

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

Sponsor 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 FFVP participating site **by February 1** and keep it on file for three years plus the current school year. Copies of these forms may be requested during Administrative Reviews.
- If you need help with managing your program, email mde-ffvp@michigan.gov or phone 517-335-1558.

REQUIRED ITEMS

Explain "NO" answers in the "Corrective Action" plan 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?

Check here if not serving dips

Teachers or paraprofessionals 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 ITEMS “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:		

FFVP Corrective Action Plan – Site Level

Corrective Action Plan (required for all “NO” answers in the REQUIRED ITEMS section):

Corrective Action Plan Due Date:

(must be conducted within 45 days if corrective action was required)

Sponsor Reviewer Signature, Title, Date:

School Site Representative Signature Date:

SNP Follow-Up Visit (observations of corrective action implementation):

Sponsor Reviewer Signature, Title, Date:

School Site Representative Signature, Title, Date:

This institution is an equal opportunity provider.