

Fresh Fruit and Vegetable Program Grant Training 2022

OSDE Child Nutrition Programs



OKLAHOMA
Education



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**

History of Program

- **Pilot Program in 2002 -- Farm Security and Rural Investment Act**
- **Expanded in 2004 by the Child Nutrition Reauthorization Act**
- **Expanded again in 2006 by an Appropriations Act**
- **In 2008, The Food, Conservation, and Energy Act authorized the program nationwide**

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**

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 SDE the FFVP Grant with the required signatures ASAP!**

USDA Encourages

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

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://fns-prod.azureedge.net/sites/default/files/resource-files/handbook.pdf>

FFVP Grant Schools-2

- **Funds must be used for that site ONLY**
- **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 Participants

- All children attending the school
- Only **teachers who are directly responsible for serving the fruit or vegetable to their students**
- Children who are attending a Child Care Center, Head Start, or a split-day kindergarten class located in the FFVP school if they are considered enrolled

FFVP Cannot Be Given to

- **Adults helping in the classroom or visiting**
- **Custodians**
- **Librarians**
- **Principals**
- **School Secretaries/Counselors**
- **All other personnel**

FFVP Grant Requirements

- **Must publicize the availability of fresh fruits and vegetables**
- **Served during the school day**
- **Be served outside the National School Lunch Program, School Breakfast Program or the After-School Snack Program**
- **Cannot be used as a part of a reimbursable meal**

FFVP Grant Requirements - 2

- **Fruits and vegetables cannot be used as a reward or punishment**
- **Fruits and vegetables cannot be served during the summer sessions – normal school year**

FFVP Grant Procurement

- **School procurement guidelines must be followed**
- **The “Buy American” requirement in the National School Lunch Program (7 CFR 210.21(d) applies**
- **Procurement can include fruits/ vegetables used for other school programs -- must be tracked separately**
- **Schools with an FSMC Contract -- make sure it is part of your contract**
- **This grant supports the use of Farm to School and your local growers**

FFVP Grant Purchasing - Prohibited

- **Processed or preserved fruits and vegetables**
- **Dip for fruit**
- **Fruit or vegetable juice or carbonated juice or fruit beverages**
- **Snack-type fruit products such as fruit strips, fruit drops, fruit leather**
- **Fruit that is injected with flavorings -- apples (grapples)**
- **Jellied fruit**
- **Smoothies**

FFVP Grant – Limits

Dips for Vegetables

- Only offer low-fat yogurt-based or other low-fat or non-fat dips
- Amount served is limited to the “serving size” on the Nutrition Facts Label: 1 or 2 tablespoons

Service of “Prepared” Vegetables

- Fresh (not canned, frozen, dried or otherwise processed) vegetables that are cooked, must be limited to once-a-week and **must include nutrition education related to the item served**

FFVP Grant – Reimbursable Costs

Program Costs -- Two Categories

- **Operating Costs**
- **Administrative Costs**

FFVP Grant – Operating Costs

Operating Costs are the cost 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...

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...

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.

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

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.

FFVP Grant Best Practices

- **Review your application**
- **Make sure you have your buy-in from staff**
- **Pay attention to logistics -- who does what?...**
- **Establish a monthly budget -- watch out for days off**
- **Be flexible with time and place**
- **Work with all to promote the program -- especially the children -- widely publicize it!**

FFVP Grant Best Practices - 2

- **Use the CNP FFVP School Monitoring Form found in “Other Documents”**
- **Be sure the fruits and vegetables are appealing and easy to grab -- often precut is easier**
- **Provide a variety of new fruits and vegetables -- seasonal**
- **Leftovers**
- **Look into precut but watch storage space and cost**

FFVP Grant Best Practices - Distribution

Best places -- where the children can easily consume them

- Inside classrooms
- In hallways
- Kiosks
- Vending Machines

Techniques for Distributing will vary depending on

- Age of children
- Maturity
- Type of fruit or vegetable

FFVP SP-19-2021 Q&A

- USDA released 14 questions to help answer FFVP questions for school year 2021/2022
- Many of the same rules apply from FY2021 into this upcoming year
- See FFVP Q&A handout

FFVP Grant – SDE 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 each 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

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

FFVP Grant Claim - CARS

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



FFVP Grant Claim – CARS-2

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 - 3

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
Worksheet B - Labor/Small Supply Costs			Worksheet C - Admin Costs		
Category	Description	Cost	Description	Cost	
Add Fresh Fruit and Vegetable Program Comments Here					
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Certify"/> <input type="button" value="Revise"/> <input type="button" value="Reject"/> <input type="button" value="Admin Certify"/>					
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.					

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	Fruit ▼ <input type="text"/>	▼ <input type="text"/>	<input type="text"/>	<input type="text"/>	

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
[Redacted]	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			Worksheet C - Admin Costs	
Category	Description	Cost	Description	Cost

Add Fresh Fruit and Vegetable Program Comments Here

[Redacted]

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

This site (120 [Redacted]) has remaining allotment for this budget year (Total School Allotment: \$17,667.65, Paid-To-Date: \$14,309.24).

FFVP Grant – Food Safety Tips

Buy Right

- Choose produce that is not bruised or damaged.
- When buying pre-cut, bagged or packaged produce, make sure it is surrounded by ice or refrigerated.

Store Properly

- Store perishable fruits and vegetables in a clean refrigerator at a temperature of 40°F or below.
- Best to refrigerate all pre-cut or packaged produce.

FFVP Grant – Food Safety Tips - 2

Prepare Safely

- Keep your hands washed.
- Cut away damaged or bruised areas before preparing and/or eating.
- Wash ALL produce thoroughly under running water before preparing or eating.
 - Exception:* If the packaging states the item is prewashed and ready to eat, there is not a need for washing.
- Even if you do not plan to eat the skin, you still need to wash it thoroughly.

FFVP Grant – Food Safety Tips - 3

Sprouts

- Must be very careful
- Best to cook thoroughly

Keep fruits and vegetables separate from raw meat, poultry, and seafood.

Keep utensils and cutting boards clean.

FFVP Grant

Questions?

Thank You!
OSDE Child Nutrition Programs

This institution is an equal opportunity provider.

Link to FFVP Training on 9-23-2021

- <https://youtu.be/PLtfkINJ64>