

## 2015-16 Michigan Fresh Fruit & Vegetable Program (FFVP)

SFA Name:

Agreement Number:

School Name:

Date of Review:

Reviewer Name:

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, 2017** to ensure compliance. Answer specifically for each 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, contact FFVP Coordinator Adrienne Davenport ([davenporta1@michigan.gov](mailto:davenporta1@michigan.gov) or 517-241-1762).

### REQUIRED ITEMS

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

	YES	NO
Is the school on track to spend no more than 10% of its total grant on administrative costs through June 2015?		
Has FFVP been widely promoted to teachers and students?		
Is the FFVP available to all enrolled children at no cost?		
Is the FFVP offered during the school day, but outside the meal service times of the NSLP and/or SBP?		
When cooked vegetables are offered, are they offered no more than once a week and include a nutrition education lesson during service times?		
Are dips served with vegetables in a serving size of 2 tablespoons or less?		
Are the only adults provided with fresh fruits and vegetables teachers who are in the classroom with students during the FFVP meal service?		
Are production records completed for each day of FFVP?		
Did the FFVP meal service follow HACCP principles and applicable sanitation and health standards?		
Is the Non-Discrimination Statement included in promotional items and when offering the Program?		
Are purchasing procedures in compliance with the "Buy American" requirement (except for items not available as a domestic product)?		
Does the school have support of its administration in the operation of this program?		
Are records (e.g., invoices, purchase orders) kept for 4 years?		

**RECOMMENDED**

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

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

**COMMENTS, FINDINGS & NOTES:**