



Fresh Fruit and Vegetable Program

School Selection Criteria

- Must be an Elementary School
- Schools must operate the NSLP program
- Interested schools must submit an application each year
- Schools with a 50% and higher F/R Participation rate receive priority (are practically guaranteed to receive a grant)
- Schools with a 49.99% and lower F/R Participation rate can apply for remaining funds on the competitive grant application



Elementary School Defined

- The WDE does not define what an elementary school is, so we defer to each districts definition. If you define elementary school K-5 or K-6, than those are the grades that are eligible to participate in your district.
 - If there is a pre-K or Head Start at a school, and they are provided with NSLP meals, those children can be included in the FFVP as well.



How Selection is Made

- Wyoming awards to all the approved applicants of 50% and higher schools first at a rate of \$50.00 per student.
- We then award to the highest scoring 49.99% and lower schools at a rate of \$50.00 per student from the competitive application.
- If we award to both those groups, and still have money left, we increase the per child rate until we have awarded all the money available.



K-12 Schools

- We have several K-12 schools in the state. Only the elementary grades (see definition) are allowed to participate in the program. K-12 schools must calculate the free and reduced rate for their elementary school and provide that documentation with the application. (The state only has the data for the entire school.)



How It Works

- Available during the school day in one or more areas of the school. Highly encouraged to serve at least twice a week.
- Provided separately from lunch or breakfast.
- Make fruit and veggies available to all enrolled children in the school. Cannot be used as reward or withheld as discipline.
- Can be served to the classroom teacher only.
- Cannot be served in summer school!!!



FFVP Requirements

- Must provide nutrition education as a requirement for being on the program.
- Required to widely publicize availability within the school.
- Establish partnerships with local and regional organizations to help with nutrition education and obtaining a wider variety of produce.
- Incorporate the program into your Wellness Policy and vice-versa.



Ensuring Success

- Once award letter is received, make a budget and plan spending for the year.
- Make sure to account for the separate fiscal years and the administrative and operating parts of the money.
- Plan for who will make purchases, what purchases need to be made, who will fill out paperwork, plan for possible extended labor hours for food service staff to prepare produce.



General Program Guidelines

Intent of the Program

To provide children fresh fruits and vegetables

- Non-Reimbursable Items
 - Nuts
 - Trail Mix
 - Dried Fruits
 - Juice
 - Fruit Dips
- Encouraged Options
 - Serve as many times per day/week as possible; must serve at least twice a week
 - Operate throughout the year
 - Use limited quantities of low or non-fat veggie dips to encourage consumption of vegetables
 - Provide a wide variety fruits and vegetables to introduce students to things they might not get at home and maintain participation in the program.



Program Serving Suggestions

- You can serve a cooked vegetable once a week. It must include a nutrition education piece regarding that item.
- You can serve pre-sliced and bagged items or premade trays.
- When introducing a new item consider a “sample size” of the new item along with a regularly served item.



Procurement

- Geographic Preference can be given when procuring unprocessed locally grown or locally raised agricultural products as of 10/1/08.
- The “Buy American” does apply to purchases made with FFVP funds.
- You can buy produce from anywhere as long as it is graded and inspected according to existing local, State and Federal guidelines.



Claim for Reimbursement

- To receive reimbursement, schools must submit a FFVP claim through the Child Nutrition Program website.

<https://portals.edu.wyoming.gov/cnp/>

- In depth Claiming Training is offered separately.



What constitutes Administrative and Operating Costs?

- Administrative

- Equipment:
 - refrigerators, coolers, carts etc.
- Salaries and fringe benefits for those who:
 - compile and maintain FFVP claims for reimbursement and other financial reports, plan and write FFVP menus, order FFVP produce, track FFVP inventory, and coordinate nutrition and promotional activities

- Operating

- Fruits and Vegetables
- Supplies such as: napkins, paper plates, serving bowls and trays, cleaning supplies, and trash bags
- Salaries and fringe benefits for those who:
 - Wash, chop, prep trays, distribute to classrooms, set up kiosks, clean up, etc.



Recordkeeping

- Same record keeping requirements as other Child Nutrition Requirements
- Claims must be filed within 60 days of a month end or they will be denied.
- Claims must be amended within 90 days of a month end or they will be denied.
- All claims are due the 10th of each month in order to be reimbursed in that month.



Recordkeeping Best Practices

- Keep a file that contains:
 - A copy of your application and F/R documentation
 - Policy Memoranda
 - Addendums
 - Contact information for each participating school
 - Invoices
 - Monthly Claims
 - Purchase order information
 - Vendors/local farmers



Program Monitoring

- State Agency will review FF&V Program claims for reimbursement for accuracy
- FF&V Program will be reviewed along with CRE/SMI reviews already scheduled



Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. “In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired 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.”