

Fresh Fruit and Vegetable Program (FFVP) Grant Training

OSDE Child Nutrition Programs
FY2024



OKLAHOMA
Education

Learning Objectives

- Goals of Fresh Fruit and Vegetable Program Grant
- Who can participate?
- Guidelines of the program and best practices
- How to do a claim for reimbursement

Selection Process – Eligible to Participate

- **Elementary School**
- **High percentage of children eligible for free and reduced-price benefits**
- **Participate in the National School Lunch Program**
- **Complete an application each year**
- **If selected, the school must send to OSDE the FFVP Grant with the required signatures ASAP!**

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Goals of the Program

- Expand the variety of fruits and vegetables
- Increase the consumption of fruits and vegetables
- Make a difference to impact present and future health
- Create a healthier environment at school

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USDA Encourages

- Every effort to provide fresh fruits and vegetables a minimum of twice per week
- A variety of implementation strategies
- Complimentary nutrition education

How to Be Successful!

Form A Team

- Program Coordinator
- Food Service Manager (if not a coordinator) and staff
- Administration
- School Nurse
- Physical Education/Health Teacher
- Curriculum and Guidance Counselor
- Teachers
- Custodians
- Parents/ Parent-Teacher Associations
- Student Government



Process in Place

- Coordinate/ Communicate
- Planning (menu, **budget**, etc...)
- Ordering
- Deliveries
- What type of storage is in the school(s)
- Method of distribution
- Clean up
- Who is responsible for receipts and claim



Rollout FFVP Grant in Schools

- Promote to staff at meetings by talking and bringing information
- Publicize the grant through school or district social media
- Promote to parents by setting up an informational table about FFVP at an Open House



****FFVP Funds cannot be used for these events****

Fresh Fruits & Vegetables

Who Can Receive the Sample?

- **All children who are enrolled at the school**
- **Only teachers that are directly responsible for serving the fruit/vegetable to the students in the classroom setting**
- **NOT intended for the general teacher and staff, or other adults in the school or community residents**
- **FFVP funds cannot be used for gifts or rewards and they cannot be withheld as part of a discipline procedure**

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Service

- Anytime during the school day, except during service of Breakfast or Lunch
- Serve once a day or multiple times during the week
- No items can be purchased with the funding and used as part of the reimbursable meal
- Fruits and vegetables cannot be served during the summer sessions—only the normal school year

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Factors of Service

When determining distribution, need to consider:

- Grade level
- Maturity of students
- Time available to eat the fruits and vegetables
- Time required for preparation and service of the fruits and vegetables
- Any extra clean-up needed
- Garbage concerns
- Staffing

****All enrolled students must have access to the program,
but a student is not required to participate****

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Best Places to Serve

- Classroom
- In hallways
- Centrally located kiosks can offer more choices
- As part of nutrition education activities
- Outside (during a field day or recess)

Most successful distribution areas are places where children can easily consume the fruits/vegetables

(Pages 12-13)

Delivery – Best Practice

- Teachers send counts in the morning and produce is counted out in some type of marked container
- Child Nutrition Staff count and place produce in labeled baskets, bins, plastic sacks, etc.
- Cafeteria is the best spot for pickup
- Staff, volunteers, sometimes students, deliver to the classroom
- Teacher distributes to the students and plans a nutrition education lesson
- Containers are returned to the cafeteria at the end of the day for sanitation and next use

FFVP Limits

Dips

- **Vegetables** 1-2 tablespoons low-fat dips or dressings
- **Fruit:** no dips of any kind!

“Prepared Vegetables” Fresh vegetables can be cooked, but only **once per week. Only a few are approved. Nutrition education must be related to the item served.**

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Items Not Allowed

- Processed, canned, and frozen fruits and vegetables
- Dried fruits or vegetables
- Excessive amounts of dips
- Trail mix
- Fruit or vegetable juices
- Fruit with added flavorings, includes fruit that is injected with flavorings
- Smoothies
- Fruit strips, fruit drops, fruit leather



(Pages 14-15)

Serving Guidelines

- Serve 2 or more times per week, please check your plan on the Application.
- Purchase and serve student's favorites, but continue efforts to introduce new items
- Making the offerings appealing and easy to grab
- No specific portion size is required
- Best practice is to provide portioned items or prebagged items

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Leftovers

- Extra items can be given to students who request extra.
- Increase portion size if there are always leftovers.
- Plan for one day a week to serve leftovers.

Provide a share table for leftovers after distribution to the children, at lunch and free...if the students receiving the leftovers are part of the FFVP school!

Leftovers cannot be taken home by anyone!

A share basket for teachers, nurses' station, custodians, etc., cannot be provided.

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Menus

A centralized monthly menu provides:

- Consistency
- Ensures variety of menu items offered
- Allows produce vendor to plan for orders
- Encourages nutrition education

March Fruit/Vegetable of the Month

Fruit of the Month: Strawberries



- March 1 - 2 oz Baby Carrot Snack Pack w/ 12 g Italian pc
- March 2 - 1 Medium Star Fruit (sliced stars) - do not serve until fruit is bright yellow
- March 3 - 4 oz Del-Monte Fruit Combo Cup w/ Spork
- March 4 - (4) Medium Strawberries (in baggie)
- March 5 - 1 Small Plum
- March 8 - 1 Medium Pear
- March 9 - 1 Medium Fuji Apple
- March 10 - (4) Medium Strawberries (in baggie)
- March 11 - (2) Small-Medium Sweet Mini Peppers (no dip)
- March 12 - 1 Whole Small Kiwi (sliced into wheels)
- March 15 - 1 Small Plum
- March 16 - (4) Medium Strawberries (in baggie)
- March 17 - 1 Medium Crazy Apple™
- March 18 - (3-4) Snow Peas w/ 12 g Italian pc
- March 19 - 1 Medium Banana
- March 22 - 2 oz Apple Slices
- March 23 - 1/2 cup Del-Monte Watermelon Cubes [SMALL CUT] 5.5 oz Cup/Lid/Spork
- March 24 - 1 Medium Crazy Apple™
- March 25 - (4) Medium Strawberries (in baggie)
- March 26 - 2 oz Baby Carrot Snack Pack w/ 12 g Italian pc
- March 29 - 1 Small Plum
- March 30 - (4-5) Del-Monte Cucumber Slices [THIN CUT] w/ 12g Italian pc
- March 31 - 1 Medium Banana

No Program on Early Release Days

Production Record

- Need to make sure that you keep a Production Record of what you are serving and the leftovers.
- The item can be labeled and put on your Production Records for the school as long it is identified for FFVP.

Fresh Fruit and Vegetable Grant Financial

Purchasing

- Must follow USDA Procurement Guidelines
- Purchase local when you can—farmers and farmer's markets
- Buy American when applicable
- Schools with a Food Service Management Company need to make sure the program is a part of your contract
- Make sure you are tracking the money spent separately

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FFVP Grant Schools

- Receive Funds based on an allocation of \$50-\$75 per student based on the school year prior -- October enrollment
- Submit a monthly claim on time -- Separate Section in CARS
- Claims are due on the 15th of each month
- Comply with the USDA FFVP Handbook Guidelines



<https://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program-resource-center>

FFVP Grant Schools-2

- Money received for a school cannot be transferred to another school, even if both schools are on the program
- No additional FFVP funds will be provided
- Spend all money allocated to the site
- Grant is on the Federal fiscal year:
October to September

FFVP Grant – Reimbursable Costs

Program Costs -- Two Categories

- Operating Costs
- Administrative Costs



FFVP Grant – Operating Costs

Operating Costs are the costs needed to run the FFVP. These are the documented expenses for acquiring, delivering, and serving fruits and vegetables

- Buying of fruits, vegetables, low-fat dip for vegetables only
- Buying nonfood items like napkins, paper plates, serving bowls, trays, cleaning supplies and trash bags
- Salaries and fringe benefits for employees who wash and chop produce, distribute produce to classrooms...

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FFVP Grant – Administrative Costs

Administrative costs are limited to 10 percent of your school's total FFVP Grant. This cost is for planning the Program, managing paperwork, obtaining equipment you need etc...

- Purchasing and leasing equipment such as refrigerators, coolers, carts...
- Salaries and fringe benefits for employees who compile and maintain the claim, plan and write menus...

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FFVP – Reimbursable Cost

Only the FFVP portion of the Operating and Administration expenses can be claimed on this program

Example: A piece of equipment can be purchased by FFVP Grant funds, but it must be used only for FFVP, otherwise it must be prorated

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FFVP Grant – Nutrition Education

FFVP Grant will not reimburse the school for nutrition education costs

- Nutrition education can help your school reach their goal of a healthier school environment -- School Wellness Policy
- Work with teachers/staff to incorporate in lesson plans
- Monthly Nutrition Newsletter
- Send FFVP Menus home or put on website

(Pages 20-21)

FFVP Grant – Free Nutrition Resources

- **USDA**

<https://www.fns.usda.gov/tn/nutrition-education-materials>

- **Team Nutrition**

<https://www.fns.usda.gov/tn>

- **MyPlate**

<https://www.choosemyplate.gov/>

- **Produce Vendor**

FFVP Grant - Disabilities

If a child's disability prevents him or her from consuming fresh fruits and vegetables as prepared, the school must provide the same accommodations they would for school meals

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FFVP Grant – OSDE Review

Fresh Fruit and Vegetable Grant is part of the Administrative Review

- Look at what is being purchased
- Is the school on track to spend all of the site's money?
- Observe fruit/vegetable time of service

FFVP - Funds

- The State Agency will let your district know soon how much per child they will be allowed to claim for reimbursement
- The money cannot be transferred to another elementary school or FFVP Grant elementary school
- Claims are due on the 15th of each month
- The district must spend all funds they receive

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FFVP Grant and OCAS Coding

The Oklahoma Cost Accounting Code (OCAS) for the Fresh Fruit and Vegetable Program Grant are:

- **Fund: 22 or 11 or 60**
- **Program Code: 700**
- **Revenue: 4760**
- **Project Reporting Code: 768**

The Fresh Fruit and Vegetable Program Grant Claim

Claims are due on the 15th of every month!

FFVP Grant Claim - CARS

- Go to the **Claim Side** of CARS
- Click on the month
- Click on the awarded elementary school
- Go to **Site Claim Data** and select FFVP

Site Claim Data
SELECT CLAIM TYPE ▼

FFVP Grant Claim – CARS (cont.)

Divided into 3 forms:

- Worksheet A - Actual cost of fruit/vegetable
- Worksheet B - Small supplies and labor
- Worksheet C - Larger purchases

Reminder: All purchases must be tracked separately!

FFVP Grant Claim – CARS (cont.)

Claim (August, 2019) - Original

School	Claim Month	Fiscal Year	Operating Days
	August	St 2019 - Fed 2019	0
Op. Costs Total	Labor Costs Total	Admin Costs Total	Claim Total
\$0.00	\$0.00	\$0.00	\$0.00

Worksheet A - Operating Costs

Category	Description	Size	Number	Cost	Subtotal
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Worksheet B - Labor/Small Supply Costs

Category	Description	Cost
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Worksheet C - Admin Costs

Description	Cost
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Add Fresh Fruit and Vegetable Program Comments Here

Save Delete Certify Revise Reject Admin Certify

[Worksheet A](#) [Worksheet B](#) [Worksheet C](#)

This has remaining allotment for this budget year (Total School Allotment: \$17,667.65, Paid-To-Date: \$14,309.24).

Worksheet A

OPERATING COSTS: Costs associated with the actual purchase of the fresh fruits/vegetables. All fruits and vegetables purchased must be FRESH fruits and vegetables. Nuts; seeds; or dried, canned, or frozen fruits and/or vegetables are prohibited.

	Category / Description	Unit Size	# Units	Unit Cost	Subtotal
Save	<div>Fruit ▼</div> <div></div>	<div>▼</div> <div></div>	<div></div>	<div></div>	

No Worksheet A - (Operating Costs) Associated with this Site.

Make sure to click SAVE before leaving this page!

Worksheet B

OPERATING LABOR COSTS: Costs associated with the

1. Preparation of the fruits/vegetables
2. Small supplies for the service of the fruits/vegetables—i.e., napkins, paper goods, utensils, etc.
3. Service of the fruits/vegetables.

	Category	Description	Labor Cost
Save	Labor ▼		

No Operating Costs (Labor) Associated with this Site.

Make sure to click SAVE before leaving this page!

Worksheet C

ADMINISTRATIVE COSTS: Costs associated with the

1. Purchasing or leasing of equipment
(NOTE: Equipment also used for other CNP, must be prorated)
2. Labor costs associated with the planning, ordering, reporting, billing, tracking inventory, etc.
(NOTE: Labor costs that are not for the preparation or service of the fruits/vegetables)

	Administrative Duty Description	Administrative Cost
Save	<input type="text"/>	<input type="text"/>

No Administrative Costs Associated with this Site.

Make sure to click SAVE before leaving this page!

Final Step

Claim (August, 2019) - Original

School	Claim Month	Fiscal Year	Operating Days
	August	St 2019 - Fed 2019	0
Op. Costs Total	Labor Costs Total	Admin Costs Total	Claim Total
\$0.00	\$0.00	\$0.00	\$0.00

Worksheet A - Operating Costs

Category	Description	Size	Number	Cost	Subtotal
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Worksheet B - Labor/Small Supply Costs

Category	Description	Cost
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Worksheet C - Admin Costs

Description	Cost
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Add Fresh Fruit and Vegetable Program Comments Here

[Worksheet A](#)
[Worksheet B](#)
[Worksheet C](#)

This site has remaining allotment for this budget year (Total School Allotment: \$17,667.65, Paid-To-Date: \$14,309.24).

Questions?

Thank You!
OSDE Child Nutrition Programs

This institution is an equal opportunity provider