

OSDE Child Nutrition Programs Fresh Fruit & Vegetable Program (FFVP) School Self-Monitoring Form

District Name:
County/District Code:
School Site Name:
Date of Review:
Reviewer Name:

*Use this form to review the performance of your schools that participate in FFVP. While this form does not need to be turned in to Child Nutrition Programs (CNP), **it does need to be completed for each participating school by April 1 of each year to ensure compliance.** Answer specifically for each site. Copies of the completed forms must be maintained with all other CNP documents and may be requested during an Administrative Review (AR).*

*Completion of this tool will help you run a successful program and determine program compliance. Any required items checked **No** should be explained in the **Comments, Findings & Notes** section. If you need help determining how to be in compliance, **contact Sherri Assaleh at 405-522-5040.***

REQUIRED ITEMS		
<i>Explain "No" Answers in "Comments, Findings, & Notes" Section</i>		
	Yes	No
Is the school on track to spend no more than 10 percent of its total grant on administrative costs through September?		
Has 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?		
When cooked vegetables are offered, are they offered no more than once a week and include a nutrition education lesson during service times?		
Are the only adults provided with fresh fruits and vegetables teachers who are in the classroom with students during the FFVP meal service?		
Did the FFVP meal service follow HACCP principles and applicable sanitation and health standards?		
Is the Nondiscrimination Statement included in promotional items and when offering the program?		
Are purchasing procedures in compliance with the <i>Buy American</i> requirement (except for items not available as a domestic product)?		
Are the records (e.g., invoices, purchase orders) kept for 3 years?		
Is the school on track to spend all of the funds allotted for Fresh Fruit and Vegetable Grant?		

RECOMMENDED

“Yes” Answers Are Recommended for as Many Rows as Possible

	Yes	No
Are claims entered monthly?		
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 utilized free nutrition education materials?		
Are teachers modeling healthful eating habits by participating with students?		
Have any outside collaborations or partnerships been developed to help you better administer the program?		

COMMENTS, FINDINGS, & NOTES: