

2025 FFVP Application Guidance

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First Step

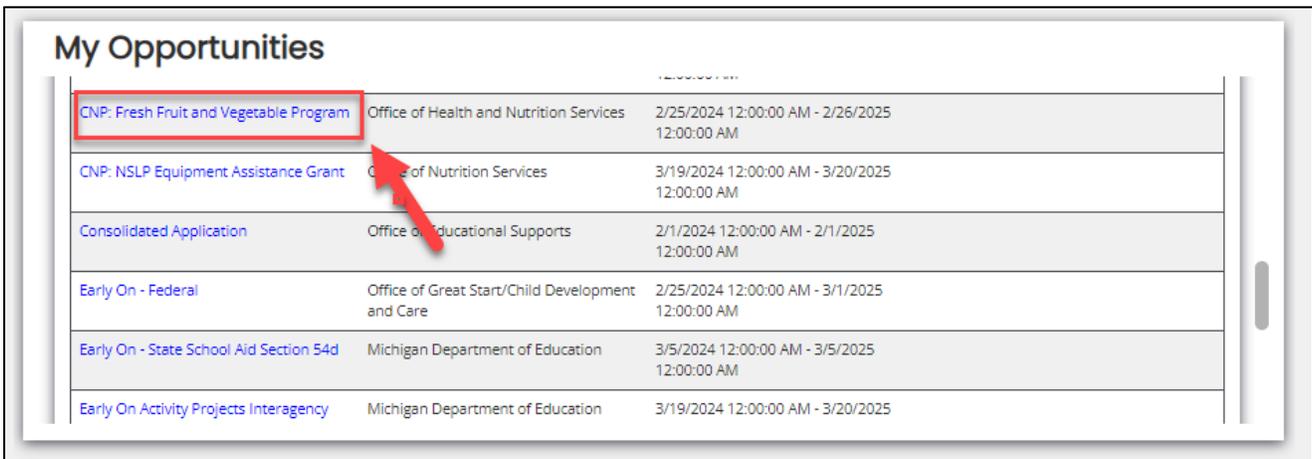
To complete the Fresh Fruit and Vegetable Program (FFVP) application, you must have access to [MILogin for Third Party](#) and [NexSys](#) - Next Generation Grant, Application, and Cash Management system.

Familiarize yourself with common navigation features of the application by reviewing the [NexSys External User Guide](#) and [Guide to Entity Users](#).

My Opportunities

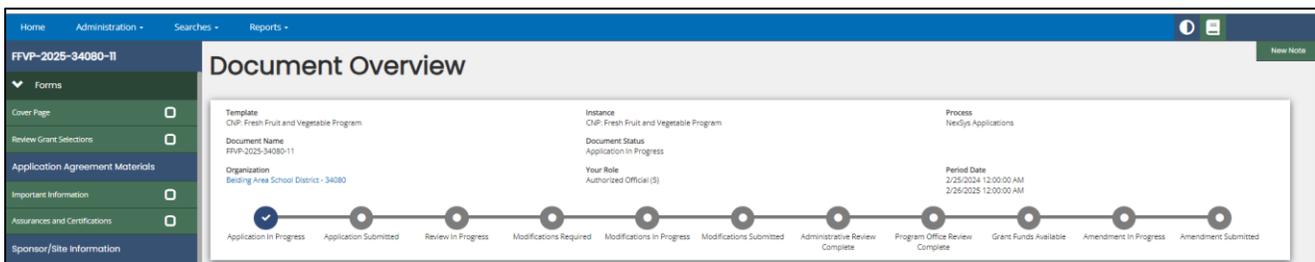
On your NexSys homepage (also known as the “dashboard”), you will see a list of “My Opportunities.” This is where applications can be initiated by a Level 5 Authorized Official(s) (AO) for any programs in which the sponsor is eligible to apply.

Note: Any site with a free and reduced-price eligibility percentage greater than 50% is eligible to apply for the program according to program regulations. However, due to limited grant funds, MDE historically has only been able to award the FFVP grant to sites with an eligibility percentage greater than 80%. Only sponsors with at least one site that meets the 80% eligibility threshold will see the FFVP application in the “My Opportunities panel on their dashboard. If a sponsor would like to apply for a site that has an eligibility percentage between 50% and 80%, please send an email to mde-ffvp@michigan.gov.



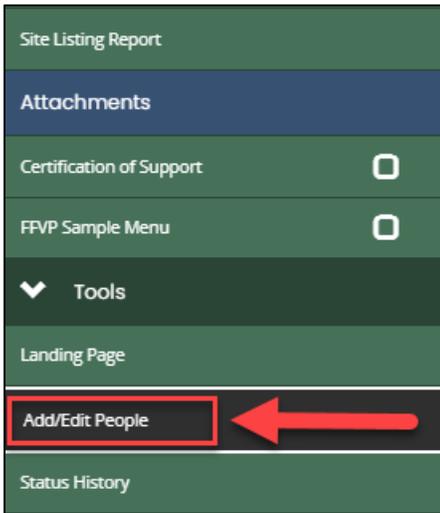
Level 5 Authorized Official can click on the “CNP: Fresh Fruit and Vegetable Program” grant.

Once clicked, a window with basic information about the grant opportunity will display. Click “Agree” to initiate the application. This will move the grant to the “Document Overview” page and the application status will change to “Application in Progress.”



Add/Edit People

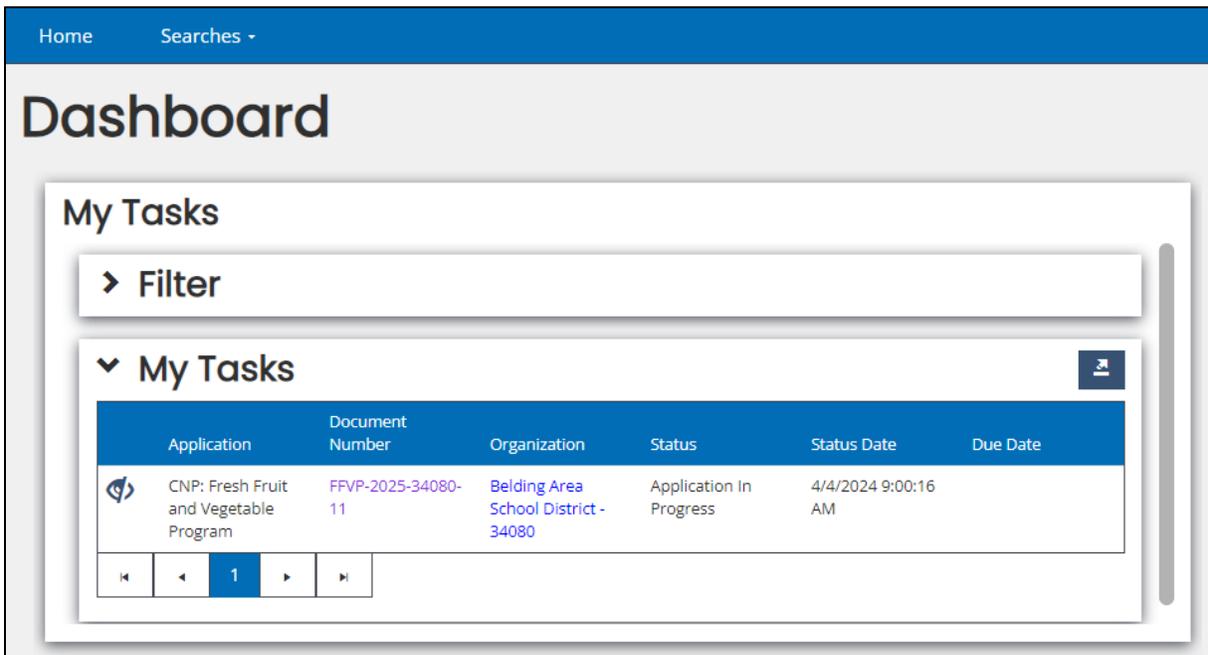
If additional organization members other than the Level 5 User need to be added to complete the application, using the sidebar menu, go to “Tools” to “Add/Edit People.”



Refer to [NexSys Guide to Adding Users to an Organization or Application](#)

Dashboard

Individuals given access to work on the FFVP application will see the application on their Dashboard under “My Tasks.”



How to Search for an Application if Not in Tasks

Click on the “Searches” tab on the blue menu bar.

Look for “CNP: Fresh Fruit and Vegetable Program” in the “My Application/Task” search criteria dropdown box.

Type in “2025” for “Fiscal Year.”

Click Search. Then, click on the application link that appears in the search results.

Please note that you can return to the “Search” tab to revisit your application at a later time.

The screenshot shows the NeSys Grant, Application and Cash Management System interface. The top navigation bar includes 'Home', 'Administration', 'Searches', and 'Reports'. The 'Searches' tab is highlighted with a red circle and arrow labeled '1'. Below the navigation bar is the 'Application Search' section. The 'Search Criteria' section contains several input fields: 'Document Number', 'Fiscal Year' (set to 2025), 'My Application/Task' (set to 'CNP: Fresh Fruit and Vegetable Program'), 'Entity', and 'Person'. A red arrow points to the 'Searches' tab, another red arrow points to the 'My Application/Task' dropdown menu, and a third red arrow points to the 'Search' button. A red circle highlights the dropdown arrow in the 'My Application/Task' field.

Menu Bar

A check mark will appear in the box when each item is successfully completed and saved. If you do not see all of these menu items at first, complete the “Cover Page” and “Review Grant Selections” pages. Then, all menu items should appear on the sidebar. Complete application items in the numbered order below. The next sections of this guide will cover each page of the application. Please note that the “Budget(s)” page must be completed before the “Budget Summary” page.

The screenshot shows the application menu bar for FFVP-2025-34080-11. The menu items are numbered 1 through 8, with checkboxes indicating completion status. Items 1 and 2 are checked, while items 3 through 8 are unchecked.

Item	Number	Status
Cover Page	1	Checked
Review Grant Selections	2	Checked
Application Agreement Materials		
Important Information	3	Unchecked
Assurances and Certifications	4	Unchecked
Sponsor/Site Information		
Sponsor Information	5	Unchecked
Site Information	6	Unchecked
Site Listing Report		
Budget		
Budget Summary	8	Unchecked
Budget Detail		
Budget(s)	7	Unchecked

Cover Page

The “Main Contact Person” listed on the cover page should be the person the Michigan Department of Education (MDE) can reach out to with questions about the sponsor’s FFVP grant application. If the main contact person has not been added by the Level 5 AO on the Add/Edit People page, this person will not show up as an option in the “Contact Name” dropdown box.



Main Contact Person

Contact Name
[Dropdown menu with a red circle around the arrow icon]

Telephone

Email Address



Main Contact Person

Contact Name
Test CTEAO

Telephone
517-555-1212

Email Address
mlbutler369@gmail.com

Information for the contact will be prepopulated when the “Contact Name” is selected. Once the “Contact Name” is selected, click “Save.”

Review Grant Selections

Select “Apply Now” and click “Save.” This step must be completed before other application pages can be viewed.



Home Administration - Searches - Reports -

FFVP-2025-34080-II

Review Grant Selections

Fresh Fruit and Vegetable Program

Do Not Apply Apply Now

New Note | Print | Save

Important Information

Read the information on the page. Click “Save.”

You have the option to print this page. Click “Print” in the top right-hand corner of the application.

Assurances and Certifications

Read the assurances and certifications on the page. Click “Save.”

You have the option to print this page. Click “Print” in the top right-hand corner of the application.

Sponsor Information

Complete all boxes with red asterisks. Click “Save.” The information in the yellow shaded area is prepopulated from the Michigan Center for Educational Performance and Information (CEPI) Educational Entity Master (EEM) and is not editable.

The “FFVP Contact Person” is the individual who oversees the FFVP. Note that the “FFVP Contact” and “Food Service Director” may be the same person.

The “Financial Director” is the individual MDE can contact for questions about drawing down the FFVP grant funds from NexSys cash management system.

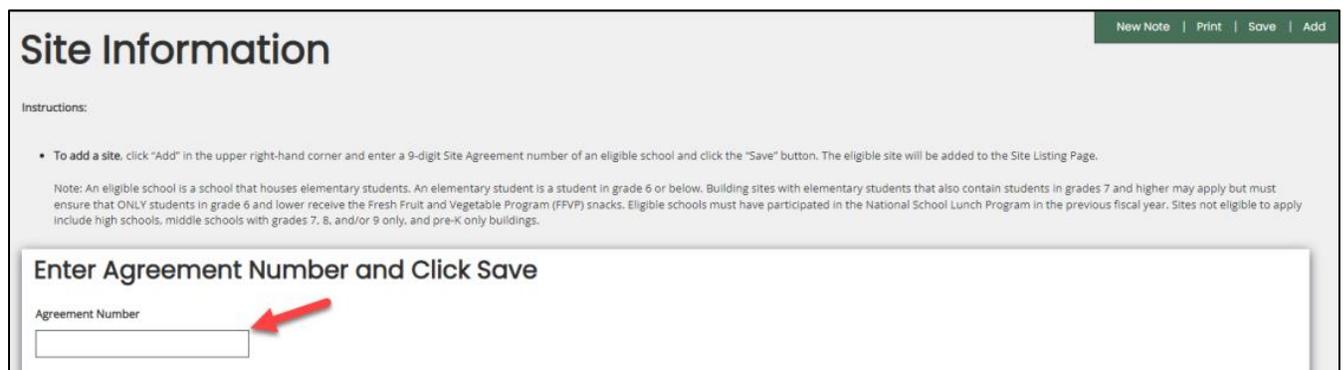
The “Food Service Director” is the individual who generally orders the FFVP snacks. Note that the “FFVP Contact” and “Food Service Director” may be the same person.

The “Superintendent” is the individual listed in the entity’s EEM. This sometimes can be listed as a lead administrator or executive director for public school academies.

Site Information

Enter the **9-digit** site/building number of an eligible site and click on the “Save” button. Refer to the list of eligible buildings linked on the [FFVP “How to Apply” webpage](#) to find the agreement numbers of your eligible sites.

Note: Any site with a free and reduced-price eligibility percentage greater than 50% is eligible to apply for the program according to program regulations. However, due to limited grant funds, MDE historically has only been able to award the FFVP grant to sites with an eligibility percentage greater than 80%. Only sponsors with at least one building that meets the 80% eligibility threshold are included in the application.



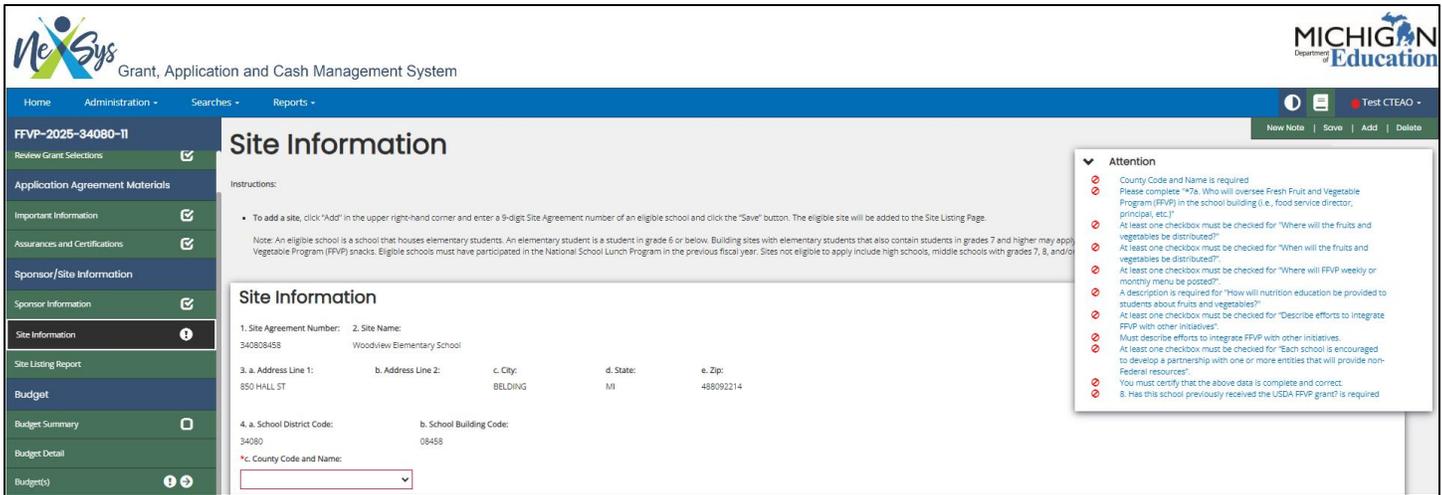
The screenshot shows a web form titled "Site Information". In the top right corner, there are buttons for "New Note", "Print", "Save", and "Add". Below the title, there is an "Instructions:" section with a bullet point: "To add a site, click 'Add' in the upper right-hand corner and enter a 9-digit Site Agreement number of an eligible school and click the 'Save' button. The eligible site will be added to the Site Listing Page." A note below states: "Note: An eligible school is a school that houses elementary students. An elementary student is a student in grade 6 or below. Building sites with elementary students that also contain students in grades 7 and higher may apply but must ensure that ONLY students in grade 6 and lower receive the Fresh Fruit and Vegetable Program (FFVP) snacks. Eligible schools must have participated in the National School Lunch Program in the previous fiscal year. Sites not eligible to apply include high schools, middle schools with grades 7, 8, and/or 9 only, and pre-K only buildings." Below the instructions is a section titled "Enter Agreement Number and Click Save" containing a text input field labeled "Agreement Number". A red arrow points to this input field.

If site information is not automatically filled in questions 1-6, then you have entered an invalid site number and will need to delete the page and try again with a different site number. The delete button is in the top right corner of the page.

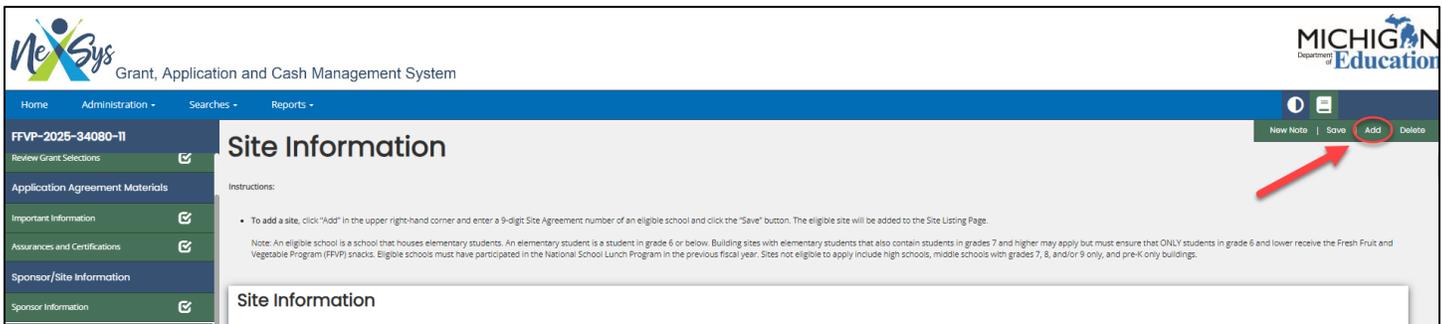
Complete “4c. County Code and Name,” “7. Program Implementation Plan,” and “8. Has this school previously received the USDA FFVP grant?”

Check the “I Certify” box and “Save.”

Note that any missing information will appear in red and a “Attention” notification will appear.



To add another site, click “Add” and repeat the above steps.

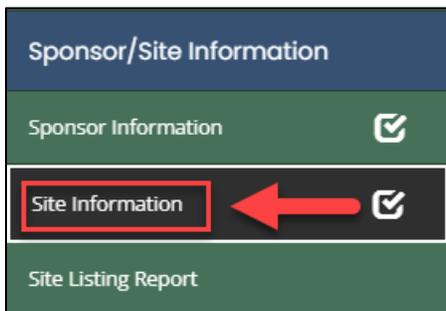


Budget Spreadsheet Template

The “Budget Spreadsheet” template on the [FFVP “How to Apply” webpage](#) may be used to help you determine how to calculate the maximum budget request for each site. This is not a required step. If using the “Budget Spreadsheet,” use the maximum per-student rate of \$75.00 (default) and multiply by the enrollment for each site.

There are two ways to find the number of eligible students for each site. You should only use the enrollment provided at these two locations:

1. Refer to Question 5 on the “Site Information” page to find the eligible student enrollment of your sites. This question should be automatically completed, and you should not need to enter data manually.



Site Information

Instructions:

- To add a site, click "Add" in the upper right-hand corner and enter a 9-digit Site Agreement number of an eligible school and click the "Save" button.

Note: An eligible school is a school that houses elementary students. An elementary student is a student in grade 6 or below. Building sites for the National School Lunch Program (FFVP) snacks. Eligible schools must have participated in the National School Lunch Program in the previous fiscal year.

Site Information

1. Site Agreement Number: 340801115 2. Site Name: Ellis Elementary School

3. a. Address Line 1: 850 HALL ST b. Address Line 2: c. City: BELDING d. State: MI e. Zip: 488092214

4. a. School District Code: 34080 b. School Building Code: 01115

*c. County Code and Name:

d. Grade Set: KG,1-2

5. Total Number of Enrolled Students:

- Click on "Site Listing Report" from the side menu bar of the application. You can export this data to Microsoft Excel if desired.

Sponsor/Site Information

Sponsor Information

Site Information

Site Listing Report

FFVP Site Information Report

Search Criteria

Site Number:

Sponsor Agreement Number:

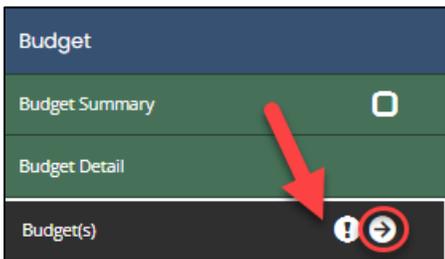
Drag a column header and drop it here to group by that column

Agency Name ↑	Agreement Number	Total Eligible
Ellis Elementary School	340801115	398
Woodview Elementary School	340808458	373

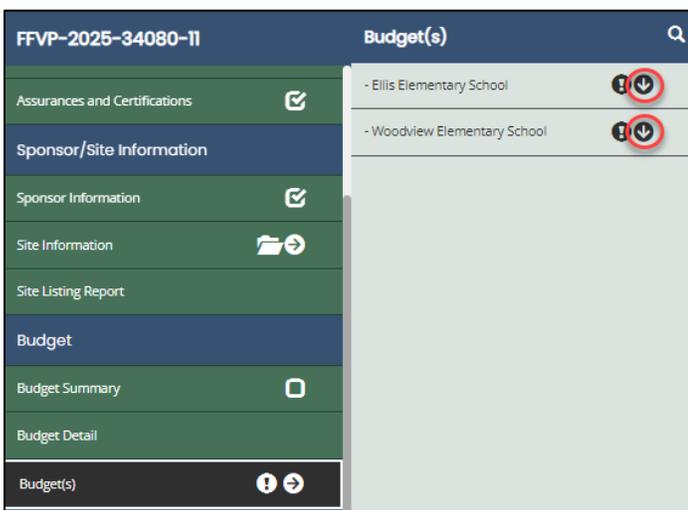
Budget Section

Budget(s)

There are a few pages within the Budget section of the application. The “Budget(s)” page should be completed first. An exclamation mark (!) icon indicates that there are incomplete budgets for one or more sites.



Click on the downward arrow icon next to each site to view the link to each site’s “Budget Items” page.



Click on the “Budget Items” link.



Budget Items

When you click on “Budget Items,” the “Grant Member Budget Item” screen opens. A “Grant Member Budget Item” is listed for each site. This is where you will propose your estimated budget for each site.

The screenshot shows the 'Grant Member Budget Item' form for Ellis Elementary School, Fresh Fruit and Vegetable Program. The form includes a table with the following data:

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
250950	24-25	84.000	10/01/2024	09/30/2025	2025

Annotations on the form include:

- A red arrow points to a dropdown menu with the text: "Dropdown menu defaults to 297: Food Services".
- A red arrow points to a text input field with the text: "Enter a description of each budget item here".
- A red arrow points to a table of expenditure categories: Salaries (1000), Benefits (2000), Purchased Services (3000, 4000), Supplies & Materials (5000), and Other Expenditures (7000, 8000). The boxes for Purchased Services and Other Expenditures are marked with a red 'X'.
- A pink shaded area at the bottom of the form is crossed out with a red line.

You will create a separate budget item for each allowable expenditure type at the site you have selected. Allowable expenditure items for FFVP include “Salaries,” “Benefits,” and “Supplies & Materials.” Each expenditure must be a separate budget item.

- Enter the function code for the budget item. The function code will default to “297: Food Services.”
- Enter a description for each budget item.
- Enter the budget amount in the box that corresponds to the correct expenditure type. Only one expenditure type should be used for each budget item. For reference, view the examples listed on pages 12 and 13 of this guide.
 - **Salaries (1000):** This is where estimated salaries are entered for Operating Labor and Administrative Labor (if used).
 - **Benefits (2000):** This is where estimated benefits for employees are entered (if charged to the grant).
 - **Purchased Services (3000,4000):** DO NOT ENTER ANY COSTS HERE
 - **Supplies and Materials (5000):** This is where the estimated cost for food, paper goods, cleaning supplies, small and large equipment is listed. Remember, large equipment purchases (\$250 or greater) will need pre-approval from MDE and will need to be calculated as part of the Administrative Cost for the grant.
 - **Other Expenditures (7000,8000):** DO NOT ENTER ANY COSTS HERE

Do not enter anything in the pink area of the “Budget Item” page.

Minimally, fresh fruits and vegetables must be budgeted for in the “Supplies and Materials” expenditure type. Multiple budget items can be listed for each site by clicking on the “Add” button in the top right hand corner (if applicable).

Complete “Budget Item(s)” for all sites listed in the application.

Example - Supplies & Materials Budget Item:

Budget item description: food items, small equipment, napkins, containers

Expenditure type: Supplies & Materials (5000)

Budgeted amount: \$12,000 (remember, this is just an estimate)

Example - Salaries Budget Item:

If “Salaries” are entered, “Benefits” also must be entered (this value may be “0” if not claiming).

“FTE” (full time equivalent) or “Hours” must be completed (remember, this is just an estimate).

Budget Item

Ellis Elementary School

Fresh Fruit and Vegetable Program

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year

Select the appropriate Function Code for this budget item:

297: Food Services

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

Hourly wages for staff prepping and delivering FFVP snack

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits.

Salaries (1000) Benefits (2000) Purchased Services (3000, 4000) Supplies & Materials (5000) Other Expenditures (7000, 8000)

\$ 900 \$ 0 \$ \$ \$

FTE Hours

0.25

Budget Item

Ellis Elementary School

Fresh Fruit and Vegetable Program

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year

Select the appropriate Function Code for this budget item:

297: Food Services

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

Administrative salary for FFVP ordering and claim consolidation

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits.

Salaries (1000) Benefits (2000) Purchased Services (3000, 4000) Supplies & Materials (5000) Other Expenditures (7000, 8000)

\$ 450 \$ 0 \$ \$ \$

FTE Hours

 15.00

Avoid common budget mistakes:

- Each expenditure must be a separate budget item, except salaries and benefits. Salaries and benefits should be on the same budget item, and the hours or FTEs must be included.
- If budgeting salaries, include the amount being budgeted for benefits (this can be \$0 if benefits will not be claimed).
- Do not use the following expenditure types: purchased services and other expenditures.

Budget Summary

After saving all site “Grant Member Budget Item(s),” an exclamation mark (!) shows in the sidebar “Budget Summary.”



Click on the exclamation mark on the “Budget Summary” sidebar menu option. Complete the required contact information.

- Assurances and Certifications
- Sponsor/Site Information
- Sponsor Information
- Site Information
- Site Listing Report
- Budget
- Budget Summary**
- Budget Detail
- Budget(s)
- Attachments
- Certification of Support
- FFVP Sample Menu
- Tools
- Landing Page
- Add/Edit People
- Status History

Budget Summary

CNP- Fresh Fruit and Vegetable Program						
Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
34080	250950	24-25	84-000	10/01/2024	09/30/2025	2025

Function Codes	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
290 - Support Services - Other	\$23,996	\$0	\$0	\$33,829	\$0	\$0	\$57,825
SUBTOTAL	\$23,996	\$0	\$0	\$33,829	\$0	\$0	\$57,825
TOTAL	\$23,996	\$0	\$0	\$33,829	\$0	\$0	\$57,825

FFVP Contact Information

Financial Director	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>0 of 50</small>	<small>0 of 100</small>	<small>0 of 100</small>
FFVP Contact Person	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>0 of 50</small>	<small>0 of 100</small>	<small>0 of 100</small>

Click “Save.”

Budget Detail

After saving all budget information, you may click on the “Budget Detail” sidebar menu option to view budget information for all sites. You are not required to do anything on this page.

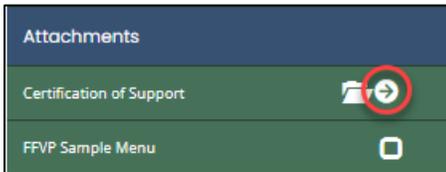
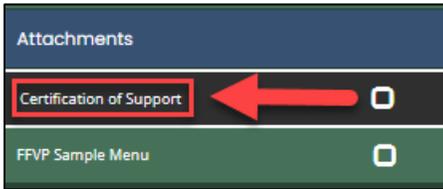
Function Code	Description	Entity	FTE/Hours	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
290 - Support Services - Other										
297	Administrative salary for FFVP ordering and claim consolidation	Ellis Elementary School	0 / 75.00	\$2,985.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,985.00
297	Administrative salary for FFVP ordering and claim consolidation	Woodview Elementary School	0 / 70.00	\$2,797.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,797.00
297	Hourly wages to prepare and deliver FFVP snack	Woodview Elementary School	0 / 140.00	\$8,812.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,812.00
297	Hourly wages to prepare and deliver FFVP snack	Ellis Elementary School	0 / 150.00	\$9,402.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,402.00
297	Fresh fruits and vegetables, low-fat ranch, disposable portion cups, and napkins	Ellis Elementary School	0 / 0	\$0.00	\$0.00	\$0.00	\$17,463.00	\$0.00	\$0.00	\$17,463.00
297	Fresh fruits and vegetables, low-fat ranch, disposable portion cups, and napkins	Woodview Elementary School	0 / 0	\$0.00	\$0.00	\$0.00	\$16,366.00	\$0.00	\$0.00	\$16,366.00
290	Sub-Total			\$23,996.00	\$0.00	\$0.00	\$33,829.00	\$0.00	\$0.00	\$57,825.00
	Grand Total			\$23,996.00	\$0.00	\$0.00	\$33,829.00	\$0.00	\$0.00	\$57,825.00

Note that the total of all site budget items in the application should equal the maximum eligible grant amount for each site that is listed on the “2024-2025 Fresh Fruit and Vegetable Program Eligible Applicants” document linked on the [FFVP “How to Apply” webpage](#). You may also refer to this document for site budget totals instead of using the “Budget Spreadsheet” template if you wish.

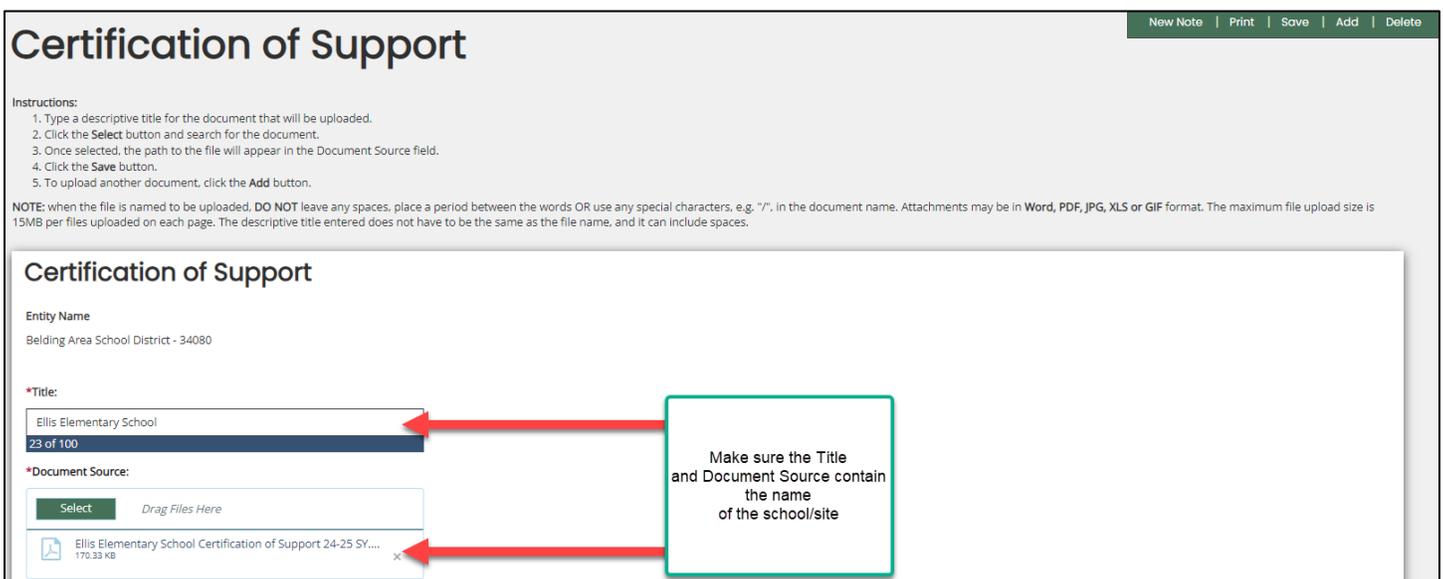
Attachments

The FFVP application requires two types of attachments: "Certification of Support" and a sample FFVP menu.

Certification of Support: A separate form needs to be uploaded for each site, signed by the School Food Manager, School Principal and District Superintendent. Find the "Certification of Support" form on the [MDE FFVP webpage – How to Apply](#). To upload the "Certification of Support," click on the side arrow and each site will appear:



Click on the first site. Follow the instructions on the page to name and upload the form. List the name of the school/site in the "Title" area. Make sure the file name of the uploaded document also contains the name of the school/site.



Click “Save.” To add another “Certification of Support” form, click on the “Add” button.

Home Administration - Searches - Reports -

FFVP-2025-34080-II

Site Listing Report

Budget

Budget Summary

Budget Detail

Budget(s)

Attachments

Certification of Support

FFVP Sample Menu

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

New Note | Print | Save | **Add** | Delete

Certification of Support

Instructions:

1. Type a descriptive title for the document that will be uploaded.
2. Click the **Select** button and search for the document.
3. Once selected, the path to the file will appear in the Document Source field.
4. Click the **Save** button.
5. To upload another document, click the **Add** button.

NOTE: when the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "!", in the document name. Attachments may be in Word, PDF, JPG, XLS or GIF format. The maximum file upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

Certification of Support

Entity Name
Belding Area School District - 34080

*Title:
Ellis Elementary School
23 of 100

*Document Source:
Select Drag Files Here

Ellis Elementary School Certification of Support 24-25 SY...
170.33 KB

FFVP Sample Menu: Only one sample menu needs to be uploaded for the sponsor. Find the menu template on the [MDE FFVP webpage – How to Apply](#). Follow the instructions on the “FFVP Sample Menu” page to upload the menu. Click “Save” when finished.

Home Administration - Searches - Reports -

FFVP-2025-34080-II

Budget

Budget Summary

Budget Detail

Budget(s)

Attachments

Certification of Support

FFVP Sample Menu

Tools

Landing Page

Add/Edit People

Status History

New Note | Print | **Save** | Add | Delete

FFVP Sample Menu

Instructions:

1. Type a descriptive title for the document that will be uploaded.
2. Click the **Select** button and search for the document.
3. Once selected, the path to the file will appear in the Document Source field.
4. Click the **Save** button.
5. To upload another document, click the **Add** button.

NOTE: when the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "!", in the document name. Attachments may be in Word, PDF, JPG, XLS or GIF format. The maximum file upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

FFVP Sample Menu

*Title:
FFVP Sample Menu
17 of 100

*Please upload your attachment here:
Select Done

Sample Menu - FFVP.pdf
File(s) uploaded successfully.

Submit Application

Make sure the status of the application is in “Submit Application.” Please note that only Level 5 AO can change the status to “Submit Application.”

▼ Status Options

Submit Application

Cancel Application

Tools

Add/Edit People: Click here to add or edit individuals assigned to this application.

Attachment Repository: This is where you can check to see all uploaded documents.

Notes: If your application is returned for modifications, you will see an exclamation mark (!) here. Click on the exclamation mark (!) to read notes provided by the grant reviewer to indicate what changes you need to make before resubmitting the application.

Landing Page
Add/Edit People
Status History
Attachment Repository
Modification Summary
Document Validation
Notes
Print Document
Document Messages

Additional Resources

[MDE FFVP "How to Apply" Webpage](#)

[Creating a MILogin Account](#)

[NexSys Accounting Requesting Payment Training Guide](#)