

FFVP Self-Monitoring Form

Use this form to review the performance of each site that participates in the Fresh Fruit and Vegetable Program (FFVP). Completion of this form will help you run a successful program and clearly identify program compliance. Best practices are to complete one form for each site operating the program a minimum of once per school year. This form does **NOT** need to be submitted to ADE. This useful tool is an easy guide to help keep your team right on track. It's also a clear approach to show overall FFVP compliance during an administrative review. If you have questions regarding compliance with FFVP or other general FFVP questions, please email ContactHNS@azed.gov.

LEA and Site Information

LEA Name: _____ Date of Review: _____

Site Name: _____ Reviewer Name: _____

FFVP Service

1. Is the FFVP available to all enrolled children at no cost? _____ YES NO
2. Is the FFVP offered during the school day, but outside the meal service times of the NSLP and/or SBP? _____ YES NO
3. Is the FFVP widely publicized within the school? _____ YES NO
4. Is the FFVP being served at least two times per week? _____ YES NO
5. Were all items offered during the FFVP service allowable? _____ YES NO
6. Did the site choose to offer dip with the day's offering? _____ YES NO
 - If YES,
 - i. Was it fat-free or low-fat, no greater than 2 tablespoons, and provided for vegetables only? _____ YES NO N/A
7. Was a cooked vegetable offered during the observed service? _____ YES NO
 - If YES,
 - i. Was it included as part of a nutrition education lesson? _____ YES NO N/A
 - ii. Was this the only offering of a cooked vegetable this week? _____ YES NO N/A
8. Are teachers who are in the classroom with the students during the FFVP meal service the only adults provided with fresh fruits and vegetables? _____ YES NO
9. Did the FFVP service follow HACCP principles and applicable sanitation and health standards, including the handling of any leftovers? _____ YES NO



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FFVP Nutrition Education

1. Is nutrition education being provided at least one time per week? _____ YES NO
2. Did the observed nutrition education lesson include an interactive component? _____ YES NO
3. Was the information taught in the observed nutrition education lesson from a credible source? _____ YES NO
4. Did the observed nutrition education lesson meet at least one learning objective? _____ YES NO

Training

1. Did at least one representative from the LEA complete the mandatory yearly FFVP training? _____ YES NO
2. Has at least one representative from the LEA attended or viewed all FFVP monthly webinars for the current program year? _____ YES NO
3. Were all site staff involved in the operation of FFVP trained on their duties/responsibilities (i.e. kitchen staff, teachers, etc.)? _____ YES NO

Budgeting and Documentation

1. Is the site on track to spend no more than 10% of its total grant funds on administrative costs? _____ YES NO
2. Is all documentation needed to support the site's FFVP reimbursement requests kept on file? _____ YES NO
3. Review the reimbursement request documentation on file for the current program year. Are all costs allowable FFVP costs? _____ YES NO
4. Is there a policy in place to provide FFVP meal service accommodations for students with disabilities? _____ YES NO

Comments:



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Observations/Findings, Technical Assistance, and Corrective Action

Use this section of the form to explain any "NO" answers to the questions above. In addition, outline the technical assistance and corrective action required to bring the program into compliance with program regulations.

Comments:

Specify date Corrective Action(s) will be implemented:

By whom:

Signature:

SFA MonitorTitleDate

Follow-up Visit

A follow-up visit is to be conducted within 45 days of the first visit if corrective action was required.

Date(s) of follow-up:

Observations of corrective action implementation:

Comments:

Signature:

SFA MonitorTitleDate

