



Fresh Fruit and Vegetable Program

Manual

Revised December 14, 2016

Food and Nutrition Division

Table of Contents

| | |
|--|---|
| Introduction | 3 |
| Program Goals | 3 |
| School Selection | 3 |
| Grant Application Process | 3 |
| Program Requirements | 4 |
| Who Can Participate? | 4 |
| When to Serve? | 4 |
| Which Fruits and Vegetables to Purchase and Serve? | 4 |
| Nutrition Education | 5 |
| Procurement Procedures | 6 |
| Reimbursable Costs | 6 |
| Operating Costs | 6 |
| Administrative Costs | 7 |
| Recordkeeping | 7 |
| Claims | 8 |
| Removal from FFVP | 8 |

Introduction

The Fresh Fruit and Vegetable Program (FFVP) provides an opportunity for elementary students to experience and learn about a variety of fresh fruits and vegetables. This program is an effective and creative way to introduce fresh fruits as healthy snack options. The FFVP also encourages schools to develop partnerships at the state and local level for support when implementing this program.

Program Goals

The goal of the FFVP is to create healthier school environments by:

- Expanding the variety of fruits and vegetables children experience.
- Increasing the frequency of fruit and vegetable consumption.
- Assisting children in making healthy food choices.

School Selection

To be selected to participate in the FFVP, your school must

- Be an elementary school (grades K-6 including children enrolled in Head Start, a split-session kindergarten or a child care center located in the eligible school).
- Participate in the National School Lunch Program.
- Have at least 50 percent of the student population eligible for free/reduced meal price (Schools with the highest free/reduced price percentage will be given priority).
- Submit an annual application to the NDA.

Grant Application Process

Each year eligible schools will be invited to participate in the FFVP by email sent to the school principal, superintendent, food service director, and grant writer (when applicable). Schools invited to apply for the FFVP grant will need to respond to the request for application. The grant application will then be reviewed and selected based of the FFVP scoring criteria. Schools selected to participate in the FFVP will receive an allocation of \$50-75 per student per year. Preference will be given to schools that have successfully participated in the FFVP or have a high percentage of children eligible for free/reduced price lunch.

Program Requirements

Who can participate?

Upon selection fresh fruits and vegetables must be made available to all students enrolled at least twice a week. Teachers participating in the education or preparation of the program may partake in the fruit/vegetable serving. The FFVP is not intended for any other adults at the school, community residents, and/ or those attending school functions.

FFVP schools must make accommodations for students with disabilities, if the child's disability prevents them from consuming fresh fruits and vegetables. Schools should consider starting with fresh items and avoid pureeing canned or frozen fruits and vegetables, including baby foods. School staff should consult with the parent(s) to determine if the fresh items are an acceptable choice and modification should be made if necessary.

The fresh fruits and vegetables are intended for all elementary students therefore cannot be used as gifts or rewards. The fruits and vegetables cannot be withheld to discipline students.

Schools must widely publicize their participation in the FFVP and make the student's ability to participate in the program available.

When to Serve?

Fresh fruits and vegetables may only be served during the school day (i.e., not before school, during afterschool programs, or summer school sessions) and not during meal times.

Only leftovers from the FFVP that cannot be used may be added in the school meal programs, but only to avoid waste. Follow your local board of health/local public health department guidelines for handling leftovers. If a district plans to use its leftover FFVP items, the district must submit a plan to the Nevada Department of Agriculture (NDA)- Food and Nutrition Division (FND) for approval. The plan must:

- Meet local or county health codes,
- Describe how the district will try to eliminate waste in the FFVP, and
- Describe the conditions in which leftover fruits and vegetables will be utilized in the school meal program.

Which Fruits and Vegetables to Purchase and Serve?

The FFVP is intended to introduce a wide variety of fresh fruit and vegetables during the school day. The goal is to serve the fruits and vegetables in their natural state and without additives. Dicing and slicing into smaller pieces for ease of service is acceptable. Dips may be served with vegetables but, must be limited to the serving size and be low or non-fat. Fresh vegetables that are cooked, must be limited to once-a-week and must always include a nutrition education lesson related the preparation of the dish.

The following products are not an allowable reimbursement and may not be used in the FFVP:

- Processed or preserved fruits and vegetables (i.e. canned, frozen, or dried)
- Dip for fruit
- Fruit Leather
- Jellied Fruit
- Trail Mix
- Nuts
- Cottage Cheese
- Fruit or vegetable pizza
- Smoothies
- Fruit Juice
- Gifts or prizes
- Peanut Butter
- Yogurt

Use of the above mentioned products may result in a loss of reimbursement on the days in which items were utilized.

Nutrition Education

Nutrition education is a requirement along with the service of fresh fruits and vegetables. Grant funds cannot be used to fulfill this requirement. It can be conducted during the service of the fruits and vegetables or throughout the school day.

Local resources can be used such as parents, retired teachers, college students, or local and state affiliates (Urban Roots, University of Nevada Reno Cooperative Extension, etc.)

Many free online resources are available such as:

- USDA FFVP toolkit: <http://www.fns.usda.gov/ffvp/ffvp-toolkit>
- Farm Academy Live: <http://farm-academy.org/>

Fresh Fruit and Vegetable/ Policies and Procedures School Nutrition



- Grow It, Like It, Try It!: <http://www.fns.usda.gov/tn/grow-it-try-it-it>
- MyPlate: <https://www.choosemyplate.gov/kids>
- Harvest of the Month: Vermont- <http://www.vermontharvestofthemonth.org/>
California- <http://harvestofthemonth.cdph.ca.gov/Pages/Downloads.aspx>
Washington- http://www.whatcomfarmtoschool.org/posts/category/harvest_of_the_month/

Procurement Procedures

FFVP schools must follow proper procurement procedures. The “Buy American” requirement applies to purchases made with FFVP funds, which requires school districts participating in the FFVP to purchase domestically grown and processed foods, to the maximum extent practicable.

Produce such as bananas, which are generally not available as a domestic product, may be purchased even though they are not domestic. Produce must always be graded and inspected according to existing local, state and federal guidelines. FFVP schools may purchase fresh produce from food wholesalers, brokers, local grocery stores, local agricultural producers, farmers market, orchards and other retailers. Already sliced and bagged fresh items are permissible (not frozen or dried).

Geographic preference may be applied to purchase unprocessed locally grown fruits and vegetables. The term “unprocessed” does not preclude any necessary handling and preparation that provides the produce in a useable form such as washing vegetables and bagging greens. Use of ascorbic acid (Vitamin C) as a preservative is also acceptable. For information on local farms and produce availability please refer to the Producer’s Survey:

http://nutrition.nv.gov/Programs/Farm_To_School/Farm_to_School_Program/

Formal procurement methods must also be followed where applicable. For example, if purchased for the FFVP in purchase exceed \$151,000 annually formal procurement methods must be utilized.

Reimbursable Cost

There are two types of costs associated with the FFVP: operating and administrative.

Operating costs

Documented expenses for acquiring, delivering, preparing, and serving fruits and vegetables. Such costs include:

- Fresh fruit and vegetables
- Low-fat or non-fat dip for vegetables

Fresh Fruit and Vegetable/ Policies and Procedures School Nutrition



- Nonfood items such as napkins, paper plates, serving bowls, trays, cleaning supplies, and trash bags
- Value added services such as pre-cut produce, ready-made produce trays and delivery charges
- Labor cost for salaries and fringe benefits for employees who wash and chop produce, prepare trays, distribute produce to classrooms, set up kiosks and clean up.

Labor and non-food items should account for no more than 25 percent of the total schools FFVP grant.

Administrative Cost

Documented expenses for planning the program, managing the paperwork, obtaining the needed equipment and all other aspects of FFVP that are not related to preparation and service of fruits and vegetables. **Administrative cost is limited to 10 percent of the schools total FFVP grant.** Such costs include:

- Purchase or lease equipment needed for the FFVP
- Salaries and fringe benefits for employees who compile and maintain claims for reimbursement and other financial reports, order produce, track inventory, and coordinate nutrition promotion activities.

Before ordering equipment, the district must submit a written request to the NDA-FND for approval. If the district is claiming 100% of the cost of the equipment under the FFVP, districts must show that the equipment will not be shared with other school feeding programs. The request must include a statement explaining the need for additional equipment and why the current equipment is not sufficient. It must also include how many times the FFVP will be offered each week and how many times they receive deliveries each week/month. Failure to receive pre-approval may result in denial of reimbursement for equipment.

FFVP sponsors must budget their allotment. The total is intended to last the whole year and more funds will not be granted if funds run out.

Recordkeeping

Maintain full and accurate FFVP records for three years plus the current fiscal year. If the school has an unresolved audit issue, records must be kept three years after the issue has been resolved. It is recommended to keep records of the following items:

- Policy memoranda

Fresh Fruit and Vegetable/ Policies and Procedures School Nutrition



- Addendums
- Contact information for each participating school
- Invoices
- Monthly claims
- Purchase order information
- Vendors/Local Farmers
- Yearly site-review

Claims

All FFVP reimbursement claims must be submitted with 60 days of the month claimed. Claims not submitted within the 60 days may not be paid.

FFVP schools are responsible for budgeting the grant money allotted. Schools will not receive more grant funds if the amount allotted is spent before the end of the year.

All claims should be correct and appropriate. Sponsors should retain documentation such as invoices and time accountability reports for each claim filed for reimbursement.

The CNP web-based application and claim system will be utilized by districts on a monthly basis to submit site and consolidated FFVP claims for reimbursement.

Removal from the FFVP

Schools or districts that do not follow the Fresh Fruit and Vegetable Policy and Procedures may be removed from the program and/or required to reimburse the State for disallowed cost.