

Michigan Department of Education  
Grants Coordination and School Support  
School Nutrition Programs  
P.O. Box 30008  
Lansing, MI 48909

# Fresh Fruit and Vegetable Program Requirements Training

2011 - 2012



Michigan Department of Education  
Grants Coordination and School Support  
School Nutrition Programs

## **Fresh Fruit and Vegetable Program (FFVP)**

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# Chapter One

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# FRESH FRUIT AND VEGETABLE PROGRAM

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## **1. What is the Fresh Fruit and Vegetable Program?**

The Fresh Fruit and Vegetable Program (FFVP) is a federally assisted program providing free fresh fruits and vegetables to students in participating elementary schools during the school day.

The goal of the FFVP is to improve children's overall diet and create healthier eating habits to impact their present and future health. The FFVP will help schools create healthier school environments by providing healthier food choices; expanding the variety of fruits and vegetables children experience; and increasing children's fruit and vegetable consumption.

## **2. When did the FFVP become a national program?**

The FFVP began as the Fresh Fruit and Vegetable Pilot Program, authorized by Congress under the Farm Security and Rural Investment Act of 2002 (P.L. 107-171) in a limited number of States and schools. The purpose of the pilot was to identify best practices for increasing fresh fruit and vegetable consumption among students, and to determine the feasibility and students' interest.

In 2008 the Food, Conservation and Energy Act of 2008 established the FFVP as a permanent program under section 19 of the National School Lunch Act. This law also expanded the FFVP nationwide to 50 States, the District of Columbia, and the territories of Guam, Puerto Rico and the Virgin Islands and substantially increased the funding level.

## **3. Who may participate in the Fresh Fruit and Vegetable Program?**

The 50 States, District of Columbia, and the territories of Guam, Puerto Rico and Virgin Islands may participate. The FFVP is targeted to elementary schools with the highest free and reduced price enrollment.

## **4. Who administers the Program?**

The Food and Nutrition Service that administers all the Child Nutrition Programs at the Federal level also administers the FFVP. At the State level, the FFVP is usually administered by the State

education agency, which operates the program through agreements with school food authorities (SFA).

## **5. How does the Fresh Fruit and Vegetable Program work?**

Elementary schools participating in the program receive between \$50.00 - \$75.00 per student for the school year. The State agency decides the per-student funding amount based on total funds allocated to the State and the enrollment of applicant schools.

With these funds, schools purchase additional fresh fruits and vegetables to serve free to students during the school day. They must be served outside of the normal time frames for the National School Lunch (NSLP) and School Breakfast Program (SBP). The State agency or SFAs determines the best method to obtain and serve the additional fresh produce.

Schools participating in the FFVP submit monthly claims for reimbursement which are reviewed by the SFA before payment is processed to the SA. Schools are reimbursed for the cost of fresh fruits and vegetables and limited non-food costs.

State agencies are provided funds for administration of the program according to federal requirements.

## **6. What are the Program requirements for eligible elementary schools?**

Schools have the flexibility to develop their own implementation plan, choose the type of produce, number of days a week and times during the day (outside of NSLP and SBP operation) to provide free fresh fruits and vegetables to their students. The number of times the program can be offered during a school week is dependent on the level of funds a school receives. FNS strongly encourages schools, whenever feasible, to offer the FFVP no less than 2 days a week. Schools must agree to widely publicize the availability of the program. Schools must follow all food safety requirements and HACCP guidance. Schools are encouraged to develop partnerships to help implement the program, such as with local universities, extension services and local grocers.

## **7. How do schools purchase fruits and vegetables for the Program?**

Schools may purchase their fruits and vegetables through the same system they make purchases for the NSLP and SBP. They may acquire produce through the DOD Fresh program, or they may purchase locally. In all cases, schools must follow proper procurement procedures and produce must be purchased according to existing local, State and Federal guidelines.

## **8. How is the program funded?**

Congress established the funding amount and cycle for the FFVP as follows:

October 1, 2008: \$40 million

July 1, 2009: \$65 million

July 1, 2010: \$101 million

July 1, 2011: \$150 million

July 1, 2012 and each July 1 thereafter, the amount made available is adjusted to reflect changes for the 12-month period ending the preceding April 30 in the Consumer Price Index.

The funding level per state is determined through a formula allocation and provided through the States' Letter of Credit.

## **9. How many schools participate in the FFVP?**

In school year 2008-2009, 1,956 schools participated with an enrollment of approximately 740,327 students. Each year the number of participating schools is expected to increase due to the increased funding provided.

January, 2010

Michigan Department of Education  
Grants Coordination and School Support  
School Nutrition Programs

**FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)  
2011-2012 Participating Schools**

<b>Applicant</b>	<b>Building Name</b>
Academy of Flint	Academy of Flint
Adrian City School District	Lincoln Elementary School
Adrian City School District	Michener Elementary School
Adrian City School District	Prairie Elementary School
Albion Public Schools	Harrington Elementary School
Alpena Public Schools	Lincoln Community School
Atherton Community Schools	Vern Van Y. School
Baldwin Community Schools	Baldwin Elementary School
Bangor Public Schools	South Walnut School
Battle Creek Public Schools	Ann J. Kellogg School
Battle Creek Public Schools	Coburn School
Battle Creek Public Schools	Dudley School
Battle Creek Public Schools	Franklin School
Battle Creek Public Schools	Lamora Park School
Battle Creek Public Schools	Urbandale School
Battle Creek Public Schools	Verona Elementary School
Bay City School District	Linsday Elementary School
Bay City School District	MacGregor Elementary School
Bay City School District	Washington Elementary School
Bay County PSA	Bay County PSA
Ben Ross Public School Academy	Ben Ross Public School Academy
Benton Harbor Area Schools	Boynton Montessori Program
Benton Harbor Area Schools	Creative Arts/Gifted and Talented Academy
Benton Harbor Area Schools	Fair Plain West Elementary School
Benton Harbor Area Schools	Morton Elementary School
Benton Harbor Area Schools	Sorter Elementary School
Burt Township School District	Burt Township School
Central Academy	Central Academy
Chandler Park Academy	Chandler Park Academy - Elementary
Clintondale Community Schools	Rainbow Elementary School
Clintondale Community Schools	Robbie Hall Parker School
Colon Community School District	Leonidas School
Conner Creek Academy East	C.C.A. East - Elementary
Covert Public Schools	Covert Elementary School
Crescent Academy	Crescent Academy
Dearborn City School District	Henry Ford Elementary School
Dearborn City School District	Iris Becker Elementary School
Dearborn City School District	Lowrey Elementary School
<b>Applicant</b>	<b>Building Name</b>

Dearborn City School District	Maples Elementary School
Dearborn City School District	McCollough Elementary School
Dearborn City School District	McDonald Elementary School
Dearborn City School District	Miller Elementary School
Dearborn City School District	Oakman Elementary School
Dearborn City School District	Salina Elementary P - 3
Dearborn City School District	William Ford Elementary School
Detroit City School District	Burns Elementary School
Detroit City School District	Detroit School of Arts West - Langston Hughes
Detroit City School District	Edmonson Elementary School
Detroit City School District	Fisher Magnet Lower Academy
Detroit City School District	Gompers (Brightmoor) E. School
Detroit City School District	Greenfield Union Elementary School
Detroit City School District	Howe (Carstens) Elementary School
Detroit City School District	Mann Elementary School
Detroit City School District	Mark Twain Elementary School
Detroit City School District	Neinas Elementary School
Detroit City School District	Nichols Elementary School
Detroit City School District	Pasteur Elementary School
Detroit City School District	Sampson Academy
Detroit City School District	Spain Elementary School
Detroit City School District	Stewart Elementary School
Detroit City School District	Thirkell Elementary School
Detroit City School District	Trix Elementary School
Detroit City School District	White Elementary School
Detroit City School District	Wilkins Elementary School
Detroit Leadership Academy	Detroit Leadership Academy
Discovery Arts and Technology PSA	Discovery Arts and Technology PSA
Dove Academy of Detroit	Dove Academy of Detroit
Eaton Academy	Eaton Academy
Ecorse Public School District	GrandPort Elementary Academy
Ecorse Public School District	Ralph J. Bunche Academy
Ferndale Public Schools	Coolidge Intermediate School
Ferndale Public Schools	Grant Early Childhood Center
Flint City School District	Bryant Elementary School
Flint City School District	Bunche School
Flint City School District	Carpenter Road School
Flint City School District	Coolidge (Cummings) Element. School
Flint City School District	Dort School
Flint City School District	Doyle/Ryder School
Flint City School District	Durant Tuuri Mott School
Flint City School District	Eisenhower School
Flint City School District	Freeman School
Flint City School District	Neithercut Elementary School
Flint City School District	Potter School
Flint City School District	Scott School
Flint City School District	Summerfield School
<b>Applicant</b>	<b>Building Name</b>
Flint City School District	Washington School

Forest Area Community Schools	Fife Lake Elementary School
Francis Reh PSA	Francis Reh PSA
Godfrey-Lee Public Schools	Godfrey Elementary School
Godfrey-Lee Public Schools	Godfrey-Lee Early Childhood Ctr.
Hale Area Schools	Hale Elementary/Middle School
Hamtramck Public Schools	Dickinson East Elementary School
Hamtramck Public Schools	Dickinson West Elementary School
Hamtramck Public Schools	Holbrook School
Hanley International Academy	Hanley International Academy
Ionia Public Schools	Emerson School
Ionia Public Schools	Jefferson School
Jackson Public Schools	Bennett School
Jackson Public Schools	Cascades School
Jackson Public Schools	Frost Elementary School
Jackson Public Schools	Hunt Elementary School
Jackson Public Schools	McCulloch School
Jackson Public Schools	Northeast Elementary School
Kalamazoo Public School District	Arcadia Elementary School
Kalamazoo Public School District	El Sol Elementary
Kalamazoo Public School District	Spring Valley Center for Exploration
Kalamazoo Public School District	Washington Writers' Academy
Kalamazoo Public School District	Woods Lake Elementary
Kaleva Norman Dickson School District	KND Elementary
Lakeview Sch. District (Calhoun)	Prairieview School
Lamphere Public Schools	Hiller Elementary School
Lincoln Park Public Schools	Hoover School
Lincoln Park Public Schools	James Foote School
Lincoln Park Public Schools	Keppen School
Lincoln Park Public Schools	Lafayette School
Lincoln Park Public Schools	Max Paun School
Lincoln Park Public Schools	Raupp School
Madison Public Schools (Oakland)	Edison Elementary School
Madison Public Schools (Oakland)	Halfman Elementary School
Melvindale-North Allen Park Schools	Allendale Elementary School
Mesick Consolidated Schools	Floyd M. Jewett Elem. School
Michigan Technical Academy	Michigan Technical Academy
Michigan Technical Academy	Michigan Technical Academy Elementary
Montrose Community Schools	Carter Elementary School
Mt. Clemens Comm. School District	George Washington Academy
Mt. Clemens Comm. School District	M.L. King Jr. Academy
Mt. Clemens Comm. School District	Seminole Academy
Mt. Morris Consolidated Schools	Montague Elementary School
Mt. Morris Consolidated Schools	Moore Elementary School
Muskegon City School District	Marquette School
Muskegon City School District	McLaughlin Elementary School
Muskegon City School District	Moon Elementary School
<b>Applicant</b>	<b>Building Name</b>
Muskegon City School District	Nelson Elementary School
Muskegon City School District	Nims Elementary School

Muskegon City School District	Oakview Elementary School
Nsoroma Institute	Nsoroma Institute
Oak Park City School District	Key Elementary School
Oak Park City School District	Pepper Elementary School
Oakland County Childrens Village	Oakland County Childrens Village
Oakland International Academy	O.I.A. - Elementary
Oakland International Academy	O.I.A. - Intermediate
Old Redford Academy	Old Redford Academy - Elementary
Owosso Public Schools	Bryant School
Palo Community School District	Palo Community School
River Rouge School District	Ann Visger K-5 Preparatory Academy
Romulus Community Schools	Hale Creek Elementary School
Romulus Community Schools	Romulus Elementary School
Romulus Community Schools	Wick Elementary School
Rudyard Area Schools	Turner-Howson Elementary School
Saginaw City School District	Arthur Eddy K-8 Academy
Saginaw City School District	C.C. Coulter Elementary School
Saginaw City School District	Chester F. Miller School
Saginaw City School District	Heavenrich School
Saginaw City School District	Herig School
Saginaw City School District	Houghton Elementary School
Saginaw City School District	Jerome School
Saginaw City School District	Jessie Loomis School
Saginaw City School District	Jessie Rouse School
Saginaw City School District	Longfellow School
Saginaw City School District	Merrill Park Elementary School
Saginaw City School District	Stone School
Saginaw City School District	Zilwaukee K-8 School
School District of the City of Inkster	Baylor Woodson Elementary School
School District of the City of Inkster	Meek-Milton Elementary School
School District of Ypsilanti	Olive M. Adams Elementary School
Southfield Public School District	Brace-Lederle K-8 School
Southfield Public School District	Vandenberg Elementary School
Star International Academy	Star International Academy
The Dearborn Academy	The Dearborn Academy
Threshold Academy	Threshold Academy
Traverse City Area Public Schools	Blair Elementary School
Traverse City Area Public Schools	Traverse Heights Elem. School
Universal Academy	Universal Academy
Universal Learning Academy	Universal Learning Academy
Van Buren Public Schools	Elwell Elementary School
Van Buren Public Schools	Rawsonville Elementary School
West Branch-Rose City Area Schools	Rose City Elementary School
Weston Preparatory Academy	Weston Preparatory Academy
Westwood Community Schools	Daly School
Westwood Community Schools	Thorne Elementary School
<b>Applicant</b>	<b>Building Name</b>
Westwood Heights Schools	Colonel Donald McMonagle E. School
White Cloud Public Schools	Jack D. Jones Elementary School

White Cloud Public Schools	White Cloud Upper Elementary School
Whitefish Township Schools	Whitefish Township School
William C. Abney Academy	William C. Abney Academy
Willow Run Community Schools	Ford (Primary Learning Ctr)
Willow Run Community Schools	Holmes (Willow Run Learning Ctr)
Wolverine Community Schools	Wolverine Elementary School
Woodward Academy	Woodward Academy

# Chapter Two

## Instructions for Completing Informal Procurement Log

The Informal Procurement Log is to be used to document all competitive price quotations during the informal procurement procedure. The institution must contact at least three known suppliers of the food, services, and/or supplies needed and obtain competitive price quotations. The negotiation of prices and terms with one or more of the suppliers contacted is permitted. All information and prices discussed, whether by telephone or in writing, should be documented in program files. Institutions must ensure that all potential vendors receive the same information about the food, services, and/or supplies required. **It is not permissible for the institution to split a purchase into smaller units or subgroups for the purpose of avoiding the formal procurement process.** Procurement records must be kept for three years after the close of the fiscal year.

Attached to this document is an "Informal Procurement Log" that may be used or may guide you in developing your own form. Below is a sample of how this form can be used.

Items to be Purchased	Quantity Expected to Buy	Vendor #1: XYZ Company		Vendor #2: ABC Company		Vendor #3: LMN Company	
		Unit Price	Extended Price (Quantity x Unit Price)	Unit Price	Extended Price (Quantity x Unit Price)	Unit Price	Extended Price (Quantity x Unit Price)
Peaches, diced 6/10 cans	25 cs	\$20.19	\$504.75	\$18.87	\$471.75	\$22.40	\$560.00
Pears, sliced 6/10 cans	10 cs	\$20.94	\$209.40	\$23.01	\$230.10	\$23.26	\$232.60
Pineapple, chunks 6/10 cans	15 cs	\$25.98	\$389.70	\$28.03	\$420.45	\$24.89	\$373.35
<b>Total</b>			\$1,103.85		\$1,122.30		\$1,165.95
Vendor Selected		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Date and Method of Contact		May 8 Faxed in price quotes (Quote sheets must be attached)		May 11 Price given per phone. Will confirm in writing		May 11 Visited store and obtained prices. (Price sheets must be attached)	
Additional Notes:		Best price but will need to drive 15 miles to pick up product. Estimate that this will raise costs by 10%, making this a more costly alternative than Vendor #2		Slightly higher price, but 5 minute drive from site.			
Signature of person completing this form: <i>Ima Sample</i>				Date: <i>4/27/09</i>			

Although this example only compares three items, school and non-school institutions are expected to compare all the food, services, and/or supplies, they plan to purchase.

### INFORMAL PROCUREMENT LOG

Items to be Purchased	Quantity Expected to Buy	Vendor #1		Vendor #2		Vendor #3	
		Unit Price	Extended Price (Quantity x Unit Price)	Unit Price	Extended Price (Quantity x Unit Price)	Unit Price	Extended Price (Quantity x Unit Price)
<b>TOTAL</b>			\$		\$		\$
Vendor Selected		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Date and Method of Contact							
Additional Notes:							
Signature of person completing this form:						Date:	



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

DATE: February 1, 2011

MEMO CODE: SP\_18 - 2011

SUBJECT: Procurement Geographic Preference Q&As

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

In light of recent Farm to School efforts to connect schools with local or regional farmers and the need for guidance and technical assistance on the State and local levels, we have created Q&As to further explain the geographic preference option. The purpose of this memorandum is to provide Q&As on the application of the geographic preference option in procurement of unprocessed locally grown or locally raised agricultural products.

We encourage State agencies to share these Q&As with their counterparts at other State Departments (e.g., Department of Agriculture or Department of Health) that are involved in Farm to School activities.

**Original Signed**

Cynthia Long  
Director  
Child Nutrition Division

## **Geographic Preference**

### **Applying Geographic Preference**

**Q1:** The 2008 Farm Bill amended the Richard B. Russell National School Lunch Act (NSLA) to direct the Secretary of Agriculture to encourage institutions operating Child Nutrition Programs to purchase unprocessed locally grown and locally raised agricultural products. Does USDA define the geographic area that is considered to be local?

**A:** No, USDA does not define the geographic area that is considered to be local; the decision is left to the purchasing institution, such as a school food authority (SFA) making the purchase or the State agency (SA) making purchases on behalf of SFAs. In other words, the purchasing institutions, such as SAs, SFAs, child care institutions and Summer Food Service Program (SFSP) sponsors, may specifically identify the geographic area within which unprocessed locally raised and locally grown agricultural products will originate. The purchasing institution must not define local in a manner that unnecessarily restricts free and open competition.

**Q2:** Does the geographic preference option for the procurement of unprocessed agricultural products apply to all Federal Child Nutrition Programs?

**A:** Institutions receiving funds through the Federal Child Nutrition Programs may apply an optional geographic preference in procurement of unprocessed locally grown or locally raised agricultural products, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Fresh Fruit and Vegetable Program (FFVP), Special Milk Program (SMP), Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP).

**Q3:** Can an SFA issue a solicitation that states, “We will only accept locally grown agricultural products from a State”?

**A:** No, the Federal laws allow institutions receiving funds through the Child Nutrition Programs to apply a geographic preference when procuring locally grown or locally raised agricultural products, as noted in the preamble of the geographic preference rule. The exclusion of all non-locally grown agricultural products is not a preference but rather a requirement of bidding and therefore is overly restrictive.

**Q4:** An SFA defined “local” as the entire State and issued a Request for Proposal (RFP). Can the SFA give a bidder geographic preference points if the bidder is incorporated outside of the State with its principal place of business outside of the State?

**A:** Yes, geographic preference in a procurement does not preclude a bidder from outside the specified geographic area from competing for, and possibly being awarded, the contract subject to geographic preference. The geographic preference applies to the unprocessed locally grown and locally raised agricultural product; it is irrelevant whether the bidder’s business is incorporated or has a principal place of business in the State.

**Q5:** An SFA wants to issue an Invitation for Bid (IFB). How does an SFA incorporate geographic preference points into an IFB?

**A:** An IFB doesn’t generally include preference points; instead, an SFA determines who is responsive based on the solicitation, and then from the responsive bidders the SFA awards the contract to the bidder with the lowest price. Therefore, it may not be feasible to incorporate “points” into an IFB in the same way as is done with an RFP. However, an SFA could write in the specifications that, for example, an apple must have been picked within one day of delivery or must have been harvested within a certain time period.

Additionally, the solicitation document must clearly outline how all bids will be evaluated, including the application of geographic preference in the scoring criteria. The following is an example of one approach on how to incorporate geographic preference points in an IFB:

Geographic preference points in an IFB would be applied after the SFA determined the three bidders with the lowest price. The three bidders with the lowest price would be given a total of ten geographic preference points if those bidders met the geographic preference. In order to determine the winning bidder, the scoring criteria would clearly state that one point would equal one cent; in other words, ten points would translate into ten cents. If one or more of the responsive bidders with the lowest price met the geographic preference, ten cents would be taken off of their respective prices and that bidder could potentially win the bid. Note: Deducting ten cents from the prices of responsive bidders that met the geographic preference only applies to determining the winning bidder and would not affect the actual price paid to a bidder.

In the following example, Bidder 2 meets the geographic preference and is given ten points which translates into deducting ten cents from Bidder 2's price. In this example, Bidder 2 still doesn't win the bid because Bidder 1 has a lower price.

	Bidder 1	Bidder 2	Bidder 3
Price	\$1.97	\$2.10	\$2.03
Meets geographic preference?	No	Yes (10 points)	No
Price with preference points	\$1.97	<b>\$2.00</b>	\$2.03

**Q6:** An SFA would like to prescribe geographic preference as a percentage in their solicitation (IFB or RFP). For example, the SFA would like to give a ten percent price

preference to bidders offering unprocessed locally grown and locally raised agricultural products.  
Can an SFA prescribe geographic preference as a percentage in their solicitation?

**A:** Yes, an SFA may prescribe geographic preference in their solicitation in terms of actual percentage (e.g., ten percent price preference). Geographic preference can be prescribed in terms of points or percentages. The solicitation document must clearly outline the scoring criteria and the method in which the criteria will be evaluated.

**Q7:** How many geographic preference points can an SFA assign to geographic preference?  
What is the maximum price percentage an SFA can assign to geographic preference?

**A:** The Federal regulations do not prescribe the number of preference points or maximum price percentage an SFA can assign to geographic preference. Generally speaking, any price preference (prescribed as points or percentage) impacts free and open competition. However, geographic preference may have a greater or lesser impact on free and open competition depending on the characteristics of the market. The SFA's application of the geographic preference option must leave an appropriate number of qualified firms, given the nature and size of the procurement, to compete for the contract, as it is imperative that the SFA does not unnecessarily restrict free and open competition.

**Q8:** Can SFAs split up large purchases into smaller amounts and thereby fall under the small purchase threshold?

**A:** SFAs cannot intentionally split purchases in order to fall below the Federal, State, or local small purchase threshold in an effort to avoid more rigorous procurement practices. However, there may be some instances in which the characteristics of a product or market support the need to separate selected products from the overall food procurement. For example, milk and bread are commonly procured separately because there are fundamental differences between them and other food products, such as shorter shelf-life, specialized pricing mechanisms, and durability. Similarly, an SFA may find that fresh produce may be considered a

separate market given that it shares similar characteristics as bread and milk, and may want to separate this procurement from their overall food procurement.

**Q9:** An SFA would like to conduct a procurement under the small purchase threshold. Can the SFA procure unprocessed locally grown or locally raised agricultural products directly from a local farmer?

**A:** Yes; however, the procurement must be conducted in a manner that maximizes full and open competition. According to the Federal regulations, the SFA can conduct a procurement under the small purchase threshold if the procurement is under \$100,000 in value. States or localities may set a lower small purchase threshold and thereby impose more formal procedures. The SFAs should put the number, quality and type of goods in writing before contacting any potential offerors. When using the small purchase threshold, we recommend that at least three sources be contacted who are eligible, able and willing to provide the unprocessed locally grown or locally raised agricultural product. Contacting a minimum of three sources ensures that an adequate number of potential offerors will be afforded the opportunity to respond to the solicitation.

**Q10:** An SFA would like to conduct a procurement under the small purchase threshold. Can the SFA procure unprocessed locally grown or locally raised agricultural products directly from a teacher that works for one of the schools in the SFA's school district?

**A:** The procurement must be conducted in a manner that maximizes full and open competition. The Federal regulations prohibit an employee, officer or agent of the grantee or subgrantee (i.e., SA or SFA) to participate in the selection, award or administration of a contract if a conflict of interest, real or apparent, would be involved. A contract award to a teacher in an SFA's school district creates an appearance of impropriety and generates the question of whether or not free and open competition has been circumvented. Therefore, a conflict of interest, real or apparent, may be involved if a teacher that works for one of the schools in the SFA's school district is awarded a contract.

**Q11:** May an SFA give geographic preference to farmers in a neighboring country (i.e., Mexico or Canada) for foreign unprocessed agricultural products when procuring unprocessed locally grown or locally raised agricultural products?

**A:** An SFA must adhere to the Buy American clause which requires SFAs to purchase domestically grown foods to the maximum extent possible. An SFA may purchase foreign goods only if the two rare exceptions to the Buy American provision are met: (1) the product is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality; and (2) competitive bids reveal the costs of a U.S. product is significantly higher than the foreign product.

**Q12:** A State regulation requires State governmental entities to give geographic preference to local State farmers and prescribes a method on how geographic preference can be incorporated in the State governmental entities' solicitation. Is an SFA required to follow the State's regulation on geographic preference?

**A:** No. Under the principles of federalism, a State has the right to create a regulation of this nature; however, the application of the State's regulation to the Federal Child Nutrition Programs is an entirely different matter. Please keep in mind that States cannot mandate through law or policy that institutions apply a geographic preference when conducting procurements for the Federal Child Nutrition Programs, because the National School Lunch Act (NSLA) grants this authority directly to the purchasing institution (i.e., SFA or SA making purchases on behalf of the SFA).

**Q13:** Where does an SFA go to obtain help in developing bid sheets that use geographic preference? Does USDA have examples of solicitations that use geographic preference?

**A:** An SFA should start by contacting its SA for assistance in developing bid sheets and for examples of solicitations that use geographic preference. USDA is in the process of creating

tools that will assist in this area. USDA has created an online training on procurement, *State Agency Guidance on Procurement*, that can be found at <http://www.nfsmi.org>. Additionally, the USDA Farm to School website (<http://www.fns.usda.gov/cnd/f2s/>) provides information on the procurement requirements, as well as Q&As directly related to local food purchases.

### **Unprocessed Agricultural Product**

**Q14:** Can an SFA apply the geographic preference option in the procurement of ground beef?

**A:** As we stated in our policy memo dated November 13, 2009, we further amended the previous guidelines regarding what is to be considered to be unprocessed locally grown or locally raised agricultural products. In our view, for the purpose of applying a geographic procurement preference in the Child Nutrition Programs, unprocessed agricultural products means only those agricultural products that retain their inherent character. Size adjustment made by grinding does not change an agricultural product into a product of different kind or character. Therefore, an SFA can apply the geographic preference option in the procurement of ground beef if no other items such as additives or preservatives are added to the ground beef.

**Q15:** Can an SFA give geographic preference when procuring a frozen bag of combination local vegetables (e.g., broccoli, cauliflower and carrots) from a bidder?

**A:** Yes, the inherent character of the vegetables is retained and not modified by freezing or combining vegetables in a bag.

**Q16:** Can an SFA give geographic preference when procuring fresh local vegetables in portion sized or single serving bags (e.g., small bags of carrots) from a bidder?

**A:** Yes, the inherent character of the vegetables is retained and not modified by placing vegetables in portion sized or single serving bags.

**Q17:** Can an SFA give geographic preference when procuring canned local vegetables from a bidder?

**A:** No, the inherent character of the vegetables is not retained because the heating process involved in canning changes the agricultural product into a product of a different kind or character.



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

3101 Park  
Center Drive

Alexandria, VA  
22302-1500

DATE: October 9, 2009

MEMO CODE: SP 01-2010 CACFP 01-2010 SFSP 01-2010

SUBJECT: Applying Geographic Preferences in Procurements for the Child Nutrition Programs - Updates

TO: Regional Directors  
Child Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

This memorandum updates and revises Memoranda SP 30-2008 *Applying Geographic Preferences in Procurements for the Child Nutrition Programs*, SP 08-2009 *Procurement Questions*, and SP 28-2009 *Procurement Questions*, regarding school food authorities' (SFAs) and other institutions' application of a geographic preference in procurements for the Child Nutrition Programs. Section 4302 of the Food, Conservation, and Energy Act of 2008, P.L. 110-246 (Farm Bill), amended section 9(j) of the Richard B. Russell National School Lunch Act (NSLA), 42 USC 1758(j), directing the Secretary of Agriculture to encourage institutions operating the Child Nutrition Programs to purchase unprocessed locally grown and locally raised agricultural products. In addition, the Farm Bill allows SFAs and other institutions receiving funds through the Child Nutrition Programs to apply a geographic preference when procuring those unprocessed agricultural products.

As provided in the Joint Explanatory Statement of the Committee of Conference, the Managers used the term "unprocessed" to preclude the use of geographic preference for agricultural products that have significant value added components. The Managers do not intend to

preclude de minimis handling and preparation such as might be necessary to present an agricultural product to a school food authority in a useable form, such as washing vegetables, bagging greens, butchering livestock and poultry, pasteurizing milk, and putting eggs in a carton. (H.Rpt. 100-627)

In the above-referenced memorandum and question and answer communications, we provided initial guidance on the term "unprocessed" as it relates to the use of geographic preferences in procurements by SFAs and other service institutions, stating

the *de minimis* handling and preparation anticipated by the Managers would not include chopped, cut, or diced products. As a result, we concluded that “geographic preference may not be applied to agricultural products that have been chopped, cut, sliced, or diced.”

However, after observing the impact of the interpretation of unprocessed during the past year we have determined that our initial guidance is unnecessarily restrictive and potentially prevents SFAs and service institutions from procuring unprocessed, locally grown products in a usable form. Accordingly, we are updating our initial guidance. Unprocessed agricultural products that have been chopped, cut, sliced, diced or shucked do meet the parameters of unprocessed as used in the Farm Bill. Therefore, SFAs and other service institutions may use a geographic preference when procuring those agricultural products. The relevant memorandum and question and answer communications will be revised accordingly and re-issued.

It is important to note that the Farm Bill does not permit the use of geographic preferences in SFAs and other service institutions’ procurement of agricultural products that have significant value added components. We will issue a proposed regulation early in Fiscal Year 2010 on the geographic preference provision.

Sincerely,

**Original Signed**

Cynthia Long  
Director  
Child Nutrition Division



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

3101 Park  
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Alexandria, VA  
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MEMO CODE: SP 32-2009

DATE: July 29, 2009

SUBJECT: School Garden Q&As

TO: Regional Directors  
Child Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

Recently, we have received several questions regarding the operation of a school garden. Attached are questions and answers to address this issue. As in the past, please share this information with your school food authorities.

**Original Signed**

CYNTHIA LONG  
Director  
Child Nutrition Programs

Enclosure

**1. Q:** Can the school food service use funds from the nonprofit school food service account to purchase seeds for a school garden?

**A:** Yes, with the understanding that the garden is used within the context of the program, i.e. selling the food or providing food in the classroom as part of an educational lesson.

**2. Q:** Can the school food service use funds from the nonprofit school food service account to purchase items for the school garden such as fertilizer, watering cans, rakes, etc.?

**A:** Yes, as long as the items are used for the purpose of starting and maintaining the garden.

**3. Q:** Can a school sell food grown in their school garden that was funded using the nonprofit school food service account?

**A:** Yes, as long as the revenue from the sale of the food accrues back to the nonprofit school food service account. Schools can serve the produce as part of a reimbursable meal or sell it a la carte, to parents, to PTA members, at a roadside stand, etc.

**4. Q:** Are there health/safety issues involved with school gardens?

**A:** Yes. SFAs need to familiarize themselves with the Federal, State, and local requirements regarding health and sanitation issues.

**5. Q:** Can the school food service purchase produce from another school organization that is maintaining and managing the garden, such as Future Farmers of America (FFA)?

**A:** Yes, the school food service may purchase produce from a garden run by a school organization such as FFA, which is an agricultural education program for students.

**6. Q:** Can funds received through the Fresh Fruits and Vegetables Program (FFVP) be used to purchase seeds/tools/equipment for a school garden?

**A:** No. FFVP funds may not be used for the purchase of any materials for school gardens.

**7. Q:** What if there is excess produce from the garden left over at the end of the school year?

**A:** The school should first see if the excess food can be used to benefit another program such as the SFSP. If that is not possible, they could try selling the food (as always, the profit must accrue back to the nonprofit school food service account) or donate it in accordance with State and local health/safety regulations.

# Chapter Three



**FRESH**  
  
**FRUIT &**  
**VEGETABLE**  
  
**PROGRAM**

A Handbook for Schools

# Fresh Fruit and Vegetable Program

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## A Handbook for Schools

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December 2010

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# Introduction

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The Fresh Fruit and Vegetable Program (FFVP) provides all children in participating schools with a variety of free fresh fruits and vegetables throughout the school day. It is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options. The FFVP also encourages schools to develop partnerships at the State and local level for support in implementing and operating the program.

## The Goal of the FFVP

Create healthier school environments by providing healthier food choices

- 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

This program is seen as an important catalyst for change in efforts to combat childhood obesity by helping children learn more healthful eating habits. The FFVP introduces school children to a variety of produce that they otherwise might not have had the opportunity to sample.



# Program History

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## **Farm Security and Rural Investment Act of 2002**

The Fresh Fruit and Vegetable Program began as a pilot project authorized by Congress in 2002. The pilot provided funds to purchase fresh fruits and vegetables in four States (Indiana, Ohio, Michigan and Iowa) and an Indian Tribal Organization (ITO) (New Mexico) for School Year 2002-2003. The purpose of the pilot was to determine the best practices for increasing fruit (both fresh and dried) and fresh vegetable consumption.

## **Child Nutrition and WIC Reauthorization Act of 2004**

The success of the pilot led to the enactment of legislation in 2004 to expand the Fresh Fruit and Vegetable Program and to make it a permanent program under the National School Lunch Act. The law added four additional states (Washington, North Carolina, Mississippi Pennsylvania and two ITOs (one in Arizona and one in South Dakota) for School Year 2004-2005.

## **The Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2006**

This Act appropriated one-time funding of \$6 million to further expand the Fresh Fruit and Vegetable Program in six additional States.

## **Consolidated Appropriations Act of 2008**

The Consolidated Appropriations Act of 2008 expanded the FFVP nationwide and provided approximately \$9.9 million to begin program operations for School Year 2008-2009.

## **The Food, Conservation, and Energy Act of 2008 (Farm Bill)**

The Food, Conservation and Energy Act of 2008 amended the Richard B. Russell National School Lunch Act by adding section 19, *the Fresh Fruit and Vegetable Program*. Section 19 permanently authorizes the program nationwide, and provides significant funding increases, beginning with \$40 million in FY 2009 and growing to \$150 million and adjusted by annual changes in the Consumer Price Index (CPI).

# Program Administration

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The U.S. Department of Agriculture’s Food and Nutrition Service (FNS) administers the Fresh Fruit and Vegetable Program (FFVP) at the federal level. At the State level, the FFVP is administered by the State agency that administers the National School Lunch Program. In administering the program, States must keep in mind direction from Congress which provides that the purpose of the program is to make available free fresh fruits and vegetables to children.

Selected schools receive reimbursement for the cost of making free fresh fruits and vegetables available to students during the school day. These fresh fruits and vegetables must be provided separately from the lunch or breakfast meal, in one or more areas of the school during the official school day.

All schools that participate in the FFVP are required to widely publicize within the school the availability of free fresh fruits and vegetables.

## **Meal Accommodations for Students with Disabilities**

If a child’s disability prevents them from consuming fresh fruits and vegetables as prepared, the school must provide accommodations as they would for other school meals. Schools must consider how the requirement may be applied in the operation of the FFVP. For example, in providing accommodations for the FFVP, schools may have to modify texture. In doing so, schools should consider starting with fresh items and avoid pureeing canned or frozen fruits and vegetables, including baby foods. In most instances, fresh fruits can be pureed; we recognize that this is not always the case for vegetables. Fresh vegetables should be used when feasible but may be cooked and then pureed when needed.

The pureeing of fresh produce for students with disabilities must be done within the constraints of their medical requirements as allowed by their physician. However, schools should make sure that both the parent and the child’s doctor are aware of the program and its intent to provide fresh produce in order to determine if the fresh items are an acceptable choice for texture modifications.

## **FFVP Funds for State Agency Administration**

The law permits State agencies to retain a portion of their total FFVP grant allocation for State administrative costs. When budgeting FFVP administrative funds, States should include yearly training for all FFVP School Food Authorities/schools and keep FFVP schools apprised of any updates to the Program.

## **School Selection Criteria**

Section 19 of the National School Lunch Act requires that schools with the highest free and reduced price enrollment be given priority for participation in the FFVP. This is the key selection criterion, which ensures that the Program benefits low-income children that generally have fewer opportunities to consume fresh fruits and vegetables on a regular basis.

To determine the schools with the highest free and reduced price enrollment, States may use the school data reported each October. States may also choose another month provided the same month is consistently used throughout a State.

This criterion cannot be waived to give all schools in a state an equal chance to participate in the Program or to provide geographic dispersion. To be selected for the FFVP, a school must

- Be an elementary school
- Represent the highest percentage of students certified for free and reduced price benefits
- Participate in the NSLP
- Complete an annual application for the FFVP (see *school applications* below)

The application review process must select schools representing the highest percent of students certified for free and reduced price benefits. An eligible high need school should be afforded every opportunity to complete an application to participate in the Program. A state can choose not to select a high need school *if* the

- School fails to meet the deadline for application completion
- School does not have the support of its administration
- State has concerns with the school's administration of another child nutrition program

- State believes the school cannot properly operate the FFVP, *despite previous support from the State*

The total enrollment of all schools selected in the State must result in a per-student allocation of \$50-\$75 per year. Below is an example that determines the number of students that can participate in the Program within the required per student allocation range.

\$174,005	July allocation (Max of 25% of total school year allocation)
<u>\$522,215</u>	October allocation
\$696,220	Total for School Year
<u>\$ 21,000</u>	Administrative funds retained by State
\$675,220	Available to schools

Range of students that can participate:

\$675,220 / \$50 = 13,504 students

\$675,220 / \$75 = 9,002 students

After the range of students that can participate has been determined, States should determine the per-student dollar amount they want to achieve.

## Outreach to Low-Income Schools

States must conduct outreach to the elementary schools with the highest percentage of students certified for free and reduced-price benefits and should do all they can to ensure that the FFVP reaches these elementary schools. States that have a large number of elementary schools at or above 50 percent certified for free and reduced price benefits than could possibly be funded through the FFVP may choose to target just those schools with the highest need.

States must conduct outreach to their neediest schools before they select any school for participation in the program. High need schools should be aware that if they apply, they will likely be chosen to participate in the Program.

States will assist high need schools in submitting an application as part of the State's outreach efforts.

Please reference policy memorandum, [Fresh Fruit and Vegetable Program \(FFVP\) Targeted School Selection and Outreach Process](http://www.fns.usda.gov/cnd/governance/Policy-Memos/2010/SP_10-2010_os.pdf), found at: [www.fns.usda.gov/cnd/governance/Policy-Memos/2010/SP\\_10-2010\\_os.pdf](http://www.fns.usda.gov/cnd/governance/Policy-Memos/2010/SP_10-2010_os.pdf).

## School Applications

State agencies must *solicit* applications from elementary schools representing the highest need within the State. Each school that participates in the FFVP must submit an application that includes, at a minimum

- The total number of enrolled students and the percentage eligible for free/reduced price meals
- A certification of support for participation in the FFVP signed by the
  - School food service manager, school principal, *and* district superintendent (or equivalent position)
- A program implementation plan that includes efforts to integrate the FFVP with other efforts to promote sound health and nutrition, reduce overweight and obesity, or promote physical activity

It is recommended that each school include a description of partnership activities undertaken or planned. Schools are encouraged to develop partnerships with one or more entities that will provide non-Federal resources, including entities representing the fruit and vegetable industry and entities working to promote children's health in the community.

The application process must be conducted by the State agency every year. However, at the discretion of the State agency, schools that are reapplying and are accepted to the Program based on their continued high need would be allowed to update the information the State agency has on file rather than submit a new application package. Updates could include a new plan for program implementation, changes in enrollment numbers and free and reduced price percentages.

# How It Works

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Reimbursement for the FFVP is similar to other Child Nutrition Programs. Schools submit a monthly claim and are reimbursed by the State agency for purchases of fresh fruits and fresh vegetables served free to children during the school day. Within basic requirements, the FFVP gives your school the flexibility to develop your own implementation plan, involve teachers and other school staff, work out problems, and reach your own solutions. Your school decides when, where, and how you want to implement the FFVP, and what mix of fresh fruits and vegetables you want to offer your children.



## School Selection

To be selected to participate in the Fresh Fruit and Vegetable Program, your school must

- Be an elementary school
- Have a high percentage of children eligible for free and reduced price benefits
- Make free fresh fruits and vegetables available to all *enrolled* children
- Provide fresh fruits and vegetables only during the school day (not before or after school or during summer school)
- Widely publicize within the school the availability of free fresh fruits and vegetables
- Have documented support of the food service manager, principal and district superintendent
- Serve free fresh fruits and vegetables outside of the NSLP and SBP meal periods

***USDA encourages:***

- Every effort to provide fresh fruits and vegetables a minimum of twice a week as repeated exposure to new foods is a key to acceptance
- A variety of implementation strategies
- Complementary nutrition education

***As a participating school you:***

- Receive funds based on an allocation of \$50- \$75 per student
- Submit a monthly claim for reimbursement
- Must operate the NSLP
- May use no more than 10% of your school's total grant for administrative costs
- Receive reimbursement for the costs of purchasing, preparing, and serving fresh fruits and vegetables to children in your school

***To ensure the FFVP runs smoothly, your school should:***

- Establish an implementation or operational plan for your school that addresses “who does what and where?” to ensure all operational guidelines are followed
- Establish a monthly budget to assist you in tracking funds and ensure timely expenditures of program funds
- Pay attention to program logistics, right from the start, to make sure food service and other school staff understand how the FFVP works
- Establish partnerships on a local level with grocers, Health Departments, or extension service. State or national level partnerships can also be very helpful
- Incorporate nutrition education into the daily curriculum, preferably during the service of fresh fruits and vegetables
  - Be aware of other purchasing avenues for fresh produce; schools may use their current vendors or try other vendors such as

- DoD-Fresh (the Department of Defense’s Fresh Fruit and Vegetable Program)
  - Farm to School Initiative
  - Local producers
- In all situations proper procurement procedures must be followed
- Be familiar with proper handling and storage of fresh produce to prevent spoilage and loss
- Be familiar with all Food Safety and Hazard Analysis and Critical Control Point (HACCP) principles for fresh produce
- Process reports on time, retain records, and comply with all other paperwork and reporting requirements

## **Best Practices**

- Anticipate the need for staff to prepare and deliver food and to process reports and other paperwork
- Coordinate efforts to inform principals, teachers, school staff, children, and parents about the Fresh Fruit and Vegetable Program
- Respond to reports from custodians about trash and messes
- Determine the appropriate types of produce to serve and the appropriate portion sizes
  - Keep in mind that the appropriate type of produce and portion size will depend on student age and preference as well as the ways you offer fruits and vegetables
- Identify with your stakeholders the best methods for distributing and promoting fruits and vegetables to your students
- Solicit free nutrition education materials from State, local and federal partners

# Who Can Receive Fruits and Vegetables

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The Fresh Fruit and Vegetable Program is for all the children who normally attend your school. Any child who is considered a member of the school and who is present during the service of fruits and vegetables may participate.

Children attending a Child Care Center, Head Start program or a split-session kindergarten class located in a FFVP school may also participate if they are considered *enrolled* in the participating school and are in school on the days the program is offered.

Adults at a school including those attending school functions cannot participate in the Fresh Fruit and Vegetable Program. However, teachers can play a valuable role in modeling

positive eating habits by consuming fruits and vegetables along with their students. Teachers may participate under the *following conditions*

- Only teachers who are directly responsible for serving the fruit or vegetable to their students in a classroom setting may partake of the fruit and/or vegetable
- The FFVP is not available to the general teacher population and other adults in the school
- Teachers choosing to participate with their students are strongly encouraged to include a nutrition education component to enhance their positive role modeling
- No additional FFVP funds will be provided; schools must stay within their per student allocation

Please note that this policy does not allow teacher or administrator fruit baskets, which were incorrectly purchased by some schools for promotional purposes when FFVP was initially implemented. Free fruits and vegetables are intended for all children enrolled in participating schools and cannot be used as gifts or rewards. You cannot withhold fruits and vegetables as a form of discipline.

## **Best Practices**

Teachers serving fruits and vegetables to their students can model healthful eating habits by participating with their students and including a nutrition education lesson.

Teachers can help monitor and direct the food distribution, and use the opportunity to talk with students about nutrition, health, hygiene and manners.

# Serving Fruits and Vegetables

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Your school has the flexibility to schedule FFVP during the school day (and at school activities during the school day) for students at a participating school.

## The Best Time

Many schools serve fruits and vegetables multiple times during the school day so students have more access to fruits and vegetables.



Fruits and vegetables may only be served during the school day (i.e., not before school or during afterschool programs). This provides an opportunity to incorporate a nutrition lesson along with the service of produce.

The FFVP cannot be served during the National School Lunch or School Breakfast Programs' reimbursable meal service periods.

The FFVP *cannot* be served as part of summer school sessions.

The FFVP may be provided during a "year-round school's" summer session as this is considered part of the regular school year. Multiple distribution times may be used and may be the best way to maximize participation.

## The Best Places

The most successful distribution areas for the FFVP will be places where children can easily consume the fruits and vegetables.

The techniques you use to distribute fruits and vegetables will depend on a number of factors. Consider grade level, maturity of your students, time available to eat the fruits and vegetables, time required for preparation and service of fresh fruits and vegetables, extra clean-up, garbage concerns and staffing issues.

Schools can offer the FFVP to children through a variety of distribution methods.

- Inside classrooms
- In hallways
- At kiosks
- In free vending machines
- As part of nutrition education activities

## **Best Practices**

Most schools use classrooms or a combination of classrooms and kiosks to deliver fruits and vegetables to children.

Offering fruits and vegetables to children in the classroom helps reduce messes, deal more effectively with disruptive behavior, and make the most of learning time. To minimize interruptions to learning, incorporate eating with classroom activities during silent reading or nutrition education (e.g., study the “fruit of the day” in geography, science or math).

Kiosks allow you to offer more choices and provide easy access. Consider staggering access to lessen confusion in hallways. Be sure to serve fruits and vegetables in a manner that can be handled easily.

Vending machines may also optimize distribution of fruits and vegetables. Select fruits and vegetables that are suitable for vending machine distribution and allow adequate time and staff for restocking.

To help your school’s FFVP run smoothly, develop guidelines to remind children of good manners when they receive and eat their fruit and vegetable snacks, and to dispose of their trash. Setting policies on trash disposal and clean up will improve the fruit and vegetable service.

When you plan your program, try to create serving areas that will encourage children to enjoy eating their snacks, while lessening your concerns about the potential for messes.

Providing a nutrition education component while serving fresh fruits and vegetables is the ideal way to introduce and reinforce good eating habits.

# Which Fruits and Vegetables to Purchase and Serve

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The FFVP introduces children to new and different fresh fruits and vegetables, like kiwi, star fruit, pomegranate, rutabaga, and kohlrabi. Fruits and vegetables are good low-calorie, low-fat sources of vitamins, minerals, and fiber. The FFVP shows children that fresh fruits and vegetables are healthy and tasty alternatives to snacks high in fat, sugar, or salt.

The produce you serve should be presented in such a way that it will be easily identified or recognized for what it is. Encourage children to enjoy fruits and vegetables as they are. Children should be able to connect to fruits like juicy ripe peaches and tart crunchy apples (*without dips* or flavor additives), or vegetables like crunchy sweet sugar snap peas, or asparagus.

Remember when purchasing for the Program the goal is to serve a variety of fresh fruits and vegetables in their natural state and without additives. Dicing and slicing into smaller pieces for ease of service, as well as the addition of ascorbic acid is acceptable.

The FFVP provides schools the opportunity to purchase exotic fruits or vegetables that are not available locally or that are not domestically grown. When purchasing such items always follow proper procurement procedures and the Buy American provision.

## **FFVP Does *Not* Allow**

- Processed or preserved fruits and vegetables (i.e., canned, frozen or dried)
- Dip for fruit
- Fruit or vegetable juice
- Snack type fruit products such as fruit strips, fruit drops, fruit leather

- Jellied fruit
- Trail mix
- Nuts
- Cottage cheese
- Fruit or vegetable pizza
- Smoothies
- Fruit that has added flavorings including fruit that has been injected with flavorings
- Carbonated fruit
- Most non-food items, except those allowed under administrative/operational costs

## **FFVP Limits**

- Dips for vegetables
  - If you choose to serve dip with vegetables, make sure to only offer low-fat yogurt-based or other low-fat or non-fat dips
  - The amount used should be what is commonly noted as a “serving size” for condiments, as shown on Nutrition Facts Labels: 1 to 2 tablespoons
- Service of “prepared” vegetables
  - *Fresh* (not canned, frozen, dried or otherwise processed) vegetables that are cooked, must be limited to once-a-week and must always include a nutrition education lesson related to the prepared item

If you have any questions about which fruits and vegetables to purchase for the FFVP, contact your State agency for guidance and technical assistance *before* making purchases.

## What Your School Should Do

- Adjust your selection of fruits and vegetables to purchase and serve more of your students' favorites, but continue efforts to introduce new items
- Be sure fruits and vegetables are appealing and easy to grab
  - If necessary, pre-cut the produce to make them easier, more appetizing, and not as messy for younger children
- If using dips for vegetables, use a "serving size" that provides only enough to encourage children to eat the vegetables
- Introduce children to different varieties of a fruit (e.g., Bartlett, Bosc, and Seckel pears) or a vegetable (bell, sweet banana, and Poblano peppers)
- Consider pre-cut fruits and vegetables and prepared trays in order to control labor costs and handle lack of extra storage space
- Offer whole fruits on days when staff cannot prepare trays of pre-sliced fruits or vegetables

One goal of the FFVP is to expand the variety of fruits and vegetables your students consume. Try "sample sizes" to introduce new items and then adjust your ordering accordingly. To the extent possible, you should not limit the choices you offer. Find innovative and fun ways to encourage your students to try different foods.

# How Schools Purchase Fruits and Vegetables

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FFVP schools must follow proper procurement procedures. Produce must always be graded and inspected according to existing local, State and Federal guidelines. Finding suitable vendors or suppliers that provide a reliable supply of produce has been a challenge for a number of schools. Many schools purchase fruits and vegetables from food wholesalers or brokers. The vendors deliver shipments of fresh produce directly to the schools.

Local grocery stores and other retailers are not only good suppliers of fruits and vegetables, but also might be valued partners for free nutrition education and promotion activities.

You can support local agricultural producers by buying fresh produce at farmers' markets, orchards, and growers in your community. Remember: produce purchased with FFVP funds is meant to be used in the FFVP only. It cannot be used in the National School Lunch or School Breakfast Programs. When you are purchasing fresh produce, including produce from local vendors, proper procurement procedures must be followed.

The Food, Conservation, and Energy Act of 2008 (P.L. 110-246) amended the National School Lunch Act to allow institutions receiving funds through the Child Nutrition Programs to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products (effective October 1, 2008).

- While the legislation permits institutions to apply a geographic preference to purchase locally grown and locally raised agricultural products to the maximum extent practicable and appropriate, it *does not require* institutions to do so
- States cannot mandate, through law or policy, that institutions apply a geographic preference when conducting these procurements
  - This decision is left to the discretion of each local institution

- Geographic preference may *only* be applied to the procurement of unprocessed agricultural products, locally grown and locally raised
- The memorandum, [SP 08-2010: Geographic Preference for the Procurement of Unprocessed Agricultural Products in the Child Nutrition Programs](#), issued November 13, 2009, provided additional clarification for the Child Nutrition Programs
  - The geographic preference provision applies to the FFVP *only* within the framework and requirements of the FFVP (i.e., produce in the FFVP must be *fresh*)
- Schools in the FFVP can choose to apply a geographic preference in the procurement of *fresh* fruits and vegetables for the program
  - Already sliced and bagged items are permissible (but not frozen or dried)

As with other school meal programs, plan to reduce waste. Follow your local board of health/local public health department guidelines for handling leftovers. If you cannot easily use the leftovers in the FFVP, you may be able to use them in your school meal programs -- but only to avoid waste. Plan to use the fruits and vegetables purchased with FFVP funds as part of the FFVP.

## **Procurement Procedures**

The “Buy American” requirement in the National School Lunch Program (as provided in 7 CFR 210.21(d)) applies to purchases made with FFVP funds. Produce such as bananas, which are generally not available as a domestic product, may be purchased even though they are not domestic. Schools needing additional guidance on specific purchases and how an item would be affected by the Buy American provision should contact their State agency for assistance. Schools may

- Order through *DoD-Fresh*, the Department of Defense’s Fresh Fruit and Vegetable Program
  - *DoD-Fresh* uses a large network of produce suppliers to distribute a wide variety of American-grown fresh produce directly to schools
  - Deliveries are frequent and on time, and the cost is reasonable
- Buy produce from your local grocery stores and farmers’ markets, or contact conventional and organic growers, and distributors

- Support farm-to-school projects by purchasing fresh fruits and vegetables from growers and farmers in your community
  - Farm to school projects are collaborations between farmers and schools that increase your access to fresh, local farm products, and expand market opportunities for family farms
  - Information on the Farm to School (F2S) initiative is found at [www.fns.usda.gov/cnd/F2S/Default.htm](http://www.fns.usda.gov/cnd/F2S/Default.htm)

To review current policy on local procurement and geographic preference, please reference policy memorandum, [Geographic Preference for the Procurement of Unprocessed Agricultural Products in the Child Nutrition Programs](#), at

[www.fns.usda.gov/cnd/governance/Policy-Memos/2010/SP\\_08\\_CACFP\\_05\\_SFSP\\_06-2010\\_os.pdf](http://www.fns.usda.gov/cnd/governance/Policy-Memos/2010/SP_08_CACFP_05_SFSP_06-2010_os.pdf)

# Nutrition Education in the FFVP

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The focus of the FFVP is to bring fresh produce into the school for distribution to children. For too many children, the produce they see in school might be their first exposure to fresh fruits and vegetables, and the only ones they see that day. That is why nutrition education is critical to the program's success.



Providing nutrition education can also help schools reach their goal of a healthier school environment and is a component of several important agency programs and initiatives such as

- A school's Wellness Policy
- Becoming a Team Nutrition School
- Meeting the HealthierUS School Challenge

## What should you do in your school?

- Develop nutrition education activities that fit your students
- Use free resources and educational materials available to schools from
  - USDA's Team Nutrition (e.g., [Fruits & Vegetables Galore: Helping Kids Eat More](#))
  - State Fruit and Vegetable Coordinators
- Check out the U.S. Department of Health and Human Services under the Centers for Disease Control and Prevention for nutrition related information focusing on children, for example, BAM!-Body and Mind
- Visit [TeamNutrition.usda.gov](http://TeamNutrition.usda.gov), [MyPyramid.gov](http://MyPyramid.gov), and [www.fns.usda.gov/cnd](http://www.fns.usda.gov/cnd) for more information about the FFVP

- Include nutrition education whenever possible, especially during the service of fresh fruits and vegetables and even on days when the Program is not offered
- A cooked, fresh vegetable dish can only be provided once a week and must include a nutrition education component
- Adapt lesson plans to include nutrition education
- Consult with FFVP partners to obtain no cost promotional items such as informational fliers, pamphlets, posters, banners and buttons
- Have students create fruit and vegetable posters to decorate classrooms and serving areas
- Use student address systems and student broadcasts to share educational information about the importance of healthy eating
- Promote the FFVP on monthly menus that are sent to parents
- Add a monthly newsletter that addresses nutrition education and the benefits of fresh fruits and vegetables
  - Include the students by having them create and publish the newsletter

# Reimbursable Costs

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Program costs are broken out into two categories: operating and administrative. However, the allowable costs under these categories may be *different* from those in the National School Lunch Program.

The operating and administrative categories each allow labor and equipment costs. Equipment listed under administrative costs should be larger equipment purchases where as equipment under operating costs are the smaller equipment purchases.

*Please keep in mind that most of a school's FFVP funds must go toward purchasing fresh fruits and vegetables. All non-food costs must be carefully reviewed and deemed reasonable, given the extent of program operations (e.g.,*

*daily vs. twice a week and produce that is served whole versus sliced and put in containers).*

If schools purchase equipment for the FFVP, they must provide written justification to support the purchase. For example, the justification should explain the need for additional equipment, why the current equipment is not sufficient for FFVP operations, how many times the FFVP program will be offered each week, how many times deliveries are received each week/month and any other information that will support the purchase.

Equipment purchased with FFVP funds that will be used in other school feeding programs must be **prorated** among the programs. The FFVP represents a small program and therefore the funds claimed under the FFVP should represent the smaller portion.

State agencies have the discretion to determine the level of detail they want for smaller equipment purchases, dishes, and disposable supplies such as napkins, paper plates, and plastic bags.

*Labor costs in either the "operating or administrative" category must be minimal. SFA/State agencies must, as part of their review process, review these costs and as appropriate work with schools reporting high costs in these categories. Volunteer parents or students can help to reduce these costs.*

## Operating Costs

Operating costs are the costs of running your FFVP service. These are your documented expenses for acquiring, delivering, preparing, and serving fruits and vegetables. They include the FFVP portion of the goods and services your school pays for

- Buying fruits, vegetables, low-fat or non-fat dip for vegetables only
- Buying nonfood items like napkins, paper plates, serving bowls and trays, cleaning supplies, and trash bags
- Value added services such as pre-cut produce, ready-made produce trays, and delivery charges
- Salaries and fringe benefits for employees who do such tasks as washing and chopping produce, preparing trays, distributing produce to classrooms, setting up kiosks, restocking vending machines, and cleaning up

## Administrative Costs

School administrative costs are limited to 10 percent of your school's total FFVP grant. Schools must not exceed this limit.

School administrative costs are the documented expenses you have for planning the Program, managing the paperwork, obtaining the equipment you need, and all other aspects of FFVP that are not related to the preparation and service of fruits and vegetables.

### *Administrative costs include the FFVP share of*

- Purchasing or leasing equipment such as refrigerators, coolers, portable kiosks, carts, and portable food bars (remember to prorate as appropriate)
- Salaries and fringe benefits for employees who compile and maintain claims for reimbursement and other financial reports, plan and write menus, order produce, track inventory, and coordinate nutrition promotion activities

### *What should schools do to ensure that the FFVP runs smoothly?*

- Prorate costs: only the FFVP portion of expenses can be charged to the FFVP
- Budget carefully to stay within the 10 percent limit on administrative costs

- Make sure your expenses are reasonable and support the Program's goals
  - For example, fruit baskets distributed to families, taken home by students during breaks or given to school personnel are not allowable expenses

*If you have doubts about whether a specific cost is allowable, contact your State agency to discuss it with them, prior to incurring such costs.*

# Paperwork

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Participating in the FFVP requires you to follow reporting and record keeping requirements that are similar to those for the National School Lunch Program. Here are some key points for schools to remember



- Participate in training provided by your State agency
  - School staff must be trained on FFVP requirements and report forms before each new school year
- Complete and submit a *monthly FFVP reimbursement claim form* (or similar reporting mechanism from your State) to claim reimbursement
  - The claim form should identify monthly school purchase data for the FFVP
- You are responsible for ensuring that all claims are correct and appropriate
  - Include only those costs related to the FFVP on your claim form
  - Reminder: claims should be filed on time
- States should follow FNS 60/90 day guidance when approving claims (especially late claims)
- Maintain full and accurate FFVP records in your files
  - Your school must keep these for a period of three years (after the end of the fiscal year to which they pertain)
  - Records must be kept longer if your school has any unresolved audit findings
- Schools should follow procedures similar to those in the school nutrition programs when submitting claims for reimbursement

- Claim forms should be submitted to the SFA for review
- The SFA may then submit a consolidated claim form to the State agency

## **State Reporting**

Financial reporting for the FFVP will be conducted via the Food Programs Reporting System (FPRS). The SF-425 for the FFVP has been set up in FPRS for all States. The SF-425 report must be submitted electronically on a quarterly basis.

## **Recordkeeping**

The recordkeeping requirements for the FFVP are similar to other Child Nutrition Programs.

## **Program Oversight and Monitoring**

It is critical that State agencies and SFAs make every effort to ensure FFVP is operating properly in participating schools, especially those new to the program. State agencies and SFAs should

- Review FFVP claims for reimbursement submitted by participating schools to ensure that expenditures are appropriate prior to providing reimbursement
  - Majority of funds are used to purchase fresh produce
  - Equipment purchases are carefully reviewed and prorated
  - Labor costs and all other non-food costs are minimal
- Ensure FFVP schools are reviewed as part of the Coordinated Review Effort (CRE) process, or other oversight or monitoring activity related to the National School Lunch or School Breakfast Programs
- Avoid issues early on by making every effort to contact schools not scheduled for oversight activity to ensure that the Program is being implemented according to the statute and guidance issued by FNS

## **Best Practices**

Keep a file that contains

- Policy Memoranda
- Addendums
- Contact information for each participating school
- Invoices
- Monthly claims
- Purchase order information
- Vendors/Local farmers

# Encouraging Success

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Your State agency provides considerable support and encouragement to schools and school food authorities in administering the FFVP. Oversight refers to a variety of methods of monitoring your school's ability to successfully manage the program, both during and between reviews. State and SFA oversight includes



- Keeping in contact about your school's operation of the FFVP
- Holding training sessions and workshops that include partners and others who can assist you
- Conducting onsite visits to assist in implementing and running the FFVP
- Providing technical assistance to answer your questions and concerns
- Ensuring you received and reviewed the information you need to manage and monitor FFVP in your school
- Encouraging your efforts to collaborate with state and local affiliates of FFVP's national partners
- Encouraging your promotion of nutrition education as a regular feature in school classrooms
- Reviewing claim forms
- Sharing information about your school's program among FFVP and financial management staff at the State agency
- Ensuring reports are submitted on time

## **FFVP Toolkit**

Review the [FFVP Toolkit](http://www.fns.usda.gov/cnd/FFVP/toolkit.htm) at [www.fns.usda.gov/cnd/FFVP/toolkit.htm](http://www.fns.usda.gov/cnd/FFVP/toolkit.htm) for ideas on creating a successful program.

# Partnerships

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Outside support, collaboration, and partnerships have been essential elements of Fresh Fruit and Vegetable Program success. State, local, and private partners have helped schools better manage the FFVP, resolve logistical challenges of the program, and obtain educational materials for promoting nutritious food choices in and out of the classroom.



## **Collaborate with State and Local Affiliates**

- State Fruit and Vegetable Coordinators (formerly 5-A-Day)
- Produce for Better Health

## **Encourage Cooperation and Commitment from Partners**

- Administrators
- Teachers
- Food service staff
- School nurses
- Custodial staff
- Parents
- Parent Teacher Association
- Student government

## **Develop New Partnerships**

- State and National affiliates of the American Cancer, Diabetes, Dietetic and Heart Associations and School Nutrition Association
- Community Health Agencies
- County and State health and agriculture departments
- Dietitians and dietetic interns
- Extension agents
- Hospitals
- Local grocers and stores
- Vocational clubs
- Produce associations/commodity groups
- Nutrition trade associations
- Health associations
- Food distributors

# Food Safety in the FFVP

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Preventing or reducing the risk of food-borne illness or injury by contaminated fruits and vegetables is a priority in the FFVP.



## Best Practices

- Train food service employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables
- Establish procedures for receiving and storing fresh produce
- Wash hands using the proper procedure
- Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, including cutting boards, counter tops, knives, and sinks
- Follow manufacturer's instructions for the proper use of chemicals
- Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including
  - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces
  - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat
- Wash fresh produce vigorously under cold running water or by using chemicals that comply with the most recent FDA Food Code (packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed)
- Scrub the surface of firm-skin fruits or vegetables such as apples or potatoes using a clean and sanitized vegetable brush designated for this purpose
- Remove any damaged or bruised areas

- Label, date, and refrigerate fresh-cut items
- Serve cut melons within 7 days if held at 41 °F or below (see SOP for Date Marking, Ready-to-Eat, and Potentially Hazardous Food)
- Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children
- Follow State and local public health requirements
- Please reference the new pamphlet from the FNS Food Safety Division, [Best Practices: Handling Fresh Produce in Schools](http://www.fns.usda.gov/fns/safety/pdf/best_practices.pdf), found at: [www.fns.usda.gov/fns/safety/pdf/best\\_practices.pdf](http://www.fns.usda.gov/fns/safety/pdf/best_practices.pdf)

# FFVP Questions and Answers

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## Funding

- 1) **Question:** Must FFVP State level administrative funds be tracked separately from other funding sources, such as SAE?

**Answer:** State agencies must be able to account for FFVP State administrative expenditures and to ensure proper and timely expenditure of funds. Whatever tracking method States have that will show these expenditures separately from other *State level expenditures is acceptable*.

- 2) **Question:** Should schools develop a budget for the FFVP?

**Answer:** It is prudent for schools to develop a budget in order to assist in the timely expenditure of funds and FNS strongly encourages schools to do so. While schools are not required to develop or submit a budget plan to their SA (unless required to do so by their SA), they should consider working closely with their SFA and SA to ensure funds are expended according to all guidance and program policy and in a timely manner.

- 3) **Question:** Can schools bid FFVP, NSLP and SBP purchases together?

**Answer:** Yes. However, schools must be able to demonstrate which items are purchased for the FFVP.

- 4) **Question:** Can schools purchase fresh fruits and vegetables from their own school gardens using FFVP funds?

**Answer:** Yes. The funds must accrue back to the school food service account. See our policy memoranda SP 32-2009, *School Garden Questions and Answers* for additional information.

[www.fns.usda.gov/cnd/governance/Policy-Memos/2009/SP\\_32-2009\\_os.pdf](http://www.fns.usda.gov/cnd/governance/Policy-Memos/2009/SP_32-2009_os.pdf).



5) **Question:** Can schools purchase from gardens located at other schools or other districts?

**Answer:** Yes. The funds must accrue back to the school food service account (reference #4).

6) **Question:** A school purchases equipment either with 100% FFVP funds or a percentage of funds (or an SFA on the part of a school(s)) but the following year, the school no longer participates in the FFVP. What happens to the equipment?

**Answer:** It is the responsibility of the SFA or SA to direct the disposition of equipment for those schools that no longer participate in the Program in keeping with existing guidance and the regulation at 7 CFR 3016.32(c)(1), and (e)(1) and (2). In general, when the equipment is no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency. (Please refer to the regulation, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments* at 7 CFR 3016.32 for a detailed explanation.)

Any school requesting FFVP funds for equipment must provide justification for the equipment. The justification should include an explanation on why additional equipment is needed and why current equipment cannot suffice, the extent of the program, e.g. how many days a week the program is offered, and any other information that will support the request for additional equipment.

It is the intent that selected schools participate for more than one year so the SA is strongly encouraged to select schools that represent strong candidates for long term participation in the Program.

Schools requesting equipment that may be used in other programs must **prorate** the cost of the equipment among all programs that will use the equipment. Along with the equipment justification, schools must also indicate percent usage for the FFVP, and make sure to only claim that portion directly associated with FFVP operations.

## Application

7) **Question:** At the discretion of the State agency, approved FFVP schools are permitted to update their application on file instead of submitting an entirely new application. What is meant by updated information?

**Answer:** Updating the information on file can include any changes from the previous year's application, e.g. changes to the eligible signatures, enhancements to the implementation plan, changes to enrollment numbers and consequently free and reduced price percentages.

## Participation

8) **Question:** May adults participate in the FFVP?

**Answer:** Teachers may participate under the *following conditions*

- Only teachers who are directly responsible for serving the fruit or vegetable to their students in a classroom setting may partake of the fruit and/or vegetable
- The FFVP is not available to the general teacher population and other adults in the school
- Teachers choosing to participate with their students are strongly encouraged to include a nutrition education component to enhance their positive role modeling
- No additional FFVP funds will be provided; schools must stay within their per student allocation

Please note that this policy does not allow teacher or administrator fruit baskets, which were incorrectly purchased by some schools for promotional purposes when FFVP was initially implemented.

## Non-Allowable Costs

9) **Question:** Is full strength/freshly squeezed fruit or vegetable juice allowed in the FFVP?

**Answer:** No. Juice is not allowed as part of the FFVP.

## Miscellaneous

10) **Question:** Who can participate in State agency provided FFVP training?

**Answer:** The training should be for those in the food service department directly responsible for the FFVP operations and may also include the principal or vice principal.

11) **Question:** The FFVP cannot be provided during summer school. However, can year-round schools serve FFVP in the summer months?

**Answer:** Yes. Year round schools may participate during their June, July and August sessions.

12) **Question:** Are there limits on the type of benefits that schools can claim for reimbursement for those employees also working under the FFVP?

**Answer:** Schools can claim for reimbursement a prorated share of employee benefits for those that work on the FFVP.

**Question:** What are the requirements for schools to provide nutrition education?

**Answer:** FNS strongly encourages schools to provide nutrition education as a component of the FFVP. Providing nutrition education is part of helping schools create a healthier school environment. Nutrition education is a required component of several important programs and initiatives for schools such as creating a Wellness Policy, becoming a *Team Nutrition School* and, meeting the goals of the *Healthier US School Challenge*.

# Chapter Four

Fresh Fruit and Vegetable Program  
School Action Plan

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Key Elements</b>	<b>Action</b>	<b>Deadline for Completion (if applicable)</b>	<b>Person Responsible for Completion</b>
<b><i>Purchasing</i></b> -Bids  -Contact vendors  -Ordering  -Storage			
<b><i>Preparation</i></b> -Equipment  -Food Safety  -Staffing			

***Distribution***

-Equipment

-Food Safety/Sanitation

-Delivery methods/location/  
time/personnel

-Storage of excess

-Clean up

<p><b>Claims</b> -Who will complete claims  -Who reimburses vendors</p>			
<p><b>Marketing and Promotion</b> -Methods: Parents  Students  Staff  Administration  Community</p>			

<p><b>Marketing &amp; Promotion, con't</b></p> <p>-Events</p>          <p>-Partners</p>			
<p><b>Nutrition Education</b></p> <p>-Classroom activities</p>          <p>-Special events</p>          <p>-Partners</p>          <p>-Other</p>			
<p><b>Other</b></p> <p>-Impact</p>			

Fresh Fruit and Vegetable Program  
School Action Plan

School Name: Healthy Hearts Elementary

Date: Monday, August 15, 2011

<b>Key Elements</b>	<b>Action</b>	<b>Deadline for Completion (if applicable)</b>	<b>Person Responsible for Completion</b>
<b><i>Purchasing</i></b>			
-Bids	Identify vendors/Follow procurement procedures/ Determine produce specifications	Summer ~ August 25, 2011	Food Service Director
-Contact vendors	Discuss delivery schedule and method of payment	After bid process is complete	Food Service Director
-Ordering	Determine what produce will be ordered	Monthly basis	Food Service Director
-Storage	Store deliveries in food service cooler/Purchase one refrigerator.	Purchase new refrigerator by September 30, 2011	
<b><i>Preparation</i></b>			
-Equipment	Already have knives, cutting boards, etc.	N/A	N/A
-Food Safety	Add section to school food safety plan including FFVP Standard Operating Procedure	September 15, 2011	Food Service Director
-Staffing	2 hours per day on days that the snack is served; 1-2 food service staff	N/A	Food Service Manager at the school will work with staff to determine daily what items need to be prepped for the snack

<p><b><i>Distribution</i></b> -Equipment</p>	<p>Purchase baskets for classrooms, two delivery carts, tongs</p>	<p>September 15, 2011</p>	<p>Food Service Director</p>
<p>-Food Safety/Sanitation</p>	<p>Purchase gloves, napkins</p> <p>Ensure students wash hands before eating snack</p>	<p>Order on as needed basis</p> <p>Share procedures with teachers at all staff meeting at beginning of school year</p>	<p>Food Service Director</p> <p>Teachers</p>
<p>-Delivery methods/location/time/personnel</p>	<p>Classrooms (Mon-Thursday at ~9:30 am). One basket/tray of produce to each classroom.</p>	<p>N/A</p>	<p>One student helper will be sent to cafeteria to pick up carts with classroom snacks and deliver the snacks in baskets to the classrooms. Empty cart will be returned to the cafeteria.</p>
<p>-Storage of excess</p>	<p>Teachers will return baskets with perishable foods to the cafeteria at lunch.</p>	<p>N/A</p>	<p>Teacher will bring basket to cafeteria. Food service will follow standard operating procedure for storing the excess.</p>
<p>-Clean up</p>	<p>May need to purchase a few more trash cans</p>	<p>Purchase new cans by September 30, 2011.</p> <p>Discuss clean up issues at all staff meeting at beginning of school year</p>	<p>Food service will order trash cans.</p> <p>Food service, teachers, and janitorial staff will communicate with each other to determine best practices for clean up.</p>

<p><b>Claims</b> -Who will complete claims</p> <p>-Who reimburses vendors</p>	<p>Submit original and one copy to state agency.</p> <p>Reimburse vendor</p>	<p>Claims due to state agency by the 10<sup>th</sup> of the following month covered by the claim</p> <p>Monthly</p>	<p>Food Service Director along with food service administrative personnel</p> <p>Food Service Director along with food service administrative personnel</p>
<p><b>Marketing and Promotion</b> -Methods:</p> <p>Parents</p> <p>Students</p> <p>Staff</p> <p>Administration</p> <p>Community</p>	<p>1.Flyer</p> <p>2. Display at back-to-school event</p> <p>3. Announcement on website</p> <p>1. Morning announcement with nutrition nugget</p> <p>2. Fruit &amp; Veggie Challenge</p> <p>PowerPoint sharing details</p> <p>PowerPoint sharing details or abbreviated version at school board meeting</p> <p>Announcement in local newspaper's comm. section</p>	<p>1. Make 200 copies to be sent home with first newsletter of school year</p> <p>2. Back-to-school event on September 15, 2011</p> <p>3. September 15, 2011</p> <p>1. Give nuggets to principal on monthly basis.</p> <p>2. Month of September</p> <p>Share at all staff meeting the beginning of the school year</p> <p>First school board meeting of the school year</p> <p>September 2011</p>	<p>1. School Administrative Assistant will make copies to include with the newsletter</p> <p>2. Food Service Manager and school nurse will work on this event together and will involve students in making the display</p> <p>3. Media specialist will update website</p> <p>1. FFVP Manager will have a list of nutrition nuggets to be read with the morning announcements featuring the snack of the day. FFVP Manager will give the nuggets to the principal to read with the morning announcements.</p> <p>2. School nurse will take lead on organizing this event</p> <p>FFVP Manager will share PowerPoint and answer questions</p> <p>FFVP Manager and/or Principal will share PowerPoint and answer questions</p> <p>FFVP Manager will write news release</p>

<p><b>Marketing &amp; Promotion, con't</b> -Special Events</p> <p>-Partners</p>	<p>Fruit &amp; Veggie Fear Factor</p> <p>Work with local grocery stores and MSU Extension to provide promotional items</p>	<p>February 2012</p> <p>Start contacting in August 2011 and throughout the year</p>	<p>Coordinate with National Nutrition Month activities</p> <p>FFVP Manager</p>
<p><b>Nutrition Education</b> -Classroom activities</p> <p>-Special events</p> <p>-Partners</p> <p>-Other</p>	<p>Solar system activity</p> <p>Celebrating Helen Keller's life</p> <p>MSU Extension, local growers, local library</p>	<p>Various fruits representing the various planets of the solar system</p> <p>Students pretend to be Helen Keller and see what it would have been like for Helen to eat her fruits and veggies</p> <p>Start contacting in June 2011 and throughout the year</p>	<p>FFVP Manager partners with teachers to provide ideas and offer fruits/veggies with educational lesson (as long as the fruits/veggies can be consumed)</p> <p>Same as above</p> <p>FFVP Manager</p>
<p><b>Other</b> -Impact</p>	<p>Administer state agency survey</p>	<p>As determined by state agency</p>	<p>FFVP Manager coordinates survey administration/ Principal coordinates with staff to insure staff cooperation</p>

## # \_\_\_\_\_ Fresh Fruit and Vegetable Program (FFVP) Standard Operating Procedure

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**Policy:** Foodservice employees, teachers, other school staff and volunteers with FFVP preparation, set up, service and clean up responsibilities will work together to ensure that this snack is safe to eat and that appropriate food safety measures are followed when there are leftover items.

Teachers, other school employees and volunteers will follow ordering procedures established by food service for FVVP. The food service manager/supervisor will be notified in advance when there are field trips or other events that preclude service of fresh fruits or vegetables at a previously designated time. Anticipated changes in counts due to illnesses or other situations will also be communicated in a timely manner.

Teachers, other school employees and volunteers with set up, service and clean up duties will:

1. Observe appropriate food handling techniques such as:
  - a. Keeping cold items, including leafy greens and any cut vegetables and fruits plus any heated items in holding units or transporters until it is time to serve.
  - b. Serving fresh fruits and/or vegetables meals as soon as possible after delivery to classroom or designated serving area.
  - c. Washing hands prior to assembling and distributing meals
  - d. Encouraging students to wash hands prior to service and after consuming fresh fruits and vegetables.
  - e. Teaching students how to serve themselves by using tongs or serving utensils to minimize contamination.
  - f. Discarding leftover fruits and vegetables served to students or exposed to sources of contamination as soon as possible in designated receptacles.
  - g. Following established procedures for returning/discarding menu items that have not been served to students.
  - h. Using cleaner in spray bottle and paper toweling obtained from food service to wipe desks and contact surfaces.
  - i. Following procedures for removing trash from classroom which may include moving portable trash receptacles from one classroom to the other.
2. Promptly returning containers, utensils, and other items to the school foodservice.

The food service manager/supervisor will:

1. Plan fruits and vegetables with food safety in mind. Do not serve raw seed sprouts to pre-school students.
2. Arrange for an appropriate time for delivery when items are served in other locations.
3. Obtain suitable food containers, utensils, and portable holding equipment for items that must be kept cold, including leafy greens and cut vegetables or fruits. .
4. Obtain and use suitable portable hot holding transporters and the equipment items to ensure that heated potentially hazardous menu items will be held at 135 ° F. or above up to time items are removed from ovens up to time of service. **Note:** All heated items will be discarded after fruit and vegetable service to maintain product integrity and as food safety measure.
5. Review safe handling procedures listed above with teacher, other school personnel and volunteers with FFVP transport, set up, serving and clean up responsibilities.
6. Routinely visit classrooms or other serving area to determine if appropriate food safety measures are followed and evaluated set up, assembling, service and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow up training needs and follow up with administration when there are non-compliance findings.
7. Monitor food waste to determine if changes in the serving size and/or total amount of vegetables or fruits are warranted.
8. Monitor temperature logs for heated items to review recorded temperatures and ensure that appropriate corrective action is taken when hot items are not sent to classroom at 135° F or

above. Follow up with food service personnel if temperatures are not recorded, there is questionable information recorded and/or if appropriate corrective action has not been taken.

9. Monitor temperature logs to review recorded temperatures and ensure that cold items, including leafy greens and any cut vegetables or fruits, are maintained at 41° F. or below. Follow up with food service personnel if logs have not been completed, there is questionable information recorded and/or if appropriate action has not been taken.

All school foodservice staff who prepare and/or pack items for the FFVP will:

1. Follow standard operating procedure established in the food safety plan for personal hygiene, washing and handling fresh fruits and vegetables and holding leafy greens and cut vegetables and fruits under refrigeration.
2. Prepare and pack fruits and vegetables according to the order and make necessary modifications for anticipated changes in counts, serving sizes and/or quantities that students will consume.
3. Follow all standard operating procedures during food preparation to minimize contamination and time potentially hazardous foods, including leafy greens and cut fruits and vegetables are left between 41° F. and 135°F. which includes:
  - a. Keeping cold items under refrigeration until time of service or transport or service.
  - b. Heating items prior to delivery to minimize holding time and keeping hot items in oven or stove top until service or until packed for immediate delivery to the classroom.
4. Use gloves or utensils to prevent bare hand contact when handling fruits and vegetables that are ready to serve.
5. Place all potentially hazardous items, including leafy greens and any cut fruit or vegetables, in portable cold storage units with ice packs or other devices to maintain temperature during delivery.
6. Follow procedures for taking and recording temperatures of cold items and heated items on logs prior to delivery of breakfast items.

All school foodservice staff receiving returned food items and transporters will:

1. Discard any heated product that remains in the transporter and make note/notify supervisor of the number of items discarded, if excessive, so appropriate changes are made in menu and/or the number of items packed.
2. Discard any items that appear to have been served to students, any leafy greens or cut fruits or vegetables.
3. Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans and other items returned from classrooms.
4. Store utensils, transporters, pans and other items to minimize contamination.

Operating procedures implemented on *specify date*: \_\_\_\_\_



# Chapter Five



**Michigan Department of Education  
Child Nutrition Programs - Security Authorization Form**

School District/Organization/Institution Name	Agreement Number
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**1. Designated Michigan Education Information System (MEIS) Applications**  
Check boxes below for which Level 3 "Enter/Certify" access rights are being requested.

<p><b>a. MICHIGAN ELECTRONIC GRANTS SYSTEM PLUS (MEGS+)</b></p> <p><input type="checkbox"/> School Meals Program</p> <p><input type="checkbox"/> Child &amp; Adult Care Food Program - Centers</p> <p><input type="checkbox"/> Child &amp; Adult Care Food Program – Family Day Care Home (FDCH) Sponsor</p> <p><input type="checkbox"/> Summer Food Service Program</p> <p><input type="checkbox"/> Summer Camp Special Milk Program</p> <p><input type="checkbox"/> The Emergency Food Assistance Program</p> <p><input type="checkbox"/> Commodity Supplemental Food Program</p>	<p><b>b. CLAIM FORM</b></p> <p><input type="checkbox"/> School Meals Program</p> <p><input type="checkbox"/> Child &amp; Adult Care Food Program - C Claim</p> <p><input type="checkbox"/> Child &amp; Adult Care Food Program - FDCH Claim</p> <p><input type="checkbox"/> Summer Food Service Program</p> <p><input type="checkbox"/> Summer Camp Special Milk Program</p> <p><input type="checkbox"/> The Emergency Food Assistance Program (MiND)</p> <p><input type="checkbox"/> Commodity Supplemental Food Program (MiND)</p> <p><input type="checkbox"/> Fresh Fruit and Vegetable Program (MiND)</p>
<p><b>c. LEARS - VERIFICATION SUMMARY REPORT</b></p> <p><input type="checkbox"/> School Meals Program</p>	<p><b>d. YEAR END REPORT - SM-4012-A/R</b></p> <p><input type="checkbox"/> School Meals Program</p> <p>The Year End Report is not required for schools operating the Special Milk Program ONLY.</p>

**2. Designated Individual (CANNOT BE A FOOD SERVICE MANAGEMENT COMPANY EMPLOYEE)**  
I agree to protect my user ID and password from unauthorized use and understand that all activity under my user ID is my responsibility. I further understand that by reporting Child Nutrition Program data on MEIS, I am certifying the data is true and correct, records are available to support it, and it is in accordance with the terms of the existing Agreement.

Signature	Date	* A _____ MEIS Account Number
Print Name	Title	Telephone Number
Email Address		

\* If you HAVE already established a MEIS account, enter the existing account number above. DO NOT CREATE ANOTHER ONE.  
\* If you do NOT have a MEIS account number, go to: <http://michigan.gov/meis> and click on the MEIS logo box at the top of the screen. Click on "Create a MEIS Account" and follow instructions.

Check if you are a:  **Replacement Designee** \_\_\_\_\_  
Name of Former Designated Individual to be Removed from Security Access

**3. Authorization by Superintendent, Administrator, or Institution Official or Owner**  
**Public School Academies: Signature of the School Board President is required**

I attest that the above named individual is authorized to initiate and electronically submit Child Nutrition Program applications to the Michigan Department of Education and to grant Level 1 "Read Only" or Level 2 "Enter/Edit" access rights to other individuals within the organization.

Signature of Superintendent/Administrator/Institution Official or Owner (Public School Academy: School Board President)	Title
Print Name	Date

**4. Mail or fax form to:** Ruby Zavala, Michigan Department of Education, GCSS, P.O. Box 30008, Lansing, MI 48909  
Fax: (517) 373-4022

This form must be submitted for **each** individual requesting Level 3 "Enter/Certify" security access rights to any of the Child Nutrition Program applications on the Michigan Education Information System (MEIS). Each organization may designate a maximum of two individuals and must submit a separate form for **each** individual to obtain Level 3 access.

# FRESH FRUIT AND VEGETABLE PROGRAM (FFVP) Reimbursement Form

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*Prototype*

**SCHOOL YEAR** \_\_\_\_\_ **SPECIFY FISCAL YEAR FUNDS:** \_\_\_\_\_

Name of School \_\_\_\_\_

Address \_\_\_\_\_

Name of District \_\_\_\_\_

Agreement Number \_\_\_\_\_

## **CLAIM INFORMATION:**

Month/Year \_\_\_\_\_

Number of Days of Operation in Report Month \_\_\_\_\_

## **OPERATING COSTS**

*Please itemize expenses for operating costs*

-- Fruits/Vegetables \$ \_\_\_\_\_

-- Labor (ONLY for preparation and service of Fruits & Vegetables) \$ \_\_\_\_\_

-- Small supplies/other \$ \_\_\_\_\_

**TOTAL OPERATING COSTS** \$ \_\_\_\_\_

**ADMINISTRATIVE COSTS** \$ \_\_\_\_\_

*Please itemize expenses for operating costs*

Equipment, leasing, labor such as; planning, ordering, reporting, tracking, inventory, etc. total limited to 10% of grant\*\*

## **SIGNATURE**

Food Service Director \_\_\_\_\_ Date \_\_\_\_\_

(Please print name) \_\_\_\_\_ Phone# \_\_\_\_\_





<b>OPERATING COSTS:</b> <b>Product Description</b>	<b>Total Cost</b>
<b>LABOR: Itemize</b> (Wages/salaries and benefits for employees who do tasks of washing and chopping produce, preparing trays, etc.)	
<b>SMALL SUPPLIES/OTHER: Itemize</b> (Small supplies – e.g. napkins, paper plates, utensils, bowls, pans; Other items - such as LOW FAT dips for vegetables, etc.)	
Sub-total operating costs	

<b>ADMINISTRATIVE COSTS:</b> (Limited to 10% of the grant.) <b>Product Description</b>	<b>Total Costs</b>
<b>LABOR: Itemize</b> (Labor cost not related to the <b>preparation</b> and <b>servicing</b> of fruits and vegetables; labor includes but not limited to planning, ordering, writing menus, reporting, billing, tracking, inventory, etc.	
<b>LARGE EQUIPMENT/OTHER: Itemize</b> (Costs such as equipment purchases and leasing. For large equipment purchases, include FFVP Justification of Large Equipment Purchase Form)	
Sub-total administrative costs	

Michigan Department of Education  
Grants Coordination and School Support  
School Nutrition Programs

## Fresh Fruit and Vegetable Program (FFVP) SY 2011-12 Justification of Large Equipment Purchase Form

School District Name	
Agreement Number	
School Building/Site Name	
Contact Name	
Contact Email	
Large Equipment Requested	
Total Cost of Requested Equipment	
Will this equipment only be used for the FFVP?	Yes <input type="checkbox"/> No <input type="checkbox"/>
*If no what percentage will be used for other programs?	
Justification (why the current equipment is not sufficient for the FFVP operations).	
How many times will the fruits and vegetables be offered each week?	
How many times deliveries are received each week/month?	
Any other information that will support the large equipment purchase.	
FFVP Contact Signature/Date	

**Fax completed document(s) to Gloria Zunker at 517-373-4022.**

Large equipment purchased with FFVP funds must be approved in advance. Allow at least two weeks for MDE to process this request. Once reviewed, Michigan Department of Education will notify the FFVP contact with its determination. All large equipment purchases must be made by December 31, 2011.

\* Equipment purchased with FFVP funds that will be used for other School Nutrition Programs must be **prorated** among the programs. If claiming 100% under FFVP, please explain why the equipment will not be shared with other School Nutrition Programs (i.e. School Breakfast Program, National School Lunch Program, Summer Food Service Program, etc.) If claiming less than 100%, explain which other School Nutrition Programs the equipment will be shared and specify the percentage breakdown.

# USDA Fresh Fruit and Vegetable Program

## Allowable and Non-Allowable Expenditures

### Allowable Expenditures

- ❖ Operating Costs (90%+ of total grant award)
  - Fresh fruits and vegetables (includes delivery charges)
    - Whole pieces (requiring preparation)
    - Whole pieces (ready to eat)
    - Pre-packaged, ready to eat individual portions
    - Pre-cut bulk packaged
  - Fresh (not canned or dried) vegetables, not normally eaten raw, can be cooked as part of a nutrition education lesson no more than once per week
  - Low-fat and non-fat dips for vegetables
  - Non-food items
    - Paper supplies: napkins, plates/boats, soufflé cups
    - Plastic eating utensils
    - Cutting boards and knives
    - Serving bowls and trays
    - Cleaning supplies
    - Trash bags
    - Small carts
  - Wages/salaries and benefits for employees who do tasks of washing and chopping produce, preparing trays, distributing produce to classrooms, setting up stations, managing vending machines, and cleanup
- ❖ Administrative Costs (up to 10% of total grant award)
  - Purchasing or leasing equipment used for FFVP, or repair of FFVP-designated equipment
    - Refrigerators
    - Coolers
    - Portable kiosks and food bars
    - Small and large carts
  - Wages/salaries and benefits for employees who do tasks of washing and chopping produce, preparing trays, distributing produce to classrooms, setting up stations, managing vending machines, and cleanup

### Non-Allowable Expenditures

- ❖ Food items: regular peanut butter, dip for fruit, fruit leather, jellied fruit, trail mix, nuts, cottage cheese, fruit or vegetable pizza, smoothies, other non-fresh fruit or vegetable-related food (i.e., pizza dough to make fruit pizza, yogurt and granola for fruit parfaits, jarred salsa to add to avocado chunks)
- ❖ Nutrition education materials or equipment (ex. AccuCut die-cutting machine)
- ❖ Promotional items (including postage)
- ❖ Marketing materials
- ❖ Travel costs (field trip transportation, mileage reimbursement for picking up produce from a local farm, etc.)
- ❖ Field trip activity costs

# Chapter Six

Michigan Department of Education  
Grants Coordination and School Support  
School Nutrition Programs

**2011-2012 Fresh Fruit and Vegetable Program (FFVP)  
Sponsor Self-Monitoring Form**

School Food Authority Name\_\_\_\_\_ Agreement Number\_\_\_\_\_

School Name\_\_\_\_\_ Grades in School\_\_\_\_\_

Review conducted by\_\_\_\_\_ Date\_\_\_\_\_

1. FFVP is accessible to all enrolled elementary students? Yes  No
2. A variety of fresh fruit and vegetables are offered? Yes  No 
  - How many times per week are fruits offered? \_\_\_\_\_
  - How many times per week are vegetables offered? \_\_\_\_\_
3. FFVP Production Records are complete? Yes  No
4. FFVP nutrition education has occurred during this month at this site? Yes  No 

List examples of nutrition education provided:
5. FFVP has been promoted to teachers, students, and parents during this month at this site? (Obtain copies of newsletters, articles, etc.) Yes  No
6. Food safety plan for school operation is followed when receiving, storing, stocking vending machines, preparing, holding and/or serving fresh fruit, vegetables and low/non-fat vegetable dips? Yes  No

**Findings:**

**Required Corrective Action:**

**Technical Assistance Provided:**

**Comments and suggestions for improvement:**



**COORDINATED REVIEW EFFORT**

**Fresh Fruit Vegetable Program**

SFA:	School(s):		
REVIEW AREAS	YES	NO	N/A
<p><b>Records</b></p> <p>1201a. FFVP record includes the application, awards letter, budgets and any addendums?</p> <p>1201b. Invoices, purchase orders, vendor/farmer information are kept to substantiate costs submitted on FFVP claims for reimbursement?</p> <p>1201c. A review of the records reveals:</p> <ol style="list-style-type: none"> <li>1) <b>Administrative</b> costs limited to 10% of total FFVP grant?               <ul style="list-style-type: none"> <li>▪ Costs include wages/salaries for reports; write menus, procurement, mandatory training, mileage and other expenses associated with that training.</li> <li>▪ Costs include purchasing/leasing equipment</li> </ul> </li> <li>2) Cost of nutrition education materials and promotions are not reported as FFVP costs?</li> <li>3) Only allowable FRESH fruits/vegetables are claimed for participating schools (no dips for fruit; fruit leather; jellied fruit; trail mix; nuts; cottage cheese; fruit or vegetable pizza; smoothies; regular peanut butter.) Schools can cook only fresh (not canned or dried) vegetables, those that are normally not eaten raw, as part of a nutrition education lesson no more than once a week. Cooked cranberries are allowed once. No additional ingredients that are part of the cooked dish can be claimed. Q/A memo SP35-2008, August 8, 2009.</li> <li>4) <b>Operating</b> costs are limited to FFVP portion of costs for:               <ul style="list-style-type: none"> <li>▪ Buying allowable fruits, vegetables, and non-or low-fat vegetable dips; nonfood items such as napkins, eating utensils, serving bowls cleaning supplies, trash bags?</li> <li>▪ Buying value added services (pre-cut produce, ready-made trays or delivery charges)?</li> <li>▪ Salaries and fringe benefits of employee(s) involved in preparation, distribution, set up, clean up?</li> </ul> </li> </ol> <p>1201d. FFVP is not used to replace foods that are part of the reimbursable school meal (breakfast, lunch, after school snack) and used only in meal preparation only to avoid waste?</p> <p>1201e. Records kept for a period of 3 years after the end of the fiscal year) to which they pertain (or longer if there are unresolved audit findings)?</p>			
<p><b>Procurement:</b></p> <p>1202a. Geographic preference is applied to locally grown, whole, and minimally processed and products in a usable form (chopped, cut, sliced, diced, shucked)? Memo SP01-2010. Received quotes from a reasonable number of farmers?</p> <p>1202b. Purchasing procedures are in compliance with “Buy American” requirement (except for items not available as a domestic product)?</p>			

COORDINATED REVIEW EFFORT

Fresh Fruit Vegetable Program

SFA:	School(s):
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REVIEW AREAS	YES	NO	N/A	
<b>Participation:</b> 1203a. Enrolled students who normally attend the participating school and present during service of fruits and vegetables participate? 1203b. Eligible students participate at no cost? 1203c. FFVP is not used as gift or reward? 1203d. FFVP participation is not withheld as discipline?				
<b>Effective Management:</b> 1204a Contacts are made with school personnel with FFVP responsibilities? 1204b. Training sessions and workshops are held for those who assist with FFVP? 1204c On-site visits are made to assist with implementing and running the FFVP? 1204d. Technical assistance addresses questions and concerns? 1204e. No-cost education materials and promotional materials are obtained from local vendors, health department, extension services and/or with state and local FFVP's national partners? 1204f. The established operational plan is followed? 1204g. A monthly budget is developed?  1204h. Nutrition education included in daily curriculum and during the service of fresh fruits and vegetables? 1204i. Appropriate sources for fresh produce are available locally and/or through DOD, Farm to School Initiative/farm-to-cafeteria projects, etc.? 1204j. Food safety plan for school operation is followed when receiving, storing, stocking vending machines, preparing, holding and/or serving fresh fruit, vegetables, and low/non-fat vegetable dips?				
<b>Scheduling and Service:</b> 1205a. FFVP is scheduled during the school day with a minimum of 3 days/week. 1205b. FFVP is scheduled at times other than during service of reimbursable meals? 1205c. FFVP is scheduled at times and through methods that maximize participation by different groups (multiple time and multiple methods, where applicable)? Ex: FFVP Kickoff assembly and not during a 'Family Fun' night.				

# Chapter Seven



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

MEMO CODE: SP 35-2008

DATE: August 8, 2008

SUBJECT: Frequently Asked Fresh Fruit and Vegetable Program Questions

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Special Nutrition Programs  
All States

The new FFVP began operations under the authority and provisions set forth in The Food, Conservation, and Energy Act of 2008, (P.L. 110-234), the Farm Bill on July 1, 2008. The Farm Bill amended the National School Lunch Act to add a new section 19, the Fresh Fruit and Vegetable Program (FFVP). The purpose of this memorandum is to provide answers to some of the frequently asked questions gleaned from our conference calls which address key program operation issues.

Q. What are the FFVP hours of operation?

A. The program is available only during the school day, not before or after regular school hours.

Q. Can the fresh fruits and vegetables be served at the same time as the breakfast or lunch program but in a separate part of the cafeteria?

A. No. The FFVP can not be provided at the same time as the service of the breakfast or lunch program.

Q. How many times during the school week must fresh fruits and vegetables be offered?

A. We expect schools to offer fresh fruits and vegetables as many times as possible during the school week.

Q. Must fresh fruits and vegetables be offered the entire school year or can schools choose to offer the program a limited number of months.

A. We expect that the Program be offered through the entire school year and not limited to certain months. One goal of the program is to effect a change in eating habits and a continual exposure to fresh fruits and vegetables is necessary/beneficial in making this change

Q. Can RCCI's participate in the FFVP?

A. RCCI's can participate provided they operate an elementary school program during the day, and participate in the NSLP.

Page 2

## Frequently Asked Fresh Fruit and Vegetable Program Questions

Q. Can FFVP funds be used to purchase Nutrition Education Materials?

A. No, we suggest that schools find other methods to fund the cost of nutrition education materials.

Q. Can schools use FFVP funds for promotional costs?

A. No, costs associated with promotional activities can not be funded by the FFVP.

Q. Can we use trail mix, nuts or dried fruit?

A. No. Only fresh fruit and vegetables can be purchased.

Q. Can fruit smoothies, veggie pizzas and fruit pizzas be provided under the FFVP?

A. No.

Q. Are dips allowed?

A. Dips may not be used for fruits. However, in the interest of promoting the consumption of vegetables, the judicious use of *low fat* and *non-fat* dips for vegetables in a “serving size” quantity is allowed.

Q. Can cooked vegetables be provided and reimbursed in the FFVP?

A. Schools may only cook fresh vegetables (These vegetables should be ones not normally eaten raw) as part of a nutrition education lesson not more than once a week. The vegetables must be fresh; not frozen, canned or dried. Schools may not claim any additional ingredients that are part of the cooked fresh vegetable dish.

As an example, a class may study nutrition, and part of the lesson may be to learn about specific vegetables and their nutritional value.

Q. Do schools have to submit all supporting documentation with their claim for reimbursement?

A. No, however they must maintain this information for review.

Q. Are schools required to have separate purchase orders/invoices for the FFVP?

A. No provided they can demonstrate on the orders which purchases pertain to the FFVP.

Q. What are the FFVP funds obligation timeframes on a fiscal year or school year basis?

A. For **Schools**:

July FFVP funds: must be obligated by September 30 of that year.

October FFVP funds: must be obligated by the following June 30.

Frequently Asked Fresh Fruit and Vegetable Program Questions

For **States:**

July FFVP funds-States that choose to receive a proportional share for State administrative expenses must obligate these funds by September 30 of that year. The normal fiscal year closeout timeframes apply with funds expended by December 30.

October FFVP funds-The October obligation timeframe differs for FFVP State administrative funds than those for schools in that the State's funds may be obligated until September 30. The normal fiscal year closeout timeframes apply with funds expended by December 30.

As States are aware, they must determine their total FFVP administrative funds allowed under the formula before funds are allocated to schools. We recommend that the State agency take their portion for State administrative expenses from the October allocation in order to allow schools sufficient funds to start-up the program.

Q. When will the new FFVP guidance manual be available?

A. We are in the process of drafting new guidance and will notify all State and Regional Offices as soon as the new manual is available on our web site. We hope to have the manual available by early September, 2008. The revised manual will incorporate the FAQs contained in this memorandum and the recently issued implementation memorandums, SP-31 dated July 11, 2008 and SP-33 dated July 31, 2008. The online manual will serve as the resource for the program and will be managed electronically to provide updates as needed.

The FFVP guidance manual that was used for prior program operations is no longer a reflection of current program operations under the authority and provisions of the new section 19 of the Richard B. Russell National School Lunch Act. Therefore, we ask that the States or schools not use this "old" version. We have removed the FFVP Guidance Manual from the FNS website because it is no longer accurate.

**Original Signed**

Robert Eadie for  
CYNTHIA LONG  
Director  
Child Nutrition Division

# Chapter Eight

# Fresh Fruit and Vegetable Program 2011-2012

Grants Coordination and School Support  
School Nutrition Training and Programs



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## Congratulations!

Approximately 193 schools in Michigan have been selected to participate in the Fresh Fruit and Vegetable Program (FFVP) for School Year 2010-2011.



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## Agenda

- Fresh Fruit and Vegetable Program (FFVP) background
- Highlights of information contained in the *Handbook*
- Reimbursable costs
- Claim process
- Resources



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## Background

- The United States Department of Agriculture's Food and Nutrition Service (FNS) administers the FFVP at the national level.
- Within participating states, the FFVP is administered through the State Department of Education.



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## Background

- FFVP began as a pilot project under the Farm Security and Rural Investment Act of 2002.
- This Act authorized funds for 4 States: Iowa, Indiana, Michigan, 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.



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## Background

- The Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) permanently authorized the FFVP and expanded the program.



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## Background

- The Food, Conservation, and Energy Act of 2008, also known as the Farm Bill, became law on May 22, 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.



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## General Information

- The FFVP operates through the National School Lunch Program (NSLP).
- Selected schools receive reimbursement for the free fresh fruit and vegetable snacks available to students throughout the school day.
- Funding is targeted to schools with a higher number of students eligible for free or reduced meals (F/R).



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## General Information

- The Catalog of Federal Domestic Assistance (CFDA) number for the FFVP is 10.582.
- The grant is available through two distributions July 1 to Sept. 30 and October 1 to June 30 of each year.



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## School Selection Criteria

- Schools must be an elementary school.
- Schools must operate the NSLP.
- Schools must submit an application.
- Selected schools must have 50% or more students eligible for F/R meals.



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## School Selection Criteria

- Highest priority must be given to schools with highest percentage of low-income students.
- Total enrollment of all schools must result in a per student allocation of \$50 - \$75 per year.



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## Handbook Highlights



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## Fresh Fruit and Vegetable Program Handbook

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



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## Handbook Highlights – pg 10

- Who can receive fruits & vegetables?
  - All children who normally attend the school.
  - Children enrolled in a Head Start, split-session kindergarten, or child care center located in your school are eligible to receive fruit and vegetable snack.
  - Encourage teachers to model healthy eating.



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## Handbook Highlights – pg 12

- When can fruit and vegetable snacks be served?
  - During the school day or at a school activity during the school day.
  - Snacks cannot be served before school or during afterschool programs.
  - Snacks cannot be served during the NSLP or SBP meal service periods .



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## Handbook Highlights – pg 12

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



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## Handbook Highlights – pg 14

- Which fruits and vegetables to serve?
    - Introduce children to new and different fruit and vegetables:
      - e.g. new: kiwi, star fruit, kohlrabi, jicama
      - e.g. different: examples of apples, such as granny smith, golden delicious, braeburn
- Serve fruit and vegetables in easily recognizable forms.



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## Handbook Highlights – pg 14

- Items **not** allowed:
  - Processed or preserved fruits and vegetables, e.g. canned, frozen, vacuum packed.
  - Any dip for fruits.
  - Fruit leather.
  - Jellied fruit.
  - Any type of purchased juice, including freshly squeezed fruit or vegetable juices.



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## Handbook Highlights – pg 14

- Items **not** allowed:
  - Trail mix ,
  - Nuts,
  - Cottage cheese or yogurt,
  - Fruit or vegetable pizzas, and
  - Smoothies.



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## Handbook Highlights – pg 15

- The FFVP limits:
  - Dip for vegetables: If dip is served with vegetables, choose low fat, yogurt-based or other low-fat dips. Amount of dip used should be a common serving size: 1 – 2 tablespoons.
  - Prepared vegetables: Fresh vegetables that are cooked, must be limited to no more than once per week and always be part of a nutrition education lesson.



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## Handbook Highlights – pg 17

- Purchasing:
  - Vendors & local distributors,
  - Local grocery stores,
  - Farmers markets,
  - Orchards, and
  - Local growers.



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## Handbook Highlights – pg 18

- Geographic preference:
  - USDA memo SP 30-2008 (July 9, 2008) : *Applying Geographic Preferences in Procurements for the Child Nutrition Programs* allows institutions to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products.
  - [http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2008/SP\\_30-2008.pdf](http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2008/SP_30-2008.pdf).



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## Handbook Highlights – pg 18

- FFVP schools must follow proper procurement procedures.
- The “Buy American” requirement in the NSLP applies to purchases made with FFVP funds.



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## Remember . . .

*If you have any questions about FFVP purchases, contact the Michigan Department of Education for guidance and technical assistance **before** you make purchases!*



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## Handbook Highlights – pg 20

- Nutrition Education:
  - For some students, the produce students see in school might be their first exposure to fresh fruits and vegetables.
  - Nutrition education and promotion is important to the program's success.



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## Resources

- Use free resources and educational materials available to schools from
  - USDA's Team Nutrition (e.g., *Fruits & Vegetables Galore: Helping Kids Eat More*)
    - [www.TeamNutrition.usda.gov](http://www.TeamNutrition.usda.gov)
  - State Fruit and Vegetable Coordinators



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## Reimbursable Costs



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## Reimbursable Costs – pg 22

Program costs are broken into two categories:

- *Operating Costs*
- *Administrative Costs*
  - Allowable costs under these categories may be different from those in the NSLP



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## Operating Costs

- Operating costs include:
  - ✓ Fruit and vegetable purchases.
  - ✓ Value added items, dips.
  - ✓ Labor cost directly related to the preparation and/or serving of fresh fruits and vegetables.
  - ✓ Small supplies/non-food items.



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## Examples of Operating Costs

- Fresh fruits and vegetables (includes value added items, e.g., prepackaged carrots with dip).
- Dips for vegetables (should be low fat).
- Small supplies, e.g., napkins, paper plates, utensils.



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## Example of Operating Costs

- Labor costs under Operating Costs include:
  - Washing, cleaning, cutting, chopping of produce.
  - Delivering produce to classrooms
  - Set-up and clean-up, e.g., kiosks.
  - Preparing trays or baskets of produce.



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## Examples of Operating Costs

- Prorated portion of delivery charges for produce (as appropriate).
- Prorated portion of fringe benefits for employees whose labor costs are charged as operational costs, such as:
  - Medical
  - Unemployment
  - FICA



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## Operating costs

Remember . . .

Labor costs directly related to the preparation and/or serving of food items is allowed as an operating cost.



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## Administrative Costs

- Administrative costs are equipment purchases, leasing, and labor costs not related to the preparation and serving of fresh fruits and vegetables, but are necessary to administer the FFVP.
- **Administrative costs are limited to 10% of the entire grant.**



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## Examples of Administrative Costs

- Refrigerators
- Coolers
- Kiosks (portable)
- Carts
- Food bars (portable)



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## Administrative Labor Costs

- Include all FFVP reporting and recordkeeping activities including:
  - Filing reimbursements claims;
  - Compiling and maintaining financial reports;
  - Completing FFVP End of Year report;
  - Planning and writing menus;
  - Ordering produce;
  - Billing, tracking inventory, warehousing;
  - Work on FFVP projects and promotional activities.



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## Remember . . .

If you have any questions about whether a specific cost is allowable, contact the Michigan Department of Education to discuss this *prior* to incurring the cost.



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## Handbook Highlights – pg 25

- Required paperwork:
  - Keep all records to support FFVP expenses.
  - Complete and submit your monthly FFVP claim by the 10<sup>th</sup> of the following month.
  - Submit required FFVP End of Year report.



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## Handbook Highlights – pg 26

- Program Oversight and Monitoring
  - Majority of funds are used to purchase fresh produce
  - Equipment purchases are carefully reviewed and prorated
  - Labor costs and all other non-food costs are minimal



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## Handbook Highlights – pg 29

- Establish partnerships.
- Outside support, collaboration, and partnerships have been essential elements of FFVP success.
  - Examples of partnerships include: Community Health Agencies, Extension agents, hospitals, local grocers.



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## Handbook Highlights – pg 31

- Food Safety:
  - Good food safety practices are essential to prevent or reduce the risk of foodborne illness by contaminated fruits and vegetables.



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## Claim Process



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## Claim Process

- Monthly claims will be submitted using the Michigan Nutrition Data System (MiNDS).
  - The monthly claim should be submitted by the 10<sup>th</sup> day of the following month.
  - Grant funds will be drawn down from the Cash Management System (CMS).



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## Remember . . .

*Congressional intent and primary purpose of the FFVP is to provide fresh fruits and vegetables to school children.*

*This purpose should not be diminished.*



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## MDE FFVP Contacts

FFVP Program Consultant:  
Gloria Zunker  
E-mail: [Zunkerg@michigan.gov](mailto:Zunkerg@michigan.gov)  
Phone: 517-241-2096



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## Fruit and Vegetables MORE Matters

Presented by:  
Krystal Thelen MS, RD  
Michigan Department of  
Community Health

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### Michigan Surveillance Update 2011

- The prevalence of obese youth in Michigan has increased from 10.9% in 1999 to 11.9% in 2009
  - Some experts warn that this is the first generation that will be less healthy and have shorter life expectancy than their parents.
- Almost 1 in 8 youth between the ages of 10 and 17 are obese putting them at risk for a number of chronic diseases
  - 2 diabetes
  - Hypertension
  - Stroke
  - Heart disease
  - Asthma

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### Why Fruits and Vegetables?

- Essential Nutrients:
  - Vitamins
  - Minerals
  - Dietary Fiber
  - Water
  - Phytochemicals



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## Why Fruits and Vegetables?

- May help manage weight
  - Full longer
  - Health benefits
  - Naturally sweet



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## So Why Schools?

- Direct influence on diet quality of students:
  - Ongoing influence in children's daily lives
  - Venue for promoting healthful eating habits

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## Nutrition Resources

- Fruit and Vegetables MORE Matters
- <http://www.fruitsandveggiesmorematters.org/>
  - Healthy Recipes
  - Reasons to Eat Fruit and Vegetables
  - Shopping Tips for Families

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## Nutrition Resources

- Center for Disease Control Resources
- [http://www.fruitsandveggiesmorematters.org/?page\\_id=71](http://www.fruitsandveggiesmorematters.org/?page_id=71)
  - 10 Ways to Help Kids Eat MORE Fruits and Vegetables
  - How Many Fruits and Vegetables do I Need?
  - Three Simple Steps to Eating MORE Fruits and Vegetables

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## Nutrition Resources

- MyPlate
- <http://www.choosemyplate.gov/tipsresources/printmaterials.html>
  - Getting Started with MyPlate
  - Sample Menus
  - 10 Tips Nutrition Education Series
  - Recipes

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## Questions

- Krystal Thelen MS,RD
  - [thelenk12@michigan.gov](mailto:thelenk12@michigan.gov)
  - 517.241.0947



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