

# BUILDING A SERVICE PLAN FOR YOUR FFVP

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REVISED: May 7, 2019

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Professional Standards Learning Codes: 1130, 3210, 3330, 3340



# BUILDING A SERVICE PLAN FOR YOUR FFVP

TODAY'S  
**AGENDA**  
INCLUDES:

**1** FFVP  
Overview

**2** FFVP  
Service  
Plan

**3** Building  
Your  
Service  
Plan

**4** Program  
Guidance/  
Resources

**5** Questions



# FFVP Overview

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# FFVP PROGRAM REQUIREMENTS

## The Fresh Fruit and Vegetable Program



Federally assisted program that provides free fresh fruits and vegetables to kids at eligible elementary schools.

### Goals of FFVP:

- Introduce kids to new and different varieties of fresh fruits and vegetables
- Increase overall acceptance and consumption of fresh, unprocessed produce
- Improve kids' health (both present and future)
- Teach kids healthy eating habits through nutrition education
- Encourage healthier school environment



## FFVP PROGRAM REQUIREMENTS

# The Fresh Fruit and Vegetable Program



### Eligibility:

#### Schools must...

- operate the National School Lunch Program
- be an elementary school (K-8<sup>th</sup>)
- have a free and reduced price meal eligibility percentage of 50% or greater
  - Priority given to schools with the highest percentage of free and reduced price meal eligible students



## FFVP PROGRAM REQUIREMENTS

# The Fresh Fruit and Vegetable Program

Requirements for Implementation:

1

Widely publicize  
FFVP at your site

2

Serve fresh fruits  
and vegetables  
minimum of  
2x per week

\*during school hours  
\*outside NSLP and SBP service  
\*free for all students

3

Provide  
nutrition education  
1x per week



# FFVP PROGRAM REQUIREMENTS

## Awards

Selected sites are awarded a minimum of \$50 per student per school year.  
Funds are distributed when a site submits an approved reimbursement request.

Examples of funding level:

$$\begin{array}{r} 300 \text{ students} \\ \times \\ \$50/\text{student} \\ = \\ \mathbf{\$15,000} \\ \text{FFVP funds} \end{array}$$

$$\begin{array}{r} 650 \text{ students} \\ \times \\ \$50/\text{student} \\ = \\ \mathbf{\$32,500} \\ \text{FFVP funds} \end{array}$$

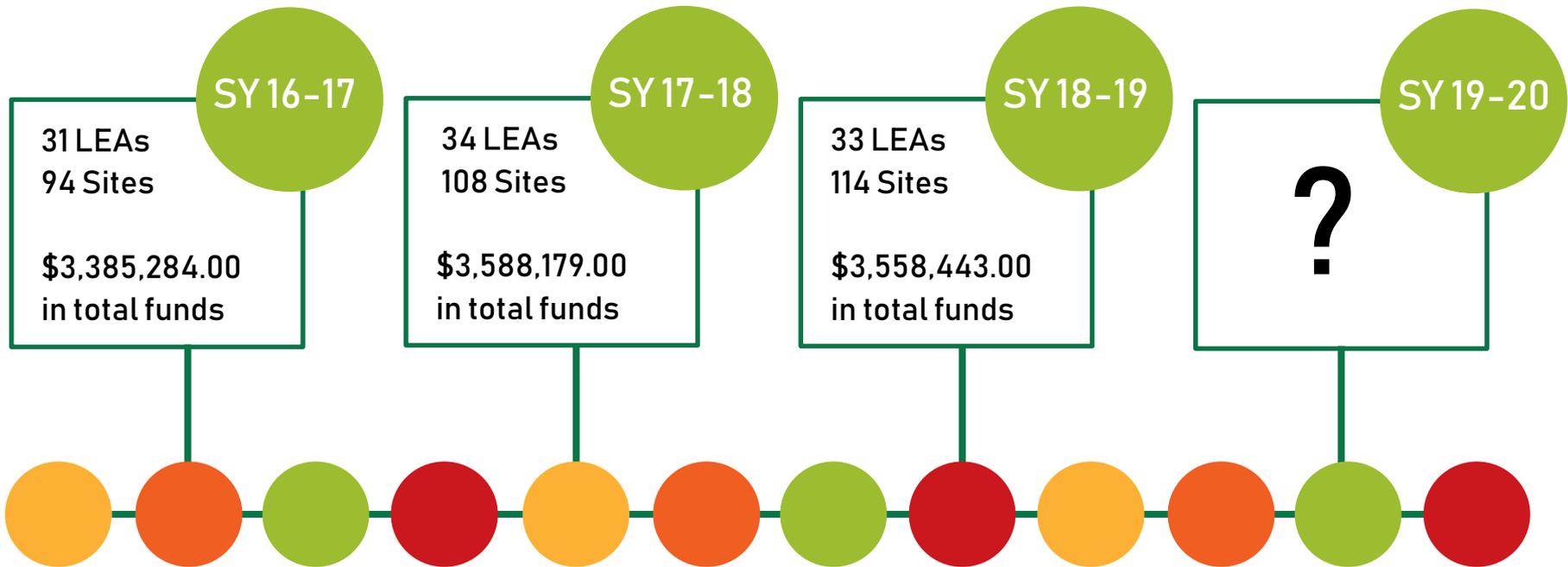
$$\begin{array}{r} 1000 \text{ students} \\ \times \\ \$50/\text{student} \\ = \\ \mathbf{\$50,000} \\ \text{FFVP funds} \end{array}$$

$$\begin{array}{r} 1350 \text{ students} \\ \times \\ \$50/\text{student} \\ = \\ \mathbf{\$67,500} \\ \text{FFVP funds} \end{array}$$



# FFVP PROGRAM REQUIREMENTS

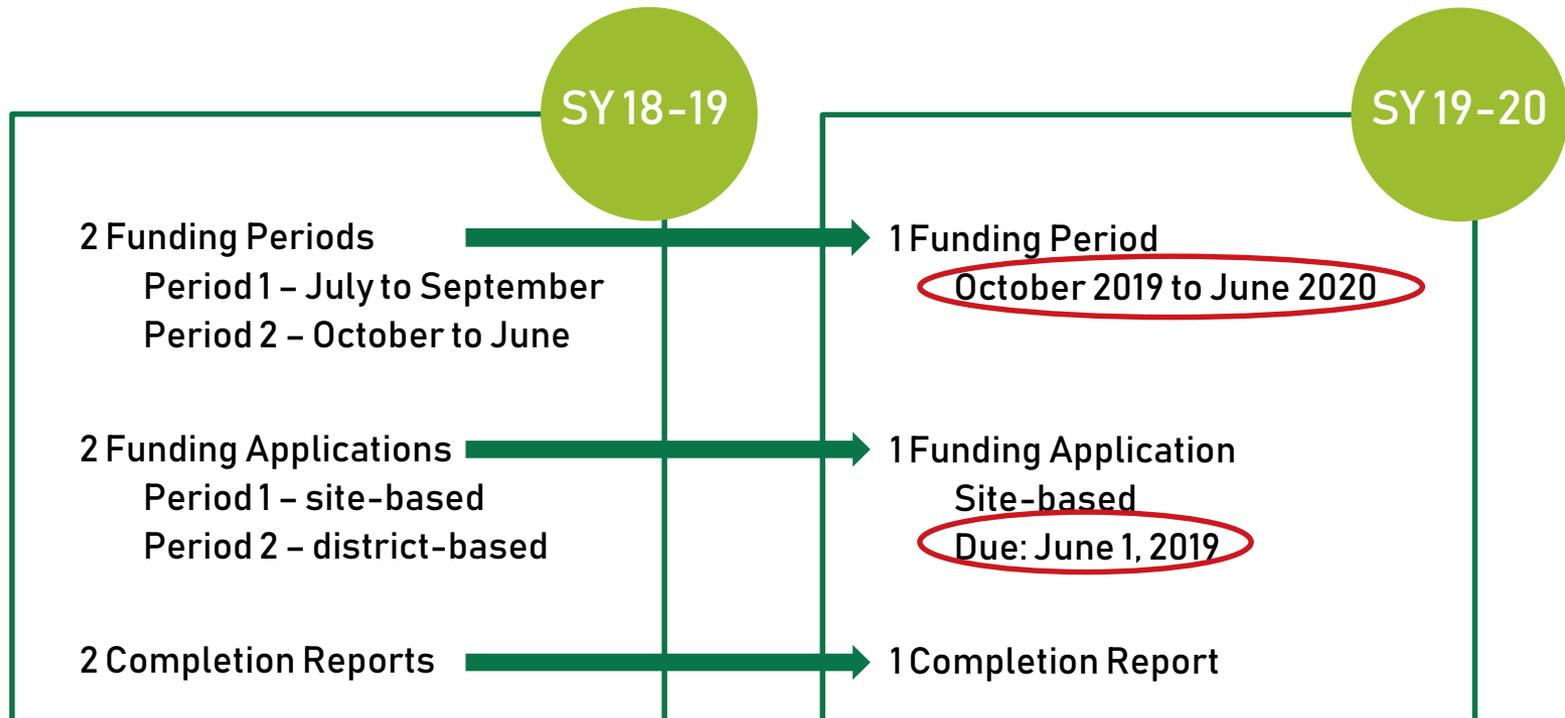
## Past Three FFVP Program Years in AZ





# SY19-20 FFVP TIMELINE REVISIONS

## Changes for the New School Year





## SY19-20 FFVP TIMELINE REVISIONS

**NEW**

# SY19-20 Program Timeline

- 2019 ● April 1 - Application Opens
- 
- June 1 - Application Closes
- June - Award Recipients Announced
- 
- September 30 - Mandatory Online Training Deadline
- October 1 - Program Start Date
- 
- 
- 2020 ● June 30 - Program End Date
- September 30 - Completion Report Due



# FFVP Service Plan

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## FFVP SERVICE PLAN OVERVIEW

# What is the FFVP service plan?

The FFVP service plan is your site(s)' detailed description of all aspects of FFVP operation including:

- Pre-Assessment
- Planning Your Budget
- Produce Menu Planning
- Providing Service
- Paperwork



## FFVP SERVICE PLAN OVERVIEW

# Why do you need a FFVP service plan?

A well developed FFVP service plan will help to ensure that you are utilizing all program funds efficiently and in a matter that will achieve the best program outcomes, such as:

- Achieve 100% grant fund utilization
- Serve a wide variety of produce to your students
- Maximize the number of FFVP service days
- Receive positive feedback and support from students, parents, and school staff/administrators
- Improve students' eating patterns and overall health



# FFVP SERVICE PLAN OVERVIEW

## SY19-20 FFVP Application

Application Name: Fresh Fruit and Vegetable Program

- 1 History Log
- 2 FFVP Object and Function Codes
- 3 Allocations
- 4 Funding Disclaimer
- 5 FFATA & GSA Verification
- 6 Program Information /Instructions
- 7 Contacts
- 8 Assurances
- 9 Capital Outlay Worksheet

### 10 Fresh Fruit and Vegetable Program

- 11 FFVP Checklist
- 12 New Applicant Summary

Fresh Fruit and Vegetable Program

ABC Elementary (999000999) ▼

- [Budget](#)
- [Budget Overview](#)
- [Site Information](#)
- [FFVP Service Plan](#)
- [Related Documents](#)
- [Fresh Fruit and Vegetable Program School Allocations](#)





# Building Your Service Plan: The 5 P's

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# FFVP SERVICE PLAN OVERVIEW

**#1** – Pre-Assessment

**#2** – Planning Your Budget

**#3** – Produce Menu Planning

**#4** – Providing Service

**#5** – Paperwork



# FFVP SERVICE PLAN OVERVIEW

## #1 – Pre-Assessment

- Assess your site's resources, capacity, and availability to operate the FFVP
- Engage all stakeholders in the completion of this pre-assessment including but not limited to:
  - Food Service Director
  - Nutrition Coordinator
  - Kitchen Manager
  - Superintendent
  - Principal
  - Teachers
  - Custodial Staff
  - Other
- Keep the goals of the FFVP in mind as you answer these questions for your site



# FFVP SERVICE PLAN OVERVIEW

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## #1 – Pre-Assessment

### Questions:

What is the site's total student enrollment? Is a system in place for updating those in charge of FFVP with any significant changes to this number throughout the school year?



# FFVP SERVICE PLAN OVERVIEW

## #1 – Pre-Assessment

### Questions:

Which level of weekly serving frequency is this site able to support?

- 2 days per week (minimum state requirement)
- 3 days per week
- 4 days per week
- 5 days per week



# FFVP SERVICE PLAN OVERVIEW

## #1 – Pre-Assessment

### Questions:

What times could the FFVP be offered to students at this site?

Keep in mind that FFVP...

- May only be served during the school day
- Cannot be served during NSLP or SBP meal service



# FFVP SERVICE PLAN OVERVIEW

## #1 – Pre-Assessment

### Questions:

Who will conduct administrative duties for FFVP at this site?

Examples:

- Program oversight
- Trainings
- Ordering
- Reimbursement Requests
- Completion Reports
- Budget monitoring
- Maintaining proper documentation

Will FFVP funds be used to cover salary/fringe benefits for these hours?



# FFVP SERVICE PLAN OVERVIEW

## #1 – Pre-Assessment

### Questions:

Which serving location(s) for FFVP is this site able/willing to accommodate?

- Classroom
- Cafeteria
- Outdoors
- Multipurpose Room
- Carts/Stands/Kiosks
- Free Produce Vending Machines
- Other: \_\_\_\_\_



# FFVP SERVICE PLAN OVERVIEW

## #1 – Pre-Assessment

### Questions:

Which staff at the site will prepare, deliver (if applicable), and serve the produce?

Examples:

- Food service staff
- Teachers
- Nutritionist/RD
- Volunteers
- Students
- Other

Will FFVP funds be used to cover salary/fringe benefits for these hours?



# FFVP SERVICE PLAN OVERVIEW

## #1 – Pre-Assessment

### Questions:

What equipment and/or supplies are needed to operate the FFVP?

Examples:

- Serving cart
- Insulated cooler bags
- Napkins
- Hand sanitizer
- Baggies/serving cups
- Cutting boards
- Knives
- Trash bins
- Other

Which of these items will FFVP funds be used to purchase?



# FFVP SERVICE PLAN OVERVIEW

## #1 – Pre-Assessment

### Questions:

Is nutrition education currently being provided to students at this site?

- Consider nutrition education in the classroom as well as in other settings (i.e. events) that occur during the school day



# FFVP SERVICE PLAN OVERVIEW

## #1 – Pre-Assessment

### Questions:

Which level of nutrition education frequency is this site able to support?

- 1 day per week (minimum state requirement)
- 2 days per week
- 3 days per week
- 4 days per week
- 5 days per week



# FFVP SERVICE PLAN OVERVIEW

## #1 – Pre-Assessment

### Questions:

Who will be responsible for planning and teaching the nutrition education at this site?



# FFVP SERVICE PLAN OVERVIEW

## #1 – Pre-Assessment

### Questions:

Are there any special considerations your site would like to acknowledge for certain grade levels?

Examples:

- Different portion sizes for various grades
- Different serving times or locations for specific grades
- Extra time needed for certain grades
- Different nutrition education for various grades



# FFVP SERVICE PLAN OVERVIEW

## #1 – Pre-Assessment

### Questions:

What training is required for staff prior to the start of the FFVP at this site?

Examples:

- Food service staff on preparing fresh produce
- Teachers on food safety and serving fresh produce in the classroom
- Site staff on FFVP program requirements



# FFVP SERVICE PLAN OVERVIEW

## #1 – Pre-Assessment

### Questions:

What methods are available to widely publicize the FFVP within the site?

Examples:

- School website
- Social Media
- Newsletters
- Posters
- Menus
- Announcements
- Flyers
- Other



# FFVP SERVICE PLAN OVERVIEW

## #1 – Pre-Assessment

**NEW RESOURCE: FFVP Pre-Assessment for New Sites**  
available at [www.azed.gov/hns/nslp/ffvp/](http://www.azed.gov/hns/nslp/ffvp/)

Overview Awards Administrative Review Resources Newsletter Procurement Memos

**Arizona**

- [FFVP Mini Poster](#)
- [FFVP Monthly Claim Directions](#)
- [FFVP Program Brochure](#)
- [Fruit & Vegetable Fact Sheets](#)
- [AZ Health Zone](#)
- [Holiday Promotions](#)

**Food Safety**

- [Handling Fresh Produce in Schools](#)
- [Food Safety Guidance](#)
- [Food Safe Schools: Creating a Culture of Food Safety](#) *NEW!*
- [Produce Safety Fact Sheets](#) Institute of Child Nutrition

**Service Plan Tools**

- [FFVP Pre-assessment for New Sites](#)
- [FFVP Budget Planner](#)
- [FFVP Monthly Service Planner](#)
- [FFVP Expenditure Tracking Template](#)
- [FFVP Production Record Template](#)
- [FFVP Labor Log Template](#)

**USDA**

- [FFVP Handbook for Schools](#)
- [USDA Final Evaluation Report](#)
- [USDA FFVP Toolkit](#)
- [FFVP Fact Sheet Wellness Policy: Promoting Fruits & Vegetables](#)
- [National Agriculture in the Classroom](#)
- [Team Nutrition](#)
- [Team Nutrition- Garden Resources](#)
- [Choose MyPlate](#)
- [Farm to School](#)
- [Seasonal Produce Guide: SNAP-Ed](#)
- [MyPlate MyState Arizona](#)
- [Fruits and Vegetables Galore](#)





# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget

- Based on your site assessment, you will select the service style that allows you to maximize program benefits and plan your budget.
- This will require information such as:
  - District Academic Calendar
  - Number of teachers (if classroom service)
  - Salary and fringe benefit rates for employees
  - Estimated cost of supplies/equipment



# FFVP SERVICE PLAN OVERVIEW

## Case Study



**LEA:** ADE Elementary District

**Sites:** 1 - ADE Elementary School

**Student Enrollment:** 300



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget

### NEW RESOURCE: FFVP Budget Planner

available at [www.azed.gov/hns/nslp/ffvp/](http://www.azed.gov/hns/nslp/ffvp/)

The screenshot shows a navigation menu with tabs for Overview, Awards, Administrative Review, Resources, Newsletter, Procurement, and Memos. Below the menu are three columns of resource links:

- Arizona**
  - [FFVP Mini Poster](#)
  - [FFVP Monthly Claim Directions](#)
  - [FFVP Program Brochure](#)
  - [Fruit & Vegetable Fact Sheets](#)
  - [AZ Health Zone](#)
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  - [FFVP Fact Sheet Wellness Policy: Promoting Fruits & Vegetables](#)
  - [National Agriculture in the Classroom](#)
  - [Team Nutrition](#)
  - [Team Nutrition- Garden Resources](#)
  - [Choose MyPlate](#)
  - [Farm to School](#)
  - [Seasonal Produce Guide: SNAP-Ed](#)
  - [MyPlate MyState Arizona](#)
  - [Fruits and Vegetables Galore](#)

A green arrow points to the [FFVP Budget Planner](#) link in the Service Plan Tools section.



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



### Case Study: ADE Elementary District

- Using the FFVP Budget Planner created by ADE

Site	Service Location	Service Time	Enrollment	Award Allocation	Admin. Cost Cap	Budget Details						Daily Teacher Servings	Attendance Factor	Daily Servings	Total Service Days (SY19-20)	Total Servings (SY19-20)	Average Cost per Serving	
						Operating Costs				Administrative Costs								Budgeted Total
						FF&V 6633	Direct Labor 6100 (1)	Small Supplies 6610	Direct Travel 6580 (1)	Indirect Labor 6100 (2)	Equipment 6730							
ADE Elementary School				\$ -	\$ -	\$ -							100.00%	0	0	0	#DIV/0!	
				\$ -										0	0	0	#DIV/0!	
				\$ -										0	0	0	#DIV/0!	

Site	Service Location	Service Time	Enrollment	Award Allocation	Admin. Cost Cap
ADE Elementary School				\$ -	\$ -
				\$ -	
				\$ -	





# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- Choose service location and time

Site	Service Location	Service Time	Enrollment	Award Allocation	Admin. Cost Cap
<i>ADE Elementary School</i>	<i>Classrooms</i>	<i>1:30pm</i>		\$ -	\$ -
				\$ -	
				\$ -	



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- Enter student enrollment
- Award Allocation and Admin Cost Cap will be calculated based on enrollment

Site	Service Location	Service Time	Enrollment	Award Allocation	Admin. Cost Cap
ADE Elementary School	Classrooms	1:30pm	300	\$ 15,000.00	\$ 1,500.00
				\$ -	
				\$ -	



$$\text{Award Allocation} = \text{Enrollment} \times \$50$$

Example

$$= 300 \times \$50$$
$$= \$15,000$$



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- Enter student enrollment
- Award Allocation and Admin Cost Cap will be calculated based on enrollment

Site	Service Location	Service Time	Enrollment	Award Allocation	Admin. Cost Cap
ADE Elementary School	Classrooms	1:30pm	300	\$ 15,000.00	\$ 1,500.00
				\$ -	
				\$ -	



**Admin. Cost Cap = Award Allocation x 10%**

Example  
= \$15,000 x 10%  
= \$1,500



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget

- If classroom service, enter the number of teachers that will receive the snack on each service day
- Option to use an attendance factor (enter 100% if you do not want to account for absences in your budget)



Site	Service Location	Service Time	Enrollment	Award Allocation	Admin. Cost Cap	Budget Details						Daily Teacher Servings	Attendance Factor	Daily Servings	Total Service Days (SY19-20)	Total Servings (SY19-20)	Average Cost per Serving	
						Operating Costs				Administrative Costs								Budgeted Total
						FF&V 6633	Direct Labor 6100 (1)	Small Supplies 6610	Direct Travel 6580 (1)	Indirect Labor 6100 (2)	Equipment 6730							
ADE Elementary School	Classrooms	1:30pm	300	\$ 15,000.00	\$ 1,500.00	\$ -					\$ -	12	100.00%	312	0	0	#DIV/0!	
				\$ -										0	0	0	#DIV/0!	
				\$ -										0	0	0	#DIV/0!	

Daily Teacher Servings	Attendance Factor	Daily Servings	Total Service Days (SY19-20)	Total Servings (SY19-20)	Average Cost per Serving
12	100.00%	312	0	0	#DIV/0!
		0	0	0	#DIV/0!
		0	0	0	#DIV/0!



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- Daily Servings will be calculated

Enrollment	Daily Teacher Servings	Attendance Factor	Daily Servings	Total Service Days (SY19-20)	Total Servings (SY19-20)	Average Cost per Serving
300	12	100.00%	312	0	0	#DIV/0!
			0	0	0	#DIV/0!
			0	0	0	#DIV/0!



**Daily Servings = (Enrollment x Attendance Factor) + Daily Teacher Servings**

Example  
 =(300 x 100%) + 12  
 =312



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- Determine Total Service Days (SY19-20)

Daily Teacher Servings	Attendance Factor	Daily Servings	Total Service Days (SY19-20)	Total Servings (SY19-20)	Average Cost per Serving
12	100.00%	312	0	0	#DIV/0!
		0		0	#DIV/0!
		0		0	#DIV/0!





# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- Determine Total Service Days (SY19-20)
- Steps:
  - Use your District Calendar to gather information on Holidays, early release days, conference days, etc.





# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- Determine Total Service Days (SY19-20)
- Steps:
  - Gather information on Holidays, early release days, conference days, etc. from your District Academic Calendar
  - Use to complete the Total Service Days Calculator in the FFVP Budget Planner

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG			
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3				Weekends	81																															
4				FFVP Service	0																															
5				No School	0																															
6				Early Release	0																															
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# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- Determine Total Service Days (SY19-20)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG							
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3			Weekends	81		October 2019					November 2019					December 2019					January 2020																			
4			FFVP Service	0		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
5			No School	0				1	2	3	4	5							1	2	1	2	3	4	5	6	7					1	2	3	4					
6			Early Release	0		6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11							
7			Other	0		13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18							
8						20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25							
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\*Note: This calculator will not work unless you select 'Enable Content' on the yellow security warning message bar when you open this file. When saving the file, you will need to select the file type Excel Macro-Enabled Workbook (\*.xlsm).



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- Determine Total Service Days (SY19-20)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG											
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2																																												
3			Weekends	81		October 2019				November 2019				December 2019				January 2020																										
4			FFVP Service	62		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S											
5			No School	51				1	2	3	4	5							1	2	1	2	3	4	5	6	7								1	2	3	4						
6			Early Release	30		6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11											
7			Other	0		13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18											
8						20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25											
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# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- Determine Total Service Days (SY19-20)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG				
1																																					
2																																					
3			Weekends	61		October 2019							November 2019							December 2019							January 2020										
4			FFVP Service	62		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
5			No School	51				1	2	3	4	5							1	2	1	2	3	4	5	6	7				1	2	3	4			
6			Early Release	30		6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11				
7			Other	0		13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18				
8						20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25				
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\*Note: This calculator will not work unless you select 'Enable Content' on the yellow security warning message bar when you open this file. When saving the file, you will need to select the file type Excel Macro-Enabled Workbook (\*.xlsm).



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- Enter Number of Total Service Days (SY19-20) from the calculator.
- Total Servings will be calculated.

Daily Teacher Servings	Attendance Factor	Daily Servings	Total Service Days (SY19-20)	Total Servings (SY19-20)	Average Cost per Serving
12	100.00%	312	62	19344	0
		0	62	0	#DIV/0!
		0	62	0	#DIV/0!



**Total Servings = Total Service Days x Daily Servings**

Example  
=62 x 312  
=19344



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- Now you are ready to plan your budget...there are a few methods you may choose to use to determine your budget:

Site	Service Location (i.e. classroom, cafeteria, etc.)	Service Time	Enrollment	Award Allocation	Admin. Cost Cap	Budget Details							Daily Teacher Servings	Attendance Factor	Daily Servings	Total Service Days (SY19-20)	Total Servings (SY19-20)	Average Cost per Serving	
						Operating Costs				Administrative Costs									Budgeted Total
						FF&V 6633	Direct Labor 6100 (1)	Small Supplies 6610	Direct Travel 6580 (1)	Indirect Labor 6100 (2)	Equipment 6730								
			300	\$ 15,000.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	12	100.00%	312	62	19344	0	
				\$ -											0	0	0	#DIV/0!	
				\$ -											0	0	0	#DIV/0!	



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- Make sure to review object codes and allowable costs (FFVP Handbook page 22)

	Function Code	Object Code	Category	Narrative
Operating Costs	3100	6633	Fresh Fruits and Vegetables	Fruits, vegetables, low-fat or non-fat dips (for vegetables only), and pre-cut produce.
	3100	6100 (1)	Direct Labor	Salaries and fringe benefits for employees who do such tasks as washing and chopping produce, preparing trays, distributing produce to classrooms, setting up kiosks, restocking vending machines, and cleaning up.
	3100	6610	Small Supplies	Nonfood items such as napkins, paper plates, serving bowls and trays, cleaning supplies, and trash bags. Value-adding services such as pre-cut produce, ready-made produce trays, and delivery charges.
	3100	6580 (1)	Direct travel	Travel from one school site to another. Travel to pick up produce and program supplies. Travel associated with completing activities accomplished by employees being billed to direct labor. Reimbursement travel rate is the LEA's rate for the current school year. Must have a district travel policy for reference.
	3100	6100 (2)	Indirect Labor	Salaries and fringe benefits for employees who compile and maintain claims for reimbursement and other financial reports, plan and write menus, order produce, track inventory, and coordinate nutrition promotion activities.
Administrative Costs *limited to 10% of your total grant allocation	3100	6730	Equipment	Purchasing or leasing equipment such as refrigerators, coolers, portable kiosks, carts, and portable food bars (remember to prorate as appropriate).



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget

- Now you are ready to plan your budget...there are several options for methods to determine your budget. We will go through one method:
  - **Method #1** – Calculate the budget for each administrative costs object code first and then calculate the budget for each operating costs object code leaving Fresh Fruits and Vegetables as the final object code you budget





# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- **Method #1** – Calculate the budget for each administrative costs object code first and then calculate the budget for each operating costs object code leaving Fresh Fruits and Vegetables as the final object code you budget

Award Allocation	Admin. Cost Cap	Budget Details						
		Operating Costs				Administrative Costs		Budgeted Total
		FF&V 6633	Direct Labor 6100 (1)	Small Supplies 6610	Direct Travel 6580 (1)	Indirect Labor 6100 (2)	Equipment 6730	
\$ 15,000.00	\$ 1,500.00							\$ -
\$ -								
\$ -								



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- **Method #1** – Calculate the budget for each administrative costs object code first and then calculate the budget for each operating costs object code leaving Fresh Fruits and Vegetables as the final object code you budget

Calculate Administrative Costs First!

Award Allocation	Admin. Cost Cap	Budget Details						
		Operating Costs				Administrative Costs		Budgeted Total
		FF&V 6633	Direct Labor 6100 (1)	Small Supplies 6610	Direct Travel 6580 (1)	Indirect Labor 6100 (2)	Equipment 6730	
\$ 15,000.00	\$ 1,500.00							\$ -
\$ -								
\$ -								



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



### Administrative Costs Calculator

Object Code	Category	Employee Name	FFVP Hours per SY	Pay Rate per hour	Fringe Benefits Load	Total
6100 (2)	Indirect Labor					
	Compile and maintain documentation for RRs and CRs					\$ -
	Plan and write menus					\$ -
	Order Produce					\$ -
	Track inventory					\$ -
	Coordinate nutrition promotion activities					\$ -
	Monthly Webinars					\$ -
	Other					\$ -
					Indirect Labor Total:	\$ -
Object Code	Category	Pre-approval Required	Total Cost	FFVP Portion of Total Cost	Prorated Total Cost	
6730	Equipment					
	Refrigerator	Yes			\$ -	
	Cooler	Yes			\$ -	
	Portable Kiosk	Yes			\$ -	
	Carts	Yes			\$ -	
	Portable Food Bars	Yes			\$ -	
	Other	Yes			\$ -	
					Equipment Total:	\$ -
					Admin Cost Total:	\$ -
					Admin Cost Cap:	\$ 1,500.00
					Remaining:	\$ 1,500.00



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget

### Administrative Costs Calculator



Object Code	Category	Employee Name	FFVP Hours per SY	Pay Rate per hour	Fringe Benefits Load	Total
6100 (2)	Indirect Labor					
	Compile and maintain documentation for RRs and CRs	Jane Doe	8	\$ 25.00	20%	\$ 240.00
	Plan and write menus	Jane Doe	4	\$ 25.00	20%	\$ 120.00
	Order produce	Jane Doe	4	\$ 25.00	20%	\$ 120.00
	Track inventory	Jane Doe	1	\$ 25.00	20%	\$ 30.00
	Coordinate nutrition promotion activities	Jane Doe	16	\$ 25.00	20%	\$ 480.00
	Monthly webinars	Jane Doe	8	\$ 25.00	20%	\$ 240.00
	Other					\$ -
					Indirect Labor Total:	\$ 1,230.00

Object Code	Category	Pre-approval Required	Total Cost	FFVP Portion of Total Cost	Prorated Total Cost
6730	Equipment				
	Refrigerator	Yes			\$ -
	Cooler	Yes			\$ -
	Portable kiosk	Yes			\$ -
	Carts	Yes			\$ -
	Portable food bars	Yes			\$ -
	Other	Yes			\$ -
				Equipment Total:	\$ -
				Admin Cost Total:	\$ 1,230.00
				Admin Cost Cap:	\$ 1,500.00
				Remaining:	\$ 270.00



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- **Method #1** – Plan budget for other object codes and use the remaining amount for Fresh Fruits and Vegetables.
  - ✓ Indirect Labor
  - ✓ Equipment

Award Allocation	Admin. Cost Cap	Budget Details						Budgeted Total
		Operating Costs				Administrative Costs		
		FF&V 6633	Direct Labor 6100 (1)	Small Supplies 6610	Direct Travel 6580 (1)	Indirect Labor 6100 (2)	Equipment 6730	
\$ 15,000.00	\$ 1,500.00					\$ 1,230.00	\$ 1,230.00	
\$ -								
\$ -								



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- **Method #1** – Plan budget for other object codes and use the remaining amount for Fresh Fruits and Vegetables.
  - ✓ Indirect Labor
  - ✓ Equipment

Calculate  
Operating  
Costs Next!



Award Allocation	Admin. Cost Cap	Budget Details						
		Operating Costs				Administrative Costs		Budgeted Total
		FF&V 6633	Direct Labor 6100 (1)	Small Supplies 6610	Direct Travel 6580 (1)	Indirect Labor 6100 (2)	Equipment 6730	
\$ 15,000.00	\$ 1,500.00					\$ 1,230.00		\$ 1,230.00
\$ -								
\$ -								





# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



### Operating Costs Calculator

Start with Small Supplies...



Object Code	Category	Pre-approval Required	Total Cost	FFVP Portion of Total Cost	Prorated Total Cost
6610	Small Supplies				
	Napkins	No	\$ 160.00	100%	\$ 160.00
	Bags	No			\$ -
	Plastic cups w/ lids	No	\$ 164.00	100%	\$ 164.00
	Cleaning supplies	No	\$ 300.00	100%	\$ 300.00
	Gloves	No			\$ -
	Other	No	\$ 225.00	100%	\$ 225.00
					Small Supplies Total: \$ 849.00

Object Code	Category	Employee Name	FFVP Hours per SY	Pay Rate per hour	Fringe Benefits Load	Total
6100 (1)	Direct Labor					\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						Direct Labor Total: \$ -

Object Code	Category	District Travel Policy Required	Total Miles	District Reimbursement Rate	Total Cost
6580 (1)	Direct Travel				
		Yes			\$ -
					Direct Travel Total: \$ -

Object Code	Category	Total Snacks per Program Year	Price Per Snack	Total
6633	Fresh Fruit and Vegetables			\$ -
				Fresh Fruit and Vegetable Total: \$ -
				Operating Cost Total: \$ 849.00
				Operating Costs Available: \$ 13,770.00
				Remaining: \$ 12,921.00





# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



### Operating Costs Calculator

Object Code	Category	Pre-approval Required	Total Cost	FFVP Portion of Total Cost	Prorated Total Cost
6610	Small Supplies				
	Napkins	No	\$ 160.00	100%	\$ 160.00
	Bags	No			\$ -
	Plastic cups w/ lids	No	\$ 164.00	100%	\$ 164.00
	Cleaning supplies	No	\$ 300.00	100%	\$ 300.00
	Gloves	No			\$ -
	Other	No	\$ 225.00	100%	\$ 225.00
				Small Supplies Total:	\$ 849.00

Object Code	Category	Employee Name	FFVP Hours per SY	Pay Rate per hour	Fringe Benefits Load	Total
6100 (1)	Direct Labor					
	Prepare	Staff	79	\$ 14.00	18%	\$ 1,305.08
	Prepare	Staff	79	\$ 12.50	18%	\$ 1,165.25
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
					Direct Labor Total:	\$ 2,470.33

Object Code	Category	District Travel Policy Required	Total Miles	District Reimbursement Rate	Total Cost
6580 (1)	Direct Travel				
		Yes			\$ -
					\$ -
				Direct Travel Total:	\$ -

Object Code	Category	Total Snacks per Program Year	Price Per Snack	Total
6633	Fresh Fruit and Vegetables			\$ -
				\$ -
			Fresh Fruit and Vegetable Total:	\$ -

Operating Cost Total:	\$ 3,319.33
Operating Costs Available:	\$ 13,770.00
Remaining:	\$ 10,450.67

Then budget for Direct Labor...









# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



### Operating Costs Calculator

Object Code	Category	Pre-approval Required	Total Cost	FFVP Portion of Total Cost	Prorated Total Cost
6610	Small Supplies				
	Napkins	No	\$ 160.00	100%	\$ 160.00
	Bags	No			\$ -
	Plastic cups w/ lids	No	\$ 164.00	100%	\$ 164.00
	Cleaning supplies	No	\$ 300.00	100%	\$ 300.00
	Gloves	No			\$ -
	Other	No	\$ 225.00	100%	\$ 225.00
				Small Supplies Total:	\$ 849.00

Object Code	Category	Employee Name	FFVP Hours per SY	Pay Rate per hour	Fringe Benefits Load	Total
6100 (1)	Direct Labor					
	Prepare	Staff	79	\$ 14.00	18%	\$ 1,305.08
	Prepare	Staff	79	\$ 12.50	18%	\$ 1,165.25
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
					Direct Labor Total:	\$ 2,470.33

Object Code	Category	District Travel Policy Required	Total Miles	District Reimbursement Rate	Total Cost	
6580 (1)	Direct Travel					
		Yes			\$ -	
					Direct Travel Total:	\$ -

Object Code	Category	Total Snacks per Program Year	Price Per Snack	Total
6633	Fresh Fruit and Vegetables			
		19344	\$ 0.54	\$ 10,450.67
			Fresh Fruit and Vegetable Total:	\$ 10,450.67
			Operating Cost Total:	\$ 13,770.00
			Operating Costs Available:	\$ 13,770.00
			Remaining:	\$ -





# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



### Operating Costs Calculator

Object Code	Category	Pre-approval Required	Total Cost	FFVP Portion of Total Cost	Prorated Total Cost
6610	Small Supplies				
	Napkins	No	\$ 160.00	100%	\$ 160.00
	Bags	No			\$ -
	Plastic cups w/ lids	No	\$ 164.00	100%	\$ 164.00
	Cleaning supplies	No	\$ 300.00	100%	\$ 300.00
	Gloves	No			\$ -
	Other	No	\$ 225.00	100%	\$ 225.00
				Small Supplies Total:	\$ 849.00

Object Code	Category	Employee Name	FFVP Hours per SY	Pay Rate per hour	Fringe Benefit	Total
6100 (1)	Direct Labor					
	Prepare	Staff	79	\$ 14.00		1,305.08
	Prepare	Staff	79	\$ 12.50		1,165.25
						-
						-
						-
						-
						2,470.33

Object Code	Category	District Travel Policy Required	Total Miles	District Reimbursement Rate	Total Cost
6580 (1)	Direct Travel				
		Yes			\$ -
				Direct Travel Total:	\$ -

Object Code	Category	Total Snacks per Program Year	Price Per Snack	Total
6633	Fresh Fruit and Vegetables			
		19344	\$ 0.54	10,450.67
			Fresh Fruit and Vegetable Total:	\$ 10,450.67
			Operating Cost Total:	\$ 13,770.00
			Operating Costs Available:	\$ 13,770.00
			Remaining:	\$ -

Check that the calculated Price Per Snack is reasonable





# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- Use data on price per serving from previous program years or gather data from other sources

D	F	G	H	I	J	K	L	O
Enrollment	Vendor	Description	Origin	Unit Price	Quantity	Total	Count per each	Price per student
623	Custom Food Ser	Apple, sld w/ skin, inv	USA	\$ 36.79	3.00	\$ 110.37	64/2oz	\$ 0.18
623	Custom Food Ser	Grape, red, seedless	USA	\$ 39.98	10.00	\$ 399.80	1/18-19#	\$ 0.64
623	Custom Food Ser	Strawberry, california	USA	\$ 29.75	10.00	\$ 297.50	8/1#	\$ 0.48
1795	Shamrock Foods	Pineapple, pals snack	Foreign	\$ 40.36	37.00	\$ 1,493.32	50/2.7oz each	\$ 0.83
1795	Shamrock Foods	Jicama, sticks 4Z	Foreign	\$ 40.89	39.00	\$ 1,594.71	48/4oz each	\$ 0.89
1795	Shamrock Foods	Apple, red delicious	USA	\$ 27.63	14.00	\$ 386.82	138.00	\$ 0.22
1795	Shamrock Foods	Celery sticks, 4" snack	USA	\$ 30.08	13.00	\$ 391.04	150/1.6oz each	\$ 0.22
1795	Shamrock Foods	Grapes, escapes	USA	\$ 28.02	29.00	\$ 812.58	64/2.25oz each	\$ 0.45
1795	Shamrock Foods	Squash, zucchini, stick	USA	\$ 30.45	39.00	\$ 1,187.55	48/2oz each	\$ 0.66
1795	Shamrock Foods	Melon, watermelon	USA	\$ 22.63	78.00	\$ 1,765.14	24/2.7oz each	\$ 0.98
1795	Shamrock Foods	Carrots, baby petite	USA	\$ 24.64	10.00	\$ 246.40	200/1.6oz each	\$ 0.14
378	Stern Produce	Apple, gold delicious	USA	\$ 41.70	5.00	\$ 208.50	88 CT	\$ 0.55
378	Stern Produce	Cucumber	Mexico	\$ 19.29	2.00	\$ 38.58	36 CT	\$ 0.55
378	Stern Produce	Kiwi premium	New Zealand	\$ 18.15	11.00	\$ 199.65	32-36 CT	\$ 0.55

Average =  
\$0.54 per  
serving



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- **Method #1** – Plan budget for other object codes and use the remaining amount for Fresh Fruits and Vegetables.
  - ✓ Indirect Labor
  - ✓ Equipment
  - ✓ Direct Labor
  - ✓ Small Supplies
  - ✓ Direct Travel
  - ✓ Fresh Fruits and Vegetables

Award Allocation	Admin. Cost Cap	Budget Details						Budgeted Total
		Operating Costs				Administrative Costs		
		FF&V 6633	Direct Labor 6100 (1)	Small Supplies 6610	Direct Travel 6580 (1)	Indirect Labor 6100 (2)	Equipment 6730	
\$ 15,000.00	\$ 1,500.00	\$ 10,450.67	\$ 2,470.33	\$ 849.00	\$ -	\$ 1,230.00	\$ -	\$ 15,000.00
\$ -								
e								



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- **Method #1** – Plan budget for other object codes and use the remaining amount for Fresh Fruits and Vegetables.
  - ✓ Indirect Labor
  - ✓ Equipment
  - ✓ Direct Labor
  - ✓ Small Supplies
  - ✓ Direct Travel
  - ✓ Fresh Fruits and Vegetables

Budgeted  
Total  
=  
Award  
Allocation

Award Allocation	Admin. Cost Cap	Budget Details						Budgeted Total
		Operating Costs				Administrative Costs		
		FF&V 6633	Direct Labor 6100 (1)	Small Supplies 6610	Direct Travel 6580 (1)	Indirect Labor 6100 (2)	Equipment 6730	
\$ 15,000.00	\$ 1,500.00	\$ 10,450.67	\$ 2,470.33	\$ 849.00	\$ -	\$ 1,230.00	\$ -	\$ 15,000.00
\$ -								
e								



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



- **Method #1** – Plan budget for other object codes and use the remaining amount for Fresh Fruits and Vegetables.
  - ✓ Indirect Labor
  - ✓ Equipment
  - ✓ Direct Labor
  - ✓ Small Supplies
  - ✓ Direct Travel
  - ✓ Fresh Fruits and Vegetables

Admin Costs  
≤  
Admin. Cost Cap

Award Allocation	Admin. Cost Cap	Budget Details						Budgeted Total
		Operating Costs				Administrative Costs		
		FF&V 6633	Direct Labor 6100 (1)	Small Supplies 6610	Direct Travel 6580 (1)	Indirect Labor 6100 (2)	Equipment 6730	
\$ 15,000.00	\$ 1,500.00	\$ 10,450.67	\$ 2,470.33	\$ 849.00	\$ -	\$ 1,230.00	\$ -	\$ 15,000.00
\$ -								



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



### Method #1 –

- ✓ Indirect Labor
- ✓ Equipment
- ✓ Direct Labor
- ✓ Small Supplies
- ✓ Direct Travel
- ✓ Fresh Fruits and Vegetables

### Method #2 –

- ✓ Fresh Fruits and Vegetables
- ✓ Indirect Labor
- ✓ Equipment
- ✓ Direct Labor
- ✓ Small Supplies
- ✓ Direct Travel

### Other Method –

- ✓ Different order that includes all object codes



# FFVP SERVICE PLAN OVERVIEW

## #2 – Planning Your Budget



### Method #1 –

- ✓ Indirect Labor
- ✓ Equipment
- ✓ Direct Labor
- ✓ Small Supplies
- ✓ Direct Travel
- ✓ Fresh Fruits and Vegetables



### Method #2 –

- ✓ Fresh Fruits and Vegetables
- ✓ Indirect Labor
- ✓ Equipment
- ✓ Direct Labor
- ✓ Small Supplies
- ✓ Direct Travel



### Other Method –

- ✓ Different order that includes all object codes



Award Allocation	Admin. Cost Cap	Budget Details						
		Operating Costs				Administrative Costs		Budgeted Total
		FF&V 6633	Direct Labor 6100 (1)	Small Supplies 6610	Direct Travel 6580 (1)	Indirect Labor 6100 (2)	Equipment 6730	
\$ 15,000.00	\$ 1,500.00	\$ 10,450.67	\$ 2,470.33	\$ 849.00	\$ -	\$ 1,230.00	\$ -	\$ 15,000.00
\$ -								
e								



## FFVP SERVICE PLAN OVERVIEW

# #3 – Produce Menu Planning

- Plan your FFVP menu and procure the fresh produce needed for service
- Important considerations:
  - Proper procurement procedures
  - Produce Suppliers - Vendors/Grocery Stores/Farmers Markets/etc.
  - Frequency of purchases/delivery
  - Variety of produce
  - Portion sizes and ordering quantity
  - In-season produce
  - Local purchases
  - Celebration days



# FFVP SERVICE PLAN OVERVIEW

## #3 – Produce Menu Planning

### Proper Procurement Procedures

- FFVP schools must follow proper procurement procedures
  - The Buy American Provision (as provided in 7 CFR 210.21(d)) applies to purchases made with FFVP funds. Refer to ADE resources [here](#) under Buy American tab.
  - Plan to reduce waste and follow your local board of health/local public health department guidelines for handling leftovers.
  - Memorandum SP 08-2010: [Geographic Preference for the Procurement of Unprocessed Agricultural Products in the Child Nutrition Programs](#)
    - FFVP schools can choose to apply a geographic preference in the procurement of fresh fruits and vegetables for the program.
  - Memorandum SP 25-2014: [School Food Authorities Purchasing Produce from U.S. Department of Defense Vendors Using Section 4 & 11 or Fresh Fruit and Vegetable Program Funds](#)
    - SFAs are not allowed to purchase through FFAVORS for FFVP.

Contact ADE  
School Food Programs  
at  
[FDP@azed.gov](mailto:FDP@azed.gov)  
with procurement  
questions.



## #3 – Produce Menu Planning

### Produce Suppliers

The avenue for purchasing produce is up to each individual site (assuming proper procurement procedures are followed). Examples include:

- Wholesalers or brokers/vendors who can deliver fresh produce directly to the schools (i.e. Stern, Willie Itule, Shamrock, etc.)
- Local grocery stores and other retailers
- Farmers' markets, orchards, and growers in your community



# #3 – Produce Menu Planning

## Frequency of Purchases/Delivery

- Depends on several factors including your avenue of purchase, serving frequency, shelf-life of produce, and preparation time needed
- Many schools plan their FFVP menus for one month at a time
  - Submit one order per month to vendor and receive several deliveries during the month at designated times (perhaps once per week)
- Work with your suppliers to determine the lead-time they need for orders and plan accordingly
- Plan delivery with enough time for any additional preparation (i.e. washing, chopping, portioning, etc.) to be completed before service
- Have a back-up plan in place!



# #3 – Produce Menu Planning

## Variety of Produce

Keep in mind the intent of the program is to offer a wide variety of fruits and vegetables as you are deciding which produce items to serve.

Questions to consider in planning your FFVP menu:

- Will you repeat produce items? How frequently? Did you serve this item last year in FFVP (if applicable)?
- What ratio of fruits to vegetables will you plan to serve?
- Will you serve dips (as allowed) with vegetables?
- Will you serve cooked vegetables?



# #3 – Produce Menu Planning

## Portion Size and Ordering Quantity

- There is no minimum portion size requirement for FFVP
- Aim to reduce waste - consider smaller portions for produce items that are less popular with the students
- Consult your supplier or use the [FBG Calculator](#) to determine ordering quantity for unfamiliar produce items



# FFVP SERVICE PLAN OVERVIEW

## #3 – Produce Menu Planning

### In-season Produce

- Use [Arizona Harvest Schedule](#) and other in-season produce guides to inform you of produce that is in-season (crops can vary each season)

#### ARIZONA HARVEST SCHEDULE

FRUITS & HERBS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
ANISE		•	•	•								•
APPLE, AMBROSIA									•			
APPLE, FUJI								•	•			
APPLE, GALA								•	•			
APPLE, GOLDEN DELICIOUS								•	•			
APPLE, GRANNY SMITH								•	•	•		
APPLE, PINK LADY								•	•	•	•	
APPLE, RED DELICIOUS								•	•	•	•	
APPLE, SUNDOWNER								•	•	•	•	
APRICOTS					•	•						
CHERRIES						•						
CILANTRO	•	•	•	•							•	•
DATES								•	•			
DILL	•	•	•								•	•
FIGS					•	•						
GRAPEFRUIT, RED BLUSH	•	•	•	•	•	•	•	•	•	•	•	•
GRAPEFRUIT, WHITE	•	•	•	•	•	•	•	•	•	•	•	•
GRAPES, CONCORD					•	•	•	•	•			
GRAPES, VARIOUS WINE					•	•	•	•	•			
LEMONS	•	•	•							•	•	•
MELONS, CANARY	•	•	•	•	•	•	•	•	•	•	•	•
MELONS, CANTALOUPE					•	•	•	•	•	•	•	

#### ARIZONA HARVEST SCHEDULE

VEGETABLES

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
ARTICHOKES		•	•	•	•							
ARUGULA	•	•	•	•							•	•
ASPARAGUS		•	•	•	•							
BEAN, FAVA		•	•	•								
BEAN, GREEN					•	•			•			
BEAN, PINTO						•	•	•	•	•		
BEAN SPROUTS	•	•	•	•	•	•	•	•	•	•	•	•
BEETS	•	•	•								•	•
BOK CHOY	•	•	•								•	•
BROCCOLI	•	•	•							•	•	•
BROCCOLI, BABY	•	•	•								•	•
BRUSSEL SPROUTS	•	•	•									•
CABBAGE, GREEN	•	•	•	•	•	•	•	•	•	•	•	•
CABBAGE, RED	•	•	•	•	•						•	•
CARROTS	•	•	•	•	•	•	•	•	•	•	•	•
CAULIFLOWER	•	•	•	•							•	•
CAULIFLOWER, GREEN	•	•	•								•	•
CELERY	•	•	•								•	•
CORN, SWEET					•	•	•	•	•	•	•	•
CUCUMBER	•	•	•	•	•	•	•	•	•	•	•	•
DAIKON (JAPANESE RADISH)	•	•	•								•	•
DANDELION	•	•	•								•	•
FRISIF	•	•	•	•							•	•



# FFVP SERVICE PLAN OVERVIEW

## #3 – Produce Menu Planning

### Local Purchases

- ADE encourages the purchase of local produce for service in FFVP
- Serving local produce offers a great opportunity for nutrition education lessons related to food production
- Visit the ADE HNS Arizona Farm to School [webpage](#) for resources related to local procurement

Contact  
Ashley Schimke,  
Farm to School &  
School Garden  
Program Specialist at  
[Ashley.Schimke@azed.gov](mailto:Ashley.Schimke@azed.gov)  
with questions.



## #3 – Produce Menu Planning

### Celebration Days

- Plan produce to coincide with national celebration days related to fresh fruits and vegetables as your serving schedule allows to bring more attention to the FFVP



# FFVP SERVICE PLAN OVERVIEW

## #3 – Produce Menu Planning

**NEW RESOURCE: FFVP Monthly Service Planner**  
available at [www.azed.gov/hns/nslp/ffvp/](http://www.azed.gov/hns/nslp/ffvp/)

Overview Awards Administrative Review Resources Newsletter Procurement Memos

**Arizona**

- [FFVP Mini Poster](#)
- [FFVP Monthly Claim Directions](#)
- [FFVP Program Brochure](#)
- [Fruit & Vegetable Fact Sheets](#)
- [AZ Health Zone](#)
- [Holiday Promotions](#)

**Food Safety**

- [Handling Fresh Produce in Schools](#)
- [Food Safety Guidance](#)
- [Food Safe Schools: Creating a Culture of Food Safety](#) *NEW!*
- [Produce Safety Fact Sheets](#) Institute of Child Nutrition

**Service Plan Tools**

- [FFVP Pre-assessment for New Sites](#)
- [FFVP Budget Planner](#)
- [FFVP Monthly Service Planner](#)
- [FFVP Expenditure Tracking Template](#)
- [FFVP Production Record Template](#)
- [FFVP Labor Log Template](#)

**USDA**

- [FFVP Handbook for Schools](#)
- [USDA Final Evaluation Report](#)
- [USDA FFVP Toolkit](#)
- [FFVP Fact Sheet Wellness Policy: Promoting Fruits & Vegetables](#)
- [National Agriculture in the Classroom](#)
- [Team Nutrition](#)
- [Team Nutrition- Garden Resources](#)
- [Choose MyPlate](#)
- [Farm to School](#)
- [Seasonal Produce Guide: SNAP-Ed](#)
- [MyPlate MyState Arizona](#)
- [Fruits and Vegetables Galore](#)







# FFVP SERVICE PLAN OVERVIEW



## #3 – Produce Menu Planning

October 2019

MON	TUES	WED	THUR	FRI
	<b>10/1/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/2/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/3/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/4/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:
<b>10/7/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/8/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/9/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/10/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/11/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:
<b>10/14/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/15/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/16/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/17/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/18/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:
<b>10/21/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/22/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/23/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/24/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/25/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:
<b>10/28/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/29/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/30/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/31/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ (date) Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	



# FFVP SERVICE PLAN OVERVIEW



## #3 – Produce Menu Planning

\$45.00 unit price  
1 unit = 100 CT

Minimum servings: 312  
Serving size = 1 apple

$312/100 = 3.12$  units  
Round up to 3.5 units



10/1/2019	
Produce:	Pink Lady Apple
Unit:	1 unit = 100 count
Quantity to order:	3.5
Price per unit:	\$ 45.00
Total cost:	\$ 157.50
Delivery needed by:	10/1/2019
Nutrition Education:	YES
if Yes, title:	Apple Nutrition



# FFVP SERVICE PLAN OVERVIEW



## #3 – Produce Menu Planning

October 2019

MON	TUES	WED	THUR	FRI
	<b>10/1/2019</b> Produce: Pink Lady Apple Unit: 1 unit = 100 count Quantity to order: 3.5 Price per unit: \$ 45.00 Total cost: \$ 157.50 Delivery needed by: 10/1/2019 Nutrition Education: YES if Yes, title: Apple Nutrition	<b>10/2/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ - Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/3/2019</b> Produce: Pomegranate Unit: pounds Quantity to order: 96 Price per unit: \$ 3.50 Total cost: \$ 336.00 Delivery needed by: 10/1/2019 Nutrition Education: YES if Yes, title: Pom Nutrition	<b>10/4/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ - Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:
<b>10/7/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ - Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/8/2019</b> Produce: Tangerine Unit: pounds Quantity to order: 78 Price per unit: \$ 2.50 Total cost: \$ 195.00 Delivery needed by: 10/8/2019 Nutrition Education: YES if Yes, title: Citrus Nutrition	<b>10/9/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ - Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/10/2019</b> Produce: Tomatoes Unit: pounds Quantity to order: 26 Price per unit: \$ 3.29 Total cost: \$ 85.54 Delivery needed by: 10/8/2019 Nutrition Education: YES if Yes, title: Tomato Nutrition	<b>10/11/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ - Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:
<b>10/14/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ - Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/15/2019</b> Produce: Watermelon Radish Unit: unit Quantity to order: 7 Price per unit: \$ 32.95 Total cost: \$ 230.65 Delivery needed by: 10/15/2019 Nutrition Education: YES if Yes, title: Radish Nutrition	<b>10/16/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ - Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/17/2019</b> Produce: Green Cabbage Unit: pounds Quantity to order: 67 Price per unit: \$ 0.75 Total cost: \$ 50.25 Delivery needed by: 10/15/2019 Nutrition Education: Y/N if Yes, title:	<b>10/18/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ - Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:
<b>10/21/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ - Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/22/2019</b> Produce: Honeydew Melon Unit: unit Quantity to order: 7 Price per unit: \$ 26.00 Total cost: \$ 182.00 Delivery needed by: 10/22/2019 Nutrition Education: YES if Yes, title: Melon Nutrition	<b>10/23/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ - Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/24/2019</b> Produce: Zucchini Unit: 1 unit = 48 servings Quantity to order: 6.5 Price per unit: \$ 33.00 Total cost: \$ 214.50 Delivery needed by: 10/22/2019 Nutrition Education: YES if Yes, title: Squash Nutrition	<b>10/25/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ - Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:
<b>10/28/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ - Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/29/2019</b> Produce: Grapes Unit: 1 unit = 64 serving Quantity to order: 5 Price per unit: \$ 30.00 Total cost: \$ 150.00 Delivery needed by: 10/29/2019 Nutrition Education: YES if Yes, title: Grape Nutrition	<b>10/30/2019</b> Produce: Unit: Quantity to order: Price per unit: Total cost: \$ - Delivery needed by: (date) Nutrition Education: Y/N if Yes, title:	<b>10/31/2019</b> Produce: Celery Unit: 1 unit = 150 servings Quantity to order: 2.5 Price per unit: \$ 32.00 Total cost: \$ 80.00 Delivery needed by: 10/29/2019 Nutrition Education: YES if Yes, title: Celery Nutrition	



# FFVP SERVICE PLAN OVERVIEW



## #3 – Produce Menu Planning

Total serving days for program year:	62
Serving days this month:	10
Planned servings per day:	312
<b>Total Fresh Fruit and Vegetable Budget:</b>	<b>\$ 10,450.67</b>
Percentage of total serving days this month:	16%
Monthly FF&V Budget:	\$ 1,685.59
Carryover from previous month:	N/A
<b>Total Monthly FF&amp;V Budget:</b>	<b>\$ 1,685.59</b>
<b>Monthly Total Cost:</b>	<b>\$ 1,681.44</b>
Monthly FF&V Budget Remaining:	\$ 4.15
Total FF&V Budget Remaining:	\$ 8,769.23
Average cost per snack:	\$ 0.54



From the FFVP Budget Planner we created earlier...



# FFVP SERVICE PLAN OVERVIEW



## #3 – Produce Menu Planning

Total serving days for program year:	62
Serving days this month:	10
Planned servings per day:	312
<b>Total Fresh Fruit and Vegetable Budget:</b>	<b>\$ 10,450.67</b>
Percentage of total serving days this month:	16%
Monthly FF&V Budget:	\$ 1,685.59
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<b>Monthly Total Cost:</b>	<b>\$ 1,681.44</b>
Monthly FF&V Budget Remaining:	\$ 4.15
<b>Total FF&amp;V Budget Remaining:</b>	<b>\$ 8,769.23</b>
Average cost per snack:	\$ 0.54



Check these to assure that you are on track



# FFVP SERVICE PLAN OVERVIEW

## #3 – Produce Menu Planning



- ✓ Keep labor log of hours spent on administrative work if budgeted
- ✓ Make sure to place order with supplier or make produce purchases with enough time for delivery/preparation
- ✓ Create a schedule of when orders will be placed or purchases made and deliveries are needed to keep on track!



# FFVP SERVICE PLAN OVERVIEW

## #4 – Providing Service

- Prep for service, deliver produce, serve the snack, and assure proper food safety procedures are being followed throughout
- Important considerations:
  - Training
  - Logistics
  - Food Safety Plan
  - Labor Log
  - Production Records



# FFVP SERVICE PLAN OVERVIEW

## #4 – Providing Service

### Training

- Determine if you need to provide training on FFVP requirements or food safety for those involved in preparation and service including food service employees, volunteers, teachers, etc.



# FFVP SERVICE PLAN OVERVIEW

## #4 – Providing Service

### Logistics

- Determine the logistics for each site including the time for preparation, time for delivery, time for service, who will perform each duty, etc.



# FFVP SERVICE PLAN OVERVIEW

## #4 – Providing Service

### Food Safety Plan

- Based on Process Approach to Hazard Analysis Critical Control Point (HACCP)
- Include a Standard Operating Procedure (SOP) for Fresh Fruit and Vegetable Program that is tailored to your site



# FFVP SERVICE PLAN OVERVIEW

## #4 – Providing Service

### Labor Logs

- Keep labor log with hours worked and duties performed for all foodservice workers conducting direct labor for FFVP
- Recruit volunteers to assist with FFVP preparation/delivery/service to reduce percentage of funds allocated toward direct labor

**NEW RESOURCE: FFVP Labor Log Template**  
available at [www.azed.gov/hns/nsfp/ffvp/](http://www.azed.gov/hns/nsfp/ffvp/)



# FFVP SERVICE PLAN OVERVIEW

## #4 – Providing Service

### Production Records

- Provides documentation the FFVP snacks were actually served
- Serves as a communication tool and daily “to do” list for staff
- Excellent planning and forecasting tool
- Provides written history that can be used to evaluate customer preference and improve planning
  - Minimizes overproduction and food waste
  - Identifies trends and tracks participation



# FFVP SERVICE PLAN OVERVIEW

## #4 – Providing Service

**NEW RESOURCE: FFVP Production Record Template**  
available at [www.azed.gov/hns/nslp/ffvp/](http://www.azed.gov/hns/nslp/ffvp/)

The screenshot shows a navigation menu with tabs for Overview, Awards, Administrative Review, Resources, Newsletter, Procurement, and Memos. Below the menu are three columns of resource links:

- Arizona**
  - [FFVP Mini Poster](#)
  - [FFVP Monthly Claim Directions](#)
  - [FFVP Program Brochure](#)
  - [Fruit & Vegetable Fact Sheets](#)
  - [AZ Health Zone](#)
  - [Holiday Promotions](#)
- Food Safety**
  - [Handling Fresh Produce in Schools](#)
  - [Food Safety Guidance](#)
  - [Food Safe Schools: Creating a Culture of Food Safety](#) *NEW!*
  - [Produce Safety Fact Sheets](#) Institute of Child Nutrition
- Service Plan Tools**
  - [FFVP Pre-assessment for New Sites](#)
  - [FFVP Budget Planner](#)
  - [FFVP Monthly Service Planner](#)
  - [FFVP Expenditure Tracking Template](#)
  - [FFVP Production Record Template](#)
  - [FFVP Labor Log Template](#)
- USDA**
  - [FFVP Handbook for Schools](#)
  - [USDA Final Evaluation Report](#)
  - [USDA FFVP Toolkit](#)
  - [FFVP Fact Sheet Wellness Policy: Promoting Fruits & Vegetables](#)
  - [National Agriculture in the Classroom](#)
  - [Team Nutrition](#)
  - [Team Nutrition- Garden Resources](#)
  - [Choose MyPlate](#)
  - [Farm to School](#)
  - [Seasonal Produce Guide: SNAP-Ed](#)
  - [MyPlate MyState Arizona](#)
  - [Fruits and Vegetables Galore](#)

A green arrow points to the 'FFVP Production Record Template' link in the Service Plan Tools section.





# FFVP SERVICE PLAN OVERVIEW

## #4 – Providing Service

### Production Records

#### FFVP PRODUCTION RECORD

SCHOOL: ADE Elementary School		WEEK: Nov 4-8, 2019				PREPARED BY: Jessa Zuck					# OF SERVING DAYS: 2	
DATE	FFVP SNACK ITEMS (PRODUCE & DIPS)	COOKING/PREPARATION TIME & TEMP				SERVING THE FFVP					COMMENTS	NUTRITION EDUCATION PROVIDED
		PREPARATION TIME	ENTER HOT/COLD HOLDING	EXIT HOT/COLD HOLDING	# OF SERVING PREPARED	GRADES: K-5						
						SERVING TIME	# OF CLASSES	PORTION SIZE	# OF SERVINGS SERVED	LEFTOVERS (LB OR QUANTITY OR SERVINGS)		
Monday, Nov 4th, 2019												
Tuesday, Nov 5th, 2019	Pink Lady Apples No dip served	1 hour N/A	33F N/A	36F N/A	320 N/A	1:35pm N/A	12 N/A	1 fruit N/A	310 N/A	10 N/A	FRUIT SERVED WHOLE. PROVIDED NAPKINS. TEACHERS REPORTED STUDENTS LIKED THE FRUIT.	TEACHERS PROVIDED WITH APPLE NUTRITION FACT SHEET FOR NUTRITION EDUCATION.
Wed., Nov 6th, 2019												
Thursday, Nov 7th, 2019	Pomegranate No dip served	3 hours N/A	34F N/A	35F N/A	320 N/A	1:32pm N/A	12 N/A	1/2 cup N/A	308 N/A	12 N/A	NEW FRUIT. SERVED IN CUPS WITH LIDS. PROVIDED NAPKINS. TEACHERS NOTED MOST STUDENTS FINISHED FULL PORTION.	TEACHERS PROVIDED WITH POMEGRANATE NUTRITION FACT SHEET FOR NUTRITION EDUCATION.
Friday, Nov 8th, 2019												





# FFVP SERVICE PLAN OVERVIEW

## #5 – Paperwork

- Follow all reporting and recordkeeping requirements including maintaining full and accurate FFVP records in your files and submitting monthly reimbursement requests and completion report in a timely manner.
- Best practice to keep a file that contains:
  - Invoices/receipts
  - Purchase order confirmations
  - Buy American documentation
  - Vendor/Supplier information
  - Reimbursement Requests/Claims
  - Completion Reports
  - Production Records
  - Expense Tracking
  - Labor Logs
  - Nutrition Education materials/resources
  - Program flyers
  - Equipment Purchase Approval Forms
  - Policy memoranda
  - FFVP handbook
  - Addendums
  - Other

**NEW RESOURCE: FFVP Expenditure Tracking Template**  
available at [www.azed.gov/hns/nslp/ffvp/](http://www.azed.gov/hns/nslp/ffvp/)



## FFVP SERVICE PLAN OVERVIEW

### #5 – Paperwork

- Records should be kept for a minimum period of three years (after the end of the fiscal year to which they pertain)
- Records must be kept longer if your school has any unresolved audit findings



# FFVP SERVICE PLAN OVERVIEW

**#1 – Pre-Assessment**

**#2 – Planning Your Budget**

**#3 – Produce Menu Planning**

**#4 – Providing Service**

**#5 – Paperwork**



# Program Guidance/ Resources

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# OVERVIEW OF FFVP FOR SY19-20

## Program Guidance/Resources

### USDA FFVP Website

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

### USDA FFVP Handbook

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

### ADE FFVP Website

<http://www.azed.gov/hns/nslp/ffvp/>

### FFVP Program Specialist

Jessa Zuck, MS, RDN  
602-542-8790  
[jessa.zuck@azed.gov](mailto:jessa.zuck@azed.gov)



# Questions

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Please type your questions in the chat bar now!

Jessa Zuck, MS, RDN

Fresh Fruit and Vegetable Program Specialist

[jessa.zuck@azed.gov](mailto:jessa.zuck@azed.gov)

602-542-8790

# THANK YOU!

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We look forward to reviewing your applications!

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# BUILDING A SERVICE PLAN FOR FFVP

## Congratulations!

You have completed the ***Recorded Webinar: Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP)***.

To request a certificate, please go to the next slide.

In order to count this training toward your Professional Standards training hours, the training content must align with your job duties.

*Information to include when documenting this training for Professional Standards:*

- Training Title: ***Recorded Webinar: Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP)***
- Learning Codes: 1130, 3210, 3330, 3340
- Key Area: 3000-Administration
- Length: 1 hour

### **Request a Certificate**

#### **Please Note:**

- *Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.*
- *This recorded webinar is a non-interactive activity, which may count toward no more than two hours of annual training.*



# Requesting a Training Certificate

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. *\*This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey>

The information below is your reference when completing the survey:

- Training Title: *Recorded Webinar: Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP)*
- Professional Standards Learning Codes: 1130, 3210, 3330, 3340