

# The Monthly Checklist: FFVP

FOR SCHOOL FOOD  
AUTHORITIES  
OPERATING FFVP

Fresh Fruit and Vegetable Program (FFVP)  
School Year 2020-2021



# AUGUST 2020

## PREPARE FOR THE PROGRAM YEAR/ BEGIN PERIOD 1 PROGRAM OPERATION



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

| YEARLY TRAINING  | <p><b>SY20-21 FFVP Yearly Training</b> - August 28, 2020 - <a href="#">register in EMS!</a></p>   | None at this time   |
|------------------|---|---|
| MONTHLY WEBINARS | None at this time   | None at this time   |
| OTHER TRAININGS  | <p><b>Nutrition Education for Your Fresh Fruit and Vegetable Program (FFVP)</b> - available on the FFVP Webpage</p> <p><b>Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP)</b> - available on the FFVP Webpage</p> | <p><b>Nutrition Education for Your Fresh Fruit and Vegetable Program (FFVP)</b> - available on the FFVP Webpage</p> <p><b>Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP)</b> - available on the FFVP Webpage</p> |

| TASK/DEADLINE   | UPDATES  | RESOURCES  |
|---|--|--|
| <input type="checkbox"/> Receive award notification from ADE via email and/or check GME for approval status of FFVP applications for this school year   |  | <a href="#">Grants Management Enterprise (GME) webpage</a>   |
| <input type="checkbox"/> Notify district and school staff at each site awarded the FFVP grant for the upcoming school year <ul style="list-style-type: none"> <li><input type="checkbox"/> Superintendent</li> <li><input type="checkbox"/> Principal(s)</li> <li><input type="checkbox"/> Teachers</li> <li><input type="checkbox"/> Business Manager</li> <li><input type="checkbox"/> Site Kitchen Managers and Staff</li> <li><input type="checkbox"/> Other</li> </ul> |  | <a href="#">FFVP Letter for Teachers - Sample</a>  |
| <input type="checkbox"/> (if applicable) Obtain all signatures on the FFVP Addendum to the Food Program Permanent Service Agreement (FPPSA) for each site approved for the upcoming school year that had only an email submitted in the application. Upload these to the Site-Level Related Documents section of the Period 1 FFVP Application in GME.  | Per ADE, due to the school closures related to COVID-19, sites applying for FFVP for SY20-21 were able to submit emails indicating support of the program in place of the signed FFVP Addendum to the FPPSA for each site. | <a href="#">FFVP Addendum to the Food Program Permanent Service Agreement Template</a><br><a href="#">Grants Management Enterprise (GME) webpage</a>   |
| <input type="checkbox"/> Announce the award to the school community (i.e. students, parents/guardians, etc.) via: <ul style="list-style-type: none"> <li><input type="checkbox"/> Mailed Letters</li> <li><input type="checkbox"/> District Webpage</li> <li><input type="checkbox"/> Social Media</li> </ul>   |  | <a href="#">FFVP School Posters or Social Media Posts</a><br><a href="#">Canva</a> <ul style="list-style-type: none"> <li>• Create a free account to easily design a social media post or format a letter</li> </ul> |

# AUGUST 2020

## PREPARE FOR THE PROGRAM YEAR/ BEGIN PERIOD 1 PROGRAM OPERATION



| TASK/DEADLINE   | UPDATES | RESOURCES  |
|---|---------|--|
| <input type="checkbox"/> (if applicable) Receive letter from ADE or check ADE Administrative Review (AR) webpage notifying LEAs that they are up for an AR this school year<br><input type="checkbox"/> If you are up for an AR this school year, you will also receive a FFVP Review that is conducted in conjunction with your AR |         | <a href="#">NSLSP Administrative Review webpage</a>  |
| <input type="checkbox"/> Ensure your Accounting System is able to differentiate FFVP expenditures from other Food Service expenditures<br>Methods:<br><input type="checkbox"/> Create a unique fund code for FFVP<br><input type="checkbox"/> Utilize a program code for FFVP   |         | <a href="#">Uniform System of Financial Records for Arizona School Districts (USFR)</a>  |
| <input type="checkbox"/> Review the criteria for the BRAVOcado! FFVP Excellence Award and create a plan to meet all eight criteria at each site<br>   |         | <a href="#">ADE FFVP Webpage</a>   |
| <input type="checkbox"/> Complete the SY20-21 FFVP Yearly Training no later than September 1  |         | <a href="#">SY20-21 FFVP Yearly Training</a><br><a href="#">USDA's FFVP Handbook for Schools</a>   |
| <input type="checkbox"/> Register for the SY20-21 FFVP Monthly Webinars in EMS<br><input type="checkbox"/> One individual from each LEA must attend each month<br><input type="checkbox"/> Additional district and/or site staff are invited to also register and attend  |         | <a href="#">Events Management System (EMS)</a>   |
| <input type="checkbox"/> Review your Hazard Analysis Critical Control Point (HACCP) Food Safety Plan and Standard Operating Procedures (SOPs) as they relate to FFVP and schedule time to make revisions if needed<br><input type="checkbox"/> The plan must be site-specific and include procedures for all meal service locations |         | <a href="#">FFVP Standard Operating Procedure Template</a><br><a href="#">CN 42-2006: Implementation of a School Food Safety Program (HACCP)</a><br><a href="#">CN 09-2007: Monitoring Implementation of HACCP Based Food Safety Program</a><br><i>*HACCP Plan must include any facility where food is stored, prepared or served.</i> |
| <input type="checkbox"/> Prepare for any capital equipment expenditures (\$5,000 per item or more) you may have in the upcoming year<br><input type="checkbox"/> The Equipment Purchase Pre-Approval Form is required to be submitted to and approved by the FFVP Coordinator prior to any capital equipment purchases              |         | <a href="#">FFVP Equipment Purchase Pre-Approval Form</a>  |

# AUGUST 2020

## PREPARE FOR THE PROGRAM YEAR/ BEGIN PERIOD 1 PROGRAM OPERATION



| TASK/DEADLINE   | UPDATES | RESOURCES   |
|---|---------|---|
| <input type="checkbox"/> Conduct FFVP training for all district and site staff and volunteers involved in FFVP operations <ul style="list-style-type: none"> <li><input type="checkbox"/> Kitchen Managers and Staff</li> <li><input type="checkbox"/> Teachers</li> <li><input type="checkbox"/> Student Helpers</li> <li><input type="checkbox"/> Volunteers</li> <li><input type="checkbox"/> Other</li> </ul>   |         | <a href="#">USDA's FFVP Handbook for Schools</a>  |
| <input type="checkbox"/> Review your FFVP Nutrition Education Curriculum and schedule time to update if needed <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine how you will measure success (i.e. pre/post-test, number of lessons taught, number of nutrition education hours, etc.)</li> <li><input type="checkbox"/> Utilize tool, resources, and lessons from credible sources</li> <li><input type="checkbox"/> Set learning objectives for each lesson</li> <li><input type="checkbox"/> Add interactive components to each lesson</li> </ul> |         | <a href="#">ADE Nutrition Education Resources</a><br><br><a href="#">Nutrition Education for Your Fresh Fruit and Vegetable Program (FFVP) Webinar</a> <ul style="list-style-type: none"> <li>• Webinar Recording</li> <li>• Webinar Slides</li> </ul>              |
| <b>MONTHLY ITEMS</b>  |         |   |
| <input type="checkbox"/> Begin FFVP Operation <ul style="list-style-type: none"> <li><input type="checkbox"/> Serve FFVP twice per week</li> <li><input type="checkbox"/> Provide nutrition education once per week</li> <li><input type="checkbox"/> Widely publicize FFVP at your school(s)</li> <li><input type="checkbox"/> Maintain proper documentation</li> <li><input type="checkbox"/> Track expenditures</li> </ul>   |         | <a href="#">FFVP Expenditure Tracking Template</a><br><a href="#">FFVP Local Produce Tracker</a><br><a href="#">FFVP Production Record Template</a><br><a href="#">FFVP Labor Log Template</a>  |
| <input type="checkbox"/> Review your Period 1 budget and complete a budget revision in GME if necessary   |         | <a href="#">Grants Management Enterprise (GME) webpage</a>  |
| <input type="checkbox"/> Calculate your total fund utilization at the end of the month  |         | <a href="#">FFVP Monthly Service Planner SY20-21: Period 1</a>  |
| <input type="checkbox"/> Plan your FFVP service and nutrition education for next month <ul style="list-style-type: none"> <li><input type="checkbox"/> Place produce order(s) and schedule deliveries</li> <li><input type="checkbox"/> Purchase supplies and small equipment</li> <li><input type="checkbox"/> Plan to provide nutrition educators with nutrition education resources (printed or digital)</li> </ul>  |         | <a href="#">Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP) Webinar</a> <ul style="list-style-type: none"> <li>• Webinar Recording</li> <li>• Webinar Slides</li> </ul><br><a href="#">FFVP Monthly Service Planner SY20-21: Period 1</a> |

# SEPTEMBER 2020

## COMPLETE PERIOD 1

### PROGRAM OPERATION



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

#### MONTHLY WEBINARS

|   |   |
|---|---|
| <b>SY20-21 September FFVP Monthly Webinar</b><br>Topic: BRAVOcado! FFVP Excellence Awards | <b>SY20-21 October FFVP Monthly Webinar</b><br>Topic: Period 1 Completion Report Overview |
|---|---|

| TASK/DEADLINE  | UPDATES   | RESOURCES  |
|--|---|--|
| <b>MONTHLY ITEMS</b>   |   |  |
| <input type="checkbox"/> Continue FFVP Operation <ul style="list-style-type: none"> <li><input type="checkbox"/> Serve FFVP twice per week</li> <li><input type="checkbox"/> Provide nutrition education once per week</li> <li><input type="checkbox"/> Widely publicize FFVP at your school(s)</li> <li><input type="checkbox"/> Maintain proper documentation</li> <li><input type="checkbox"/> Track expenditures</li> </ul> |   | <a href="#">FFVP Expenditure Tracking Template</a><br><a href="#">FFVP Local Produce Tracker</a><br><a href="#">FFVP Production Record Template</a><br><a href="#">FFVP Labor Log Template</a>   |
| <input type="checkbox"/> Attend the FFVP Monthly Webinar (occurs on the second Tuesday of the month at 1:30pm)   |   | <a href="#">SY20-21 FFVP Monthly Webinar</a>   |
| <input type="checkbox"/> Read the FFVP Fresh Focus Newsletter and share with your school community   | For SY20-21, the target audience for the Fresh Focus Newsletter includes students, parents/guardians, teachers, community members, school staff, etc. | <a href="#">FFVP Fresh Focus Newsletter</a>  |
| <input type="checkbox"/> Plan your FFVP service and nutrition education for next month <ul style="list-style-type: none"> <li><input type="checkbox"/> Place produce order(s) and schedule deliveries</li> <li><input type="checkbox"/> Purchase supplies and small equipment</li> <li><input type="checkbox"/> Plan to provide nutrition educators with nutrition education resources (printed or digital)</li> </ul>           |   | <a href="#">Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP) Webinar</a> <ul style="list-style-type: none"> <li>• Webinar Recording</li> <li>• Webinar Slides</li> </ul><br><a href="#">FFVP Monthly Service Planner SY20-21: Period 2A</a> |
| <input type="checkbox"/> Calculate your total fund utilization at the end of the month and ensure all Period 1 funds are spent!  |   | <a href="#">FFVP Monthly Service Planner SY20-21: Period 1</a>   |

# OCTOBER 2020

## BEGIN PERIOD 2

## PROGRAM OPERATION



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

### MONTHLY WEBINARS

|   |  |
|---|--|
| <b>SY20-21 October FFVP Monthly Webinar</b><br>Topic: Period 1 Completion Report Overview | <b>SY20-21 November FFVP Monthly Webinar</b><br>Topic: Local Produce in FFVP |
|---|--|

| TASK/DEADLINE  | UPDATES | RESOURCES  |
|--|---------|--|
| <input type="checkbox"/> Submit the Period 1 Completion Report in GME <ul style="list-style-type: none"> <li><input type="checkbox"/> due November 29 with September reimbursement</li> <li><input type="checkbox"/> due December 30 without reimbursement</li> </ul>  |         | <a href="#">Grants Management Enterprise (GME) webpage</a>   |
| <input type="checkbox"/> Review your Period 2 budget and complete a budget revision in GME if necessary  |         | <a href="#">Grants Management Enterprise (GME) webpage</a>   |
| <b>MONTHLY ITEMS</b>   |         |  |
| <input type="checkbox"/> Continue FFVP Operation <ul style="list-style-type: none"> <li><input type="checkbox"/> Serve FFVP twice per week</li> <li><input type="checkbox"/> Provide nutrition education once per week</li> <li><input type="checkbox"/> Widely publicize FFVP at your school(s)</li> <li><input type="checkbox"/> Maintain proper documentation</li> <li><input type="checkbox"/> Track expenditures</li> </ul> |         | <a href="#">FFVP Expenditure Tracking Template</a><br><a href="#">FFVP Local Produce Tracker</a><br><a href="#">FFVP Production Record Template</a><br><a href="#">FFVP Labor Log Template</a>   |
| <input type="checkbox"/> Attend the FFVP Monthly Webinar (occurs on the second Tuesday of the month at 1:30pm)   |         | <a href="#">SY20-21 FFVP Monthly Webinar</a>   |
| <input type="checkbox"/> Read the FFVP Fresh Focus Newsletter and share with your school community   |         | <a href="#">FFVP Fresh Focus Newsletter</a>  |
| <input type="checkbox"/> Plan your FFVP service and nutrition education for next month <ul style="list-style-type: none"> <li><input type="checkbox"/> Place produce order(s) and schedule deliveries</li> <li><input type="checkbox"/> Purchase supplies and small equipment</li> <li><input type="checkbox"/> Plan to provide nutrition educators with nutrition education resources (printed or digital)</li> </ul>           |         | <a href="#">Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP) Webinar</a> <ul style="list-style-type: none"> <li>• Webinar Recording</li> <li>• Webinar Slides</li> </ul><br><a href="#">FFVP Monthly Service Planner SY20-21: Period 2A</a> |
| <input type="checkbox"/> Calculate your total fund utilization at the end of the month   |         | <a href="#">FFVP Monthly Service Planner SY20-21: Period 2A</a>  |

# NOVEMBER 2020

## CONTINUE PERIOD 2

### PROGRAM OPERATION



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

| MONTHLY WEBINARS | <b>SY20-21 November FFVP Monthly Webinar</b><br>Topic: Local Produce in FFVP | <b>SY20-21 December FFVP Monthly Webinar</b><br>Topic: Nutrition Education in FFVP |
|------------------|--|--|
|------------------|--|--|

| TASK/DEADLINE  | UPDATES | RESOURCES  |
|--|---------|--|
| <input type="checkbox"/> Submit the Period 1 Completion Report in GME <ul style="list-style-type: none"> <li><input type="checkbox"/> due November 29 with September reimbursement</li> <li><input type="checkbox"/> due December 30 without reimbursement</li> </ul>  |         | <a href="#">Grants Management Enterprise (GME) webpage</a>   |
| <b>MONTHLY ITEMS</b>   |         |  |
| <input type="checkbox"/> Continue FFVP Operation <ul style="list-style-type: none"> <li><input type="checkbox"/> Serve FFVP twice per week</li> <li><input type="checkbox"/> Provide nutrition education once per week</li> <li><input type="checkbox"/> Widely publicize FFVP at your school(s)</li> <li><input type="checkbox"/> Maintain proper documentation</li> <li><input type="checkbox"/> Track expenditures</li> </ul> |         | <a href="#">FFVP Expenditure Tracking Template</a><br><a href="#">FFVP Local Produce Tracker</a><br><a href="#">FFVP Production Record Template</a><br><a href="#">FFVP Labor Log Template</a>   |
| <input type="checkbox"/> Attend the FFVP Monthly Webinar (occurs on the second Tuesday of the month at 1:30pm)   |         | <a href="#">SY20-21 FFVP Monthly Webinar</a>   |
| <input type="checkbox"/> Read the FFVP Fresh Focus Newsletter and share with your school community   |         | <a href="#">FFVP Fresh Focus Newsletter</a>  |
| <input type="checkbox"/> Plan your FFVP service and nutrition education for next month <ul style="list-style-type: none"> <li><input type="checkbox"/> Place produce order(s) and schedule deliveries</li> <li><input type="checkbox"/> Purchase supplies and small equipment</li> <li><input type="checkbox"/> Plan to provide nutrition educators with nutrition education resources (printed or digital)</li> </ul>           |         | <a href="#">Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP) Webinar</a> <ul style="list-style-type: none"> <li>• Webinar Recording</li> <li>• Webinar Slides</li> </ul><br><a href="#">FFVP Monthly Service Planner SY20-21: Period 2A</a> |
| <input type="checkbox"/> Calculate your total fund utilization at the end of the month   |         | <a href="#">FFVP Monthly Service Planner SY20-21: Period 2A</a>  |

# DECEMBER 2020

## CONTINUE PERIOD 2

### PROGRAM OPERATION



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

### MONTHLY WEBINARS

|  |   |
|--|---|
| <b>SY20-21 December FFVP Monthly Webinar</b><br>Topic: Nutrition Education in FFVP | <b>SY20-21 January FFVP Monthly Webinar</b><br>Topic: Importance of Variety and Frequency |
|--|---|

| TASK/DEADLINE   | UPDATES | RESOURCES   |
|---|---------|---|
| <input type="checkbox"/> Submit the Period 1 Completion Report in GME<br><input type="checkbox"/> due December 30 without reimbursement   |         | <a href="#">Grants Management Enterprise (GME) webpage</a>  |
| <b>MONTHLY ITEMS</b>  |         |   |
| <input type="checkbox"/> Continue FFVP Operation<br><input type="checkbox"/> Serve FFVP twice per week<br><input type="checkbox"/> Provide nutrition education once per week<br><input type="checkbox"/> Widely publicize FFVP at your school(s)<br><input type="checkbox"/> Maintain proper documentation<br><input type="checkbox"/> Track expenditures   |         | <a href="#">FFVP Expenditure Tracking Template</a><br><a href="#">FFVP Local Produce Tracker</a><br><a href="#">FFVP Production Record Template</a><br><a href="#">FFVP Labor Log Template</a>  |
| <input type="checkbox"/> Attend the FFVP Monthly Webinar (occurs on the second Tuesday of the month at 1:30pm)  |         | <a href="#">SY20-21 FFVP Monthly Webinar</a>  |
| <input type="checkbox"/> Read the FFVP Fresh Focus Newsletter and share with your school community  |         | <a href="#">FFVP Fresh Focus Newsletter</a>   |
| <input type="checkbox"/> Plan your FFVP service and nutrition education for next month<br><input type="checkbox"/> Place produce order(s) and schedule deliveries<br><input type="checkbox"/> Purchase supplies and small equipment<br><input type="checkbox"/> Plan to provide nutrition educators with nutrition education resources (printed or digital) |         | <a href="#">Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP) Webinar</a> <ul style="list-style-type: none"> <li>Webinar Recording</li> <li>Webinar Slides</li> </ul> <a href="#">FFVP Monthly Service Planner SY20-21: Period 2B</a> |
| <input type="checkbox"/> Calculate your total fund utilization at the end of the month  |         | <a href="#">FFVP Monthly Service Planner SY20-21: Period 2A</a>   |

# JANUARY 2021

## CONTINUE PERIOD 2

## PROGRAM OPERATION



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

### MONTHLY WEBINARS

|   |   |
|---|---|
| <b>SY20-21 January FFVP Monthly Webinar</b><br>Topic: Importance of Variety and Frequency | <b>SY20-21 February FFVP Monthly Webinar</b><br>Topic: FFVP Monitoring/Compliance |
|---|---|

| TASK/DEADLINE  | UPDATES | RESOURCES  |
|--|---------|--|
| <b>MONTHLY ITEMS</b>   |         |  |
| <input type="checkbox"/> Continue FFVP Operation <ul style="list-style-type: none"> <li><input type="checkbox"/> Serve FFVP twice per week</li> <li><input type="checkbox"/> Provide nutrition education once per week</li> <li><input type="checkbox"/> Widely publicize FFVP at your school(s)</li> <li><input type="checkbox"/> Maintain proper documentation</li> <li><input type="checkbox"/> Track expenditures</li> </ul> |         | <a href="#">FFVP Expenditure Tracking Template</a><br><a href="#">FFVP Local Produce Tracker</a><br><a href="#">FFVP Production Record Template</a><br><a href="#">FFVP Labor Log Template</a>   |
| <input type="checkbox"/> Attend the FFVP Monthly Webinar (occurs on the second Tuesday of the month at 1:30pm)   |         | <a href="#">SY20-21 FFVP Monthly Webinar</a>   |
| <input type="checkbox"/> Read the FFVP Fresh Focus Newsletter and share with your school community   |         | <a href="#">FFVP Fresh Focus Newsletter</a>  |
| <input type="checkbox"/> Plan your FFVP service and nutrition education for next month <ul style="list-style-type: none"> <li><input type="checkbox"/> Place produce order(s) and schedule deliveries</li> <li><input type="checkbox"/> Purchase supplies and small equipment</li> <li><input type="checkbox"/> Plan to provide nutrition educators with nutrition education resources (printed or digital)</li> </ul>           |         | <a href="#">Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP) Webinar</a> <ul style="list-style-type: none"> <li>• Webinar Recording</li> <li>• Webinar Slides</li> </ul><br><a href="#">FFVP Monthly Service Planner SY20-21: Period 2B</a> |
| <input type="checkbox"/> Calculate your total fund utilization at the end of the month   |         | <a href="#">FFVP Monthly Service Planner SY20-21: Period 2B</a>  |

# FEBRUARY 2021

## CONTINUE PERIOD 2

## PROGRAM OPERATION



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

|                         |   |  |
|-------------------------|---|--|
| <b>MONTHLY WEBINARS</b> | <b>SY20-21 February FFVP Monthly Webinar</b><br>Topic: FFVP Monitoring/Compliance | <b>SY20-21 March FFVP Monthly Webinar</b><br>Topic: Overview of the SY21-22 FFVP Application |
|-------------------------|---|--|

| TASK/DEADLINE  | UPDATES | RESOURCES  |
|--|---------|--|
| <input type="checkbox"/> Complete an optional mid-year evaluation of your FFVP operation at each of your school(s)   |         | <a href="#">FFVP Self-Monitoring Form</a>  |
| <b>MONTHLY ITEMS</b>   |         |  |
| <input type="checkbox"/> Continue FFVP Operation <ul style="list-style-type: none"> <li><input type="checkbox"/> Serve FFVP twice per week</li> <li><input type="checkbox"/> Provide nutrition education once per week</li> <li><input type="checkbox"/> Widely publicize FFVP at your school(s)</li> <li><input type="checkbox"/> Maintain proper documentation</li> <li><input type="checkbox"/> Track expenditures</li> </ul> |         | <a href="#">FFVP Expenditure Tracking Template</a><br><a href="#">FFVP Local Produce Tracker</a><br><a href="#">FFVP Production Record Template</a><br><a href="#">FFVP Labor Log Template</a>   |
| <input type="checkbox"/> Attend the FFVP Monthly Webinar (occurs on the second Tuesday of the month at 1:30pm)   |         | <a href="#">SY20-21 FFVP Monthly Webinar</a>   |
| <input type="checkbox"/> Read the FFVP Fresh Focus Newsletter and share with your school community   |         | <a href="#">FFVP Fresh Focus Newsletter</a>  |
| <input type="checkbox"/> Plan your FFVP service and nutrition education for next month <ul style="list-style-type: none"> <li><input type="checkbox"/> Place produce order(s) and schedule deliveries</li> <li><input type="checkbox"/> Purchase supplies and small equipment</li> <li><input type="checkbox"/> Plan to provide nutrition educators with nutrition education resources (printed or digital)</li> </ul>           |         | <a href="#">Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP) Webinar</a> <ul style="list-style-type: none"> <li>• Webinar Recording</li> <li>• Webinar Slides</li> </ul><br><a href="#">FFVP Monthly Service Planner SY20-21: Period 2B</a> |
| <input type="checkbox"/> Calculate your total fund utilization at the end of the month   |         | <a href="#">FFVP Monthly Service Planner SY20-21: Period 2B</a>  |

# MARCH 2021

## CONTINUE PERIOD 2

### PROGRAM OPERATION



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

### MONTHLY WEBINARS

|  |   |
|--|---|
| <b>SY20-21 March FFVP Monthly Webinar</b><br>Topic: Overview of the SY21-22 FFVP Application | <b>SY20-21 April FFVP Monthly Webinar</b><br>Topic: FFVP Partnerships |
|--|---|

| TASK/DEADLINE  | UPDATES | RESOURCES   |
|--|---------|---|
| <input type="checkbox"/> Apply to participate in FFVP during next school year by completing both the Period 1 and Period 2 applications in GME by April 9  |         | <a href="#">Grants Management Enterprise (GME) webpage</a>  |
| <b>MONTHLY ITEMS</b>   |         |   |
| <input type="checkbox"/> Continue FFVP Operation <ul style="list-style-type: none"> <li><input type="checkbox"/> Serve FFVP twice per week</li> <li><input type="checkbox"/> Provide nutrition education once per week</li> <li><input type="checkbox"/> Widely publicize FFVP at your school(s)</li> <li><input type="checkbox"/> Maintain proper documentation</li> <li><input type="checkbox"/> Track expenditures</li> </ul> |         | <a href="#">FFVP Expenditure Tracking Template</a><br><a href="#">FFVP Local Produce Tracker</a><br><a href="#">FFVP Production Record Template</a><br><a href="#">FFVP Labor Log Template</a>  |
| <input type="checkbox"/> Attend the FFVP Monthly Webinar (occurs on the second Tuesday of the month at 1:30pm)   |         | <a href="#">SY20-21 FFVP Monthly Webinar</a>  |
| <input type="checkbox"/> Read the FFVP Fresh Focus Newsletter and share with your school community   |         | <a href="#">FFVP Fresh Focus Newsletter</a>   |
| <input type="checkbox"/> Plan your FFVP service and nutrition education for next month <ul style="list-style-type: none"> <li><input type="checkbox"/> Place produce order(s) and schedule deliveries</li> <li><input type="checkbox"/> Purchase supplies and small equipment</li> <li><input type="checkbox"/> Plan to provide nutrition educators with nutrition education resources (printed or digital)</li> </ul>           |         | <a href="#">Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP) Webinar</a> <ul style="list-style-type: none"> <li>• Webinar Recording</li> <li>• Webinar Slides</li> </ul> <a href="#">FFVP Monthly Service Planner SY20-21: Period 2C</a> |
| <input type="checkbox"/> Calculate your total fund utilization at the end of the month   |         | <a href="#">FFVP Monthly Service Planner SY20-21: Period 2B</a>   |

# APRIL 2021

## CONTINUE PERIOD 2

### PROGRAM OPERATION



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

|                         |   |  |
|-------------------------|---|--|
| <b>MONTHLY WEBINARS</b> | <b>SY20-21 April FFVP Monthly Webinar</b><br>Topic: FFVP Partnerships | <b>SY20-21 May FFVP Monthly Webinar</b><br>Topic: Student Engagement in FFVP |
|-------------------------|---|--|

| TASK/DEADLINE  | UPDATES | RESOURCES  |
|--|---------|--|
| <input type="checkbox"/> Apply to participate in FFVP during next school year by completing both the Period 1 and Period 2 applications in GME by April 9  |         | <a href="#">Grants Management Enterprise (GME) webpage</a>   |
| <b>MONTHLY ITEMS</b>   |         |  |
| <input type="checkbox"/> Continue FFVP Operation <ul style="list-style-type: none"> <li><input type="checkbox"/> Serve FFVP twice per week</li> <li><input type="checkbox"/> Provide nutrition education once per week</li> <li><input type="checkbox"/> Widely publicize FFVP at your school(s)</li> <li><input type="checkbox"/> Maintain proper documentation</li> <li><input type="checkbox"/> Track expenditures</li> </ul> |         | <a href="#">FFVP Expenditure Tracking Template</a><br><a href="#">FFVP Local Produce Tracker</a><br><a href="#">FFVP Production Record Template</a><br><a href="#">FFVP Labor Log Template</a>   |
| <input type="checkbox"/> Attend the FFVP Monthly Webinar (occurs on the second Tuesday of the month at 1:30pm)   |         | <a href="#">SY20-21 FFVP Monthly Webinar</a>   |
| <input type="checkbox"/> Read the FFVP Fresh Focus Newsletter and share with your school community   |         | <a href="#">FFVP Fresh Focus Newsletter</a>  |
| <input type="checkbox"/> Plan your FFVP service and nutrition education for next month <ul style="list-style-type: none"> <li><input type="checkbox"/> Place produce order(s) and schedule deliveries</li> <li><input type="checkbox"/> Purchase supplies and small equipment</li> <li><input type="checkbox"/> Plan to provide nutrition educators with nutrition education resources (printed or digital)</li> </ul>           |         | <a href="#">Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP) Webinar</a> <ul style="list-style-type: none"> <li>• Webinar Recording</li> <li>• Webinar Slides</li> </ul><br><a href="#">FFVP Monthly Service Planner SY20-21: Period 2C</a> |
| <input type="checkbox"/> Calculate your total fund utilization at the end of the month   |         | <a href="#">FFVP Monthly Service Planner SY20-21: Period 2C</a>  |

# MAY 2021

## CONTINUE PERIOD 2 PROGRAM OPERATION



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

### MONTHLY WEBINARS

|  |  |
|--|--|
| <b>SY20-21 May FFVP Monthly Webinar</b><br>Topic: Student Engagement in FFVP | <b>SY20-21 June FFVP Monthly Webinar</b><br>Topic: Period 2 Completion Report Overview |
|--|--|

| TASK/DEADLINE  | UPDATES | RESOURCES  |
|--|---------|--|
| <b>MONTHLY ITEMS</b>   |         |  |
| <input type="checkbox"/> Continue FFVP Operation <ul style="list-style-type: none"> <li><input type="checkbox"/> Serve FFVP twice per week</li> <li><input type="checkbox"/> Provide nutrition education once per week</li> <li><input type="checkbox"/> Widely publicize FFVP at your school(s)</li> <li><input type="checkbox"/> Maintain proper documentation</li> <li><input type="checkbox"/> Track expenditures</li> </ul>                         |         | <a href="#">FFVP Expenditure Tracking Template</a><br><a href="#">FFVP Local Produce Tracker</a><br><a href="#">FFVP Production Record Template</a><br><a href="#">FFVP Labor Log Template</a>   |
| <input type="checkbox"/> Attend the FFVP Monthly Webinar (occurs on the second Tuesday of the month at 1:30pm)   |         | <a href="#">SY20-21 FFVP Monthly Webinar</a>   |
| <input type="checkbox"/> Read the FFVP Fresh Focus Newsletter and share with your school community   |         | <a href="#">FFVP Fresh Focus Newsletter</a>  |
| <input type="checkbox"/> (if school is in session in June) Plan your FFVP service and nutrition education for next month <ul style="list-style-type: none"> <li><input type="checkbox"/> Place produce order(s) and schedule deliveries</li> <li><input type="checkbox"/> Purchase supplies and small equipment</li> <li><input type="checkbox"/> Plan to provide nutrition educators with nutrition education resources (printed or digital)</li> </ul> |         | <a href="#">Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP) Webinar</a> <ul style="list-style-type: none"> <li>• Webinar Recording</li> <li>• Webinar Slides</li> </ul><br><a href="#">FFVP Monthly Service Planner SY20-21: Period 2C</a> |
| <input type="checkbox"/> Calculate your total fund utilization at the end of the month   |         | <a href="#">FFVP Monthly Service Planner SY20-21: Period 2C</a>  |

# JUNE 2021

## COMPLETE PERIOD 2 PROGRAM OPERATION



| UPCOMING TRAININGS | THIS MONTH | NEXT MONTH |
|--------------------|------------|------------|
|--------------------|------------|------------|

### MONTHLY WEBINARS

|  |                   |
|--|-------------------|
| <b>SY20-21 June FFVP Monthly Webinar</b><br>Topic: Period 2 Completion Report Overview | None at this time |
|--|-------------------|

| TASK/DEADLINE  | UPDATES | RESOURCES  |
|--|---------|--|
| <b>MONTHLY ITEMS</b>   |         |  |
| <input type="checkbox"/> (if school is in session in June) Continue FFVP Operation <ul style="list-style-type: none"> <li><input type="checkbox"/> Serve FFVP twice per week</li> <li><input type="checkbox"/> Provide nutrition education once per week</li> <li><input type="checkbox"/> Widely publicize FFVP at your school(s)</li> <li><input type="checkbox"/> Maintain proper documentation</li> <li><input type="checkbox"/> Track expenditures</li> </ul> |         | <a href="#">FFVP Expenditure Tracking Template</a><br><a href="#">FFVP Local Produce Tracker</a><br><a href="#">FFVP Production Record Template</a><br><a href="#">FFVP Labor Log Template</a> |
| <input type="checkbox"/> Attend the FFVP Monthly Webinar (occurs on the second Tuesday of the month at 1:30pm)   |         | <a href="#">SY20-21 FFVP Monthly Webinar</a>   |
| <input type="checkbox"/> Read the FFVP Fresh Focus Newsletter and share with your school community   |         | <a href="#">FFVP Fresh Focus Newsletter</a>  |
| <input type="checkbox"/> Calculate your total fund utilization at the end of the month and ensure all Period 2 funds are spent!  |         | <a href="#">FFVP Monthly Service Planner SY20-21: Period 2C</a>  |

# JULY - SEPTEMBER 2021

## SUBMIT PERIOD 2 COMPLETION REPORT



| TASK/DEADLINE   | UPDATES  | RESOURCES  |
|---|--|--|
| <input type="checkbox"/> Submit the Period 2 Completion Report in GME <ul style="list-style-type: none"> <li><input type="checkbox"/> due July 30 with May reimbursement</li> <li><input type="checkbox"/> due August 1 with BRAVOcado! application</li> <li><input type="checkbox"/> due August 29 with June reimbursement</li> <li><input type="checkbox"/> due September 30 without reimbursement</li> </ul> | For SY20-21, the BRAVOcado! FFVP Excellence Award application is submitted along with the Completion Report. | <a href="#">Grants Management Enterprise (GME) webpage</a> |