

2015-2016 Michigan Fresh Fruit and Vegetable Program (FFVP) School Self-Monitoring Form

Use this form to review the performance of your schools that participate in FFVP. While this form does not need to be turned in to School Nutrition Programs, it does need to be completed for each participating school by **February 1, 2016** to ensure compliance. Answer specifically for each site, with one form completed per site. Copies of these forms may be requested during Administrative Reviews.

Completion of this tool will help you run a successful program and determine program compliance. Any required items checked "No" should be explained in the "Comments, Findings & Notes" section. If you need help determining how to be in compliance or have other FFVP questions, please contact FFVP Coordinator Adrienne Davenport (davenporta1@michigan.gov or 517-241-1762).

DISTRICT AND SITE INFORMATION

SFA Name: Enter Name

Agreement Number: Enter Number

School Name: Enter School Name

Date of Review: Enter Review Date

Reviewer Name: Enter Name

REQUIRED ITEMS

Explain "No" answers in "Comments, Findings & Notes" Section.

1. Is the school on track to spend no more than 10% of its total grant on administrative costs through June 2016?
 Yes No
2. Has FFVP been widely promoted to teachers and students?
 Yes No
3. Is the FFVP available to all enrolled children in the school at no cost?
 Yes No
4. Is the FFVP offered during the school day, but outside the meal service times of the NSLP and/or SBP?
 Yes No
5. When cooked vegetables are offered, are they offered no more than once a week and include a nutrition education lesson during service times?
 Yes No
6. Are dips served with vegetables only and in a serving size of 2 tablespoons or less?
 Yes No

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7. Are the only adults provided with fresh fruits and vegetables teachers or aides who are in the classroom with students during the FFVP meal service?
 Yes No
8. Are production records completed for each day of FFVP?
 Yes No
9. Did the FFVP meal service follow HACCP principles and applicable sanitation and health standards?
 Yes No
10. Is the Non-Discrimination Statement included in promotional items and when offering the Program?
 Yes No
11. Are purchasing procedures in compliance with the "Buy American" requirement (except for items not available as a domestic product)?
 Yes No
12. Does the school have support of its administration in the operation of this program?
 Yes No

RECOMMENDED

"Yes" answers are recommended for as many rows as possible.

1. Has a monthly budget been completed for this school that aims to provide fresh fruits and vegetables throughout the entire school year?
 Yes No
2. Are claims entered monthly?
 Yes No
3. Are fresh fruits/vegetables offered at least twice a week to students?
 Yes No
4. Is one new type of fruit or vegetable offered per month?
 Yes No
5. Does nutrition education occur at least once a month?
 Yes No
6. Has the school utilized "Harvest of the Month" and/or other free nutrition education materials?
 Yes No
7. Are teachers modeling healthful eating habits by participating with students?
 Yes No
8. Have any outside collaborations or partnerships been developed to help you better administer the program?
 Yes No

COMMENTS, FINDINGS & NOTES: Enter text here