

Michigan Fresh Fruit & Vegetable Program (FFVP) School Self-Monitoring Form

SFA Name:

Agreement Number:

School Name:

Date of Review:

Reviewer Name:

- Use this form to review the performance of each school participating in the FFVP.
- The FFVP Coordinator should complete a separate form for each building **by February 1** and keep on file. Copies of these forms may be requested during Administrative Reviews.
- Any Required Items checked "No" should be explained in the "Comments, Findings & Notes" section. If you need help with managing your program, contact FFVP Coordinator Linda Stull at StullL@michigan.gov or 517-241-3884.

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, including large equipment?		
Has the 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? Note: this only pertains to snacks served in the classroom and does not apply to virtual learning.		
When cooked vegetables are offered, are they offered no more than once a week and include a nutrition education lesson during service times?		
If a dip is served with vegetables, is it low fat or fat-free and is the serving size 2 tablespoons or less? <input type="checkbox"/> Check here if not serving dips		
Teachers or paras are the only adults provided with the FFVP snack when it is served in the classroom and are encouraged to eat the snack with the students.		
Are there weekly or monthly production records that show the number of snacks and the days when the FFVP snack is served?		
Does the FFVP snack 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)?		
Is a "Buy American" exemption form completed for each non-domestic item served?		
Are records (e.g., invoices, purchase orders) kept for 4 years?		
Does the school have support of its administration in the operation of this program?		

RECOMMENDED

“Yes” answers are recommended for as many rows as possible

	YES	NO
Has a monthly budget been done for this school that aims to provide fresh fruits and vegetables throughout the entire school year?		
Are claims entered monthly, if not more frequently?		
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 used “Harvest of the Month” and/or other free nutrition education materials?		
Are teachers modeling healthy eating habits by participating with students?		
Have any outside collaborations or partnerships been developed to help you better administer the program? Please indicate in the Comments section below.		

COMMENTS, FINDINGS & NOTES:

FFVP – Bulk Service Addendum

Some FFVP schools have found it helpful to provide a multiple days' worth of FFVP snacks to coincide with their meal pick-up schedule. Rather than using all pre-packaged items, the school provides some bulk items which tend to hold up better for longer periods of time. Examples of bulk items are whole pieces of produce.

Example Scenario:

1. School has Monday and Thursday as meal distribution days.
2. School plans to distribute 5 FFVP snacks per week.
 - a. FFVP snacks on Monday include 3 prepackaged fruit or vegetable items.
 - b. FFVP snacks on Thursday include 2 whole fruit or vegetable items.
 - i. Suggested whole items may include cucumbers, small broccoli bunch, whole oranges, clementines, apples, kiwi fruit, tomatoes, peppers, zucchini, radish bunch or other items that will hold up well for several days.
3. Provide information to families about washing, handling, cutting, and storage of whole items on the school food service webpage. Here are some resources to use:
 - a. [Fruits and Veggies](https://fruitsandveggies.org)
 - b. [Cultivate Michigan](https://www.cultivatemichigan.org/resources)
 - c. [ICN Resources - Produce Safety](https://www.cultivatemichigan.org/resources)
4. Remember – any item intended to be eaten cooked, such as a baked potato, must be limited to one serving per week and must include nutrition education.

If using a bulk service model, please describe what items are being distributed and how nutrition education material is being provided below:

Links Used in This Document:

<https://fruitsandveggies.org>

<https://www.cultivatemichigan.org/resources>

<https://www.cultivatemichigan.org/resources>