

## Fresh Fruit and Vegetable Program Requirements Training 2015 – 2016



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Michigan Department of Education

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## Congratulations!

Tab #1

206 schools across 53 districts in Michigan have been chosen to participate in the Fresh Fruit and Vegetable Program (FFVP) in School Year 2015-16.

Selected schools get **\$50/student** (based on October 2014 count data or most current CEP data).



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## Background

Tab #1

- The U.S. Department of Agriculture's Food and Nutrition Service (FNS) administers the FFVP at the national level via formula grants given to each State
- Within participating States, the FFVP is administered through the State Department of Education



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## Background

### Tab #1

- FFVP began as a pilot project under the Farm Security and Rural Investment Act of 2002
- This Act authorized funds for four States: Michigan, Iowa, Indiana and Ohio, and one Indian Tribal Organization
- The purpose of the pilot was to determine the best practices for increasing fresh and dried fruit and fresh vegetable consumption in schools
- The Program has since expanded cross-country



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## Background

### Tab #1

- The Food, Conservation, and Energy Act of 2008, also known as the Farm Bill, became law in May 2008 (Public Law 110-234)
  - Section 4303 of P.L. 110-234 amended the National School Lunch Act by adding Section 19, the Fresh Fruit and Vegetable Program, making it a permanent program
  - The 2014 Farm Bill renewed FFVP through 2018 (PL 113-79)
- Regulations on FFVP expected soon from USDA



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## General Information

### Tab #1

- FFVP is only for schools that participate in the National School Lunch Program (NSLP)
- Selected schools get reimbursement for **free fresh fruit and vegetable snacks** given to students **during snack times** during the school day (do NOT serve during breakfast or lunch times)
- Funding is targeted to schools with the highest number of students eligible for free or reduced meals (F/R)



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## General Information

### Tab #1

- The grant is available through two distributions:
  - July 1 to September 30, 2015 (early allocation)
  - October 1, 2015 to June 30, 2016 (main allocation)
- Claims must be submitted within 60 days after the end of a month
- **You must start FFVP by end of October 2015** at the latest to keep grant



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## Fresh Fruit and Vegetable Program 2015-16 Important Budget and Claim Dates Tab #1

2015-16 School Year	Early Allocation (Few)	Main Allocation (All)
Project Beginning Date (approximate)	July 1, 2015	October 1, 2015
Project Ending Date	September 30, 2015	June 30, 2016
Reimbursement Claims	No later than 60 days following end of claiming month	No later than 60 days following end of claiming month

**Justification of Large Purchase Form due December 1, 2015**



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## School Selection Criteria

### Tabs #1, 3

- Must serve only the PK-8 range
  - Cannot have grade 9-12 students
- Must operate the NSLP
- Must successfully submit an application (via MEGS+)
- Must have 50% or more students eligible for F/R meals
- For CEP schools, direct certification rate x 1.6 is used to determine percentage of F/R students



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## School Selection Criteria

Tab #1, 3

- Top priority must be given to schools with highest percentage of low-income students
- State of MI is allowed to consider past performance and other factors when determining grant awards, including usage of funds in past years, claiming issues, etc.
- Total enrollment of all schools must result in a per student allocation of \$50 - \$75 per year
  - This year, all schools are receiving \$50 per student (based on October 2014 or CEP data)



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## Fresh Fruit and Vegetable Program Handbook

Tab #3



<http://www.fns.usda.gov/cnd/FFVP/Resources/FFVPhandbookFINAL.pdf>



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## Handbook Highlights (p. 1)

Tab #1

- **FFVP aims to:**
  - Expand the variety of fruits and vegetables children experience
  - Increase children's fruit and vegetable consumption
  - Make a difference in children's diets to impact their present and future health



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## Handbook Highlights (p. 10)

Tab #3

- **Who can receive free fruits & vegetables through FFVP?**
  - All children who normally attend the school
  - Children enrolled in a Head Start, split-session kindergarten, or child care centers located in your school are eligible to receive fruit and vegetable snack
  - Teachers can eat with their students to help model healthy eating



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## Handbook Highlights (p. 12)

Tab #3

- **When can fruit and vegetable snacks be served for FFVP?**
  - During the school day or at a school activity during the school day
  - Snacks **cannot** be served during
    - Before school activities
    - Afterschool programs
    - NSLP or SBP meal times
    - Summer school



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## Handbook Highlights (p. 12)

Tab #3

- **Where to serve fruits and vegetables:**
  - Classrooms
  - Hallways
  - Nurse and school offices
  - At kiosks
  - In free vending machines
  - As part of nutrition education activities



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## Handbook Highlights (p. 14-15)

Tab #3

- **What can be served for FFVP?**

- Fresh fruits
- Fresh vegetables
- Low-fat or fat-free dips for vegetables with 2 Tbsp or smaller serving sizes (indicate fat-free or low-fat on your claims)
- Fruits or vegetables that have been sliced or diced into smaller pieces
- Fruits or vegetables with added ascorbic acid (vitamin C)
- Cooked vegetables a max of once per week IF there is a nutrition education lesson related to the prepared item



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## Handbook Highlights (p. 14-15)

Tab #3

- **Items *not* allowed:**

- USDA foods or DoD Fresh produce (only delivery charges OK)
- Processed or preserved fruits and vegetables (e.g., dried, canned, frozen, vacuum packed)
- Any dip for fruits
- Fruit leather
- Jellied fruit
- Juice, including freshly squeezed fruit or vegetable juices
- Dips that are not low-fat or fat-free (hummus not allowed)



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## Handbook Highlights (p. 14-15)

Tab #3

- **Items *not* allowed, cont'd:**

- Trail mix
- Nuts
- Cottage cheese or yogurt
- Fruit or vegetable pizzas
- Smoothies
- Fruit with added flavoring
- Carbonated fruit



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## Handbook Highlights (p. 14-15)

Tab #3

- Commonly submitted **unallowable** items for 14-15 SY:

- Chickpeas or hummus
- 100% fruit slush
- Raisins
- Dried coconut
- Tortilla chips
- Cooked grains (e.g., tabbouleh)
- Fruit dip/sauce
- USDA foods/DoD Fresh foods



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## Handbook Highlights (p. 17-18)

Tab #3

- Purchasing options include:

- Vendors and local distributors
- Local grocery stores
- Farmers markets
- Orchards
- Local growers



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## Handbook Highlights (p. 18)

Tab #3

- FFVP schools must follow proper procurement procedures
- The “Buy American” requirement in the NSLP applies to purchases made with FFVP funds
- Procurement questions → Food Distribution Unit at MDE (517-373-8642)



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## Handbook Highlights (p. 20)

Tabs #3, #8

### • Nutrition Education:

- Though nutrition education can't be paid for through FFVP, **Michigan Harvest of the Month™** offers free companion nutrition ed. designed with FFVP in mind
- For some students, the produce students see in school might be their main exposure to fresh fruits and vegetables
- Nutrition education and promotion is important to the program's success
- Feel free to utilize other free resources as well



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## Handbook Highlights (p. 22)

Tabs #3, #5

### • Allowable Costs Include:

- **Food items:** Fresh fruits, vegetables and low-fat veggie dips
- **Non-food items:**
  - Napkins, plates, eating utensils, cleaning supplies, serving bowls and trays
  - Wages/salaries and benefits for employees who do tasks such as washing, chopping, preparing trays, delivering to classrooms, clean-up
  - Wages/salaries and benefits for employees who assist with administrative management of the Program
  - Purchasing, leasing or repairing equipment for FFVP
  - This training – for early allocation folks only



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## Handbook Highlights (p. 22)

Tabs #3, #5

### • Unallowable Costs:

- See food items in slides #17-19
- Nutrition education materials
- Promotional items (including postage)
- Marketing materials
- Travel costs (e.g., field trip transportation, mileage reimbursement for picking up produce at a local farm)
- Field trip activity costs
- Attending this training for those only getting main allocation



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## Handbook Highlights (p. 26)

Tab #3

- **Program Oversight and Monitoring**

- Majority of funds are used to purchase fresh produce
- Equipment purchases are carefully reviewed and prorated (submit by Dec. 1, 2015)
- Labor costs and all other non-food costs are minimal (admin up to 10%, operating labor likely capped at 15%)
- Michigan SNP contact to monitor, keep in contact with FFVP schools



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## Handbook Highlights (p. 29)

Tab #3

- Support from your district and school administration is key
- Outside support, collaboration, and partnerships are essential elements of FFVP success
  - Examples of partnerships include: Farm to School, MSU Extension, Community Health Agencies, Extension agents, hospitals, local farmers and grocers



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## FFVP Administrative Req's

Tab #4

- **Required**

- **Standard Operating Procedures (SOPs):** Need to include as part of overall Food Safety SOPs; sample included in binder. Shows school has proper food safety procedures in place
- **Self-Monitoring Form:** Needs to be completed for each school by **Feb. 1**. Keep forms on hand (will be requested during Admin. Reviews). Shows program is being monitored
- **Production Records:** Needed for each day of service; template included in binder. Proves that food ordered was actually used for Program and counts are reasonable



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## FFVP Administrative Req's

Tab #4

- **Recommended**

- **School Action Plan:** Guides your whole program and timing; a sample is in binder. Offers timeline and "To Dos" all in one place; increases likelihood of passing Administrative Reviews with no issues



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## FFVP Administrative Req's

Tab #4, #5

- **Best Practices:** Helpful guides in binder, plus contact info for great FFVP districts and examples
- **Teacher Modeling:** Encourage teachers to model eating these fruits and vegetables with a positive, open-minded approach. Win over the teachers and you'll win over the kids!



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## PLEASE USE YOUR MONEY!!!!

- **Please use all or nearly all of your grant money!**
  - Use Basic Budget Exercise Worksheet (Tab #5) or something similar to determine weekly, monthly estimated budget and keep your school(s) on track
- **Schools that have not or are not on track to use most of their grant money may be out of the running for next year**
  - Grant award decisions will be made in May 2016
- **Start program by end of October 2015 to keep the grant for your school(s)**
- **If any of your schools close, please let Adrienne know ASAP**
  - This will allow other deserving schools to get grant money and feed more children in MI fruits and vegetables



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## New App Timeline

- **2016-17 Application Open:** Early February 2016
- **2016-17 Application Due:** End of April 2016
- **New timing will allow for:**
  - Award announcements before school is over
  - More time for procurement, training, planning before grant starts
  - Less overlap with Summer Food Service Program (SFSP) applications
  - More schools to use early allocation FFVP dollars



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## Claims

Tab #1, #5



- Claims are submitted through MiND, Michigan Nutrition Data System
  - **Child Nutrition Security Authorization Form must first be completed to get access**
- Refer to Tab #1 for a timeline of monthly submission deadlines (60 days to claim)
- See additional handout for claiming instructions



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## Claims: Large Equipment

Tab #5

- **Justification of Large Equipment Purchase Form**
  - Must be submitted to School Nutrition Programs by December 1, 2015
  - Part of administrative costs (up to 10% of total grant can be admin. costs)



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# Claims: How to Submit

## Tab #5

- Can be submitted as frequently as you like (don't have to do just 1x/month)
- Consider submitting costs every 1-2 weeks
  - This will ensure you don't miss any costs and allows for cross-checks
  - May not work for larger districts
- Adrienne will address questionable or unclear entries
- Errors: Can submit negative numbers to adjust
  - If you accidentally do duplicate or mistake submissions, you can submit another line item with a negative amount (e.g., if you submit \$150 too much, you can submit another line item for “-\$150”)
- Call or e-mail Adrienne with questions



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# Claims: How to Submit

## Tab #5

- **Step 1: Log into the MiND System**
  - Available via [www.michigan.gov/meis](http://www.michigan.gov/meis)
  - You will need a valid MEIS login and password. If you don't yet have one that includes access for FFVP, please submit an updated Child Security Access Form. A copy is included in Tab #5 and available at the bottom of the MiND login page

1. Select MiND

2. Log into MiND

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# Claims: How to Submit

## Tab #5

- **Step 2: Navigate the MiND Homepage**
  - Will list FFVP payments made thus far for school year to the entire district
  - If you detect discrepancies between MiND grant award totals and your award, please contact Adrienne

Agency	Payment date	Amount
1	Mar 29, 2011	\$1,913
2	Mar 29, 2011	\$1,960
3	Mar 29, 2011	\$1,930

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# Claims: How to Submit

## Tab #5

- **Step 3: Cost Item Maintenance – Entering FFVP Costs**
  - o Choose the school you wish to enter costs for. Hit "Select"
  - o Select a cost item from description drop-down
  - o Select applicable month of the cost (choose the month of the cost, not cost entry)
  - o Enter corresponding cost of product or labor in the hours/rate or amount box; Click "Add"
  - o The entered cost will be listed in "Cost Items Waiting To Be Certified" section
    - Level 2 users can add costs but can't certify
  - o To modify a value, click "Edit"
    - Make edit(s)
    - Click "Update"



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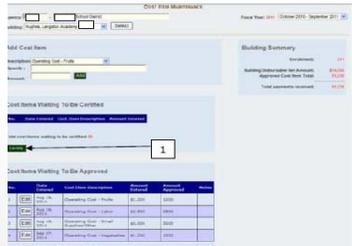
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# Claims: How to Submit

## Tab #5

- **Step 4: Certifying FFVP Costs**
  - o Level 3 users are able to certify
  - o When "Certify" is selected, "Cost Items Waiting To Be Certified" section will be transferred to "Cost Items Waiting To Be Approved" section



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# Claims: How to Submit

## Tab #5

- **Step 5: Approval of Costs**
  - o MDE will approve these items. If an item is not approved, this will be noted in "Notes" column
  - o Adrienne may ask for clarification or resubmission of line item if something is not clear or is incorrect
  - o Payments are typically approved on a weekly basis in the middle of the week



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# Claiming Musts

Tab #5

- Line Item Entry:**

- o Please enter each type of fruit and vegetable separately

Dec 09, 2012	Operating Cost - Fruit	red pear: 10ct of 33ct	November	\$265	265		
Dec 09, 2012	Operating Cost - Vegetables	grape tomato w/o-fat dip: 7ct of 43ct	November	\$312	312		
Dec 09, 2012	Operating Cost - Fruits	mixed fruit cup: 7ct of 43ct	November	\$228	228		
Dec 09, 2012	Operating Cost - Fruits	social bean: 6ct of 43ct	November	\$201	201		
	Operating Cost - Labor	delivery 2,000 hours @ \$9.99/hour	October	5.00	\$9.98	\$50	30,000
	Operating Cost - Labor	workshop 2,000 hours @ \$1.13/hour	November	1.00	\$1.13	\$1	1,000
	Operating Cost - Labor	FFVP 1,000 hours @ \$3.61/hour	October	1.00	\$3.61	\$4	4,000
	Operating Cost - Labor	locksmith 1,000 hours @ \$14.63/hour	October	1.00	\$14.63	\$15	15,000

- Wages:**

- o For each individual, please enter wages as one line item and proportional benefits as another (if billing to FFVP)

- Admin Costs:**

- o Up to 10% per school is allowed




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## Quiz: Is this FFVP cost OK?

- o USDA foods (commodity) apple slices – both food and delivery cost



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## Answer: No

- o Only delivery costs for USDA foods and/or DoD Fresh foods are allowed. The cost of the foods themselves are NOT allowable costs (to charge FFVP for these costs would be double-dipping).



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## Quiz: Is this FFVP cost OK?

- Charging 15% of the total grant for School A as an admin cost, since only 5% of the total grant for School B is billed as an admin cost.



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## Answer: No

- At this time, admin costs must be used and entered into the claim system with the 10% cap applying individually to each school receiving the grant, even if in the same district.
  - This is done so that the majority of each school benefits from as many fruits and vegetables as possible.
  - Adrienne is looking into the ability to use the 10% cap for an overall SFA, but this is not OK at this time.



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## Quiz: Is this FFVP cost OK?

- November 2015 costs entered in March 2016



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## Answer: No

- There is a 60-day limit for each claiming month; claims are due 60 days after the end of a given month (ideally they're submitted much sooner!).
- Adrienne recommends entering cost items for reimbursement 2-4 times/month, if possible.
  - Limits errors, increases speed of reimbursement, gives you a more real-time idea of where you're at with grant money throughout year.



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## Is this FFVP cost OK?

- Entered for a given month:
  - Fresh apples
  - Fresh jicama
  - Fresh peaches
  - Fresh grapes



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## Answer: Yes

- All of these costs are allowable. Whole or sliced/cut fruit is fine.



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## Is this FFVP cost OK?

- Raisins and dried coconut flakes for a fruit salad



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## Answer: No

- Dried fruits and vegetables are not allowed at this time.
- Other similar items seen in claims:
  - Tortilla chips
  - Grains (rice, bulgur, quinoa)
  - Dried beans
  - Canned beans



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## Basic Budget Exercise

Tab #5

- **You'll need:**
  - School or district calendar
  - Calculator
- **Budget exercise (done separately for each school):**
  1. Number of weeks in school year that you plan to operate FFVP: \_\_\_\_\_
  2. Total grant amount: \$ \_\_\_\_\_
  3. Total grant amount from #2 x 0.1: \$ \_\_\_\_\_  
*This is the max amount you can spend on admin costs, including large equipment purchases*
  4. Total grant amount from #2 x 0.9: \$ \_\_\_\_\_  
*This is the approx. amount you'll be spending on operating costs*
  5. Operating cost amount from #4 \$ \_\_\_\_\_ % (divided by) number of weeks operating from #1 \_\_\_\_\_ = Approx. operating cost to budget per week \$ \_\_\_\_\_ for this school



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## Frequently Asked Questions

### Tab #7

- **What happens if I'm running out of time and still have a fund balance towards the end of the year?**
  - There are many ways to use up money in a manner that supports the intent of the Program. Increase serving days, increase fruit/vegetable variety, increase exotic choices, even offer more than one choice per day. Contact Adrienne for additional ideas.
- **Can I do an A-Z fruit and vegetable showcase day?**
  - While this is technically allowed, it is highly discouraged by Michigan School Nutrition Programs. If available servings per student are excessive, claims may be denied. The goal of the Program is to offer fruits and vegetables throughout the entire school year, to the greatest extent possible (and to offer repeated exposures and varieties). Contact Adrienne if considering an event like this.



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## Frequently Asked Questions

### Tab #7

- **How many times per week is service of fruits/vegetables required?**
  - Schools are encouraged to offer fruits and vegetables as frequently as possible, ideally at least 2 times per week.
- **Is nutrition education required?**
  - For cooked vegetables, yes. Otherwise, it's strongly encouraged. While FFVP funds can't cover the cost of nutrition education materials, there are many free resources available – especially from Michigan Harvest of the Month™



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## Helpful FFVP Allies

- Great allies to leverage:
  - Farm to School
  - MSU Extension (helps operate Farm to School)
  - Harvest of the Month™ educational materials
  - Dru Montri from Michigan Farmers Market Assoc. / Hoophouses for Health
- Though FFVP is never a given from year to year, other grant and free opportunities are much more consistent!
- Teachers are the heart and soul – get them on your side!



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## FFVP Tips

- If you have extra money, some ways to use it:
  - Buy more exotic fruits and vegetables
  - Offer fruits and vegetables more frequently (e.g., 5 days a week or even two fruits/vegetables per day)
- Significant balances in mid-May will be considered when deciding final grant awards for following year; please use your money!
- Enter claims monthly, if not every 1-2 weeks
- Offer fruits and veggies at least 2x/week (strongly encouraged)
- Try to offer at least one new type of fruit or vegetable per month
- Use free educational materials
- Look for outside partners



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## FFVP Best Practice Schools

Tab #4, #5

- Contact info and great "How to" examples in binder
- Adrienne to take visits this year to see great examples of FFVP (non-punitive visits!)



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## Upcoming Info/Dates

### August

- Any June costs due August 30, 2015 for 2014-15 SY
- Online training offerings to be posted (more throughout year)

### September

- Optional conference calls/webinars with same FFVP info as this PPT by August

### October

- Conference call for FFVP districts with Admin Reviews this year with 2+ date/time options

### December - March

- New: FFVP 101 informational call(s)



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## MDE FFVP Contact

**FFVP Program Coordinator:**

Adrienne Davenport, MPH, RDN

E-mail: [davenporta1@michigan.gov](mailto:davenporta1@michigan.gov)

Office Phone: 517-241-1762

Mobile Phone: 734-476-4643

Fax: 517-373-4022

**General School Nutrition Contact Info:**

[mde-schoolnutrition@michigan.gov](mailto:mde-schoolnutrition@michigan.gov)

517-373-3347



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