



## DEPARTMENT OF EDUCATION


Townsend Building  
401 Federal Street Suite 2  
Dover, Delaware 19901-3639  
DOE WEBSITE: <http://www.doe.k12.de.us>

Susan S. Bunting, Ed.D.  
Secretary of Education  
Voice: (302) 735-4000  
FAX: (302) 739-4654

June 7, 2021

### MEMORANDUM

**TO:** Directors of Residential Child Care Institutions  
Other Appropriate Personnel

**FROM:** Aimee F. Beam, MS, RD, LDN   
Education Associate, Nutrition Programs

**RE:** **SY 2020-2021 Operational Memo #36**  
**SY 21-22 Fresh Fruit and Vegetable Program Application**

The *Fresh Fruit and Vegetable Program* (FFVP), under Section 19 of the Richard B. Russell National School Lunch Act (NSLA), has been a nationwide program since 2008 and operates in selected elementary schools in the 50 States, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands. Participating schools must offer fresh fruits and vegetables as a snack to students during the school day. FFVP food items cannot be served at breakfast, at lunch, or in an afterschool program. Because the FFVP targets low-income students, schools will be selected based on the percentage of students who are eligible for free and reduced-price meals. The number of schools selected will be based upon the amount of funding awarded to Delaware. **Applicants should use October 2019 free and reduced-price data to complete the application.**

Elementary schools\* will be selected from those applications submitted to the state agency based on guidance in this letter and oversight by the United States Department of Agriculture, Section 19 of the National School Lunch Act. Please note, only grades K-6 are eligible to participate in the FFVP. Application data should reflect enrollment and free/reduced data for elementary students (K-6) only.

*\*"Elementary School", for purposes of this regulation, shall mean a school with a grade configuration including any of the following: Kindergarten, grade 1, grade 2, grade 3, grade 4, grade 5, or grade 6. However, a school that has grade 6 as its lowest grade level may be considered a Middle School or Secondary School as those terms are defined in this regulation herein (Delaware Code, Title 14, Regulation 103.1.2).*

There is one grant allocation for FFVP that will cover the period of July 1, 2021 – June 30, 2022. The level of funding provided to any one school will be a minimum of \$50 per student per year. **To ensure that all awarded schools provide a minimum of \$50 per student, our office will no longer grant requests to move funds from one school to another school, even within an SFA.**

**Please note that FFVP grant awards are contingent on the availability of funding and Clearinghouse approval.**

To be considered for this program, completed application packages (**paper or electronic copies**) must be received by 4:00 p.m. on July 6, 2021. Please refer to the FFVP application package for submission options.

New applicants must complete pages 5-8 of the application to be considered. However, to streamline the application process, renewal applicants should only complete pages 5-7 (Grant Application Cover Sheet through School Site Grant Team Support Form) provided your site implementation plans have not changed. If you should have any additional questions, please contact Brittany Coleman at [brittany.coleman@doe.k12.de.us](mailto:brittany.coleman@doe.k12.de.us) or (302) 857-3356.

Attachment: 2021-22 FFVP RFA&Application\_FINAL.pdf

cc: Nutrition Team  
Cathy Wolfe, Education Associate, Federal Funds/LEA Indirect Costs  
Meaghan Brennan, Education Associate, Financial Reporting & Contracting



## **APPLICATION PACKAGE**

### **DELAWARE Fresh Fruit and Vegetable Program Grants**

**Funding Period:** July 1, 2021 through June 30, 2022

**Public Notice Date:** June 7, 2021

**Questions Due Date:** June 14, 2021

**Answers Provided by Date:** June 18, 2021

**Applications must be received by 4:00 p.m.  
July 6, 2021**

**Applicants selected to participate in the Fresh Fruit and Vegetable Program will be notified in July 2021.**

This project is funded with federal funds from the United States Department of Agriculture (USDA), Food and Nutrition Service.



In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*USDA is an equal opportunity provider.*

### **About the Program**

The *Fresh Fruit and Vegetable Program (FFVP)*, under Section 19 of the Richard B. Russell National School Lunch Act (NSLA) has been a nationwide program since 2008. Participating schools must offer fresh fruits and vegetables as a snack to students during the school day. FFVP food items cannot be served at breakfast, at lunch, or in an afterschool program. Because the FFVP targets low-income students, schools will be selected based on the percentage of students who are eligible for free and reduced-price meals. FFVP funding is available from July 1, 2021 through June 30, 2022. The level of funding provided to any one school will be no less than \$50 per student per year and no more than \$75 per student per year.

### **Selection Criteria**

Schools will be selected from those applications submitted to the State Agency (SA) based on guidance in this letter and oversight by the United States Department of Agriculture (USDA). Section 19 of the NSLA requires the following selection criteria for participating schools:

- **Elementary school\*** - must operate the National School Lunch Program (NSLP). The highest priority will be given to schools with the highest percentage of children eligible for free and reduced-price meals. (Note: Only grades K-6 are eligible to participate in FFVP.)
- Each school must agree to serve fresh fruits and vegetables free to all enrolled children and to publicize the availability of the FFVP within the school.
- Each school that is applying for funding must complete a certification of support with original signatures of the school nutrition supervisor, food service manager, school principal, and district superintendent or equivalent positions as determined by the school.

- New schools must submit a plan for implementation of the program to provide a team approach within the school and district. The plan should integrate the FFVP with other efforts to promote sound health and nutrition, reduce overweight and obesity, and encourage physical activity.

\*In Delaware, an *elementary school* is defined as a school with any, or all, of grades kindergarten through grade 6; however, a school that has grade 6 as its lowest grade level may be considered a Middle or Secondary School” (Delaware Code, Title 14, Regulation 103.1.2).

### **Use of Funds**

Funds are to be used primarily to purchase fresh fruits and vegetables to serve at no cost to all enrolled students. A maximum of 10% of awarded funds may be used for operating and administrative costs such as preparation and distribution of fruits and vegetables. The proposal narrative should specify the types of anticipated equipment expenditures a school might incur for use in the FFVP. Claims for reimbursement will be processed through the School Nutrition Program application in DE-NARS.

### **How to Apply**

Completed application packages (paper or electronic copies) must be received by 4:00 p.m. **July 6, 2021**. No late applications can be accepted. Each school that is interested in applying for the FFVP must apply separately. If your Local Education Agency (LEA) has multiple schools, each school must submit a separate application. You must answer all of the questions on the following pages. This application must be used; please do not use applications from previous years or alter this application in any way. Applications that have been altered will not be considered for award. If questions are left unanswered, the application will be deemed incomplete and will not be considered for award. The supervisor or program designee must also complete the FY 21 SNP Fresh Fruit & Vegetable Training in PDMS and submit the certificate of completion with the application packet. If you have any questions or require assistance, please contact Brittany Coleman, Field Agent, Nutrition Programs at (302) 857-3356, or [brittany.coleman@doe.k12.de.us](mailto:brittany.coleman@doe.k12.de.us). We hope that you will consider participating in the FFVP to help your students develop lifelong healthy eating habits.

Schools selected to participate in the Fresh Fruit and Vegetable Program will be notified in **July 2021**.

### **Miscellaneous Information**

#### **a. Funding Out Clause**

In the event funding fails to be appropriated as necessary to enter into or continue the grant, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

#### **b. Fiscal Agent**

Each applicant must have a fiscal agent designated who will serve as the primary business agent for funds allocated through this grant opportunity.

#### **c. Appeals Process**

In the event an applicant is not satisfied with the outcome of the RFA process, they may appeal within 15 days, in writing to the DDOE Director of Finance:

Jennifer Carlson, Director of Finance  
401 Federal Street, Suite 2  
Dover, DE 19901

## Grant Application Checklist Fresh Fruit and Vegetable Program Grant SY 21-22

School Food Authority: \_\_\_\_\_

Use this checklist to ensure submission of a complete Application package.

**All** eligible agencies who are interested in receiving a SY 21-22 FFVP grant must complete this application package. This includes:

- A School Food Authority who is applying to be a FFVP grantee for the first time
- A current FFVP grantee that wishes to participate in the SY 21-22 FFVP with either existing school sites or any new school sites

All applicants are encouraged to read page 2 prior to filling out this grant application package.

Please note that you must submit **an original application (paper or electronic copy)** by the due date (see below). **If sending electronically, please scan each site application separately.** Failure to include any of the following elements may result in disqualification of the application.

Please compile the application in the following order:

- ☐ **Grant Application Cover Sheet (one per LEA)**
- ☐ **School Site Profile Form (one for each school site applying)**  
**NOTE:** Only grades K-6 are eligible to participate in FFVP. Application data should reflect enrollment and free/reduced data for elementary students (grades K-6) only.
- ☐ **Grant Team Support Form (for each school site applying)**
- ☐ **School Site Implementation Plan**  
(For each new school site applying, limit two pages per school site)
- ☐ **Certificate of Completion for FY 21 SNP FFVP Training in PDMS**

**Deadline to apply: 4:00 p.m. on July 6, 2021.**

**Grant Application Cover Sheet  
Fresh Fruit and Vegetable Program SY 21-22**

**Submit (1) Original copy**

TO

**\*Electronic submission (preferred)**  
[schoolnutrition@doe.k12.de.us](mailto:schoolnutrition@doe.k12.de.us)

OR

Mail Delaware Department of Education  
School Nutrition Programs  
35 Commerce Way, Suite 1  
Dover, DE 19904  
**ATTN: Brittany Coleman**

**PLEASE PRINT OR TYPE ALL INFORMATION**

School Food Authority: <input style="width: 90%;" type="text"/>	
Address: <input style="width: 99%;" type="text"/>	
City, Zip: <input style="width: 99%;" type="text"/>	
County: <input style="width: 99%;" type="text"/>	
SLC Code: <input style="width: 45%;" type="text"/>	<input style="width: 55%;" type="text"/>
Number of school sites applying for a grant: <input style="width: 100%;" type="text"/>	
Names of school sites: <div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 5px;"></div>	
Name of program contact for grant: <input style="width: 45%;" type="text"/>	Telephone: (    ) <input style="width: 20%;" type="text"/>
Title: <input style="width: 45%;" type="text"/>	FAX: (    ) <input style="width: 20%;" type="text"/>
	E-mail: <input style="width: 70%;" type="text"/>



**School Site Profile Form  
Fresh Fruit and Vegetable Program  
Grant Period  
July 1, 2021 through June 30, 2022**

Submit one form for ***EACH*** school site

**School Food Authority:**

**School Site Name:**

**Grades:**

**Address:**

**City, Zip:**

**Percentage of Students Approved for Free and Reduced-price (F/RP) Meals**

Enter the number of eligible students at this site approved for F/RP meals as of **October 31, 2019**, in the spaces below. **If applying for a blended school with grades higher than 6<sup>th</sup> grade, only list data for grades K-6.** *If school site operates under the CEP claiming alternatives, you must report data in yellow fields only. Non-CEP schools should complete questions 1-5.*

1. Total Reduced-Price Meals: \_\_\_\_\_

4. Total Site Enrollment

as of October 30, 2019: \_\_\_\_\_

2. Total Free Meals: \_\_\_\_\_

5. Percent F/RP ( $\#3 \div \#4$ ): \_\_\_\_\_

(round percentage to 2 decimal places)

3. Total F/RP Meals ( $\#1 + \#2$ ): \_\_\_\_\_

*If CEP, report **individual** site CEP ISP* \_\_\_\_\_ *CEP Data Base Year* \_\_\_\_\_

(round percentage to 2 decimal places)

**(DO NOT ENTER THE SITE OR CEP GROUP'S FREE CLAIMING %)**

Is school site a current FFVP grantee? (2020-2021 school year)    Yes ☐    No ☐

2021-2022 school year start date (month/day):

2021-2022 school year end date (month/day):

For DDOE use only



## School Site Grant Team Support Form

**Submit one form for *EACH* school site that is applying for a grant.**

### ***Signatures (all are required)***

We have reviewed this application and attest to the information provided. If selected, we agree to implement the program as outlined above and to implement the project in a manner consistent with the policies and procedures established by USDA. Further, we agree to participate in any USDA-sponsored evaluations and to provide the information requested by the specified deadlines. Please provide the contacts shown below or equivalent positions as determined by the school.

**The School Nutrition Supervisor, or designee, must complete a mandatory on-line training module, regardless of previous participation in the FFVP.**

<b>School Nutrition Supervisor:</b>	<b>School Principal:</b>
<b>REQUIRED</b>	<b>REQUIRED</b>
Name: <input type="text"/>	Name: <input type="text"/>
Phone: <input type="text"/> ( )	Phone: <input type="text"/> ( )
Fax: <input type="text"/> ( )	Fax: <input type="text"/> ( )
E-mail: <input type="text"/>	E-mail: <input type="text"/>
<i>Signature</i>	<i>Signature</i>

<b>Superintendent or Designee:</b>
<b>REQUIRED</b>
Name: <input type="text"/>
Phone: <input type="text"/> ( )
Fax: <input type="text"/> ( )
E-mail: <input type="text"/>
<i>Signature</i>

\*If schools are closed due to COVID-19, electronic signatures are acceptable per USDA guidance.

## **School Site Implementation Plan**

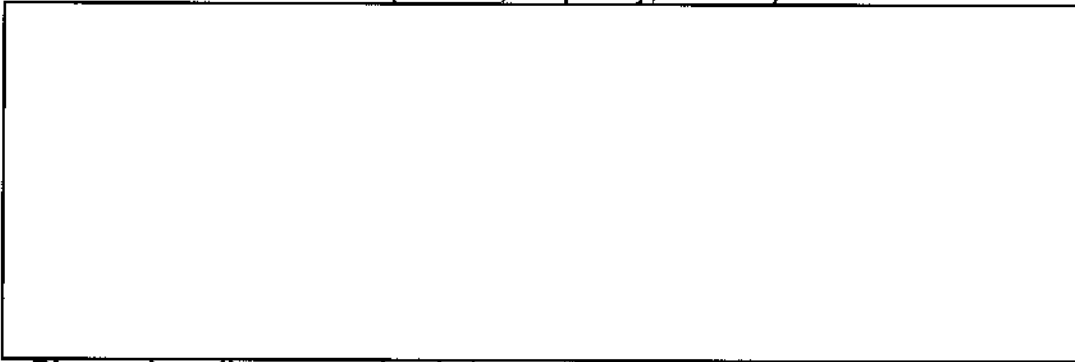
***Submit one form for EACH school site that is applying for a grant.  
The implementation plan is required for all new FFVP sites. Current FFVP grant recipients may waive this portion unless implementation plans have changed.***

Briefly answer the following FFVP Implementation Plan questions (must not exceed two pages):

**1. Please explain how your school site will implement the FFVP.**

Your plan should include:

- Snack distribution examples, method, and location
- Snack service time and frequency per week (twice per week minimum)
- Fresh fruit and vegetable procurement method(s)
- Nutrition education (method, frequency, location)



**2. Please describe your school site partnership activities (undertaken or planned) which will assist your school to implement the FFVP.**

- Include organizations that will assist your school with fruit and vegetable acquisition, handling, promotion, distribution, nutrition education, and/or other activities that contribute to the goals of the FFVP.

