

# Orientation to the Fresh Fruit and Vegetable Program



Health and Nutrition Services  
Arizona Department of Education







# Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.



# Intended Audience

This training is intended for **School Food Authorities (SFAs)** operating the **Fresh Fruit and Vegetable Program (FFVP)**.

# Objectives

**At the end of this training, attendees should be able to:**

- understand the Fresh Fruit and Vegetable Program (FFVP);
- become familiar with the Grants Management Enterprise (GME) application process; and
- identify available resources for successful implementation of the FFVP.

## TRAINING HOURS

Information to include when documenting this training for Professional Standards:

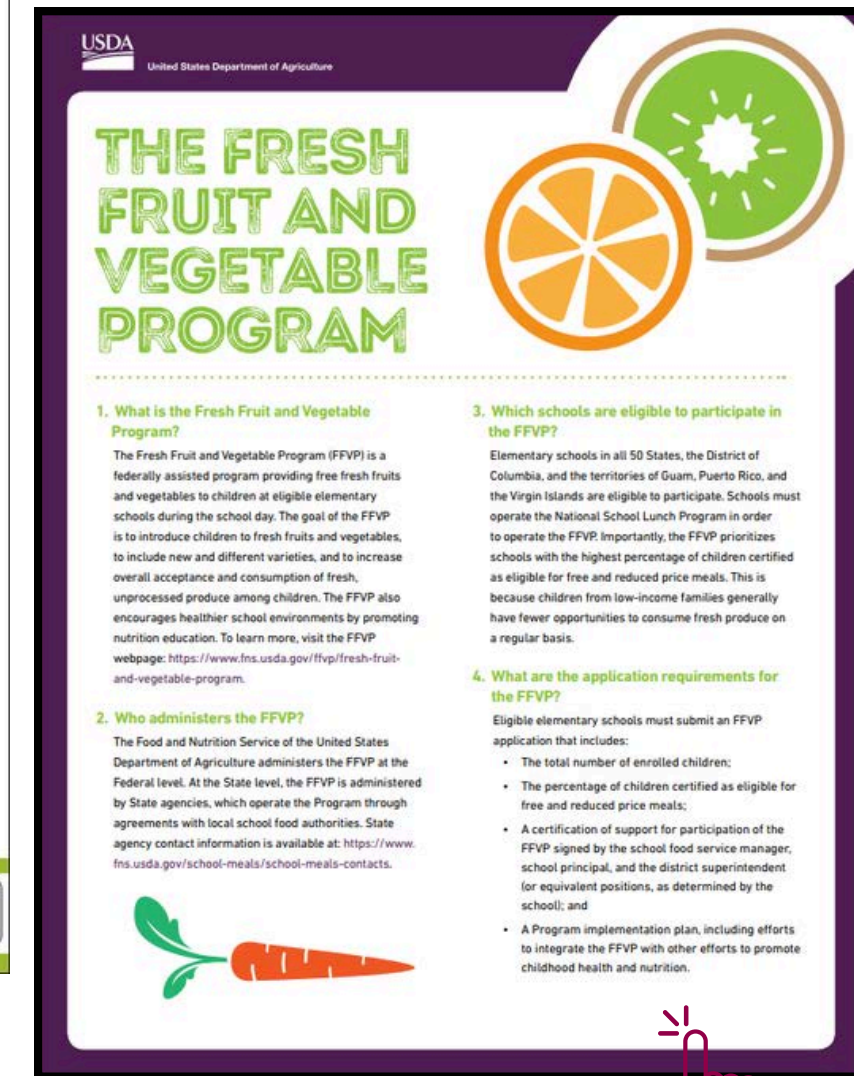
**Training Title:** Online Course:  
Orientation to the Fresh Fruit and  
Vegetable Program (FFVP)

**Key Areas:** 2000 - Operations, 3000 -  
Administration

**Learning Codes:** 1120, 3230

**Length:** 1 hour





The information within this Online Course is based on guidance from [USDA's Fresh Fruit and Vegetable Program Handbook, website](https://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program), and the Richard B. Russell National School Lunch Act.



# Quiz Time



Throughout this course, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.





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# Introduction to the FFVP

## SECTION 1





# The Fresh Fruit & Vegetable Program

## THE INTENT OF THE FFVP

The Fresh Fruit and Vegetable Program (FFVP) is a competitive reimbursement grant that provides free fresh fruits and vegetables to students at eligible elementary sites during the school day.

The program is intended to introduce elementary school students to a variety of produce that they otherwise might not have had the opportunity to sample.

## CREATING HEALTHIER SCHOOLS

The FFVP aims to create healthier school environments by:

- introducing students to fresh fruits and vegetables, including new and different varieties;
- increasing overall acceptance and consumption of fresh, unprocessed produce among students; and
- promoting and implementing nutrition education opportunities.



# Eligibility Requirements

For a site to be eligible to apply for the FFVP it must:

- have operated NSLP in the previous school year;
- be an elementary site; and
- have a student enrollment with 50% or higher free and reduced-price meal benefits.

# Program Administration

All FFVP operators are required to complete this training and understand program administration requirements before operation each school year. HNS has released this training to fulfill the training requirement and to prepare SFAs to successfully operate the FFVP. To have a full understanding of all FFVP requirements and implementation, operators are to utilize the FFVP handbook and website linked on Slide 4.

- For additional FFVP questions, SFAs are encouraged to work with their assigned HNS Specialist.



# State Agency Selection

As the State agency, HNS is responsible for reviewing all submitted FFVP applications. School sites with the **highest free and reduced-price enrollment** are given priority for participation in the FFVP.

- Please note that this criterion cannot be waived.

FFVP applicants will be notified through Grants Management Enterprise (GME) if they have been selected for FFVP funding for the following school year.

# 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 school year.

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

A general announcement of awardees will be made by HNS Communications to all SFAs.



# Quiz Time

What is the criteria that gives a site priority for participation in the FFVP?

- A** Serve in a remote geographical location.
- B** Serve grades K-12.
- C** Have the highest free and reduced-price enrollment.
- D** Serve a four-day meal pattern.





# Quiz Time

What is the criteria that gives a site priority for participation in the FFVP?

- A** Serve in a remote geographical location.
- B** Serve grades K-12.
- C** Have the highest free and reduced-price enrollment.
- D** Serve a four-day meal pattern.

The intent of the FFVP is to increase the consumption of fresh fruits and vegetables in students. Because of this intent, the selection is geared towards low-income students that generally have fewer opportunities to consume fresh fruits and vegetables on a regular basis.





# Application Requirements

## SECTION 2





# Applying for the FFVP

## APPLICATION PROCESS

The application process requires the submission of the total enrollment number and the percentage of students eligible for free and reduced-price meals by site.

Additionally, a program implementation plan that includes efforts to integrate the FFVP with other efforts to promote nutritious foods is required to be submitted to the State agency. SFAs will be required to provide a site-based budget that accurately represents how FFVP funds will be spent.

## WHAT TO EXPECT

To be considered to participate in the FFVP, SFAs must ensure that:

- eligibility requirements are met;
- applications are submitted by the deadline;
- a complete FFVP Food Program Permanent Service Agreement Addendum has been submitted to HNS;
- all Child Nutrition Programs operated by the SFA are in good standing with HNS; and
- the site has demonstrated the administrative and financial capability to operate the FFVP.



# Accessing the FFVP Application in GME

The FFVP applications are located in GME which is a Grants Management application. If you do not have the GME application in the ADEConnect portal, contact your Entity Administrator.

- Please note your assigned HNS specialist cannot assign GME application access.

Additionally, each GME user must obtain the applicable GME user role(s) provided by the LEA User Access Administrator. For technical assistance when navigating GME, please utilize the trainings linked below:

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





# FFVP Funding and Disbursements

## SECTION 3





# Funds Disbursements

FFVP funding operates on a federal fiscal year. Each year, USDA announces the FFVP funding allocation per state. Although SFAs apply for the FFVP annually, it will be administered in two separate funding periods: **Period 1** and **Period 2**.

HNS distributes FFVP funds in two separate allocations for both periods from July 1 - June 30 of the current school year.

PERIOD 1	PERIOD 2
July 1 - September 30	October 1 - June 30
20% of total allocation	80% of total allocation

- The max percentage of funding allocation for Period 1 is 20%.
- The remaining funds will be disbursed in Period 2.



# Allocation of FFVP Funds

Monthly reimbursement requests must be submitted in GME for funds to be dispersed. 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:** \$1,000 for Period 1 and \$4,000 for Period 2.

PERIOD 1	PERIOD 2
July 1 - September 30	October 1 - June 30
20% of total allocation	80% of total allocation



# Reimbursement Requests

Reimbursement Requests (RRs) are completed and submitted online in GME at a minimum on a monthly basis and can be submitted up to twice per month. RRs are reviewed and approved by the Grants Management Team.

The following documentation is required for each submission:

- For RRs greater than or equal to 10% total award:
  - Justification Comment in History Log
- For RRs greater than or equal to 20% total award:
  - Justification Comment in History Log
  - Expenditure Summary Report
  - Invoices supporting claim



# Reimbursement Guidelines

HNS follows FNS **60/90 Day** Claim Reimbursement Guidance for all FFVP RRs.

RRs must be submitted and approved in GME no later than 60 days following the last day of the full month covered by the claim.

RRs submitted after the 60-day deadline will not be paid out unless a valid exception is granted.

- One-time exception: an SFA may request a **one-time exception every 36 months** for one monthly claim submitted after the 60-day deadline when the lateness is due to reason within the control of the SFA



# Operating Requirements

## SECTION 4







## Operating Requirements

SFAs participating in the FFVP must be able to assume responsibility for the administration of the program. As an operator, an SFA will:

- widely publicize FFVP at sites;
- serve fresh fruits and vegetables a minimum of twice per week outside of the NSLP and SBP meal periods and during school hours;
- provide nutrition education once per week; and
- follow all reporting requirements and maintain full and accurate records.



# Serving Fruits and Vegetables

SFAs participating in the FFVP must serve fresh fruits and vegetables a minimum of twice per week\* and adhere to the following criteria:

- must be free for all students;
- does not require a minimum serving size;
- accommodations must be provided for students requiring meal modifications; and
- service must follow HACCP principles and applicable sanitation and health standards.

*\*These requirements apply when the site is in session for at least two full days (not half days) in a week.*





# Allowable Participants

SFAs have the flexibility to schedule FFVP during the school day for all students at a participating K-8 site. Any student attending Pre-K and/or a Headstart program who is normally enrolled on-site may receive fresh fruit and vegetables. Additionally, any teachers who are responsible for directly serving the produce to their students in the classroom may participate.

Below are examples of who may **not** participate in the FFVP:

- Any students in grades 9-12 at your site
- General teacher population
- Site staff
- Site visitors





# Outreach

To be selected to participate in the FFVP, SFAs are required to widely publicize the FFVP on-site. SFAs are encouraged to utilize a variety of promotional tactics such as:

- Social media
- Banners
- Announcements
- Posters
- Newsletters
- Menus
- Webpages
- Blogs





# Service Requirements

Operating FFVP sites must serve a variety of fresh fruits and vegetables. There is no portion size or service size requirement for service. Sites are encouraged to serve fresh fruits and vegetables in their natural state without any additives.

However, vegetables can be:

- served with a low/non-fat dip (1-2 tbsp); and
- served cooked (one time per week maximum and must be accompanied by a nutrition education lesson).





# Unallowable Food Items

The FFVP is intended to help students enjoy fruits and vegetables as they are. The aim is for students to associate fresh fruits and vegetables with healthy, tasty snacks. Because of this, the following are **unallowable**:

- Processed or preserved fruits and vegetables
- Dip for fruit
- Fruit or vegetable juice
- Snack-type fruit products (fruit strips, drops, leather, etc.)
- Jellied fruit
- Trail mix
- Nuts
- Fruit or vegetable pizza
- Smoothies
- Fruit that has added flavorings



# Unallowable Food Items

The FFVP is intended to help students enjoy fruits and vegetables as they are. The aim is for students to associate **fresh fruits and vegetables** with healthy, tasty snacks. Because of this, the following are **unallowable**:

- Canned fruits and/or vegetables
- frozen fruits and/or vegetables
- dried fruits



# Nutrition Education

The focus of the FFVP is to educate and encourage students to consume more fruits and vegetables. Participating sites in the FFVP are required to provide nutrition education that meets at least one learning objective and includes interactive components a minimum of one time per week. Nutrition education may be:

- offered during the time of FFVP service;
- developed in collaboration with teachers as part of a lesson plan; or
- dispersed in the form of handouts, newsletters, or magazines.





# Record Keeping

Participating SFAs must follow all reporting requirements and maintain full and accurate records. Each SFA is responsible for submitting:

- Monthly reimbursement requests
- Period 1 and Period 2 completion reports

Each SFA should keep an FFVP file with the following information:

- Invoices/receipts
- Purchase order confirmations
- Buy American documentation
- Vendor/Supplier information
- Production Records
- Expense Tracking
- Labor Logs
- Nutrition Education materials and resources
- Program flyers
- Capital Expenditure Pre-Approval Requests and approvals
- Standard Operating Procedures
- Training Certificate



# Completion Report

ADE requires all operators of the FFVP to complete and submit a completion report (CR) online in GME. CRs may be completed one day after the Program end date and are due 90 days after the Program end date.

CRs are reviewed and approved by the Grants Management Team.

Documentation Required:

- Expenditure Summary Report






# Expenditure Summary Report

## QUICKBOOKS EXPENDITURE SUMMARY REPORT

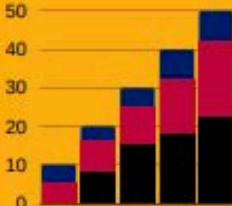
Reports are needed for some Reimbursement Requests (RRs) and all Completion Reports (CRs)



1

### GO TO REPORTS

To create a QuickBooks Account Listing Summary Report, log into your QuickBooks and go to Reports.



2

### SELECT CUSTOM REPORTS

Custom reports need to be selected to proceed to the next step.

An Expenditure Summary Report (ESR) is a report from your organization's accounting system. It is required for all CR submissions and RRs  $\geq$  20% total award.

Summary reports from QuickBooks or Visions are examples of acceptable documentation.

For more information, check out the ESR resource online [here](#).



# Reimbursable Costs

Reimbursement for the FFVP is similar to other CNPs. Sites submit a monthly claim and are reimbursed by the State agency for purchases of fresh fruits and fresh vegetables served free to students during the school day. Program costs are divided into two categories: operating and administrative.

**Operating costs** include all costs of running the FFVP service. These costs include costs for acquiring, delivering, preparing, and serving fruits and vegetables.

**Administrative costs** include all costs for planning for service, managing paperwork, and obtaining equipment needed. Administrative costs cannot exceed 10% of total allocation.

Keep in mind, a **majority** of the FFVP funds must be used toward purchasing fresh fruits and vegetables.





# Reimbursable Costs: Examples

OPERATING COSTS	ADMINISTRATIVE COSTS
<b>Fresh Fruits and Vegetables :</b> Fruits, vegetables, and low-fat or fat-free dips for vegetables. <b>majority of fund use</b>	<b>Equipment (\$5,000+)*:</b> Purchasing or leasing equipment that is \$5,000 or more per unit such as refrigerators, coolers, portable food bars, or carts.
<b>General Supplies:</b> Service supplies such as napkins, plates, bowls, cutlery, knives, cutting boards, bins, cleaning supplies, and trash bags.	<b>Indirect Labor - Salaries and Benefits:</b> Salaries and benefits for staff performing tasks such as planning menu, reimbursement requests, maintaining documentation, FFVP, ordering produce, and coordinating nutrition education.
<b>Direct Labor - Salaries and Benefits or Travel:</b> Salaries and benefits for employees performing tasks such as washing, chopping, and distributing produce. Travel to school sites to pick up or deliver produce.	<b>Indirect Travel*:</b> Costs for district personnel traveling for a purpose related to FFVP.
<b>Equipment (less than \$5,000 per unit)*:</b> Equipment necessary for the day-to-day operation of the FFVP such as cooler bags.	

\* Requires HNS prior approval



# Procurement

Produce purchased with FFVP funds is to be used at sites participating in the FFVP only. Sites may order produce through:

- grocers and supermarkets; or
- local growers, aggregators, and farmers; or
- conventional vendors and distributors.

Participating sites must follow proper procurement procedures when purchasing fresh produce. This includes, but is not limited to, the following:

- Buy American Provision (as provided in [7 CFR 210.21\(d\)](#)).
- FFVP sites can choose to apply a geographic preference in the procurement of fresh fruits and vegetables for the program (Memorandum [SP 22-2024](#))
- SFAs are **not allowed** to use produce through DoD Fresh FFAVORS for FFVP (Memorandum [SP 25-2014](#))
- Foods already purchased using DoD Fresh, Local Food for Schools (LFS), and Supply Chain Assistance (SCA) funds are not eligible for FFVP reimbursement.





# Resource Recap

- **Grants Management Resource Library**
  - Accessed online at <http://gme.azed.gov>
- **Grants Management Training**
  - Training dates are posted online at <http://gme.azed.gov>
- **Grants Management Team**
  - GME Support Team: (844) 893 - 9789 or local (602) 542-3901
  - <http://helpdeskexternal.azed.gov>



# CONTACT US

Please direct any questions to your assigned Health and Nutrition Services Specialist or contact HNS at:



602-542-8700



<https://helpdeskexternal.azed.gov/>



[www.azed.gov/hns](http://www.azed.gov/hns)







# Congratulations

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**You have completed the Online Course:  
Orientation to the Fresh Fruit and Vegetable  
Program.**

Information to include when documenting this  
training for Professional Standards:

**Training Title:  
Online Course:  
Orientation to the Fresh  
Fruit and Vegetable  
Program (FFVP)**

**Key Areas: 2000 - Operations,  
3000 - Administration  
Learning Codes: 1120, 3230  
Length: 1 hour**

Please note, attendees must document the amount of training hours  
indicated on the training despite the amount of time it takes to complete it.



# Certificate

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## Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

**Training Title: Online  
Course: Orientation to  
the Fresh Fruit and  
Vegetable Program  
(FFVP)**

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**Key Areas: 2000 - Operations,  
3000 - Administration  
Learning Codes: 1120, 3230  
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