

MEMORANDUM

TO: Food Service Managers, Principals and Business Managers
FROM: Rosie Krueger, Director, Child Nutrition Programs
SUBJECT: Fresh Fruit & Vegetable Program Applications
DATE: June 1, 2020

You are invited to apply for the **2020-2021 Fresh Fruit and Vegetable Program (FFVP)** which provides funding for fresh fruits and vegetables served as a healthy snack in schools. This program is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options to pre-school and elementary school children in low-income areas. Last year schools took advantage of this opportunity and it provided over \$1,900,000 in funds to support the program. In order to participate, an application must be submitted by e-mail and the VT CNP system must be completed with sites checked for each school you wish to apply for. You may also find these documents along with the current Fresh Fruit and Vegetable Program Handbook on our website.

Schools that participate in the Program must:

- offer **free fruits and vegetables** to students during the school day
- start offering fruits and vegetables for **snack at the beginning of the school year**
- keep daily **documentation** of fruits and vegetables served, document operational and administrative costs, submit timely claims and be sure to expend all program funds on allowable costs
- submit a complete application
- be an elementary school with a F & R eligibility of 50% or more (if funds allow, we may distribute funds to schools with F & R rates below 50%, however there is no guarantee of funds to schools below 50% F & R)

The goal of the program is to increase fresh fruit and vegetable consumption, and the consumption of local fresh fruits and vegetables, creating healthier school environments by providing nutritious food choices. These funds provide you the opportunity to move beyond serving the basic apples, oranges and bananas every day and allow you to serve different pre-cut vegetables, berries and other items that are not typically served. Schools are awarded between \$50 and a maximum of \$75 per enrolled elementary student for the program.

Use of Funds

Funds are to be used primarily to purchase fresh fruits and vegetables for students. A small percentage of funds may be used for operating costs incurred such as ordering, preparing and serving the fruits and vegetables. Up to ten percent (10%) of the allocation for the FFVP can be used for administrative funds; some schools opt to use all of their funds for the purchase of

fruits and vegetables. Schools may use the administrative funds for the purchase of equipment for the FFVP (sectioners, food processors for slicing, etc.).

Expectations of Participating Schools

Selected schools must make free fresh fruits and vegetables available to students at times other than at meal service periods. Schools must start the program at the beginning of the school year and are expected to offer the program throughout the entire school year. Participating schools must maintain program records and submit claims on line on a monthly basis, reporting information about participation, purchases, and costs. Schools are expected to expend their entire FFVP allocation or award.

Annual training is required of all FFVP coordinators. Web based training will be provided in August.

Selection Criteria

Schools will be selected based on the criteria established by USDA:

- Elementary schools must have 50% or more of students are eligible for free or reduced price meals; schools between 40 and 50% may also be considered once all 50% and higher schools have submitted their applications.
- Schools must submit a plan for implementation of the program that includes a partnership with 1 or more entities that provide non-Federal resources (including entities representing the fruit and vegetable industry) for the acquisition, handling, promotion, or distribution of fresh fruits and vegetables; or other support that contributes to the purposes of the program, such as nutrition education.
- Schools must provide a certification of support and agreement to meet program requirements signed by the school food service manager/director, the school principal and the district superintendent or equivalent positions as determined by the school.

Application Instructions

To apply, go into the online VT-CNP system, go into Applications, click on the FFVP Organization Application and complete that page. Indicate the SFA Coordinator and check the schools that will participate. Next, complete the FFVP Site Application and e-mail it to Cheryl.Rogers@vermont.gov. Once the applications are reviewed, funds will be allocated and posted in the on line system. The approved application will be uploaded in to your SFA application by Cheryl.

If you have any questions, please do not hesitate to contact Cheryl Rogers at Cheryl.rogers@vermont.gov.

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