



**FRESH**  
FRUIT &  
VEGETABLE  
**PROGRAM**

2014-2015

**On-line training sponsored by:**

**ND Department of Public Instruction  
Child Nutrition and Food Distribution Programs  
Kirsten Baesler, State Superintendent  
600 E. Boulevard Ave.  
Bismarck, ND 58505-0440**

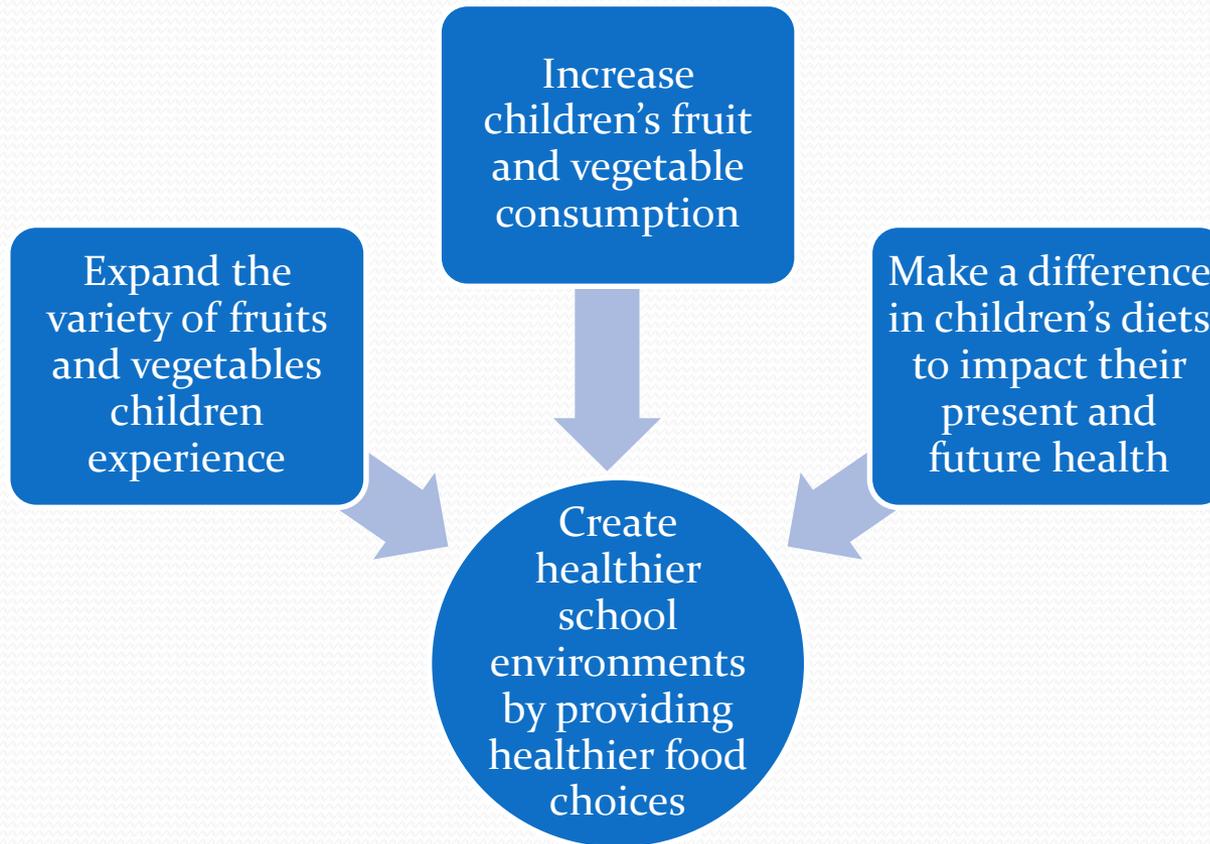
# TRAINING OBJECTIVES

- Administration
- Operations
- Nutrition Education
- Promotion
- Partnering

# FFVP History

- Farm Security and Rural Investment Act of 2002
- Child Nutrition and WIC Reauthorization Act of 2004
- Agriculture, Rural Development, Food & Drug Administration and related agencies Appropriation Act of 2008
- The Consolidated Appropriations Act of 2008
- The Food Conservation and Energy Act of 2008

# Goal of FFVP



# Video Clip

- <http://www.youtube.com/watch?v=STwSaDFgMWk&feature=email>

# Program Administration-Oversight

## Schools Must

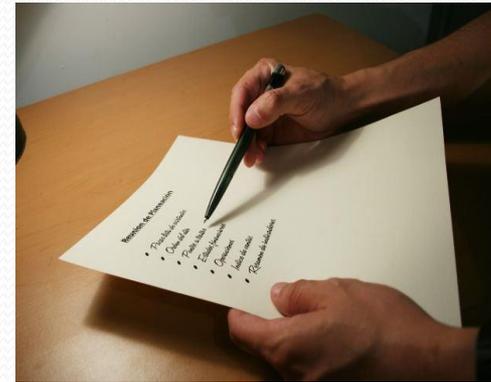
- Offer FFVP independent of the SBP and NSLP
- Offer FFVP a minimum of two days a week
- Offer FFVP during regular school hours
- Offer FFVP to all enrolled students
  - Part day Kindergarten is considered enrolled
  - Head Start must be included in October data to be considered enrolled in school
  - Starting the FFVP in October is no longer an option
    - Must start either in August or September.
  - Accommodate students with disabilities
  - Participating schools are required to Publicize the availability of free FFVP snack

# Accommodating Disabilities

- If a child's disability prevents them from consuming fresh fruits and vegetables as prepared, the school must provide accommodations as they would for other school meals. This is explained on page 3 of the FFVP handbook.

# Program Administration-Recordkeeping

- 3 years plus the current year
- Keep all records
  - Documented training attendance
  - Documented nutrition Education, promotion and partnering activities
  - Support all line items on the reimbursement claims
    - Procurement documents



# Program Administration-Education

- All schools are encourage to offer nutrition education
- Nutrition Education cannot be paid for with FFVP grant funds
- There are many free resources:

[ChooseMyPlate.gov](#) External link

[FFVP Toolkit](#)

[Fresh for Kids](#) external link

[Fruit & Vegetables Fact Sheets and Recipes](#)

[Fruits and Veggies – More Matters®](#) External link

[GIVE ME 5! COLORS THAT JIVE! TRIVIA](#) External link

[Harvest of the Month](#) External link

[Pick a better snack™ & ACT](#) External link

[USDA Fresh Fruit and Vegetable Program](#) External link



## Education Ideas

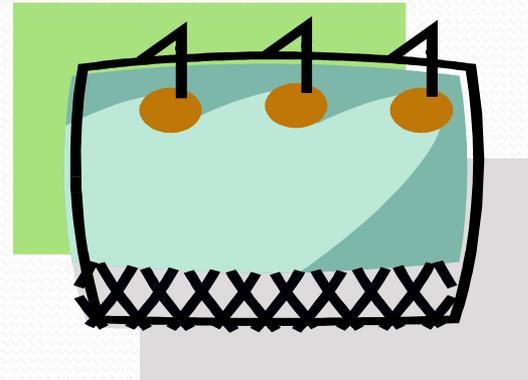
- Poster contests
- Mystery fruit or vegetable for the week
- Fruit and vegetable trivia
- Send home recipes, produce fact sheets and education activities
- Sing songs 
- Offer a puzzle to introduce words and concepts
- <http://www.discoveryeducation.com/free-puzzlemaker/?CFID=2102500&CFTOKEN=42147554>
- Poems and rhymes

# Sample Rhymes

- Why didn't the mother potato want her daughter to marry the famous newscaster?
  - Because he was a commontator
- What is the most romantic fruit salad?
  - A date with a peach
- What do you get when 354 blueberries try to go through the door at the same time?
  - A blueberry Jam

# Program Administration-Promotion

- Need to publicize within the school the availability of free fresh fruits and vegetables
- Reader boards
- School website
- Menus
- Newsletters
- Announcements over the PA system
- Back to School nights-displays, taste testing
  - ( if taste testing produce cannot be paid for out of FFVP funds)



# Where to Buy Produce

- Local Resources
  - Local growers
  - Farmers Markets
  - Orchards
  - Grocery Stores
  - Food distributors



# Food Safety

- Preventing or reducing the risk of food-borne illness or injury by contaminated produce is a priority
- Follow state and local public health requirements
- Follow all standard operating procedures regarding food safety
- Reject any produce that does not meet specifications



# Food Safety

- Train food service employees who prepare and serve food on proper techniques for washing and storing fruits and vegetables
  - Label, date, and refrigerate fresh cut items
  - Serve cut melons within 7 days
- Do not serve raw seed sprouts
  - [http://www.fns.usda.gov/fns/safety/pdf/best\\_practices.pdf](http://www.fns.usda.gov/fns/safety/pdf/best_practices.pdf)

# Program Administration-Reimbursable Costs

- Program costs are broken down into two categories:
  - Operating
    - Fresh Fruits/Fresh Vegetables
    - Operating Costs: supplies, food service labor
  - Administrative
    - Equipment/Administrative labor
- Please keep in mind that, to the extent possible, school FFVP funds must go towards purchasing FFV. All non food costs must be carefully reviewed and deemed reasonable

# Administrative Costs

- Administrative costs are limited to 10% of your school's total FFVP grant and include:
  - Planning the program
  - Managing paperwork
  - Equipment- any single item more than \$50 must be approved
    - Equipment justification form on web-site
  - Other aspects of the FFVP that are not related to the preparation and service of fruits and vegetables

# Operating Costs

- Fresh Produce
  - Whole requiring prep
  - Whole ready to eat
  - fresh vegetables cooked-allowed 1x per week during Nutrition Education lesson
  - Pre-cut bulk
  - Prepackaged, individual portions
  - Low-fat/non-fat dip for vegetables only 1-2 tablespoons serving size
  - Non-food supplies
  - Operational labor with benefits –preparing and delivering produce to classrooms and keeping produce safe

# Claims/Spending

- Schools need to submit claims monthly. You have 60 calendar days to complete and submit a claim. If you are over the 60 calendar days you may ask for an exception. Be aware you only get one exception every three years for a late FFVP claim.
- For budgeting purposes, It best to take your total grant amount times 9 months (Sept-May). This gives you a monthly amount to work towards. This is how your school's first allocation was determined. Example
- 24,500 total grant award
- $24,500 \div 9 = 2,722.22 \times 2 \text{ months} = 5,444.44$  first allocation for start up in August and September.
- 2,722.22 is what you can spend for October-May plus any remaining of the 5,444.44 that was not spent from the first (Aug-Sept)allocation.

# Claims/Spending Continued

- FFVP grant funds can only be spent for the school the grant funds were awarded.
- Example: A district has 5 schools that were awarded FFVP grants. At the end of May all the school spent their grant money except one school. The school that has money left cannot use the remaining funds to purchase supplies for the schools who have spent all their money.

# Menu

- Creating menus is best practice
  - Plan for ordering
  - Plan for seasonal produce
  - Plan for adequate staffing
  - Plan for educational opportunities
  - Promote FFVP to families
- Visually see a Month of snacks
  - Variety Produce
  - Color
  - Texture
- Fruits and vegetables being offered

[http://nutrition.dadeschools.net/Monthly\\_Menu.asp](http://nutrition.dadeschools.net/Monthly_Menu.asp)

# Sample Menu



Miami-Dade County Public Schools Department of Food & Nutrition  
Fresh Fruits And Vegetable Program (FFVP) Menu  
September 2011

Mon	Tue	Wed	Thu	Fri
			1	2
		 Watermelon Radish	 Donut Nectarines	
5	6	7	8	9
<b>Holiday</b>	 Pink Guava Florida Grown	Edamame 	Dates 	
12	13	14	15	16
	Star Fruit  Florida Grown	 Snow Peas	 Honey Dew Melon	
19	20	21	22	23
	 Bananas	 Broccoli Florets	 Tamarind	
26	27	28	29	30
	 Dragon Fruit Florida Grown	 Tricolor Baby Carrots	<b>Teacher Planning Day</b>	 Bartlett Pear

\* Menu Subject to change based on availability.

# Ordering

- Follow proper procurement procedures
- Order within storage capacity
- Order for immediate use
  - Produce has short shelf life
  - Ok to offer a mixture of produce to use up leftovers
  - Order tasting and snacking amounts
    - Tasting = 1-2 bites
    - Snacking =  $\frac{1}{4}$  -  $\frac{1}{2}$  cup

# Things to Remember

- FFVP grant does not allow:
  - Processed or preserved fruits/vegetables (canned, frozen, dried or fresh produce packed in light syrup)
  - Dip for fruit
  - Snack type fruit products, strips, drops, fruit leather
  - Jellied fruit
  - Trail mix
  - Nuts
  - Cottage cheese
  - Flowers
  - Fruit/vegetable pizza
  - Fruit that has added flavorings or injected
  - Carbonated fruit
  - Smoothies



# Things to Remember

- Adjust your selection of fruits and vegetables to purchase and serve more of your students' favorites, but continue to introduce new items
- Be sure fruits and vegetables are appealing and easy to grab. Pre-cut fruits and vegetables so they are easier to manage, more appetizing and not as messy



# Things to Remember

- FFVP can only be offered during the school day, not before or after school, during breakfast or lunch, summer school or Summer Food Service Program
- Schools should offer FFVP as many times as possible during a week. Minimum requirement 2 days
- Majority of funds must go towards purchase of produce and other costs must be kept to a minimum
- Operating salary cost should not exceed 30% of your total grant award

# Program Monitoring

- FFVP schools are reviewed as part of the Administrative Review process, or other oversight or monitoring activities related to the NSLP or SBP
- Budget carefully-claim all expenses each month. Do not wait till the end of the year to re-stock supplies or pay operating salaries. This must be done MONTHLY

# Best Practices

- **Keep an FFVP Binder that contains:**
- Grant award and addendum
- Contact information
- Invoices
- Monthly claims and request for funds
- Purchase order information
- Vendor/local farmers receipts
- Hours being claimed for Administrative and operational salaries



# Resources

- Fresh Fruit and Vegetable Toolkit
  - <http://www.fns.usda.gov/cnd/ffvp/toolkit.htm>
  - The toolkit contains fact sheets, templates, FNS resources, state/local resources such as lesson plans, FFVP school spotlights and photo gallery
- Fresh Fruit and Vegetable Handbook
  - <..\FFVP Handbook.pdf>

# NDFoods

- NDFoods is the new FNP system for reimbursement for CN programs- NSLP, SBP, CACFP, SMP
- FFVP claims for reimbursements will be done on this system
- Schools who are new to the program will need to add the FFVP on the NDFOODS to the sites that will be serving FFVP
  - Log on to NDFOODS
  - Go to Sponsor Profile
  - Click site tab
  - Click the site where the FFVP will be served
  - Click the add program button and the bottom of page and complete the needed information

# NDFOOD Continued –FFVP Claims

- Schools who have participated in the FFVP in the past may skip the next 7 slides concerning the claims process.

# NDFoods

Document1 - Microsoft Word

Picture Tools

Department of Public Instruction Child Nutrition and Food Distribution System: State of North D - Windows Internet Explorer

https://test.apps.nd.gov/dpi/cnfd/ndfoods/login.htm

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North Dakota Department of Public Instruction Child Nutrition and Food Distribution System (NDFoods).

North Dakota  
login

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Child Nutrition and Food Distribution NDFoods

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### Main Menu

Menu	Work Queue
<a href="#">Sponsor Profile</a> <a href="#">Search Orders</a> <a href="#">My Requests</a> <a href="#">Contact Us Form</a>	<b>You have 11 unread message(s).</b> <a href="#">View</a> <ul style="list-style-type: none"><li>Claims Not Submitted (15)</li><li>Renew Application<ul style="list-style-type: none"><li><a href="#">Renew SNP</a></li></ul></li></ul>
Food	
<a href="#">Search Food Survey</a>	
Claims and Payments	
<a href="#">Submit Claim</a> <a href="#">Claim History</a> <a href="#">Search Claims</a> <a href="#">Program Rates</a> <a href="#">Search Payments</a>	
Food Invoice and Payment	

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# NDFoods

**Fresh Fruits Purchased**

Fruit	Unit Size	Total Units	Cost Per Unit	Total Cost	Action
Pears	Carton	4	24.00	96.00	<a href="#">Edit</a>   <a href="#">Delete</a>
<b>Total:</b>					

[Add Fruit](#)

**Fresh Vegetables Purchased**

Vegetable	Unit Size	Total Units	Cost Per Unit	Total Cost	Action
Peas	Bushel	4	56.00	224.00	<a href="#">Edit</a>   <a href="#">Delete</a>
<b>Total:</b>					

[Add Vegetable](#)

**Operational Expenses**

[Add Operational Expense](#)

**Administrative Expenses**

# NDFoods

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**Add Fruit**

\*Fruit:

\*Unit Size:

Variety:

\*Total Units:

\*Cost Per Unit:

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- Microsoft Websites
- Active Life Chiropractic
- ACH Authorization Form
- All Recipes - complete resource f...
- ASFSA
- Bing
- Bismarck Forecast
- Bismarck - Mandan Area Multiple ...
- Bismarck Tribune Online - Bismar...
- Bob FM 105.9
- Capitol CreditUnion
- capitol lunch menus
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### Fresh Vegetables Purchased

Vegetable	Unit Size	Total Units	Cost Per Unit	Total Cost	Action
Peas	Bushel	4	56.00	224.00	<a href="#">Edit</a>   <a href="#">Delete</a>
<b>Total:</b>					

[Add Vegetable](#)

### Operational Expenses

[Add Operational Expense](#)

### Administrative Expenses

Expense	Type	Total Cost	Action
Mileage	Training	11.73	<a href="#">Edit</a>   <a href="#">Delete</a>
<b>Total:</b>			

[Add Administrative Expense](#)

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### Add Vegetable

\*Vegetable:

\*Unit Size:

Variety:

\*Total Units:

\*Cost Per Unit:

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\*Type:  Supply  Salary

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