

OVERVIEW OF THE FRESH FRUIT AND VEGETABLE PROGRAM (FFVP) FOR SY 2021-2022



March 9, 2021





OVERVIEW OF THE FFVP FOR SY 2021-2022

INTENDED AUDIENCE

This session was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

This session is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP) (or Summer Food Service Program (SFSP) in SY 20-21).





OVERVIEW OF THE FFVP FOR SY 2021-2022

FFVP COORDINATOR



Jessa Zuck
Former FFVP Coordinator



Raevyn Xavier ★
New FFVP Coordinator ★

Thank you for joining us!



OVERVIEW OF THE FFVP FOR SY 2021-2022

AGENDA

- 1** FFVP Basics
- 2** How to Apply
- 3** Evaluation Process



FFVP BASICS



1

FFVP BASICS

WHAT IS FFVP?

A federally assisted program that provides free fresh fruits and vegetables to students 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

FRESH
FRUIT &
VEGETABLE
PROGRAM

1 FFVP BASICS

WHAT IS FFVP?

Implementation requirements for FFVP in AZ:

- Widely publicize FFVP at your site
- Serve fresh fruits and vegetables a minimum of twice per week (during school hours, outside NSLP and SBP service, free for all students)
- Provide nutrition education once per week
- Follow all reporting requirements and maintain full and accurate records



FFVP at Concordia Charter School



ELIGIBILITY

To be eligible for FFVP, schools must...

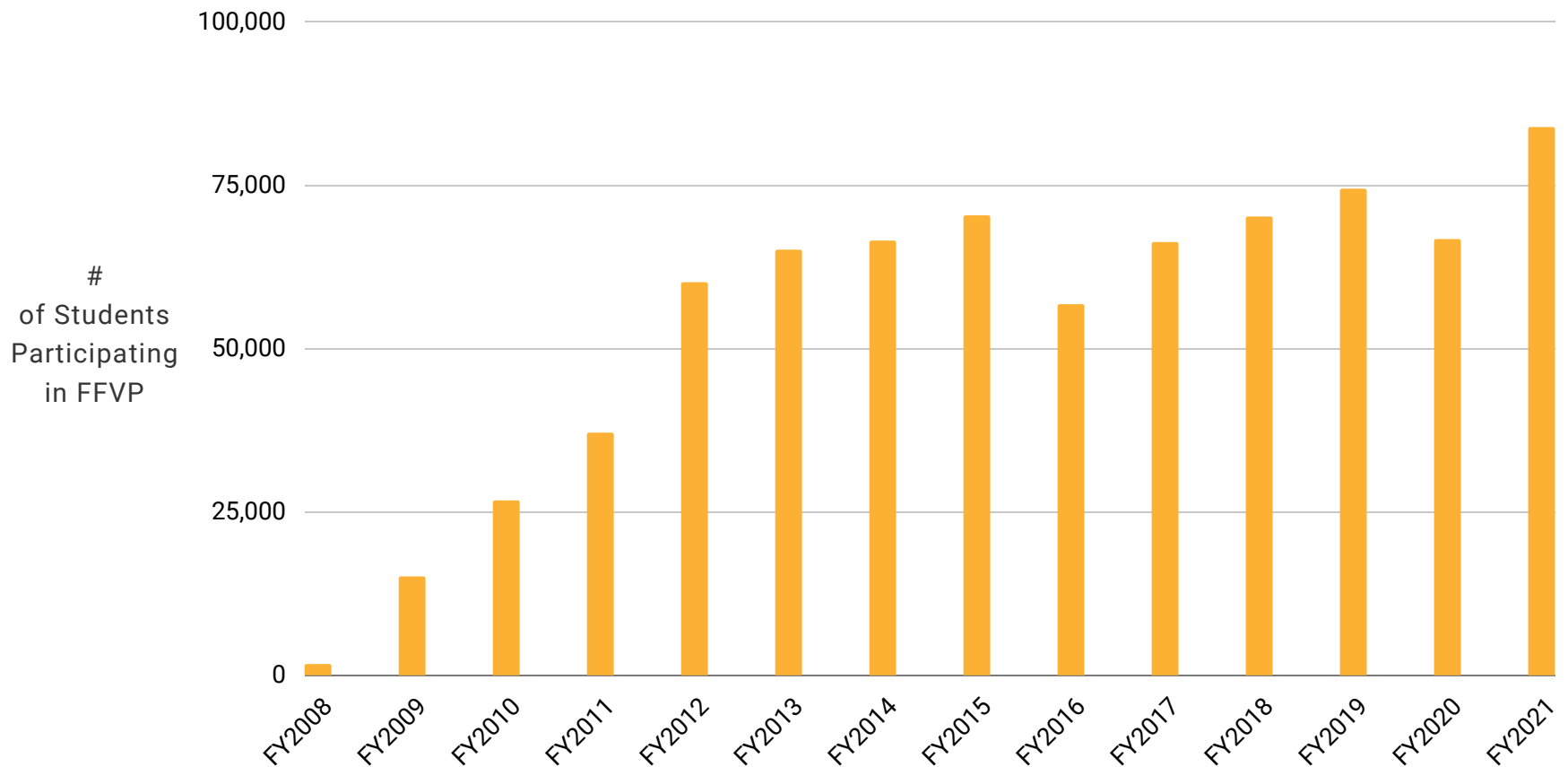
- Operate the National School Lunch Program (NSLP)
 - NOTE: schools operating the Summer Food Service Program (SFSP) in SY 20-21 that would have traditionally operated NSLP are eligible to apply for FFVP in SY 21-22
- Be an elementary school (K-8)
- Have free and reduced-price meal eligibility percentage of 50% or higher (based on the SY 19-20 Free and Reduced Report using October 2019 data)
 - NOTE: priority is given to schools with the highest percentage of students eligible for free and reduced-price meals



FFVP BASICS

HISTORY IN AZ

In SY 20-21, ADE awarded FFVP grant funds to **138 sites** allowing **83,795 students** to participate in FFVP.





FFVP BASICS

AWARD DETAILS

FFVP is a competitive reimbursement grant that is site-based.

Site must submit monthly reimbursement requests. Funds are distributed to a site once their monthly reimbursement request is approved.



FFVP BASICS

AWARD DETAILS

Awarded sites receive a total funding allocation of \$50 per student per school year.

Example: 100 students enrolled x \$50/student = \$5,000 per year

The total funding allocation is split into two funding periods (Period 1 and Period 2)

Example: \$750 for Period 1 and \$4,250 for Period 2

Period 1

July 1, 2021

September 30, 2021

15% of total allocation

Period 2

October 1, 2021

June 30, 2022

85% of total allocation

AWARD DETAILS

Awarded sites are able to use funds to cover the costs of operating and administering the program.

Operating Costs

- Fresh Fruits and Vegetables
- Direct Labor – Salaries
- Direct Labor – Benefits
- General Supplies
- Equipment (less than \$5,000)
- Direct Travel

Administrative Costs

capped at 10% total allocation

- Equipment (\$5,000+)
- Indirect Labor – Salaries
- Indirect Labor – Benefits
- Indirect Travel

1

FFVP BASICS

FFVP HANDBOOK FOR SCHOOLS

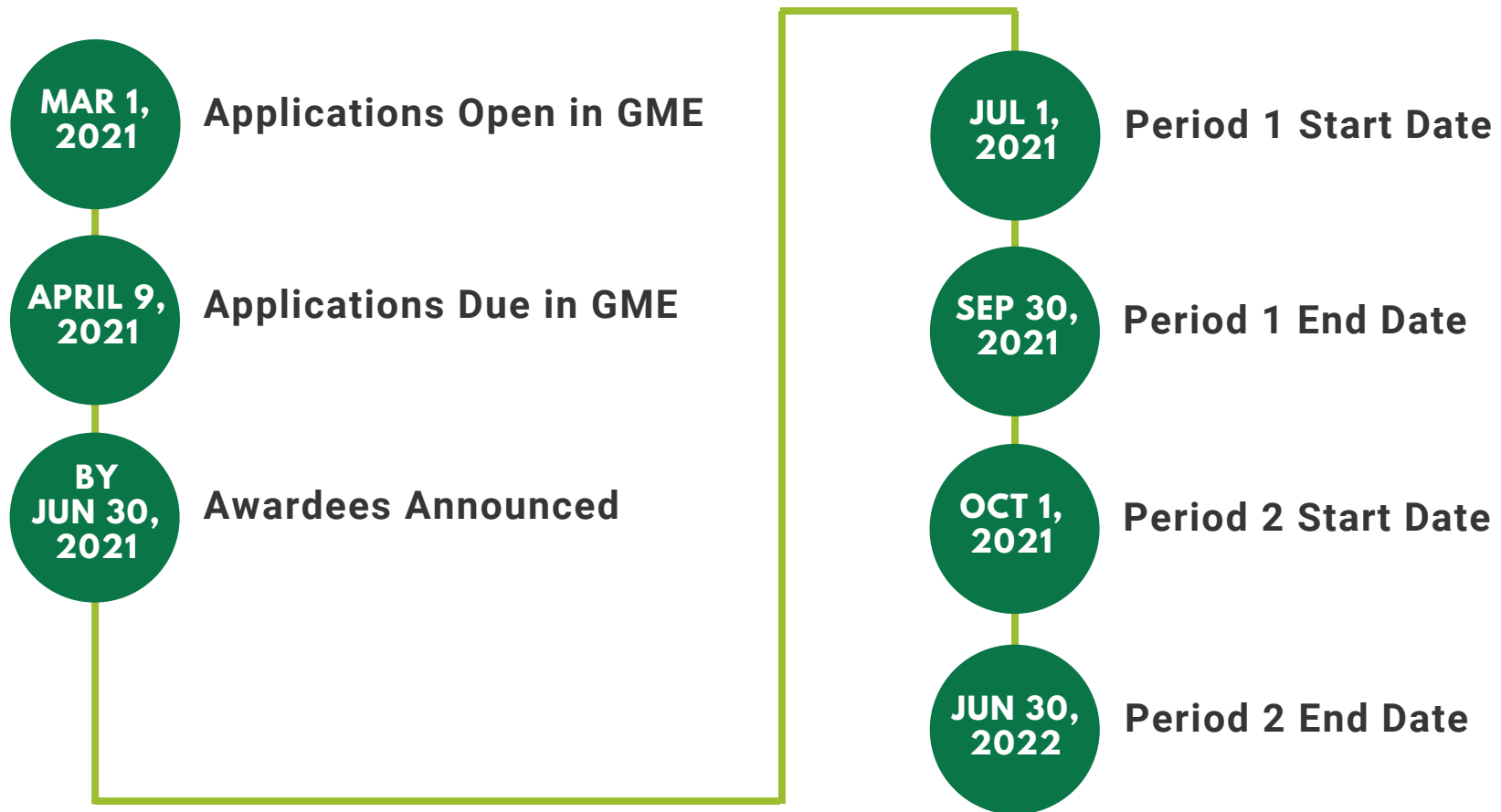
For more information on operating FFVP, refer to the USDA's [FFVP Handbook for Schools](#).



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FFVP BASICS

SY 21-22 FFVP TIMELINE





HOW TO APPLY



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HOW TO APPLY FOR FFVP SY 21-22

BEFORE YOU BEGIN!

Get Access to GME

GME is accessible through the ADEConnect portal within the Grants Management application.

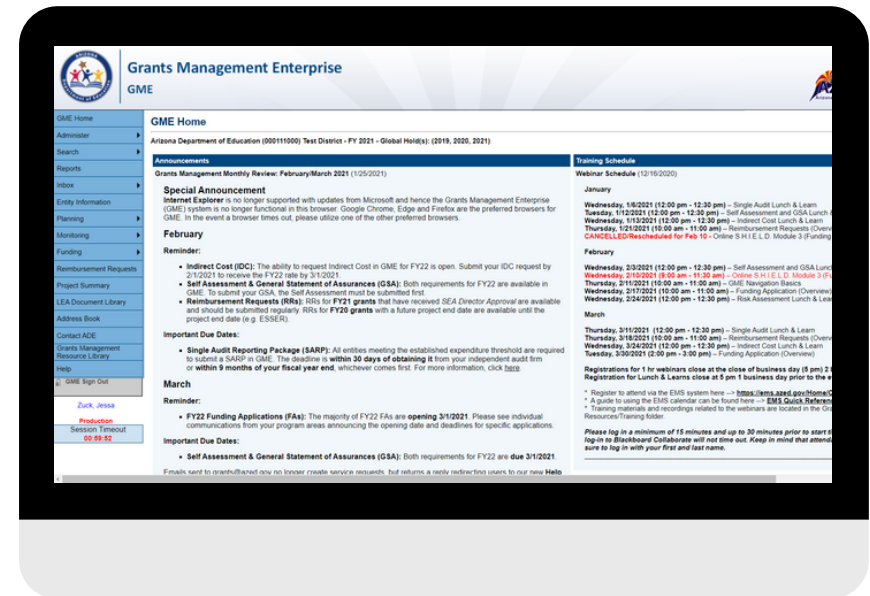
Users must first be provided with the "Grants Management" role in ADEConnect assigned by your Entity Administrator.

Then each user must obtain applicable GME user role(s) by the entity's LEA User Access Administrator.

If you are brand new to GME, register for training!

- o [GME Navigation Basics](#)
- o [Funding Application \(Overview\)](#)

Questions on GME? Contact Grants via [HelpDesk](#)



2

HOW TO APPLY FOR FFVP SY 21-22

BEFORE YOU BEGIN!

Obtain all signatures on your FFVP FPPSA Addendums

A signed Food Service Permanent Service Agreement (FPPSA) Addendum is required for all sites applying for FFVP.

This form requires signatures from the following individuals (or equivalent positions):

- District Food Service Director
- School Kitchen Manager
- School Principal
- District Superintendent
- LEA Permanent Service Agreement Signee

The screenshot shows a document titled "ARIZONA DEPARTMENT OF EDUCATION FRESH FRUIT AND VEGETABLE PROGRAM ADDENDUM TO THE FOOD PROGRAM PERMANENT SERVICE AGREEMENT". It includes the state seal and text stating the agreement is between the Arizona Department of Education (ADE) and a school authority (SFA) for the period of July 1, 2021 through June 30, 2022. The document outlines the terms of the agreement, including the use of funds, adherence to regulations, and the school's commitment to provide fresh fruits and vegetables. It also lists general conditions such as non-transferability and the school's obligation to support the program. At the bottom, there is a section for the school to check boxes acknowledging agreement to various requirements, such as serving the program to all students, providing nutrition education, and completing mandatory training.

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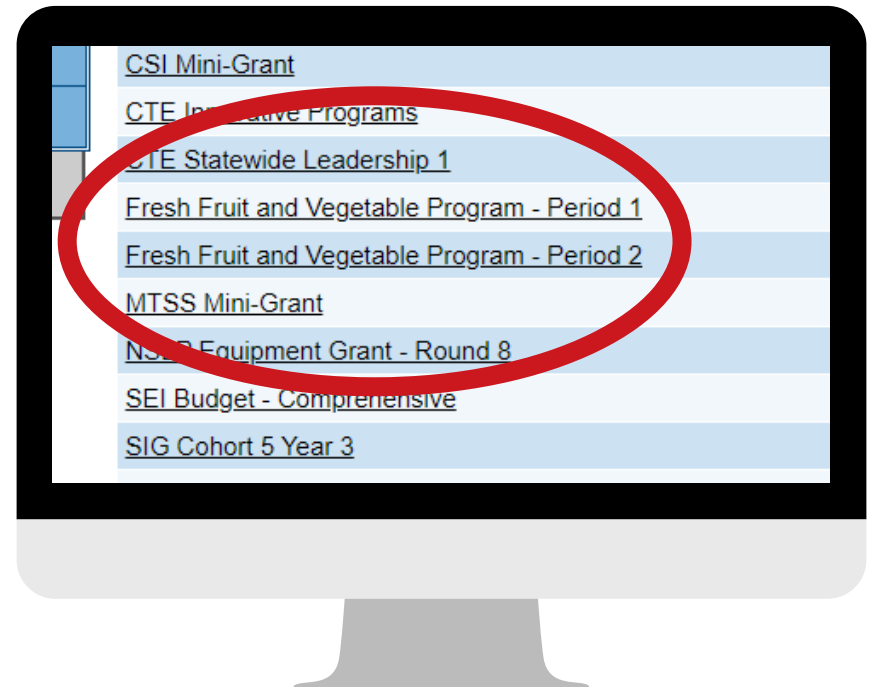
HOW TO APPLY FOR FFVP SY 21-22

BEFORE YOU BEGIN!

Plan to complete BOTH the Period 1 and Period 2 Applications

FY22 Fresh Fruit and Vegetable Program - Period 1

FY22 Fresh Fruit and Vegetable Program - Period 2



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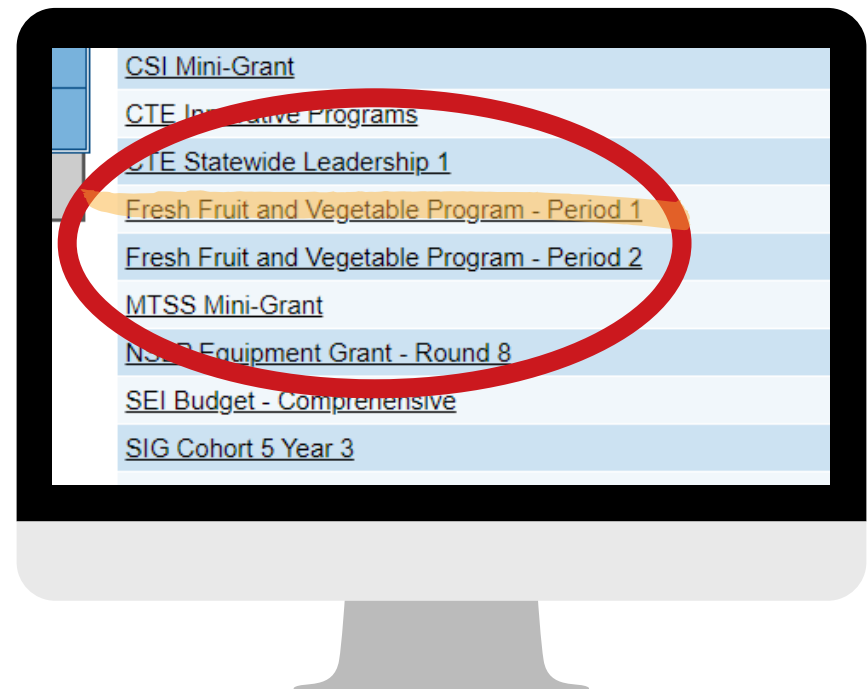
HOW TO APPLY FOR FFVP SY 21-22

STEP 1

Access the Period 1 Funding Application

In GME, hover over “Funding” on the left-hand side of the main menu in GME then click on “Funding Applications” on the submenu.

This will display the Funding Applications page in GME for the organization. You will find the FY22 Fresh Fruit and Vegetable Program - Period 1 application in the Competitive Funding application section.



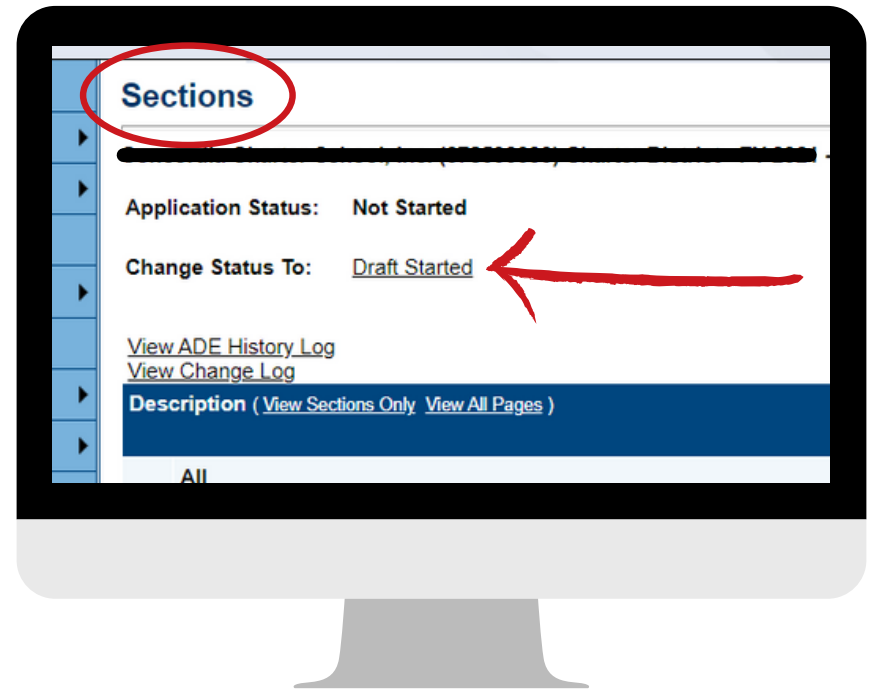
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HOW TO APPLY FOR FFVP SY 21-22

STEP 2

Change the Period 1 Application Status to Draft Started

On the Sections Page, change the status of the application at the top to "Draft Started"



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HOW TO APPLY FOR FFVP SY 21-22

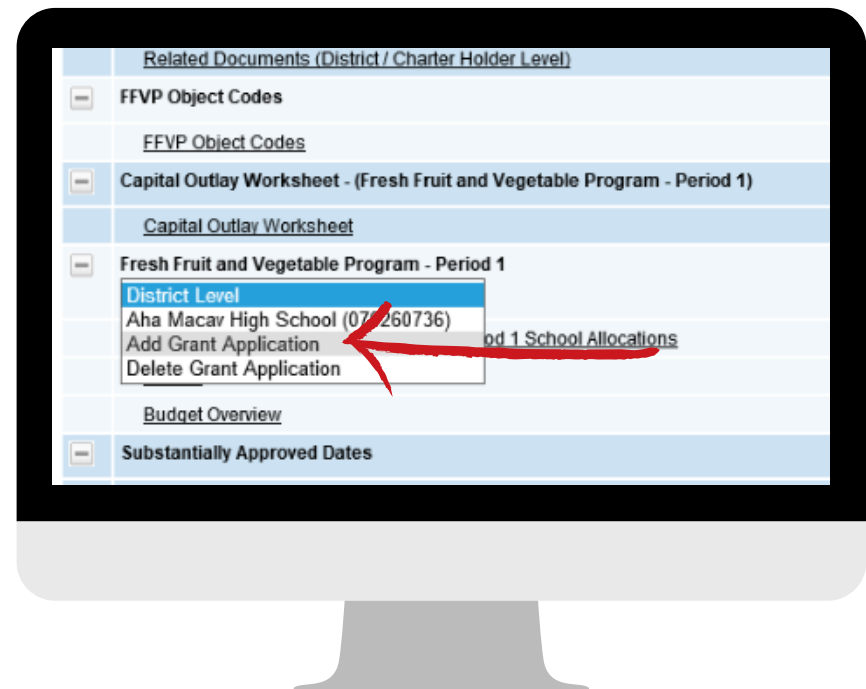
STEP 3

Add Sites to the Period 1 Application

This is a SITE-BASED application.

In the District Level drop-down under the section header Fresh Fruit and Vegetable Program - Period 1, you must *Add Grant Application* for each site applying to participate in the program.

Do NOT add grant applications for sites that are not applying to participate.



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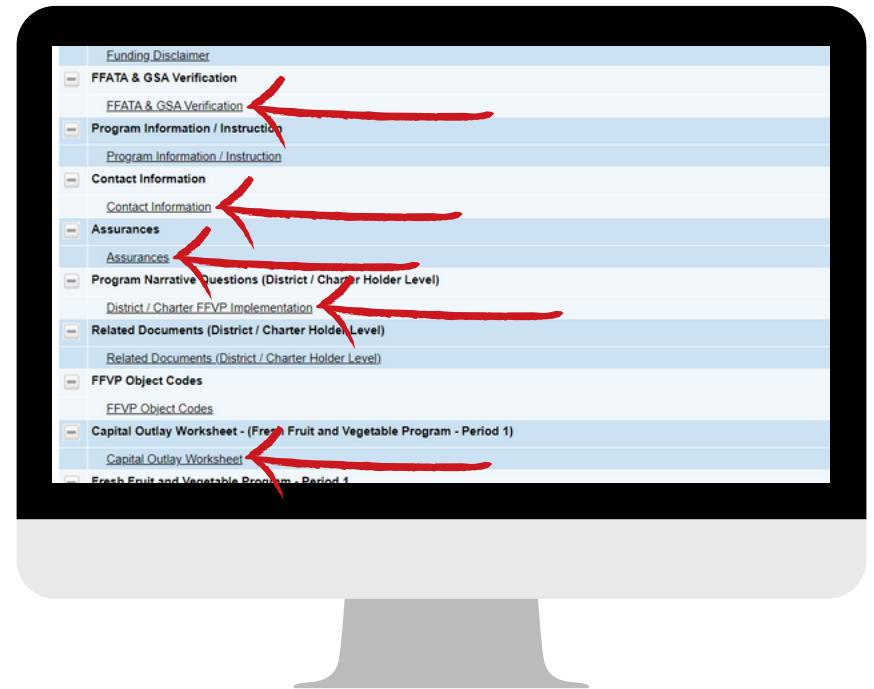
HOW TO APPLY FOR FFVP SY 21-22

STEP 4

Complete all Sections of the Period 1 Application

District/Charter Level Sections

- FFATA & GSA
- Contact Information
- Assurances
- Program Narrative Questions
- Capital Outlay Worksheet



2

HOW TO APPLY FOR FFVP SY 21-22

STEP 4

Complete all Sections of the Period 1 Application

District/Charter Level Sections

- FFATA & GSA
- Contact Information
- Assurances
- Program Narrative Questions
- Capital Outlay Worksheet

FFATA & GSA

Assurances that all Grants Management requirements have been met. The Project Description is a required field. The GSA must be accepted by Grants Management, not merely submitted.

Contact Information

Must provide at least one District/Charter-level contact (option to provide more) as well as at least one site-level contact for all sites include name, position, phone, and email.

Assurances

Agree to the program requirements and that the information provided is accurate and the person completing the grant is authorized by the LEA.

Program Narrative Questions

Provide the District/Charter mailing address, first day of school, last day of school, and describe how FFVP will be integrated with other efforts to promote sound health and nutrition, reduce overweight and obesity, and/or promote physical activity at your school(s) including any site-level or outside partnerships that may aid in doing so.

Capital Outlay Worksheet

Only required if you plan to use grant funds to purchase capital equipment.

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HOW TO APPLY FOR FFVP SY 21-22

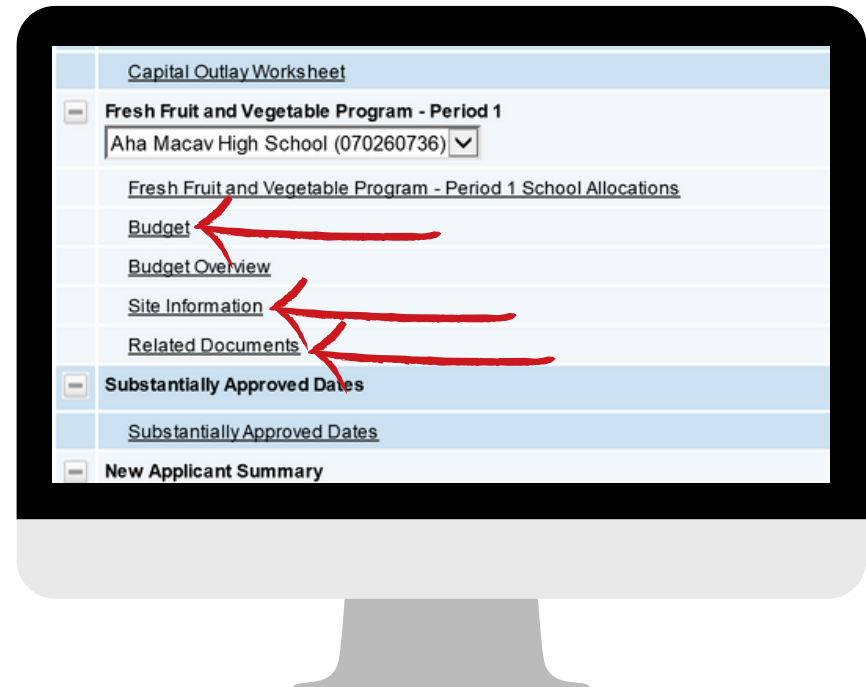
STEP 4

Complete all Sections of the Period 1 Application

Site Level Sections

MUST COMPLETE FOR EACH SITE!

- Budget
- Site Information
- Related Documents



2

HOW TO APPLY FOR FFVP SY 21-22

STEP 4

Complete all Sections of the Period 1 Application

Site Level Sections

MUST COMPLETE FOR EACH SITE!

- Budget
- Site Information
- Related Documents

Budget

Enter your budget details for Period 1. You may allocate funds to any approved object code.

Your Period 1 budget must be equal to 15% of your site's total funding allocation.

Total funding allocation = Site enrollment from the October 2019 Free and Reduced-Price Percentage Report X \$50

You must upload documentation in the Related Documents section to support the use of a different enrollment number if you do not feel that the number from October 2019 accurately reflects your enrollment.

Site Information

You must provide the following information:

- Grades served at the site
- Student enrollment from October 2019
- Days FFVP will be served each week
 - including time(s) and location(s) of service
- Days nutrition education will be provided each week
 - including time(s) and location(s) of nutrition education

Related Documents

Upload the signed FFVP FPPSA Addendum for the site.

2

HOW TO APPLY FOR FFVP SY 21-22

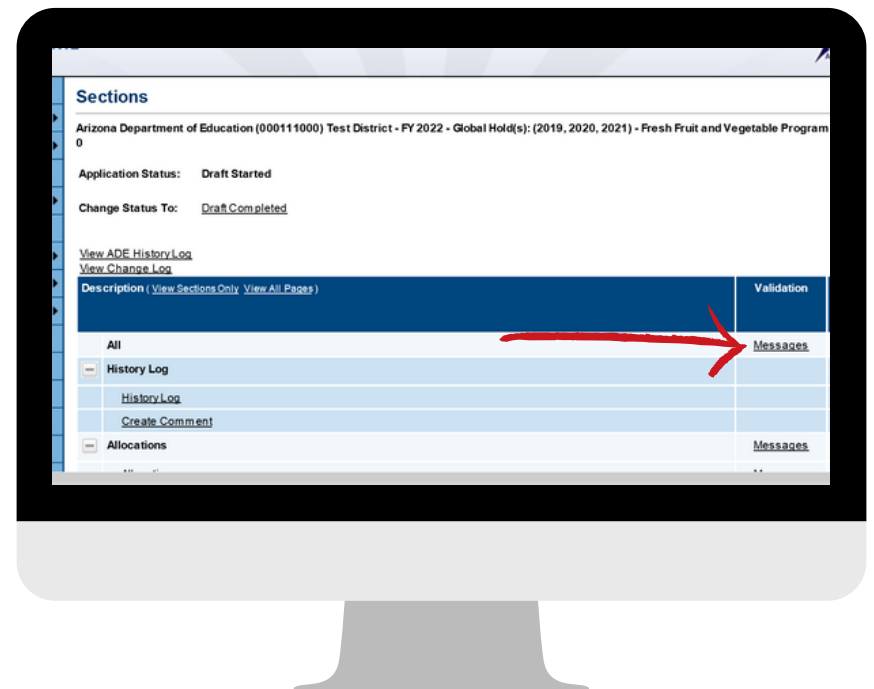
STEP 5

Review the Period 1 Application Validation Messages

Validation Messages are system checks put in place to help prevent you from submitting an incomplete application.

Two types of Validation Messages:

- **Errors** - the system will NOT allow you to submit your application until the error is fixed
- **Warnings** - the system will allow you to submit your application without fixing the warning



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HOW TO APPLY FOR FFVP SY 21-22

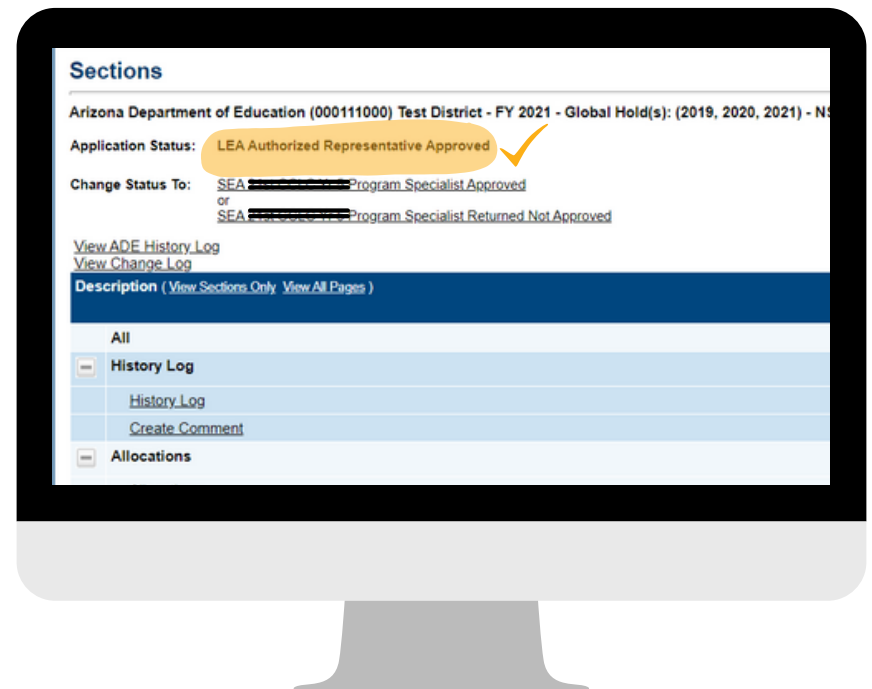
STEP 6

Submit your Period 1 Application

The application is not considered submitted until it is in the "LEA Authorized Representative Approved" status.

There are 3 layers to the approval process:

1. Draft Started -> Draft Completed
2. Draft Completed -> LEA Business Manager Approved
3. LEA Business Manager Approved -> LEA Authorized Representative Approved



2

HOW TO APPLY FOR FFVP SY 21-22

STEP 7

Repeat Steps 1-6 for the Period 2 Application

1. Access the Period 2 Funding Application
2. Change the Period 2 Application Status to Draft Started
3. Add Sites to the Period 2 Application
4. Complete all sections of the Period 2 Application
 - o District/Charter Level Sections
 - FFATA & GSA
 - Assurances
 - Capital Outlay Worksheet
 - o Site Level Sections
 - Budget
5. Review the Period 2 Application Validation Messages
6. Submit your Period 2 Application

Budget

Enter your budget details for Period 2. You may allocate funds to any approved object code.

Your Period 2 budget must be equal to 85% of your site's total funding allocation.

Total funding allocation = Site enrollment from the October 2019 Free and Reduced-Price Percentage Report X \$50

You must upload documentation in the Related Documents section to support the use of a different enrollment if you do not feel that the number from October 2019 accurately reflects your enrollment.



EVALUATION PROCESS



USDA REGULATIONS

Section 19 of the Richard B. Russell National School Lunch Act requires that **schools with the highest free and reduced-price enrollment be given priority** for participation in the FFVP.

This is the key selection criterion, which ensures that the program **benefits low-income children** that generally have fewer opportunities to consume fresh fruits and vegetables on a regular basis.

This criterion cannot be waived to give all schools in a state an equal chance to participate in the program nor to provide geographic dispersion.

EVALUATION CRITERIA IN AZ

1. Eligibility requirements are met
 - Operates NSLP
 - Elementary school
 - Represent the highest percentage of students certified for free and reduced price meal benefits (SY 20-21 cut-off was 84%)
2. Complete applications were submitted by the deadline
3. School has support of its administration (submitted a FFVP Food Program Permanent Service Agreement Addendum)
4. ADE has no concerns with the school's administration of another child nutrition program
5. ADE believes the school can operate the FFVP properly

AWARD NOTIFICATION

Awarded recipients will be notified via email (as well as in the GME system) of their award as soon as ADE is provided the funding allocation from USDA for the upcoming year (no later than June 30, 2021).

Applicants that are not awarded will be notified through the GME system.

A general announcement of awardees will be made via e-blast to all SFAs.

THANK YOU!

Please type your questions in the chat now.



Please email or call with your questions:
Raevyn.Xavier@azed.gov / 602-542-2405

We look forward to reviewing your applications!



OVERVIEW OF THE FFVP FOR SY 2021-2022

CONGRATULATIONS!

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 for your reference when completing the survey:

- Training Title: Recorded Webinar: Overview of the Fresh Fruit and Vegetable Program (FFVP) for SY 2021-2022. 3.9.21
- Professional Standards Learning Codes: 3230