

# North Dakota Fresh Fruit and Vegetable Program (FFVP) Application Process for the 2025-2026 School Year



## About the Program:

The Child Nutrition Reauthorization Act of 2004 (Public Law 108-265) amended section 18 of the National School Lunch Act to establish the Fresh Fruits and Vegetable Program (FFVP) as a permanent program. The FFVP is intended for elementary age students in schools with a 50% level of free and reduced-price eligible students to encourage the consumption of fresh fruits and vegetables. Schools selected will be funded for the period of August 1, 2025 through June 30, 2026.

## Expectation for Program Participation

Schools selected to participate:

- Must be elementary (K-8) and participate in the National School Lunch Program (NSLP).
- Priority will be given to schools who have at least 50% of their students in the grades for which they are applying eligible for free or reduced-price meal benefits.
- Must maintain a registered Sam.gov account with a current UEI #.
- Will receive an allocation of funds based on the school's enrollment figures in the grades for which they are applying.
- Must offer fresh fruits and vegetables during the school day at times other than breakfast and lunch in one (1) or more areas designated by the school.
- Will offer fresh fruits and vegetables free of charge to all students.
- Will widely publicize within the school the availability of free fresh fruit and vegetables.
- Will purchase fresh fruits and vegetables according to procurement guidelines, including Buy American.
- Must submit a monthly claim for reimbursement.
- Will receive monthly reimbursement for the costs of purchasing, preparing and serving of fresh fruits and vegetables.
- May use 10% of the school's Fresh Fruit and Vegetable Program money toward administrative costs.
- Will participate in USDA and/or State-sponsored evaluations.
- Will comply with all program requirements as set forth by USDA
- Will conduct this grant award within the guidelines issued by the Department of Public Instruction (DPI) and comply with the "General Requirements for Federal Programs."

NDDPI reserves the right to remove a school's application from consideration when:

- The school fails to meet the deadline for application completion.
- The school does not have the support of its administration. Each school will be required, as part of the application process, to attest to support by the food service manager, school principal and district superintendent (or equivalent position) for participation in the FFVP.
- NDDPI has concerns with the school's administration of another child nutrition program.
- NDDPI believes the school cannot properly operate the FFVP.
  - Schools must ensure they appropriately plan their FFVP budget and are adequately spending down funds each month. A school that consistently claims less than the adequate budgeted amount monthly, and two years in a row returns greater than 50% of the site's allocated FFVP funds, could be ineligible to participate in the FFVP in the subsequent year.

## Steps to Follow When Submitting the Application

1. The application process for the Fresh Fruits and Vegetable Program (FFVP) is competitive. Applications are selected based on percentage of free and reduced priced eligible students, school demographic information, creativity of proposals, planned partnerships with additional agencies, and ability to maintain the program at the school and utilize funding by June 30, 2025.
2. Each school building applying for the Fresh Fruit and Vegetable Program must apply separately. Only one application per school building needs to be submitted. A school building may house multiple attendance centers. However, if your school district has multiple buildings, each building must apply separately. It is recommended that all grades housed in the building participate in the program, except for K-12 school buildings, in which funding may be allocated for students enrolled in grades K-8 only.
3. **All returning school only complete pages 3 and 6. All others schools must complete the entire application.** If all questions aren't answered, the application will be considered incomplete and will not be considered. Please double check your application before submitting.
4. The last page of the application is the Signature Page. It must be signed by the food service manager, the school principal, and the district superintendent (or equivalent positions, as determined by the school).
5. Verify the application is complete before submitting. **GRANT APPLICATIONS ARE DUE AT OUR OFFICE OR POSTMARKED NO LATER THAN Monday June 2, 2025.** Applications may be scanned and emailed to [dpicnfd@nd.gov](mailto:dpicnfd@nd.gov) or mail to:

FFVP Application (ATTN: Kellen Leier)  
Department of Public Instruction  
Child Nutrition and Food Distribution Programs  
600 East Boulevard Ave., Dept. 201  
Bismarck, ND 58505

### **LATE APPLICATIONS WILL NOT BE CONSIDERED.**

6. Keep a copy of your application for your records.

If you have questions about the application or wish to verify it was received at our office, contact: Kellen Leier 1-888-338-3663 / 701-328-2275 or [dpicnfd@nd.gov](mailto:dpicnfd@nd.gov)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 or (202)690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# North Dakota Fresh Fruit and Vegetable Program (FFVP) Application

## School Profile

Sponsor Name		LA #	
Is your SAM.gov Unique Identity ID (UEI) Active? YES NO Applications without a UEI number will not be processed		UEI #	
Sponsor Mailing Address	City	State ND	Zip
School Building Name (for which you are applying)			
Physical Address of Applying School	City	State ND	Zip
Mailing Address (if different from above)	City	State ND	Zip
<p>a. <b>Select</b> the grades that will be offered the program: PK K 1 2 3 4 5 6 7 8</p> <p>b. What is the 2025-2026 EXPECTED TOTAL number of students enrolled in the grades selected above?</p> <p>c. How many students in question b. are eligible for Free/Reduced meals? (Put the number of students, not the %.)</p>			
Meals offered to students in these grades (check all that apply) <input type="checkbox"/> School Breakfast Program <input type="checkbox"/> National School Lunch Program <input type="checkbox"/> After School Snacks			

### Contact Person Information

(Designated person to answer questions, receive notification for FFVP application and enter monthly claims)

Please also make the appropriate changes to your individuals page in NDFoods.

Name	
Position	
E-mail Address	Phone Number

**1. Tell us how your school intends to implement the program. For example, are you planning to have carts or stands in the hallways, offer fresh fruits in the classroom?**

**2. At what time(s) of the day would fresh fruits and vegetables be available?** *The FFVP must be served in addition to other child nutrition programs you may have at your school. It cannot be served at breakfast, lunch or after school.*

**3. Effective and Efficient Use of Resources.**

How will you use your existing resources (building space and storage equipment?) to implement this program? Will you need additional equipment such as carts, refrigerator units, etc? Please describe.

**4. What partnerships do you have in place that will assist in making the program successful?**

- |   |  |
|---|--|
| <input type="checkbox"/> Extension Agents     | <input type="checkbox"/> Community Gardens   |
| <input type="checkbox"/> Health Units         | <input type="checkbox"/> Parent Teacher Organization   |
| <input type="checkbox"/> Hospitals            | <input type="checkbox"/> Booster Clubs   |
| <input type="checkbox"/> Home Economists      | <input type="checkbox"/> FFA (Future Farmers of America)                                       |
| <input type="checkbox"/> Dietitians           | <input type="checkbox"/> FCCLA (Family Career & Community Leaders of America)                  |
| <input type="checkbox"/> Food Vendors         | <input type="checkbox"/> Volunteers (parents, high school students, RSVP, foster grandparents) |
| <input type="checkbox"/> Local Grocery Stores | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Farmers Market       | <input type="checkbox"/> Other _____   |

### 5. Nutrition Education Activities.

How will your school incorporate the Fresh Fruit and Vegetable Program into nutrition education and activities to promote good health? How will you integrate the FFVP with other existing school programs to encourage student wellness? Describe any anticipated collaboration among teachers, parents, foodservice personnel, and others.

### 6. Promotion to Students, Parents, Community.

How do you plan to promote and market the program? Please describe the means you will use to notify students, parents and community about the program.

- |   |  |
|---|--|
| <input type="checkbox"/> Take home activities   | <input type="checkbox"/> Announcements on Community Access Channel   |
| <input type="checkbox"/> Weekend snack ideas to parents                                   | <input type="checkbox"/> School newsletters                          |
| <input type="checkbox"/> Classroom food/nutrition activities                              | <input type="checkbox"/> Community newspaper articles                |
| <input type="checkbox"/> Daily school announcements                                       | <input type="checkbox"/> Provide information at School Open House    |
| <input type="checkbox"/> School website   | <input type="checkbox"/> Parent Teacher Conferences                  |
| <input type="checkbox"/> Flyers sent out to community businesses                          | <input type="checkbox"/> Advertise during National School Lunch Week |
| <input type="checkbox"/> Poster/bulletin boards in cafeteria, hallways, and/or classrooms | <input type="checkbox"/> Other _____                                 |

### 7. Months and Days Program Will Operate.

Funds not spent by the end of your school year will be returned to USDA.

For SY 2025-2026, list date for the:

First day of school: \_\_\_\_\_ Last day of school: \_\_\_\_\_

How many days of the week will you be serving fresh fruits and vegetables? \_\_\_\_\_  
(The FFVP snack **MUST** be served a minimum of **2 days per week**).

Funds may not be used for summer school.

### 8. Project Responsibilities.

Detail the responsibilities of each person that will assist in the implementation of the program.

	Name(s)	Title(s)
Planning	_____	_____
Ordering	_____	_____
Preparing FFV	_____	_____
Distributing FFV	_____	_____
Paying Bills	_____	_____
Submitting claims	_____	_____
Other	_____	_____

## SIGNATURE PAGE

### 2025-2026 Fresh Fruit and Vegetable Program Application

We have reviewed this application and attest to the information provided. If selected, we agree to:

- Implement the project in a manner consistent with the policies and procedures established by USDA.
- Conduct this grant award within the guidelines issued by the Department of Public Instruction (DPI) and comply with the "General Requirements for Federal Programs."
- Participate in USDA and/or State-sponsored trainings and evaluations, and provide the information requested by the specified deadlines.

Please provide the contacts shown below or equivalent positions as determined by the school.

School Principal

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Food Service Director

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

District Superintendent

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*(For the above positions, school may determine equivalent positions.)*

**Thank you for applying for the North Dakota Fresh Fruit and Vegetable Program!**

**GRANT APPLICATIONS ARE DUE AT OUR OFFICE OR POSTMARKED NO LATER THAN Monday, June 2, 2025. Late Applications Will Not Be Considered.**

**Applications may be faxed (701-328-9566), scanned and emailed to [dpicnfd@nd.gov](mailto:dpicnfd@nd.gov) or mailed to:**

FFVP Application (ATTN: Kellen Leier)  
Department of Public Instruction  
Child Nutrition and Food Distribution Programs  
600 East Boulevard Ave., Dept. 201  
Bismarck, ND 58505-0440