications - Application Packet" in MAPS.

If you have a change in staff or someone on your team needs Claim Contact access, please complete the [MAPS User Access Request Form](#). There should only be one person at your school district with Claim Contact access.

What Claim Documentation is Needed?

All claims must be supported by documentation for the requested amount. While this documentation does not need to be submitted with the claim, it must be kept on file for the current school year plus an additional three school years. Please note that this cost documentation will be reviewed during an Administrative Review. Adequate documentation methods are listed below.

For Fruit, Vegetable, and Small Supplies FFVP Purchases

Receipts or invoices with the purchases made. If it's on the same receipt/invoice as other school nutrition food purchases, highlight the FFVP ones! See an example below:

QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	EXTENDED PRICE	FFVP	
1	CS	1201.690	HELLOGG POP TART PR CINN WHL GRN	3800055122	0445088	54.15		
1	CS	4810	MANWICH SAUCE SLOPPY JOE	2700044181	8459547	37.13		
1	LB	ONLY6	CRISCO SHORTENING ALL PURP	24171	7221705	14.60		
1	CS	436	NAT VLY SNACK BAR GRANOLA OATS N H	11582000	4069720	41.90		
1	CS	125	SYS CLS SUGAR GRANULATED XFINE CANE	401490	5087572	27.88		
			*****CHEMICAL * JANITORIAL*****			367.75		
1	CS	29LB	KEYSTON DETERGENT MACH SLD FWR XL DI	6100184	8265625	98.07		
			** HAZARD **			98.07		
			*****PRODUCE*****					
2	CS	110	IMPFRSH CARROT LOOSE FRSH	3879962	16.86	33.72		
1	CS	13	IMPFRSH CELERY PASCAL FDSVC	1908294	12.61	12.61	FFVP	
2	CS	15	IMPFRSH CUCUMBER FRESH SELECT	00074865466769	7410640	13.34	26.68	
2	CS	14	IMPFRSH GRAPE RED SCLS FRESH	2463164	2463164	20.79	41.58	
2	CS	16	IMPFRSH LETTUCE GREEN LEAF FDSVC	1908268	15.48	30.96		
2	CS	13	IMPFRSH MELON CANTALOUPE FRESH	6908115	14.85	29.70		
1	CS	112	IMPFRSH PEPPER BELL MIXED	PF12TY	9352584	20.19	20.19	FFVP
1	CS	25LB	RESERS SALSA PICO DE GALLO	71117.00134	4806889	26.11	26.11	
2	CS	15	IMPFRSH TOMATO GRAPE FRSH	3964764	19.95	39.90		
			*****DISPENSER & BEVERAGE*****			261.45		

For FFVP Labor Hours

A calendar for the month detailing the days and the specific amount of time each staff member worked. Other tracking methods containing the same information are also acceptable. See an example below:

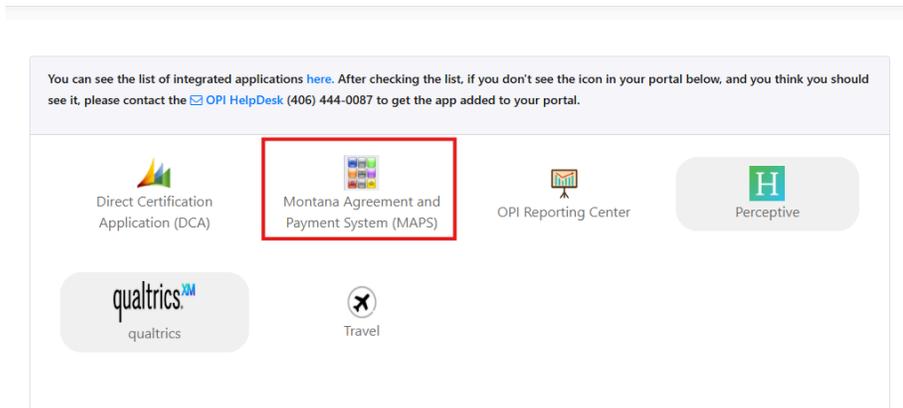
October						2025
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Dorothy - 20 min. Brndie - 20 min. Jessica - 30 min. Marcie - 20 min. Liz - 30 min. Sierra - 30 min.	2 Dee - 2 min	3 Dorothy - 20 min. Brndie - 20 min. Jessica - 30 min. Marcie - 20 min. Liz - 30 min. Sierra - 30 min.	4
5	6 Dee - 2 min	7 Dee - 45 min	8 Dorothy - 20 min. Brndie - 20 min. Jessica - 30 min. Marcie - 20 min. Liz - 30 min. Sierra - 30 min.	9 Dee - 2 min	10 Dorothy - 20 min. Brndie - 20 min. Jessica - 30 min. Marcie - 20 min. Liz - 30 min. Sierra - 30 min.	11
12 Dee - 2 min	13	14	15 Dorothy - 20 min. Brndie - 20 min. Jessica - 30 min. Marcie - 20 min. Liz - 30 min. Sierra - 30 min.	16 Dee - 2 min	17	18
19 Dee - 2 min	20	21	22 Dorothy - 20 min. Brndie - 20 min. Jessica - 30 min. Marcie - 20 min. Liz - 30 min. Sierra - 30 min.	23 Dee - 2 min	24 Dorothy - 20 min. Brndie - 20 min. Jessica - 30 min. Marcie - 20 min. Liz - 30 min. Sierra - 30 min.	25
26 Dee - 2 min	27	28	29 Dorothy - 20 min. Brndie - 20 min. Jessica - 30 min. Marcie - 20 min. Liz - 30 min. Sierra - 30 min.	30 Dee - 2 min	31 Dorothy - 20 min. Brndie - 20 min. Jessica - 30 min. Marcie - 20 min. Liz - 30 min. Sierra - 30 min.	

You have the option to keep a copy of the FFVP Claim Form for your records, which can help consolidate and organize details you'll need to submit the claim. Please note: **This form is not required**, but many program operators find it useful. You must still retain all the information mentioned above in addition to this optional FFVP Claim Form in your files: [FFVP Claim Form](#)

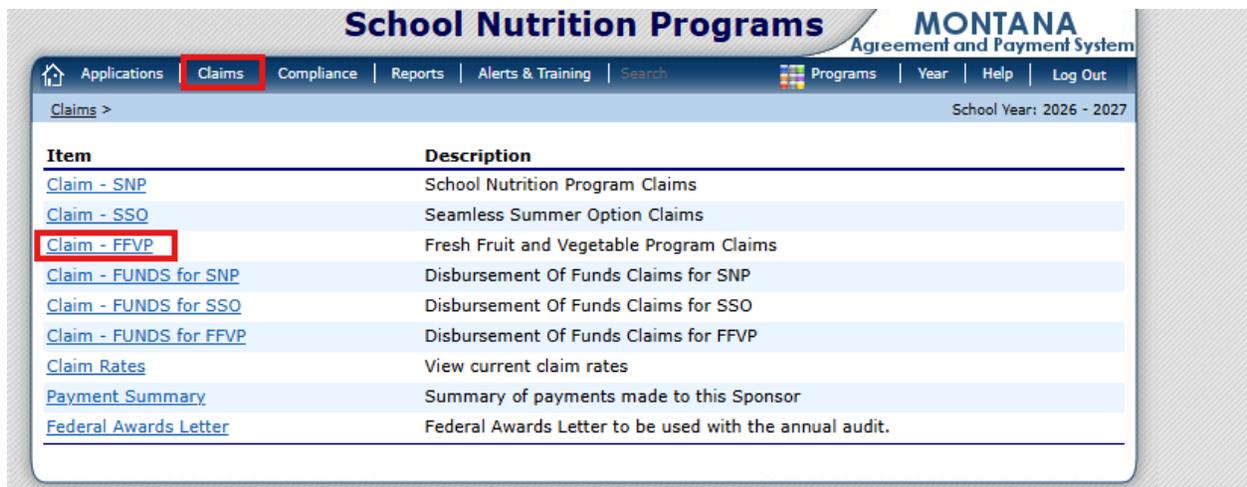
How to Submit a Claim in MAPS

1. Login to **MAPS** through the **OPI Secure Portal**.

OPI Secure Portal



2. Click on **Claims** and **Claim - FFVP**.



3. You will be brought to a page that looks like this. Click on the month of the claim you will be submitting, in this example, **Jan 2026**.

2025 - 2026 Fresh Fruit and Vegetable Claim Year Summary

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2025					\$0.00
Aug 2025	0	Processed	09/04/2025	09/26/2025	\$195.30
Sep 2025	0	Processed	10/02/2025	10/21/2025	\$468.72
Oct 2025	0	Processed	11/10/2025	11/18/2025	\$313.85
Nov 2025	0	Processed	12/02/2025	12/16/2025	\$221.22
Dec 2025	0	Processed	01/08/2026	01/13/2026	\$259.42
Jan 2026					\$0.00
Feb 2026					\$0.00
Mar 2026					\$0.00
Apr 2026					\$0.00
May 2026					\$0.00
Jun 2026					\$0.00

Year to Date Totals \$1,458.51

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Grant Details School Year 2025 - 2026

Site ID	Site Name	Allocation Period	Grant Allocated	Operational Spent	Admin Spent	Remaining Balance
		Jul 2025 - Sep 2025	\$664.02	\$630.90	\$33.12	\$0.00
		Oct 2025 - Jun 2026	\$2,485.98	\$777.94	\$16.55	\$1,691.49
Totals			\$3,150.00	\$1,408.84	\$49.67	
Sponsor Totals		Jul 2025 - Sep 2025	\$ 664.02	\$ 630.90	\$ 33.12	\$ 0.00
		Oct 2025 - Jun 2026	\$ 2,485.98	\$ 777.94	\$ 16.55	\$ 1,691.49

4. Click on Add Original Claim.

Agreement and Payment System

Applications | Claims | Compliance | Reports | Alerts & Training | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > Claim Month Details - FFVP > School Year: 2025 - 2026

2025 - 2026 Fresh Fruit and Vegetable Claim Month Details

Claim Month: January 2026

Action	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$ 0.00	

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Add Original Claim

Grant Period Details

Site ID	Site Name	Grant Period	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
		Oct 2025 - Jun 2026	\$2,485.98	\$777.94	\$16.55	\$1,691.49
Totals			\$ 2,485.98	\$ 777.94	\$ 16.55	\$ 1,691.49

- Click on the **Add** button.

2025 - 2026 Fresh Fruit and Vegetable Claim Site List

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2026	0				

Actions	Site ID	Site Name	Requested Earned Amount	Current Earned Amount	Previous Earned Amount	Errors	Status
Add			\$0.00	\$0.00	\$0.00		
Total Earned Amounts			\$0.00	\$0.00	\$0.00		

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Submit For Payment
Approve

[DELETE](#)

- Under **Claim Information**, enter the **Number of Days of Operation for the Fresh Fruit and Vegetable Program in this Report Month**. This would be the number of days that you served a fresh fruit or vegetable snack to students.

[VIEW](#) | [MODIFY](#) | [DELETE](#)

Fresh Fruit and Vegetable Program Site Claim for Reimbursement

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2026	0				

Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs	<i>no items</i>	\$0.00	\$0.00	0.00
3. Operational Costs	<i>no items</i>	\$0.00	\$0.00	0.00
4. Administrative Costs	<i>no items</i>	\$0.00	\$0.00	0.00
Claim Totals		\$0.00	\$0.00	

Claim Comments

5. [Sponsor Comments](#)

- Click through each claim expenditure section, including **Fresh Fruit and Vegetable Costs**, **Operational Costs**, and **Administrative Costs**.

NEW | RESET | PRINT

Fresh Fruit and Vegetable Program Site Claim for Reimbursement

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2026	0				

Claim Information

- Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs	<i>no items</i>	\$0.00	\$0.00	0.00
3. Operational Costs	<i>no items</i>	\$0.00	\$0.00	0.00
4. Administrative Costs	<i>no items</i>	\$0.00	\$0.00	0.00
Claim Totals		\$0.00	\$0.00	

Claim Comments

- [Sponsor Comments](#)

- For the **Fresh Fruit and Vegetable Costs** section, you will be brought to a page that looks like this:

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2026	0	03/11/2026			

Fresh Fruit

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
	More Lines		Total Cost	\$0.00	0.00	

For each section, please fill out the following information, and click **Save** at the bottom once complete:

Product Description: The specific name and variety of the fresh fruit or vegetable being claimed

Size/Weight of Shipping Unit: The standard bulk measurement or count of the product as it was delivered by the vendor

Number of Units: The total quantity units purchased for the claiming period

Cost per Unit: The individual price charged by the vendor for one single unit

Example:

Product Description: Apples

Size/Weight of Shipping Unit: 40 lb. Case/125 count

Number of Units: 5

Cost per Unit: \$32.00

Total Unit Cost: \$160.00

9. For the **Operational Costs** section, you will be brought to a page that looks like this:

Personnel Costs - Preparation and Service (Labor directly related to the preparation and serving of fresh fruit and vegetables)						
	Name\Position	# of Hours	Rate per Hour	Labor Cost	Item Status	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
More Lines				Total Cost	\$0.00	0.00
Small Supplies/Other Operational Costs (Small supplies - e.g. napkins, paper plates, utensils, bowls, pans and the like. Other - are such items as Low or no-fat dips, etc.)						
	Product Description	Number of Units	Cost per Unit	Total Unit Cost	Item Status	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
More Lines				Total Cost	\$0.00	0.00
Operational Costs				\$0.00	\$0.00	

For each section, please fill out the following information, and click **Save** at the bottom once complete:

Personnel Costs - Preparation and Service

Name \ Position: The full name and specific job title of the staff member who performed FFVP-related tasks

of Hours: The total number of hours or minutes spent specifically on FFVP duties, such as prep, service, or cleanup, during the claim period

Rate per Hour: The employee's actual hourly wage

Example:

Name \ Position: Jane Smith \ Kitchen Lead

of Hours: 5.5 hours

Rate per Hour: \$18.50

Small Supplies / Other Operational Costs

Production Description: The specific name of the non-food item purchased to support the preparation or service of the produce

Number of Units: The quantity of items or cases purchased

Cost per Unit: The price paid for one individual unit or one full case of the supply

Example:

Production Description: Disposable Food Gloves, 100-count box of vinyl gloves

Number of Units: 2

Cost per Unit: \$8.99

10. For the **Administrative Costs** section, you will be brought to a page that looks like this:

Personnel Costs (Labor includes but not limited to planning, ordering, writing menus, reporting, billing, tracking, inventory, etc.)						
	Name\Position	# of Hours	Rate per Hour	Labor Cost	Item Status	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
More Lines				Total Cost	\$0.00	0.00
Durable Supplies (Equipment purchases and leasing)						
	Product Description	Number of Units	Cost per Unit	Total Unit Cost	Item Status	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
More Lines				Total Cost	\$0.00	0.00

For each section, please fill out the following information, and click **Save** at the bottom once complete:

Personnel Costs

Name \ Position: The full name and specific job title of the staff member who performed FFVP-related tasks

of Hours: The total number of hours or minutes spent specifically on FFVP duties, such as submitting the claim

Rate per Hour: The employee's actual hourly wage

Example:

Name \ Position: John Doe \ Claim Contact

of Hours: 0.50 hours

Rate per Hour: \$22.50

Durable Supplies

Production Description: A detailed description of non-disposable equipment purchased to support the program, such as a specific brand or model

Number of Units: The total quantity of the specific durable items purchased

Cost per Unit: The price for one individual piece of equipment

Example:

Production Description: 3-Shelf Stainless Steel Utility Cart

Number of Units: 1

Cost per Unit: \$240.00

11. The entries in each section will appear under **Requested Expenditures**. Click **Save**.

Fresh Fruit and Vegetable Program Site Claim for Reimbursement

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2026	0	03/11/2026			

Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs		\$160.00	\$0.00	0.00
3. Operational Costs		\$119.73	\$0.00	0.00
4. Administrative Costs		\$251.25	\$0.00	0.00
Claim Totals		\$530.98	\$0.00	

Claim Comments

5. [Sponsor Comments](#)

Save Cancel

12. Click **Submit for Payment** once each site claim has been submitted (some districts will only have one site). Done!

Agreement and Payment System

Applications | Claims | Compliance | Reports | Alerts & Training | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2025 - 2026

DELETE

2025 - 2026 Fresh Fruit and Vegetable Claim Site List

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2026	0				

Actions	Site ID	Site Name	Requested Earned Amount	Current Earned Amount	Previous Earned Amount	Errors	Status
View Modify	1158		\$530.98	\$0.00	\$0.00		Validated
Total Earned Amounts			\$530.98	\$0.00	\$0.00		

DELETE