

Fresh Fruit and Vegetable Program



AUGUST 2017

What is FFVP?

Program Goals:

- Healthier School Environments
- **Increase variety**
- **Increase children consumption**
- Impact present and future health



History

- Pilot project in 2002
- Alaska began participating in 2008
- Funding increased yearly
- 35 districts
 - 220 schools



School Selection Criteria

- Be an elementary school
- Participate in NSLP
- Have a high percentage of low-income students
- Have the approval of the district superintendent, school principal, and the child nutrition program director

Program Benefits

- No meal count
- No required portion size
- All children served
- Teachers participate as positive role models



Best Practices

- Widely publicize the program and location
- Serve at least twice a week, if possible
- Provide nutrition education
- Establish an operational plan, “who does what and where”
- Follow proper procurement standards
- Follow all food safety/HACCAP procedures
- Serve free fresh fruit & vegetables during the school day outside of the school’s breakfast and lunch periods
- Submit monthly claims on time



Who Can Participate

- Any student enrolled in the school and present during the FFVP service including
 - Prekindergarten students enrolled in school
 - K-6 elementary school students
 - K-8 students if school is in one building site



- Teachers responsible for serving
 - Not available for general population

Best Practice

- Teachers can
 - Model healthful eating habits by participating with their students
 - Incorporate nutrition education lessons into the general curriculum
 - Talk with students about nutrition, health, hygiene, and manners



What to Serve

- Fresh Fruit
- Fresh Vegetables
- Cooked Vegetables (once a week)



What Not to Serve

- Processed/preserved produce
- Snack type fruit products
- Dried Fruit
- Trail mix
- Fruit or vegetable pizzas
- Smoothies
- Popcorn



Serving Limits

- Dips for vegetables only
 - low-fat dip
- “Cooked” vegetables- Fresh vegetables can be served cooked, once per week, if included in a nutrition education lesson



When Can FFVP Be Served

- During the school day
 - Ensure the FFVP service is fully monitored
 - Consider serving during the mid-morning or afternoon after lunch
 - Service cannot be at the end of the day while students are being released to go home
- Not during breakfast or lunch meal times
- Not during summer school sessions

Where Can FFVP Be Served

- Classrooms
 - Reduce messes
 - Minimize interruptions to learning
 - Incorporate easily into a learning lesson
- Hallways
- Kiosks
- Cafeteria (not during breakfast or lunch)
- Part of a nutrition education activity

How Much Can Be Served

- No required serving size
- Consider age group
- Smaller portions for tasting new varieties



Best Practices

- Ensure fruits & vegetables are appealing and easy to grab
- Serve low-fat or non-fat dips for vegetables in pre-portioned, 1-2 tablespoons servings
- Introduce different varieties while encouraging their favorites
- Serve FFVP where children can easily consume the fruits & vegetables
- Remind children of good manners
- Reinforce good eating habits

Accommodating Disabilities

If a child's disability prevents them from consuming fresh fruit & vegetables as prepared, the school must provide accommodations as they would for other school meals, when proper documentation is on file.

How Funding Works

Receive between \$50 - \$75 per student for the school year

Example:

- A school has 100 enrolled students
- They are funded at \$50 per student
- $100 \times \$50 = \$5,000$ (for the year)

Do not underspend!



How Funding Works

- Due to the differences between the Federal Fiscal Year and the School Year, the FFVP allocations are distributed in two separate allocations. The first allocation or July allocation is available for obligations from July 1st through September 30th. Any unobligated FFVP funds after September 31st, will no longer be available. The second allocation will then be made on October 1st. Schools can obligate the October funds through June 30th.
- **1st Quarter Allocation** of funds which must be spent or encumbered from July 1 through September 30.
- **2nd Quarter Allocation** of funds which must be spent or encumbered from October 1 through June 30.
- Any money spent that exceeds a district's award cannot be reimbursed by the state and will have to be paid for by the district.

How Can You Spend Funding?

Operating Costs:

- Fresh fruits and vegetables
 - non-fat dip for vegetables only
- Nonfood items (napkins, paper plates, bowls, etc.)
- Pre-cut produce and ready-made produce trays
- Labor cost for staff who prepare and serve the FFVP snacks



How Can You Spend Funding?

Operating Costs:

- Shipping cost
- Equipment valued less than \$300
- (example is the Sunkist Sectionizer)
- Equipment must be used for FFVP only
- If equipment is being used for other school feeding program, the purchase must be prorated among the programs



Administrative costs

- Purchasing or leasing of large equipment
- Salaries of employees who compile claims, prepare menus, and order produce and supplies



Administrative Costs

- Include equipment purchases over \$300
- All equipment purchases must be pre-approved



- Indirect labor costs
- Costs are limited to 10% of your school's total FFVP grant

Student Eligibility

FFVP follows these guidelines for service:

- Traditional elementary grades K-6,
 - If the site includes pre-K, those students participate
- If a school serves K-8 at **one building site** , all students will participate
- If a school serves K-12 at **one building site**, only grades K-8 will be eligible to participate

Co-located private preschools and/or Head Starts are **not** eligible for participation

Recordkeeping Requirements

Records to maintain are:

- Copy of monthly claim
- End of year reports
- Contracts & addendums
- Contact information
- Invoices
- Purchase Orders



Maintain records for the current year plus 3 years

Partnerships

USDA encourages partnerships in to support the FFVP

Examples of partnerships are:

- local grocers
- local farms
- public health
- tribal health
- Cooperative Extension

The Spending Plan

- Ensure program funding stretches the whole year
- Helps document carry-over between grant periods
 - Carry over funds from the 1st quarter MUST be documented in your spending plan
 - NOT and automatic rollover
- Due **August 28th**

FFVP Application in CNP Web

FFVP Information on NSLP Application

Select Months of FFVP Operation on NSLP Site Information Sheet for each FFVP school

Months of Operation	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	On Off
(19) National School Lunch Program:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(20) School Breakfast Program:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(21) Special Milk Only:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(22) Split Session Kindergarten:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(23) After School Snacks:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(24) Fresh Fruit & Vegetable Program:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fresh Fruit and Vegetable Program

(101) Participation: **Eligible** for Fresh Fruit and Vegetable Program

FFVP Contact Person				FFVP Mailing Address			
(102) Name:	<input type="text"/>	First	MI	Last	(109) Addr1:	<input type="text"/>	
(103) Title:	<input type="text"/>				(110) Addr2:	<input type="text"/>	
(104) E-mail:	<input type="text"/>						
(105) Phone:	<input type="text"/>	(106) Ext:	<input type="text"/>	(111) City:	<input type="text"/>		
(107) Fax:	<input type="text"/>	(108) Ext:	<input type="text"/>	(112) State:	<input type="text" value="AK"/>	(113) Zip Code:	<input type="text"/>

By submission of this application, the school administration and food service certify that the Fresh Fruit and Vegetable Program will be implemented and conducted according to the policies and procedures required by the USDA. Further, the school administration and food service agree to participate in any USDA-sponsored evaluations and to provide information request by the specified deadlines.

The Claim Process in CNP Web

FFVP Monthly Claims on CNPWeb

Fresh Fruit and Vegetable Program		(A)	(B)
Description	Amount	Description	Amount
(15) Administrative Cost Amount	0.00	Days of Operation	1
(16) Operating Cost Amount	3,403.06	Operating Sites	4
(17) Total Claim Amount	3,403.06		

Available Balance	Jul 2016 - Sep 2016	Oct 2016 - Jun 2017
	0.00	0.08

Certification

(18) The person submitting this claim for reimbursement is authorized to submit the claim on behalf of the Sponsor. By submitting this claim to the State Agency for approval, the Sponsor certifies the information on the Sponsor claim and each associated site claim is true and correct and that records are available to support the claim. The Sponsor acknowledges that failure to submit accurate claims will result in recovery of an overclaim and may result in withholding of payments, suspension or termination of the Program, and that if submission of an inaccurate claim is determined to be the result of embezzlement, willful misapplication of funds, theft, or fraudulent activity, the Sponsor may be prosecuted under applicable State and Federal statutes.

Data entry is complete and ready for State Agency approval.

EED Internal Use Only

(19) Override Accuclaim (20) Reason for Exceptions

(21) General Comments:

(22) Check here when the Claim has been reviewed by the State

Created By: dkrier Date Created: 9/23/2016 Modified By: eseitz Date Modified: 9/30/2016

[↑ Top of Form](#)

FFVP Monthly Reimbursement Form



Fresh Fruit & Vegetable Program

Monthly Reimbursement Form

Child Nutrition Programs

Teaching and Learning Support
801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
Phone: 465-8710
Fax: 465-8910

School Year: _____

Name of School Distr _____

CLAIM INFORMATION:

Month/Year _____

Number of days FFVP was served this r _____

Itemize expenses will autofill from reimbursement detail below

OPERATING COSTS are	
Fruits/Vegetables	_____ \$0.00
Labor	_____ \$0.00
Small Supplies/Other	_____ \$0.00
TOTAL OPERATING COSTS	_____ \$0.00
ADMINISTRATIVE COSTS	_____ \$0.00
TOTAL REIMBURSEMENT REQUEST	_____ \$0.00

Submitted by _____

Date _____

Administrative Reviews



Off-Site Review Procedure

- State must validate one claim for reimbursement
- State may select any month in current school year
- If a school has not submitted a claim for the current school year, the state must select a claim from the previous school year.

Validation

- Compare the total cost claimed against supporting cost documentation.
- If totals are the same and, then the state validates the claim and the FFVP school is compliant
- If totals are not the same or contain unallowable costs, the state does not validate the claim and the FFVP school is non-compliant

Documentation

The supporting cost documentation must support the FFVP school:

- Uses majority of funds to purchase fresh produce
- Carefully review and prorate equipment purchases
- Labor and non-food costs are minimal
- Payment system records show that no more than 10% of the total grant is administrative costs

On-Site Review Procedures

State must observe FFVP operation in each selected school

- FFVP available to all enrolled and eligible students
- FFVP is free
- School offers FFVP during school day, but outside the meal service times of NSLP and SBP
- School widely publicizes FFVP
- School does not allow frozen, canned, dried, or other types of processed fruits
- The school does not allow the following products: fruit/vegetable juice, nuts, cottage cheese, trail mix, fruit or vegetable pizza, smoothies, fruit strips, fruit drops or fruit leather

Continuing On-Site Review Procedure

- School provides dip for **vegetables only**
 - low-fat or fat-free, no larger than two tablespoons
- The school does not provide snacks to adults
 - classroom teachers are encouraged to participate
- School offers cooked vegetables no more than once per week
 - must be included in nutrition education lesson
- FFVP food service follows HACCP principles and applicable sanitation and health standards

If the State's observation contradicts any of the above statements, the FFVP will be noncompliant

Corrective Action

The state will deem the school district noncompliant if the district does not meet any of the requirements we have reviewed

The state must issue corrective action to bring the school district into compliance

The state may suspend or terminate the FFVP for repeated failure to meet program requirements

Fiscal Action

The state must disallow any portion of a claim for reimbursement and recover any payment made to the school district that was not properly payable according to the FFVP requirements



If you have any questions or comments please
contact:

Sue Lampert
FFVP Program Coordinator
907-465-8710

or

sue.lampert@alaska.gov