

FFVP Application Update Instructions

Two step process – Application Entry person and Application Submit Person. You must have an account to access the security system.

Entry Person

1. Log into System.
 - a. Select Fiscal Year 2017

Year: 

2. SAU APPLICATION – Click on **“In Process”**

[In Process](#)

- a. Update **ALL** data elements for school year. Click **“Edit”** to start changes.

[Edit](#)

Note: Start Date = 7/1/2016
 End Date = 6/30/2017
 Effective Date = 7/1/2016

3. **SAVE**

4. SCHOOL APPLICATION–For **EACH** school – Click on **“Site Applications”**

[Site Applications](#)

- a. Update **ALL** questions on school application.

- b. Program Availability – Click on **“Program Availability”**

[Program Availability](#)

1. Day – click on the pull down arrow to select days (Monday, Tuesday, Wednesday, etc.)
2. Start Time – start time of FFVP: *Example Format:* morning service - **09:00 am**
 afternoon service - **01:00 pm**
3. End Time – end time of FFVP: *Example Format:* morning service - **09:30 am**
 afternoon service – **01:30 pm**
4. Available to: indicate which grade level participates on any particular day
5. **SAVE**

1 – 4 must be completed for EACH day school(s) is/are serving FFVP. Days indicated in this section directly affect the claim.

- c. Activities - Click on **“Activities”**

[Activities](#)

1. Activity Description - describe FFVP Activity
2. Provided by: indicate who will provide FFVP Activity
3. Estimated Cost: - indicate cost of FFVP activity – *Costs for nutrition education are NOT covered by FFVP funds.*
4. **SAVE**

- d. Equipment* (If applicable) – Click on **“Equipment”**

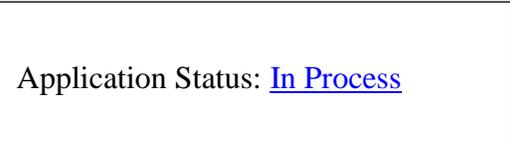
[Equipment](#)

****Must be pre-approved by State Agency prior to purchase.***

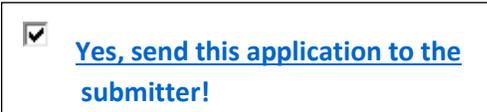
1. Anticipated Equipment Need – indicate what equipment will be purchased.
2. Projected Cost of Equipment* – indicate cost of the equipment.
The projected cost of equipment must be pro-rated appropriately among the programs that will be using the equipment. **Reminder, Administrative Costs cannot exceed 10% of total school allocation for the school year.*
3. FFVP Percentage – indicate the percentage usage incurred by FFVP. *If not utilized 100% by FFVP, must be pro-rated among programs that will be using the equipment.*
4. **SAVE**

4. Any errors in the application must be corrected prior to sending application packet on to the submit person.

5. When the SAU application and ALL school application data elements have been updated, click on the Application Status Link **“IN PROCESS.”**



5. Click on **“yes, send this application to the submitter”**.



6. Click on **“Send”**. [Application status changed to **“Pending submission”**]

7. Log out of System.

Submit Person

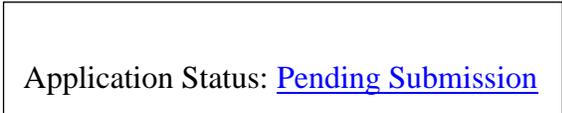
1. Log into System. – *Make sure you are in correct Fiscal Year.*

2. Review **ALL** data elements for:

- a. SAU Application
- b. School Application – For **EACH** school participating
 - i. All questions asked on school application;
 - ii. Program Availability – *make sure all days serving FFVP are indicated;*
 - iii. Activities;
 - iv. Equipment Purchases (if applicable)



3. When the SAU application and ALL school application data elements have been reviewed, click on Application Status Link **“PENDING SUBMISSION...”**



4. Click on **“Submit to NHDOE for Review/Approval”**



5. Click on **“Send”**. [Application status changed to **“Pending DOE Approval”**]

6. Log out of System.

FYI: Claims will **not** be reimbursement until there is an approved FFVP application on file with the State Agency. **Questions?:** Contact Tami Drake at Tami.Drake@doe.nh.gov