



# WYOMING

DEPARTMENT OF EDUCATION

## Information Guide for the Fresh Fruit and Vegetable Program

February 2014

The Fresh Fruit and Vegetable Program (FFVP) is again available to all elementary schools with preference given to elementary schools which have 50 percent or higher free and reduced lunch eligibility. We estimate that we have enough funding to award ALL of the elementary schools in the state with 50 percent or higher free and reduced lunch eligibility, so if you meet that criteria you are highly encouraged to apply for this program. **Applications are due to the WDE by March 28, 2014.**

### Important Points to Keep in Mind When Applying

- Applications are due to the WDE by March 28, 2014.
- District may turn in one application per district with a list of all eligible schools. Each elementary school per district will be scored individually.
- New this year: Please submit one original and two complete copies of the application, budget and wellness policy. A separate, but complete, application packet should be submitted for the 50 percent and 49 percent applications. The original and copies can be doubled sided to save paper.
- Please use the enrollment and free and reduced participation the WDE has provided. These are adjudicated numbers based on the WDE684 form, which is the Oct. 1 enrollment data collection. You cannot use different or more recent data to fill out the application.
- The WDE estimates it has funding to award all of the elementary schools in the state with 50 percent or higher free and reduced lunch eligibility.
- Wyoming schools selected for participation in the FFVP will be required to participate in a training session on program claiming procedures after funding is awarded.
- The program should be structured so maximum benefits go to children.
- Please read the guide book in its entirety before submitting an application.

### Applications

Applications can be found on The Wyoming Department of Education (WDE) website: [http://edu.wyoming.gov/Programs/nutrition/fresh\\_fruit\\_and\\_vegetable\\_program.aspx](http://edu.wyoming.gov/Programs/nutrition/fresh_fruit_and_vegetable_program.aspx) The first is for schools with a 50 percent or higher free and reduced eligibility. The second is a more competitive application for schools with a 49 percent or lower free and reduced eligibility. We will award funding to the 50 percent or higher schools first, upon receipt and scoring of a valid application. We will then award to the 49 percent or lower schools the remaining funds. We've enclosed both applications for reference, however please use the electronic applications on the website, as responses must be typed. Since Wyoming is in a very unique position of being able to fund schools with lower free and reduced percentages, we are focusing on funding the very best run and all inclusive fresh fruit and vegetable programs. You'll notice we have updated the applications to ensure we are obtaining the information we need to make awards to outstanding 49 percent and lower schools. We have de-emphasized the programmatic required elements and put more emphasis on the "above and beyond," features of the program. Funding for both grants will be provided at a rate of \$50 per student.

To ease the application process, we are not requiring an application for each school. You can submit one application per district and list all of your eligible elementary schools on one application. However, the applications will be scored on an individual elementary school basis. This means if you submit four elementary schools on the district application, each elementary school will be scored and evaluated individually and only one or two may be approved. We've done this to ease the burden on the school district, so there is not as much paperwork to fill out. However, if you have substantive changes in the way the program will be run in different schools, please feel free to fill out separate applications for each site.

Both applications will be due at the same time. Please complete and return either one or both applications to this office by March 28, 2014, if you are interested in being considered for this program. We have also included the website link for the Fresh Fruit and Vegetable handbook, and other guidance which details specific requirements for operation of this program. Please make sure you read this guidance in its entirety before submitting your application. The website is <http://www.fns.usda.gov/cnd/FFVP/default.htm>.

To receive full consideration, your District's/School's Applications must be postmarked by March 28, 2014. Faxed copies will not be accepted. The WDE staff will review each application and final selections should be announced by April 15, 2014.

## Use of Funds

Funds are to be used primarily to purchase, prepare and distribute fresh fruits and vegetables, which must be made available at no charge to students. The intent is to offer fruits and vegetables at times outside of breakfast and lunch and introduce students to a wide variety of fruits and vegetables. Schools may use up to 10 percent of the funds for administrative costs. Please note that labor costs associated with preparing and distributing the fruits and vegetables are considered operational expenses and must be reasonable and necessary. In the proposal narrative on the application, please identify any partnerships that you have or will establish that will provide additional resources to carry out the program. The program should be structured so that maximum benefits go to children. For additional information about the program requirements, contact Roxann Greenlee. The NSLP Review Team will conduct reviews of this program in conjunction with scheduled NSLP reviews and Roxann will conduct the application process and training. Contact information is provided at the bottom of this letter.

## Reimbursement of Expenses

Schools will be reimbursed with FFVP funds for expenses incurred, up to the allocation provided. Generally, the process will work as follows.

Schools will submit claims for reimbursement of expenses to the State Agency on a monthly basis itemized by category:

- Operational Expenses - food expenditures and labor costs for preparing/distributing fresh fruits and vegetables.
- Administrative Expenses - other personnel costs, durable supplies/equipment and expendable supplies. These expenses can account for 10 percent of the total award.

## Expectations of Participating Schools

Because USDA is required to submit interim and final reports to Congress, schools will be expected to cooperate in an evaluation and be able to provide information about participation, purchases, costs and other information. We will amend our Agreement with you if any of your schools are selected to participate in the program. Wyoming schools selected for participation in the FFVP Program will be required to participate in a training session regarding the requirements of the program and claiming procedures, which will occur after the funding is awarded.

## Selection Criteria for 50 percent and higher free and reduced eligibility

The application gives priority to schools with a 50 percent or higher free and reduced lunch eligibility. See the criteria rating below that will be used in the selection process.

<b>CRITERIA FOR APPLICATION</b>	<b>POINTS</b>
▪ Points per school based on percent of free and reduced eligibility	10 pts.
▪ Implementation of program	10 pts.
▪ Variety of produce to be offered	10 pts.
▪ Spending Plan	10 pts.
▪ Nutrition education	20 pts.
▪ Partnership with outside organizations	10 pts.
▪ Promotional activities	10 pts.
▪ Wellness policy	30 pts.
▪ Certification of School district support	5 pts.
▪ Previous experience in the program	10pts

*(Districts which have never participated in the past will receive an automatic 10 points)*

125 total points possible

10 points per elementary school based on percentage of free and reduced lunch eligibility

115 points for the rest of the application

## Selection Criteria for 49 percent and lower free and reduced eligibility

This application will be a more competitive application process for schools with a 49 percent or lower free and reduced lunch eligibility. See the criteria rating below that will be used in the selection process.

CRITERIA	POINTS
▪ 5 points per school based on percentages of free and reduced eligibility	5 pts.
▪ Implementation of Program	10 pts.
▪ Variety of Produce to be offered	10 pts.
▪ Spending Plan	10 pts.
▪ Nutrition Education	20 pts.
▪ Partnership with Outside Organizations	10 pts.
▪ Promotional Activities	10 pts.
▪ Wellness Policy	30 pts.
▪ Why should your school be chosen	20 pts.
▪ Certification of School District Support	5 pts.
▪ Previous experience in the program	10pts

*(Districts which have never participated in the past will receive an automatic 10 points)*

140 total points possible

5 points per elementary school based on % of F/R

135 points for the rest of the application

## How to Apply

Submit one or both of the enclosed applications by March 28, 2014. The application sheet is designed to capture essential information that is readily available and may be completed by a district or school or by the school food authority on behalf of their schools. However, all signatures requested are required and must be original.

**NEW THIS YEAR:** Please submit one original and two complete copies of each application, budget, and wellness policy. A separate but complete application packet should be submitted for the 50 percent and the 49 percent applications. The original and copies can be double sided to save paper. We are attaching a list of the elementary schools in your district that are 50 percent and higher and 49.99 percent or lower and their percentages to aid you in filling out these applications.

Please use the enrollment and free and reduced participation percentage that we have provided to you. These are the adjudicated numbers based on the WDE-684 form, which is the October 1 enrollment data collection. You cannot use different or more recent data to fill out the application.\*

There is one exception for adjusting this data and that is for the K-8, K-9 and K-12 schools. These schools will need to adjust their enrollment and free and reduced participation information based on PreK-6 (or the grade in which elementary school ends) numbers only. This data revision should still be based on October 1 data. Please submit recalculated enrollment and free and reduced lunch eligibility percentage with the application.

Applications and programmatic materials can be found on our website: [http://edu.wyoming.gov/Programs/nutrition/fresh\\_fruit\\_and\\_vegetable\\_program.aspx](http://edu.wyoming.gov/Programs/nutrition/fresh_fruit_and_vegetable_program.aspx)

*If you have any questions regarding the program, application process, or review process please contact: Roxann Greenlee at 307-857-9269, email [roxann.greenlee@wyo.gov](mailto:roxann.greenlee@wyo.gov).*

## ENCLOSURES

List of schools eligible for either application

**Non-Discrimination Statement:** The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or

parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.