
Instructions for FFVP Claim for Reimbursement

1. Complete the Reimbursement Claim Form for **EACH** school receiving a FFVP Grant. The form is in Excel. Do **NOT** complete 1 form for the district.

Complete the "School Information" and "Claim Information" section. Be sure that the correct funding allocation is checked. **Do NOT select both funding allocations on the same form.**

2. Scan and email signed claim form and all supporting invoices and pay documentation to ade.ffvp@arkansas.gov. A confirmation email will be sent upon completion.

3. Keep Signed Original FFVP Claim for Reimbursement in the school's FFVP file with **REQUIRED** supporting invoices or other required documentation.