

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

### **Background**

To promote fresh fruit and vegetable consumption among school children, the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) authorized the United States Department of Agriculture (USDA) to fund a Fresh Fruit and Vegetable Program (FFVP) grant.

### **Eligible Applicants**

The FFVP is a grant program. Schools with the highest free and reduced-price enrollment will be given priority for participation in the FFVP. Schools with at least 50% free and reduced-price eligible students, have participated in the National School Lunch Program (NSLP) in the previous fiscal year, and are elementary schools or buildings with elementary students are eligible applicants. Residential Child Care Institutions (RCCIs) may participate, provided they operate an elementary school program during the day and participate in the NSLP.

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** K-6 grade students receive the Fresh Fruit and Vegetable Program (FFVP) snacks.

Sites **not eligible** to apply include high schools, middle schools with grades 7, 8, and/or 9 only, and pre-K only buildings.

Due to limited funding from the USDA, historical FFVP participation, and prioritization given to applicants with the highest free and reduced-price student eligibility percentages, the Michigan Department of Education (MDE) expects to award grants to schools with free and reduced-price eligibility of more than 80%.

### **School Selection Criteria**

Criteria used for site selection includes, but is not limited to, the following:

- Only elementary students may participate in the program. MDE defines elementary students as those in grades K-6.
- If an eligible site has pre-K students, these students may participate in the FFVP, but this is at the School Food Authority (SFA) discretion.

- Selected schools must operate the NSLP and must have operated the NSLP in the previous school year.
- Each school site must have a completed application submitted by the deadline.

MDE may apply other factors in making funding decisions, such as:

- Participation history with the program, if applicable.
- School fails to meet the deadline for application completion.
- School does not have the support of its administration.
- School did not spend the majority of the previous grant year's awarded grant funds.
- MDE has concerns with the school's administration of another Child Nutrition Program.
- MDE believes that a school cannot properly operate the FFVP based on past grant management history, despite previous support from the State.

### **Expectations of Participating Schools**

- Certification of Support, as part of the application, must be documented and have signatures of:
  - Foodservice manager
  - School principal
  - Superintendent (or designee)
- Funds for monthly claims will be drawn down from the NexSys Cash Management System (CMS).
- FFVP funds will be spent in accordance with Section 19 of the Richard B. Russell NSLA, the FFVP Handbook (USDA issued), and additional guidance or memoranda provided by USDA/FNS or MDE.
- School will publicize the availability of free fresh fruits and vegetables for their students.
- FFVP funds for administrative expenses cannot exceed 10 percent of grant fund allocation.
- School will retain all related FFVP paperwork for three years, plus the current year.
- School will develop a budget that provides for full utilization of grant funds.
- FFVP snacks must be made available to students during the school day.
- FFVP snacks must be provided separately from the lunch or breakfast meal.

- FFVP snacks cannot be offered before or after the regularly scheduled school day.
- Schools are encouraged to develop partnerships with non-federal resources, including entities representing the fruit and vegetable industry.
- Schools will participate in all FFVP training provided by MDE.
- Schools must follow all food safety requirements and HACCP guidance.

### **USDA Fresh Fruit and Vegetable Program Information**

Complete information can be obtained from the [USDA](#) and [MDE](#) websites:

- <https://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program>
- <https://www.michigan.gov/mde/Services/food/sntp/fruit-veg/511371>

Refer to the [Fresh Fruit and Vegetable Handbook](#) (December 2010) for additional background information and operational information:

- <https://www.fns.usda.gov/ffvp/fresh-fruits-and-vegetable-program-handbook-schools>

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.