

**Subject: Understanding how to use Section 4&11 Reimbursement funds in the DoD Produce Program**

Recognizing there was a limit on entitlement allocations for participating schools in the program to last through an entire school feeding year, the use of Section 4&11 reimbursement was identified as a supplemental funding source and a way to offer school districts a full assortment of fresh fruits and vegetables on one weekly catalog. There are three reasons to use these funds with the DoD program:

- 1) One-stop shopping – schools can order U.S. grown items using entitlement dollars and can also order the non-U.S. grown items (i.e. bananas; pineapples) using the 4 & 11 reimbursement funds. The items are identified on the FFAVORS Web catalog as to what funds will be used.
- 2) When a school uses up its entitlement funds, future orders can be switched over to 4 & 11 reimbursement funds upon request.
- 3) If a state/school does not participate in the DoD Fresh Fruit and Vegetable Program using entitlement dollars, it still can use FFAVORS Web system to order produce under the DoD contracts.

**FFAVORS Web Produce Catalog:**

Each DoD-contracted produce vendor creates a weekly produce catalog. Items marked as “US grown” default to the “Federal” funding button (entitlement funds). Items marked as “non-US grown,” default to the “State” funding button (Section 4&11). The funding column is at the far right of the order screen.

The school can see the non-US items are marked as “State” when they “Add Items to Cart” and can delete items at that time if desired.

The funding button for “Snack” applies to schools that have received Fruit and Vegetable grant money and who may want to order produce items using those funds.

When a school “Proceeds to Checkout,” the entire order is identified with the appropriate fund type selected next to each item. The order is also totaled showing the “Federal” or “State” funds. The order can still be changed before clicking on “Proceed to Checkout.” Print a copy of this page for your records, if needed.

If a school prefers to change an order after final confirmation, please contact your local Field Rep or DoD rep in Philadelphia to make the changes.

**Billing:**

Regardless of which funds are used, DoD pays the vendor after the customer's receipt and vendor's invoice have been reconciled.

- When entitlement funds are used, Defense Finance and Accounting Service (DFAS) will send the bill directly to USDA FNS for those items.
  - o Note to schools: You will be able to view your current balance each time you log on to FFAVORS Web. The system will give you a warning if your produce order exceeds the amount left on your entitlement balance. You will have to delete some items to order within your remaining balance.
- When Section 4&11 (state) funds are used, DFAS sends the bills directly to the school district with instructions for payment. The district is obligated to make payment to DFAS, Columbus, Ohio for the produce received.
- When Fruit and Vegetable (snack) funds are used, DFAS sends the bills directly to the school with instructions for payment. The school is obligated to make payment to DFAS, Columbus, Ohio for the produce received.

We appreciate the opportunity to support your school food service needs and we hope these instructions are helpful in planning your daily and weekly fresh produce requirements. If you have any questions, please do not hesitate to contact your local DoD Field Representative.

*Thank you!*