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# Instructions for FFVP Claim for Reimbursement

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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 [adefvp@arkansas.gov](mailto:adefvp@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.