

## **SED Fiscal Requirements for the Fresh Fruits and Vegetables Program**

**Grants Finance**  
**[www.oms.nysed.gov/cafe/](http://www.oms.nysed.gov/cafe/)**

Because these are grants, they need to be handled a bit differently than normal NSLP claims for reimbursement. They will require that you report financial information in a certain manner on a set of forms described below.

Conversely, because of USDA requirements, they need to be handled a bit differently than normal SED grants. Your business office is very familiar with these forms and the usual SED grant administration procedures. They should be a great source of help, although the differences between the FFVP grants and the usual SED grants may confuse them a bit.

- The grant period is July 1 – June 30.
- The revenue code is F4289.

### **FS-10 budget form – to submit proposed expenditures to Child Nutrition for approval.**

- Use one FS-10, even if your SFA has more than one grant. Combine the proposed expenditures for multiple buildings.
- Identify administrative positions and other expenses that fall into the administrative 10%, such as travel, so that Child Nutrition can ensure that the 10% limit is adhered to.
- Indirect costs fall within the 10% threshold for administrative costs.
- For labor costs, use Salaries for Professional Staff or Salaries for Support Staff code according to district policy. Use the Employee Benefits category as well, if desired.
- Use Supplies and Materials code for food and paper costs.
- Be sure to write in the agency code and agency name on the Budget Summary page. Child Nutrition will add the project number.
- After the budget is processed by Grants Finance, a copy will be sent back to the contact person listed on the budget. A formal Grant Award Notice will also be mailed separately.

**FS-10-A budget amendment form – to get approval to make substantial changes to expenditures.**

- Need to get approval to change the amount budgeted in each category if the change is more than \$1,000 or 10% of the budgeted amount, whichever is greater. If this isn't done, expenditures greater than that threshold won't be allowed at the end of the grant period.
- Submit if the nature of personnel positions changes substantially.
- After processing, a copy will be sent back to the grantee.

**FS-25 request for funds form – for this grant, use monthly for the first 11 months to claim reimbursement.**

Usually the FS-25 is used to request funds in advance, but this grant program prohibits advances.

- Use one FS-10, even if your SFA has more than one grant. Combine the expenditures for multiple buildings. Grants Finance cannot accept FS-25s for individual schools.
- Be sure to write in your agency information on the top half of the page.
- Fill in only lines 1, 2, 3 and 5. Disregard line 4.
- Line 5 must equal line 3 minus line 2. (Disregard "Entries 3 plus 4 minus 2".) Line 5 is the amount of money you are requesting for reimbursement for a particular month.
- Submit each month to Child Nutrition with the performance report(s).
- Payment to the SFA will be the only notification that the FS-25 has been processed.

**FS-10-F Short Form final expenditure report – use for the 12<sup>th</sup> month to claim reimbursement, to report expenditures for the entire grant period, and to close the grant.**

- Use one FS-10-F, even if your SFA has more than one grant.
- Report all expenditures for the entire grant period.
- Submit to Child Nutrition with the annual or final performance report.
- Grants Finance will review the report, compare it against the budget, and adjust as necessary.
- The final payment will be issued and a copy of the FS-10-F will be mailed back to the SFA.