



CHANGE YOUR PARTICIPANT NAME

1

Right click on your name in the video view or in the participant pane

2

Click “rename”

3

Change your name to include yourself and anyone who may be with you – this will ensure you all receive credit for attending



FRESH FRUIT AND VEGETABLE PROGRAM

REQUIREMENTS AND INFORMATION

DEPARTMENT OF EDUCATION – CHILD & ADULT NUTRITION SERVICES – 9/8/22

ROB INGALLS & CYNDA FREY; PROGRAM SPECIALISTS



TODAY'S AGENDA

- **Program Basics**
 - Goals, History, How it works
 - Operating Costs, Admin Costs
 - Allowable/Not allowable Costs
 - Getting Started
 - Food Safety
 - Financial Planning
- **Menu Planning**
 - Purchasing Requirements
 - Special Dietary Needs



FFVP HANDBOOK



- USDA program guidance
- Found at: CANS-FFVP webpage, under Documents
- Please read through handbook for all basic requirements



PROGRAM GOALS- PG. I

- Create healthier school environments by providing healthier food choices
- Expand the variety of fruits and vegetable (f/v) children experience
- Increase children's f/v consumption
- Make a difference in children's diets to impact their present and future health



FFVP HISTORY- PG. 2

- 2004 – South Dakota Indian Tribal Organization, Pine Ridge included
 - FFVP became permanent through Richard B. Russell National School Lunch Act
- 2006 – additional \$6 million in funding
- 2008 – FFVP offered nationwide
 - Farm Bill directed FNS to conduct an evaluation of the FFVP

SCHOOL YEAR 2022-2023

- Base Funding of \$186.5 million for all 50 states, Guam, Puerto Rico, and US Virgin Islands (FY23)
- South Dakota allocation
 - \$2,108,936 awarded – potentially additional funds available in October
 - (\$505,556 for 1st award – including leftover funds from last year)
 - 154 sites selected
 - 91 school districts
 - 37,243 total students



Fresh Fruit and Vegetable Program

USDA's Fresh Fruit and Vegetable Program makes fresh fruit and vegetable snacks available at no cost to all children in participating schools. The number of children participating in the program varies each year. The program is geared toward elementary schools with the highest percentages of low income students. Total enrollment of all schools selected in the state must result in a per-student allocation of \$50-\$75.

Administered at the state level by Child & Adult Nutrition Services - the same agency that administers the National School Lunch Program – the program is seen as an important catalyst for changes in efforts to combat childhood obesity by helping children learn more healthful eating habits. The FFVP introduce school children to a variety of produce that they otherwise might not have had the opportunity to sample.



+ Documents

+ Resources

+ Compliance Supplement

+ Webinars

For information, contact [Rob Ingalls](#), Fresh Fruit and Vegetable Program Coordinator, at (605) 773-2977.



HOW IT WORKS- FFVP HANDBOOK PG. 7-9

- Elementary schools receive funds based on an allocation of \$50-\$75 per student
- Funds are used to provide fresh f/v for all enrolled children
- School submit claims to be reimbursed for costs of program
- Fresh f/v are served at least 2 times per week during school hours



GRANT AWARD

- Award is allocated to school in two parts
 - 1st award
 - Allocation period of 7/1 to 9/30
 - Email sent to FFVP Contact in mid August 2022
 - Items to complete:
 - FFVP Quiz

GRANT AWARD

- 2nd Allocation
 - 10/1 to end of the school year
 - USDA has indicated that we may receive additional funds for the October award; TBD



WHO CAN RECEIVE THE FRESH FRUITS AND VEGETABLES? PG. 10-11

- All elementary school children who normally attend the school
- Head Start or early childhood students enrolled at the school
- Teachers and administrators who are role modeling f/v consumption in the classroom





WHO CANNOT PARTICIPATE?

- Middle School, Junior High and High School students
- School staff not in direct contact with students during f/v snack time
- Community members
- Parents or grandparents



WHEN TO SERVE THE F/V

PG. 12-13

- Must be served during the school day
- Must be served separate of NSLP, SBP
- You decide on the time of day and days of the week to best fit your school



SNACK FREQUENCY

- FFVP snack must be served a minimum of 2 days per week
- Schools are encouraged to offer the program as many days of the week as their budget allows



WHERE TO SERVE THE F/V? PG. 12-13

- Classroom
- Cafeteria
 - Separate from NSLP and SBP
- Hallways
 - Kiosks
- Nurse's office
- Library
- School office



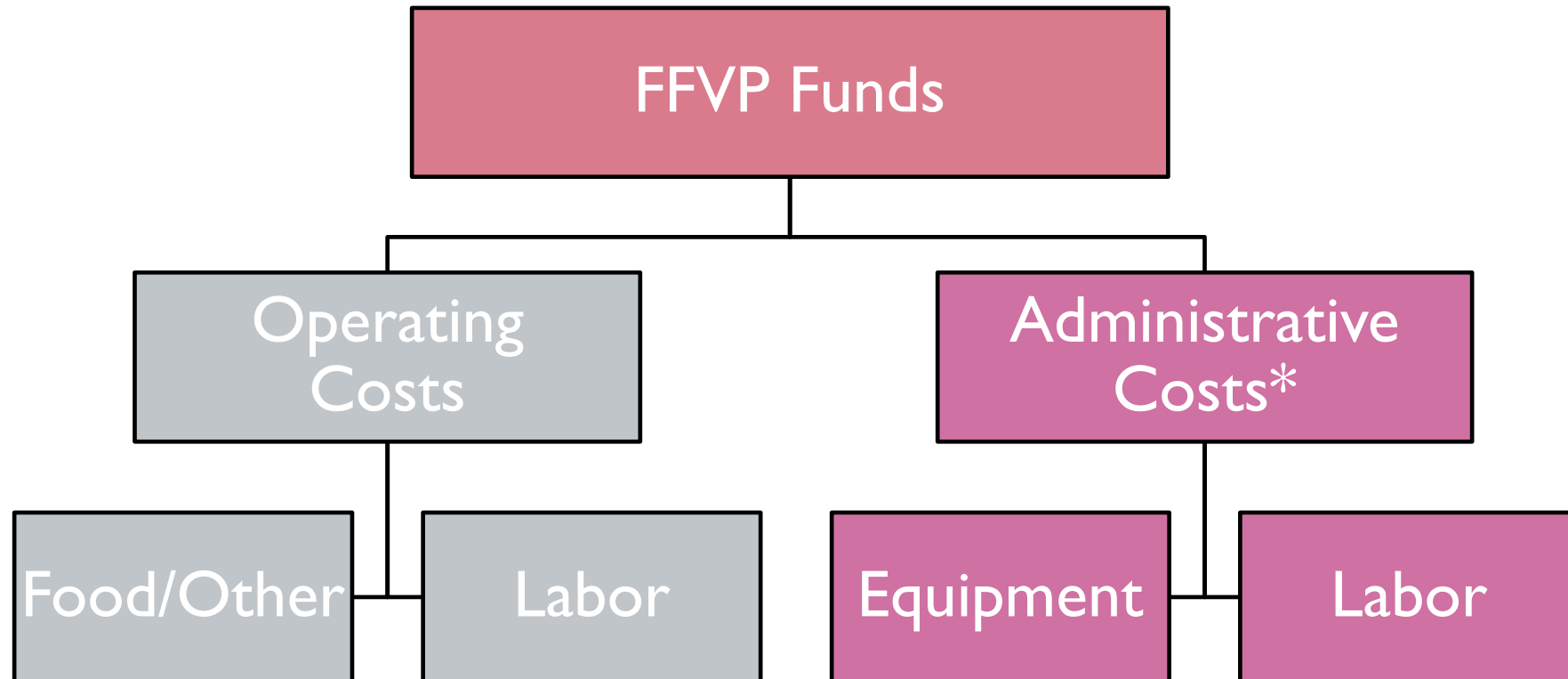
HOW TO SERVE THE F/V? PG. 12-13

- In the classroom
 - Use of trays, rolling carts, bins
 - Children/teachers pick up
 - Food service staff delivers to classrooms or refrigerators near/in classrooms
- Cafeteria/Central Location
 - Platters
 - Trays
 - Free vending machines

No accompaniments



WHAT CAN I SPEND MY AWARD ON?



***Limited to 10% of award**

OPERATING COSTS – FOOD/OTHER

PG. 23

- Fresh Fruits and Vegetables
 - Fresh vegetable may be cooked and served once per week with education lesson
- Non-Fruit or Vegetable Foods
 - Low-fat or fat-free dip (vegetables only)
 - Ingredients to make own dip
 - Must make sure less than 30% of the calories are coming from fat
 - Serving size must be 1-2 Tbsp. only





FINANCIAL PLANNING EQUIPMENT/SUPPLIES– PG. 22

1. Determine how you will serve the snack and what supplies you need
 - Baskets/bins for classrooms
 - Baggies, cups, forks
 - Napkins
 - Cleaning supplies
 - wipes
2. Assess equipment needs
 - Equipment justification form needed for any equipment purchase



FINANCIAL PLANNING – LABOR

1. Identify employee who will be working with FFVP

2. Determine if labor will be claimed
 - Labor costs should be kept to a minimum (as a bench mark, operational costs should not exceed 25% of your total award)
 - Food production
 - Snack service
 - Clean-up

*****FFVP labor must be documented*****



ALLOWABLE FRUITS AND VEGETABLES

PG. 14-16

Allowable

- Whole, fresh f/v
 - Apples, bananas, oranges, strawberries, etc.
 - Carrots, sweet potatoes, cherry tomatoes, broccoli, etc.
 - Fresh broccoli/cauliflower florets; bagged greens
- Pre-packaged f/v cups/bags
 - Ascorbic acid may be used as a preservative
- Fruit and vegetable trays

Not Allowed

- Canned or frozen f/v
- Vacuum packed f/v cups
- Dried fruit (raisins)
- F/V cups/buckets with artificial flavorings and/or preservatives
- Store-made fresh salsa
- Juice
- Smoothies
- Edible flowers



NON-FRUIT AND VEGETABLE FOOD

PG. 15

Allowable

- Dips for vegetables
 - 1-2 Tbsp. serving size
 - Low-fat yogurt-based or other low-fat or non-fat dips
 - Low-fat means that less than 30% of the calories can come from fat
 - Non-fruit or vegetable ingredients to make your own dips or salsa
 - Low-fat or non-fat

Not Allowed

- Dips for fruits
 - This includes caramel for apples



ADMINISTRATIVE COSTS

PG. 23-24

Admin Costs restricted to 10% of total award

- Labor
 - Menu planning
 - Purchasing
 - Financial reporting

- Equipment
 - Must be used exclusively for FFVP or cost must be prorated
 - Pre-approval required prior to purchase

EQUIPMENT JUSTIFICATION FORM



Request for Equipment Purchase for the Fresh Fruit and Vegetable Program

Instructions: Complete this form. Retain a copy for your files and return the original to the below address. **DO NOT** purchase equipment until approval is received from the Child and Adult Nutrition Service office.
Send the completed form to South Dakota Department of Education, Child and Adult Nutrition Service, 800 Governors Drive, Pierre, SD 57501, fax to 773-6846, or scan and email the form to Rob.Ingalls@state.sd.us

School Food Authority: _____

Elementary School Name: _____

1. What is the piece of equipment to be purchased? Please describe what this is and its function.
2. Why is this piece of equipment needed and why will current equipment not suffice?
3. If replacing equipment, explain why the current equipment is being replaced.
4. How much administrative funding (10% of your FFVP grant award) do you have available for this purchase? Keep in mind you can combine administrative funds from the July 1 and October 1 awards to purchase equipment, if necessary. \$ _____
5. How much does the piece of equipment cost? \$ _____
6. If the purchase is 100% paid for with FFVP funds, explain why this equipment cannot be split with other programs? If the purchase is to be split among schools or with other programs, state which schools and programs and the percentage each is paying. (The cost must be prorated among all programs using the equipment.)



GETTING STARTED

1. Determine your budget
 - Labor
 - Equipment/supplies
 - Food cost
2. Determine snack schedule
 - How many days snack will be served (min. of 2 days per week)
 - Write menus
3. Develop spec documents if needed



FINANCIAL PLANNING

- Determine estimated number of services per the allocation period (Ex: 10 services from beginning of school year thru Sept 30)
 - Divide the allocation amount based on number of planned services
- Determine a dollar amount to spend per service
 - Use this average amount per service as a target
 - Suggest identifying a weekly average goal

*Average cost includes any expenditures needed for labor, equipment, supplies

BUDGETING

- **The school needs to be fiscally responsible for managing this grant**
 - Establish a monthly budget to assist you in tracking funds and ensure timely expenditures of program funds
 - Weekly amount
 - Not spending the money is a disservice to you





Federal regulations require claims be reviewed and approved within 60 calendar days from the last day of the claim month.

**During a leap year, the due date is one day earlier

Claim Month	60 Day Deadline
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1**
January	April 1**
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29

FFVP CLAIMING– PG. 25-27

- Submit through iCAN
- Claims must be submitted by the 10th of the month following the claim month and must follow the FNS 60/90 day claim guidance
- August/September claim is the only claim that can be combined.





MENU PLANNING





MENU PLANNING

- Must include fruit and vegetables
- Introduce students to a wide variety
- Try different varieties of common fruit
 - Honey Crisp, Red Delicious, and Granny Smith apples
 - Bartlett, Bosc, and Anjou pears
- Think exotic – try kumquats, star fruit, and pomegranates



















SAMPLE MENU

 <div style="border: 2px solid green; padding: 5px; display: inline-block; margin-left: 100px;">March</div>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Cucumbers <i>Pepinos</i>	2 Locally grown mystery snack!	3 Blueberries & Blackberries <i>Arándanos y Moras</i>	4 	5
6	7	8 Pears <i>Peras</i>	9 Locally grown mystery snack!	10 Green Beans <i>Vainas</i>	11	12
13	14	15 Mango <i>Mango</i>	16 Locally grown mystery snack!	17 Apples <i>Manzanas</i>	18	19
20	21	22 Cauliflower <i>Coliflor</i>	23 Locally grown mystery snack!	24 Grapefruit <i>Toronja</i>	25	26
27	28	29 Early Release-- No Snack	30 Locally grown mystery snack!	31 Jicama <i>Jicama</i>		

SAMPLE MENU

April						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 WATERMELON 	2 RED CABBAGE 	3 RED PLUM 	4	5	6
7	8 RED GRAPES 	9 RED RADISH SLICES 	10 RED DELICIOUS APPLE 	11		
14 	15 PINK GRAPEFRUIT SEGMENTS 	16 CHERRY TOMATOES 	17 CARA CARA ORANGE (PINK INSIDE) 	18		
21	22 RED APPLE SLICES 	23 RED PEPPER STRIPS 	24 BABY BANANA AND STRAWBERRIES 	25		
28	<p>Cara Cara is Buena Buena!!!</p> <p>Sometimes referred to as red or pink navel oranges. Cara Cara Oranges have a vivid orange peel and reddish pink flesh. The fruit and juice of the Cara Cara has an intense orange flavor with sweet cherry undertones.</p>					



MENU PLANNING

- Seasonal foods – try to choose foods in-season to lower cost
 - Apples, broccoli, cucumbers in the fall
 - Pears and citrus fruits in winter
 - Asparagus, lettuce, and berries in late spring
- Exotic fruits will likely cost more
- Pair higher priced foods with lower cost foods to maintain an average price per snack



MENU PLANNING

- Different portions for grades
- Start small
 - New program = new foods
 - Start with small servings of $\frac{1}{4}$ cup or less
- Increase with time
 - New favorites may develop
 - Increase servings to $\frac{1}{2}$ cup if liked by students
- Don't give up!
 - Vegetables must be served even if children “like fruit better”
 - Strive to offer vegetables as many times as fruit!
 - Continue to serve small portions of foods not well received
 - 10-16 times to try a food item to build healthy habits

MENU PLANNING

- **Spend your money!!**
 - Any FFVP funds not used get sent back to USDA
- OKAY to start more conservatively
- Don't be afraid of expensive items





SPECIAL DIETARY NEEDS

- Texture modifications – soft, cut, pureed, etc.
 - Physician's statement is not required
 - Recommended obtain statement with directions for texture modification
- Food Substitutions – child cannot tolerate food in altered format
 - Physician's statement is required and should include: child's disability, explanation of restrictions, food or foods to be omitted from diet
 - Request list of food choices that can be used as a substitute



FOOD SAFETY IN THE FFVP



HANDLING FRESH PRODUCE IN SCHOOLS

PURCHASING AND RECEIVING

- Use purchasing specifications that include food safety requirements, such as maintaining produce at the proper temperature, maintaining clean and pest-free storage areas and delivery vehicles, and complying with federal and state food safety laws and regulations.
- Ensure suppliers are getting produce from licensed, reputable sources.
- Check storage and handling practices of vendors.
- Establish procedures for inspecting and accepting or rejecting incoming deliveries. Procedures should include checking the condition of the fresh produce and the transportation vehicles to make sure specifications are met.





HANDLING FRESH PRODUCE IN SCHOOLS

WASHING AND PREPARATION

- Inspect produce for obvious signs of soil or damage prior to cutting, slicing, or dicing. When in doubt about damaged produce, either cut away the affected areas or do not use the item.
- Wash produce before serving or cutting using either:
 - Continuous running water.
 - Chemical disinfectants, used according to the manufacturer's label instructions for recommended concentration and contact time. *Note: Do not soak produce or store in standing water.*
- Do not rewash packaged produce labeled "ready-to-eat," "washed," or "triple washed."
- Wash thoroughly with hot soapy water all equipment, utensils, and food contact surfaces that come into contact with cut produce. Rinse, sanitize, and air-dry before use.

HANDLING FRESH PRODUCE IN SCHOOLS

HAND HYGIENE

- Wash hands thoroughly with soap and water before handling or cutting fresh produce. Rewash hands after breaks, visiting restrooms, sneezing, coughing, handling trash or money, or anytime hands become soiled or otherwise contaminated.
- Use a barrier such as gloves, deli paper, or an appropriate utensil to touch ready-to-eat produce.
Note: This does not eliminate the need for frequent proper handwashing.
- Always wash hands before putting on disposable gloves.
- Change disposable gloves anytime the gloves may have been contaminated or when changing tasks.
- Do not wash or reuse disposable gloves.
- Change disposable gloves if they are torn or damaged.



HANDLING FRESH PRODUCE IN SCHOOLS

SERVING

- Do not store produce in direct contact with ice or water while on display on serving lines and salad bars.
- Mark the time when cut produce is displayed without refrigeration. Display cut produce for a maximum of 4 hours if not in a refrigeration unit or containers surrounded by ice. Discard any uneaten produce at the end of 4 hours.
- Create safe salad bars and self-service lines by taking the following actions:
 - Protect food with sneeze guards or food shields in a direct line between the food and the mouth or nose, usually 14 to 18 inches above the food.
 - Use cleaned and sanitized long-handled tongs, spoons, and ladles so bare hands do not touch food and the utensils do not drop into the serving pans.
 - Change utensils periodically.
 - Set up the salad bar or self-service line as close to mealtime as possible to reduce the time that produce sits out.
 - Keep cold foods at or below 41°F in a refrigeration unit or surrounded by ice.
 - Monitor and document the internal temperature of self-service items every 30 minutes as with other foods on the service lines.
 - Clean up spills promptly. Wiping clothes should be stored in sanitizing solution and laundered daily.
 - Teach children salad bar etiquette. Assign an adult to monitor the salad bar and self-service line to make sure the customers—especially children—are not touching food with their hands, tasting food while in line, putting their heads under the sneeze guard, or returning food items.
- Clearly label all salad dressings and other containers to discourage tasting.
- Never add freshly prepared food to food already on salad bars and self-service lines.



HANDLING FRESH PRODUCE IN SCHOOLS



STORAGE

- Maintain produce at the temperature recommended for the variety and particular stage of ripeness.
- Store produce at least 6 inches off the floor, including in walk-in refrigerators.
- Store produce in a covered container and above other items that might cause contamination.
- Follow manufacturer's instructions for the product such as "keep refrigerated" or "best if used by."
- Establish a policy for produce that is cut in-house to specify how long the refrigerated cut product may be used. Mark the product with "prepared on" or "use by" date.
- Wash produce just before preparation, not before storage.

HANDLING FRESH PRODUCE IN SCHOOLS

TRAINING AND GENERAL FOOD SAFETY PRACTICES

- Develop training programs to teach the importance of food safety and proper handling of produce to all food handlers.
- 3 ● Practice good food safety and food handling techniques to prevent cross-contamination.

Resources

Council for Agricultural Science and Technology. **Food Safety and Fresh Produce: An Update.**

Available at <http://www.cast-science.org/publications.asp>

Food and Drug Administration. **Draft Guidance for Tomatoes, Leafy Greens, and Melons.**

Available at <http://www.fda.gov/Food/FoodSafety/Product-SpecificInformation/FruitsVegetablesJuices/FDAProduceSafetyActivities/ucm174086.htm>

Food and Drug Administration. **Safe Handling of Raw Produce and Fresh-Squeezed Fruit and Vegetable Juices.**

Available at <http://www.cfsan.fda.gov/~dms/prodsafe.html>

National Restaurant Association. **Guidelines on How to Keep Salad Bars Safe.**

Available at http://www.restaurant.org/foodsafety/how_to_salad.cfm

U.S. Department of Agriculture. **Fresh Fruit and Vegetable Program Handbook.**

Available at <http://www.fns.usda.gov/cnd/FFVP/Resources/FFVPhandbookFINAL.pdf>

U.S. Department of Agriculture. **Fruits & Vegetables Galore: Helping Kids Eat More.**

Available at http://www.fns.usda.gov/TN/Resources/fv_galore.html



STANDARD OPERATING PROCEDURES (SOPS)

Standard Operating Procedure:

Produce Distribution as part of the Fresh Fruit and Vegetable Program

PURPOSE: To prevent foodborne illness and cross contamination by ensuring all fruit and vegetable snacks are distributed in a sanitary manner.

SCOPE: This standard operating procedure (SOP) applies to all individuals involved in distributing snacks as part of the Fresh Fruit and Vegetable Program.

INSTRUCTIONS:

1. Train individuals involved in the program on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands thoroughly before beginning procedure, when changing tasks, before putting on gloves, and before distributing snack.
4. Sanitize surfaces where snack will be distributed and consumed using an approved sanitizer and a clean rag or single use paper towel.
5. Retrieve prepared snack from designated spot.
6. If snack requires refrigeration, check and record temperature of refrigerator using the "Refrigeration Log."
7. If applicable, remove snack from fridge no more than ten minutes prior to service to minimize the amount of time food will be unrefrigerated.
8. Use clean, single-use, disposable gloves to distribute the snack among students.
9. Immediately return all refrigerated snack items to the refrigerator.
10. When students are finished eating/drinking, discard any leftover snack portions that were distributed to students. Sanitize surfaces where snack was distributed and consumed using an approved sanitizer and a clean rag or single use paper towel.

MONITORING:

1. Designated individual will monitor fruit and vegetable snack distribution to ensure procedures are followed.



PURCHASING IN THE FFVP

PG. 17-19





PURCHASING

- Produce must always be graded and inspected according to existing local, State and Federal guidelines



SCHOOLS MAY...

- Buy produce from your local grocery stores and farmers' markets, or contact conventional and organic growers, and commercial distributors





SCHOOLS MAY NOT...

- Use commodity dollars for FFVP usage. (DON'T DO THIS)



PURCHASING

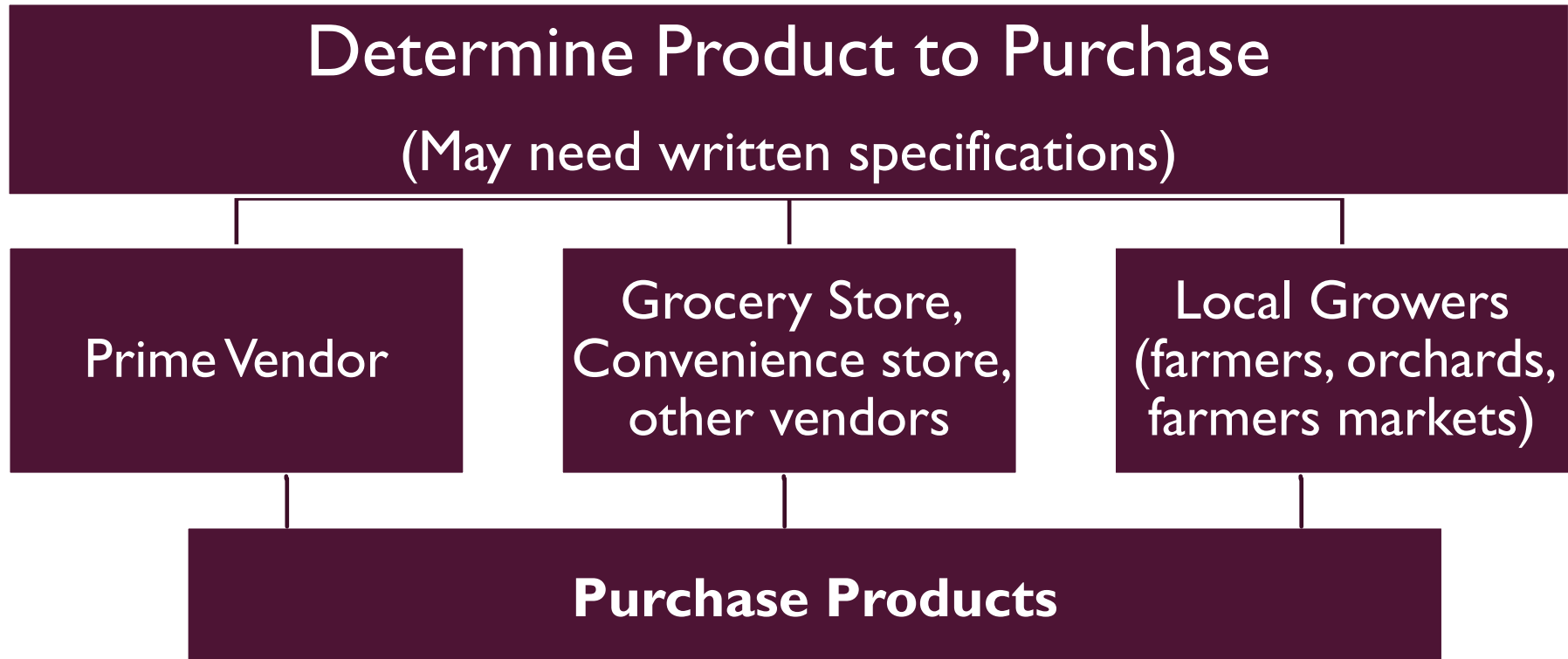
Buy American

- USDA requires schools to purchase products of “domestic origin” when purchasing products with federal funds.
- Schools may not purchase the cheaper product if it is produced in a foreign country, unless there is a ‘substantial’ price difference



Schools must purchase products from America unless it is an item that is not available in America, for example, bananas.

PURCHASING FLOWCHART





PURCHASING

- Specifications may include
 - Food item
 - Size of that food item
 - Whole or pre-cut
 - Amount to be purchased
 - Delivery schedule/pick-up, cost of delivery



INVOICES

- Ask the vendor to invoice the f/v purchased for this program on a separate invoice so you can easily complete the claim for reimbursement

INVOICE YOUR LOGO
HERE
(Your Company Logo)

Date: August 23, 2011
Invoice #: 100

<small>[Your Company Name] [Street Address] [City, ST ZIP Code] [Phone] Fax: [00-000-0000] [E-mail address]</small>	<small>TO: [Name] [Company Name] [Street Address] [City, ST ZIP Code] [Phone] Customer ID [ABC1234]</small>
---	---

SALESPERSON	JOB	PAID/PAID TERM	DUE DATE
		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL

SUBTOTAL	
SALES TAX	
TOTAL	

Make all checks payable to [Your Company Name]
Thank you for your business!



LEFTOVERS— PG. 18

- If you cannot easily use the leftovers in the FFVP, you may be able to use them in your school meal programs—but only to avoid waste.
- Plan to use the f/v purchased with FFVP funds as part of the FFVP.



BUDGETING

- **The school needs to be fiscally responsible for managing this grant**
 - Establish a monthly budget to assist you in tracking funds and ensure timely expenditures of program funds
 - Weekly amount
 - Not spending the money is a disservice to your students



FFVP CLAIMING– PG. 25-27

- Submit through iCAN
- Claims must be submitted by the 10th of the month following the claim month and must follow the FNS 60/90 day claim guidance
- August/September claim is the only claim that can be combined.



CLAIMS FOR REIMBURSEMENT

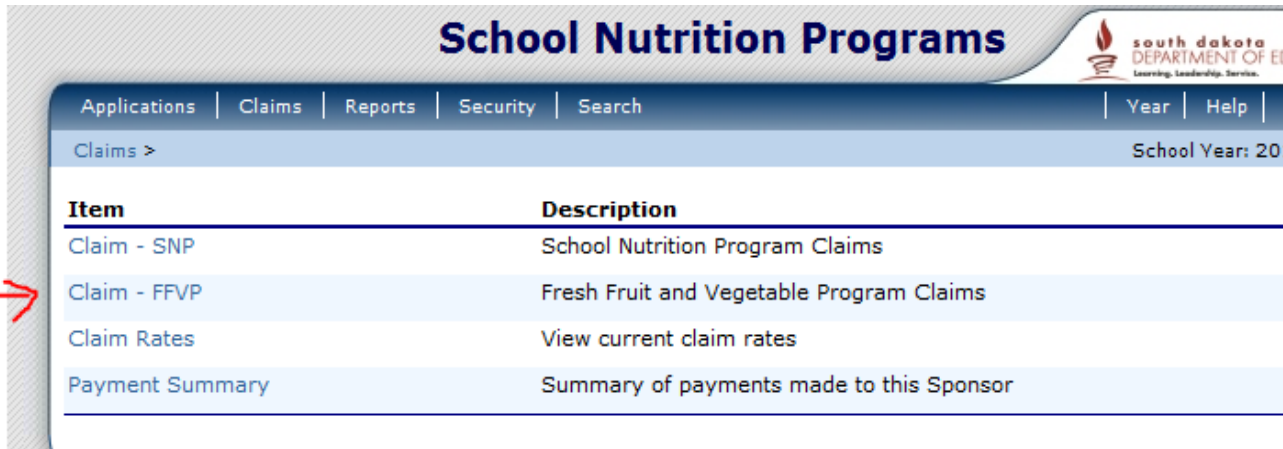
- Costs are allocated to individual schools
 - Separate claim for reimbursement per school
 - F/V, labor, supplies, equipment must be school specific

Submitting a Claim

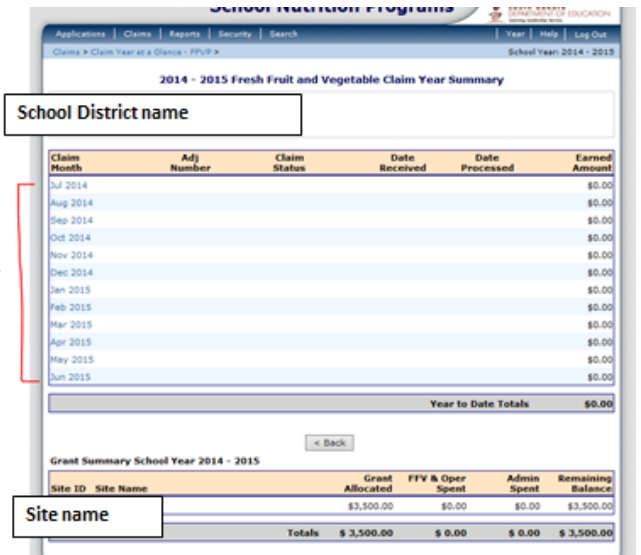
1.



2.



3.



CLAIM WORKSHEET – COVER PAGE

School Nutrition Programs

south dakota
DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

VIEW | MODIFY | DELETE

Fresh Fruit and Vegetable Program Site Claim for Reimbursement

5200100 Status: Active 0002 Status: Active

School District name

Site name

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0				

Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs	no items	\$0.00	\$0.00	0.00
3. Operational Costs	no items	\$0.00	\$0.00	0.00
4. Administrative Costs	no items	\$0.00	\$0.00	0.00
Claim Totals		\$0.00	\$0.00	

Claim Comments

5. Sponsor Comments

Created By: ringalls on: 1/22/2015 6:15:54 PM Modified By: ringalls on: 1/22/2015 6:15:54 PM

VIEW | MODIFY | DELETE

CLAIM – FRUIT AND VEGETABLE

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0				

Fresh Fruit

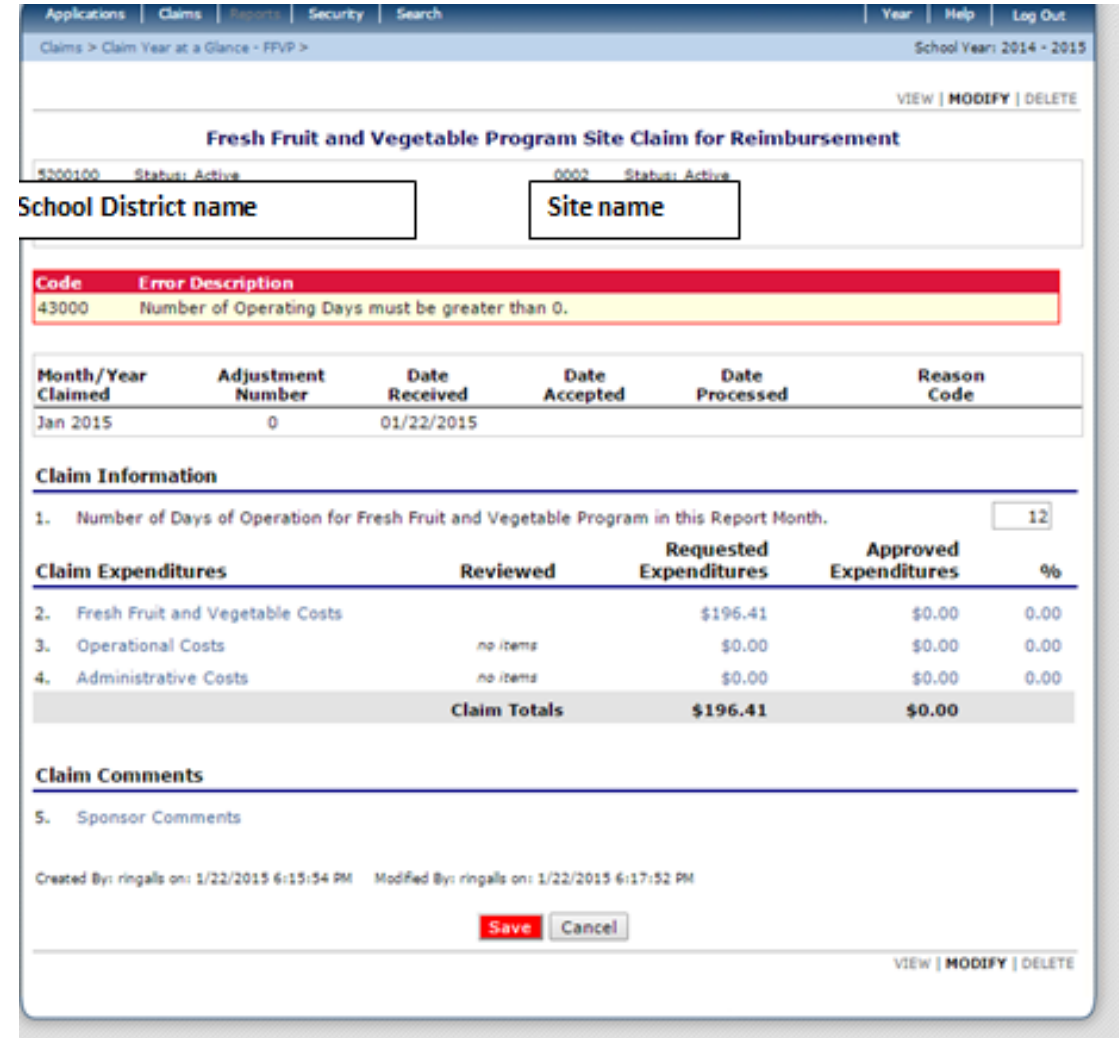
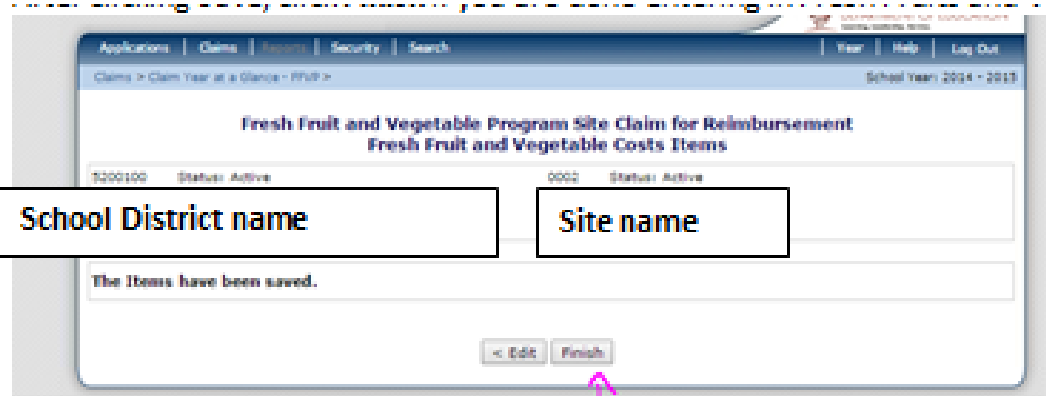
Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1. Bananas	100	3	19.97	59.91	
2. Kiwi	50	5	24.31	121.55	
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1. Eggplant	3	1	14.95	14.95	
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

				Total Cost	\$ 14.95	\$ 0.00
Fresh Fruit and Vegetable Costs					\$ 196.41	\$ 0.00

Created By: ringalls on: 1/22/2015 6:15:54 PM Modified By: ringalls on: 1/22/2015 6:15:54 PM

CLAIM – OTHER EXPENDITURES



CLAIM – OTHER EXPENDITURES

Personnel Costs - Preparation and Service (Labor directly related to the preparation and serving of fresh fruit and vegetables)

Name\Position	# of Hours	Rate per Hour	Labor Cost	Item Status
1. Sally Strawberry - F/V prep	20	15	300	

Small Supplies/Other Operational Costs (Small supplies - e.g. napkins, paper plates, utensils, bowls, pans and the like. Other - are such items as Low or no-fat dips, etc.)

Product Description	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1. Lowfat Peanut Butter	2	6.99	13.98	
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
More Lines			Total Cost	\$0.00
Operational Costs			\$0.00	\$0.00

Created By: ringalls on: 6/19/2015 8:13:49 AM Modified By: ringalls on: 6/19/2015 8:15:59 AM

CLAIM – SUBMITTING FOR PAYMENT

Applications | Claims | Reports | Security | Search | Year | Help | Log Out
Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

Fresh Fruit and Vegetable Program Site Claim for Reimbursement

5200100 Status: Active 0002 Status: Active

School District name: Site name:

The Site Claim has been saved.

< Edit Finish

School Nutrition Programs

Applications | Claims | Reports | Security | Search | Year | Help | Log Out
Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

2014 - 2015 Fresh Fruit and Vegetable Claim Site List

5200100 Status: Active

School District name:

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0	01/22/2015			

Actions	Site ID	Site Name	Errors	Status
View Modify	0002	<input type="text" value="Site name"/>		Validated

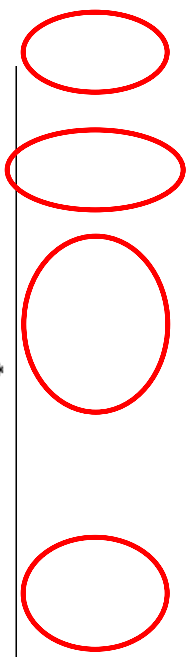
< Back **Submit For Payment** Approve

(A pink arrow points to the 'Submit For Payment' button.)

SAMPLE INVOICE

ORDER NUMBER	QUANTITY		ITEM NUMBER	DESCRIPTION	MFG. NUMBER	U/M	PRICE	EXTENSION
	ORDER	SHIP						
***** C O O L E R *****								
70091	1	X	510610	40# PETITE BANANA TURNING 150CT	150PET	CS	24.080	24.08
70091	1	X	517850	12/1PINT GRAPE TOMATOES		CS	39.424	39.42
70091	6	X	161177	48/4Z TRIX YOG STBRY BANANA BLAST	17726	CS	13.400	80.40
70091	6	X	161177	48/4Z TRIX YOG RASPE RAINBOW	17725	CS	13.400	80.40
70091	1	X	511100	150/20Z GRAPE ESCAPE RED GRAPES		CS	47.600	47.60
70091	2	X	521400	10# SUGAR SNAP PEAS		CS	25.760	51.52
70091	4	X	988988	168/10Z LOL LT MOZZ STNG CHESE PTV	59703	CS	34.590	138.36
70091	2	X	157090	8/5# LOL 180 BLOD YEL AMER CHEESE	45141	CS	64.693	129.39
70091	1	X	522360	4/5# LETTUCE ROMAINE BLEND W/CELERY	10264	CS	21.840	21.84
70091	1	EA	522400	4/5# LETTUCE SHREDDED 1/8"	10260	EA	6.388	6.39
70091	4	X	522730	2/3# CAULIFLOWER FLORETS	6CAULI	CS	15.24	60.96
70091	2	X	513019	200/1.60Z CARROTEENIES PLD SBY CAR		CS	23.520	47.04
70091	1	X	522830	2/5# CSTMC CELERY STICKS 4"	361807	CS	25.200	25.20
70091	1	EA	160814	10/3# CDMS CREAM CHEESE	47354	EA	7.103	7.10
70091	6	X	395104	80/40Z C S FRSH FRT PUNC JCE 100%	600124	CS	10.300	61.80
70091	6	X	395100	80/40Z C S FRSH GRP JCE 100%	600118	CS	10.300	61.80
70091	6	X	395103	80/40Z C S FRSH DRNG JCE 100%	600101	CS	10.600	63.60
70091	6	X	395101	80/40Z C S FRSH APPL JCE 100%	600109	CS	8.800	52.80
70091	3	X	510210	138CT APPLES BRAEBURN		CS	29.624	88.87
70091	1	X	514110	150CT PEARS		CS	30.950	30.95
70091	1	X	512100	138CT ORANGES #1 CALIFORNIA	138DRA	CS	18.648	18.65
70091	1	X	518400	50# POTATOES BAKERS IDAHO 100 CT		CS	17.752	17.75
SECTION 63 PIECES								
***** D R Y *****								
70091	1	X	128700	104/10Z SUNCHIPS GAR SALSA	36445	CS	22.900	22.90
70091	1	X	128707	104/ 880Z CHEETOS BAKED RF	21642	CS	22.900	22.90

SKU #779807



SAMPLE INVOICE

Date 10/12/2011
M. Los Angeles Farm
Address _____

Reg. No.	Clerk	Account Forward
1		
2	25 lbs	X 2/15
3		
4	Green beans	\$50 ²⁰
5		
6		
7		
8		
9		
10		
11		
12		
13		
14	2043-3	
15		

35 Your Account Stated to Date - If Error is Found, Return at Once

SAMPLE TIME CARD – LABOR

School Name: <i>Evers Elementary</i>					Employee Name: <i>Joe Q.</i>
Date	Start Time	End Time	Hour/Min Worked	Snack Prepared	Tasks Performed
10/7	9:15	9:45	30 min	Bananas	Counted out fruit/classroom; delivered
10/10	9:15	9:45	30 min	Oranges	Counted out fruit/classroom; delivered
10/12	9:00	10:00	60 min	Grape Tomatoes	Portioned out into serving cups; delivered
10/14	9:00	10:00	60 min	WI Green Beans	Portioned out into serving cups; delivered
10/17	9:15	9:45	30 min	Red Grapes	Counted out fruit cups/classroom; delivered
10/19	9:00	10:00	60 min	Sugar Snap Peas	Portioned out into serving cups; delivered
10/21	9:00	10:00	60 min	Lettuce Blend	Portioned out into serving cups; delivered
10/24	9:00	10:00	60 min	Cauliflower	Portioned out into serving cups; delivered
10/26	9:15	9:45	30 min	Carroteenies and Celery	Counted out snack bags/classroom; delivered
10/28	9:15	9:45	30 min	Braeburn Apples	Counted out fruit/classroom; delivered
10/31	9:15	9:45	30 min	Pears	Counted out fruit/classroom; delivered
Total			8 hrs		



FILING A SECOND CLAIM

- Schools must complete a new claim each month using the same process each month
 - No data will carry over
- If revisions need to be made to any already submitted claim, submit the revised claim and the difference will be reimbursed if approved.



ONE-TIME EXCEPTION

- If something comes up where a claim is not submitted by the Final Deadline for the claim, a one-time exception can be filed.
- School districts can only submit a one-time exception form once every 36 months.
- If your school has submitted a one-time exception within the last 3 years, your claim will not be reimbursed if submitted after the Final Deadline of the claim.

CHECKING REMAINING BALANCE

School Nutrition Programs

Applications | **Claims** | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > School Year: 2015 - 2016

Item	Description
Claim - SNP	School Nutrition Program Claims
Claim - SSO	Seamless Summer Option Claims
Claim - FFVP	Fresh Fruit and Vegetable Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor

- **Claims → Claim – FFVP**



CHECKING REMAINING BALANCE – YEAR TOTAL

Year Total – Will need to click into a month to see the Award Period Totals

Grant Summary **School Year 2020 - 2021**

Site ID	Site Name	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
		\$12,867.44	\$12,750.00	\$0.00	\$117.44
		\$35,489.52	\$33,290.46	\$0.00	\$2,199.06
Totals		\$ 48,356.96	\$ 46,040.46	\$ 0.00	\$ 2,316.50

AMOUNT REMAINING FOR THE GRANT PERIOD,

Claim Month: **September 2020**

Action	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Summary	0	10/05/2020	10/05/2020	10/13/2020	\$ 5,663.04	Processed

Total Earned					\$ 5,663.04
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[< Back](#)

[Add Revision](#)

Grant Period Details

Site ID	Site Name	Grant Period	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
		Jul 2020 - Sep 2020	\$2,207.00	\$2,089.56	\$0.00	\$117.44
		Jul 2020 - Sep 2020	\$5,763.00	\$3,573.48	\$0.00	\$2,189.52

Totals			\$ 7,970.00	\$ 5,663.04	\$ 0.00	\$ 2,306.96
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AMOUNT REMAINING FOR THE GRANT PERIOD, CONTINUED

Claim Month: **June 2021**

Action	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Summary	0	06/15/2021	06/15/2021	07/12/2021	\$ 3,463.39	Processed

Total Earned	\$ 3,463.39
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[< Back](#)

[Add Revision](#)

Grant Period Details

Site ID	Site Name	Grant Period	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
0		Oct 2020 - Jun 2021	\$10,660.44	\$10,660.44	\$0.00	\$0.00
0		Oct 2020 - Jun 2021	\$29,726.52	\$29,716.98	\$0.00	\$9.54
Totals			\$ 40,386.96	\$ 40,377.42	\$ 0.00	\$ 9.54

PROGRAM PROMOTION– PG. 29-30



No FFVP funds may be used for educational or promotional materials

PROGRAM PROMOTION - KICK-OFF EVENTS



Sturgis Elementary School

PROGRAM PROMOTION - IN-SCHOOL TASTING DAYS



PROGRAM PROMOTION - FARMERS MARKET DAY



PROGRAM PROMOTION



- Utilize the press

**Fruit, vegetable
program given thumbs
up**
-Black Hills Pioneer

**Healthy snacks for area
school, state program
provides fresh produce
for elementary students**
-Watertown Public Option

PROGRAM PROMOTION

- Utilize School Resources
 - Newsletter
 - Website
 - Bulletin Boards
 - PTA/PTO
 - Volunteers





PROGRAM PROMOTION

- Work with school staff
 - Ask for volunteers to assist in program promotion
 - Collaborate on ideas for health and wellness activities
 - Health fairs
 - Art: students create posters
 - Music: develop/sing a f/v school song
 - Library: students are read stories involving f/v and books featuring f/v are highlighted

PROGRAM PROMOTION

- “Fruit/Vegetable of the Month” – F/V chosen is highlighted
 - Harvest of the Month
 - Multiple snacks during the month
 - Nutrition education focuses on chosen f/v
- Election Day – vote on f/v to be served
- Colored Day – all students wear the color of their assigned fruit (Granny Smith Green or Regent Apple Red)



NUTRITION EDUCATION— PG. 20-21



NUTRITION EDUCATION

- Vital component of program success
- First exposure to f/v for many children
- Use a variety of methods to provide education depending on grade level
- Nutrition education should be done in the classroom and the cafeteria



NUTRITION EDUCATION – BEYOND THE FRUITS AND VEGETABLES

- “In a survey of Connecticut teachers, 98 percent of elementary teachers felt that nutrition should be taught in schools but 56 percent reported teaching nutrition to their students.”



Connie Liakos Evers, How to Teach Nutrition to Kids, 2006, p.34.



NUTRITION EDUCATION EXAMPLES

- September – Two-Bite Club
 - October – Cantaloupe
 - November – Sweet Potatoes
 - December – Cranberries
 - January – Milk/Banana
 - February – Bread
 - March – Green Salad
 - April – Nutrition Fair
- Examples
 - Hands on Demos
 - Coloring Pages
 - Videos
 - Dances/Games
 - Mystery Box
 - Samples
 - Crafts



NUTRITION IN THE CLASSROOM

- Work with teachers to add nutrition into the current curriculum (math, science, reading, etc.)
- Nutrition fair for the entire elementary school
- Working to develop student idea menus for middle school and high school by going into the classroom
 - Can also incorporate NSLP/SBP too
 - Serve popular f/v on the NSLP/SBP





FUN F/V BOOKS

- The Very Hungry Caterpillar
 - Carle E.
- Green Eggs and Ham
 - Dr. Seuss
- Eating the Alphabet: Fruits & Vegetables from A to Z
 - Ehlert L.
- Gregory the Terrible Eater
 - Sharmat M.
- D.W. the Picky Eater
 - Brown M.
- The Two-Bite Club
 - Food and Nutrition Services
- The Vegetables We Eat
 - Gibbons G.
- The Monster Health Book
 - Miller E.
- Eating Fractions
 - McMillian B.





NUTRITION EDUCATION – CLASSROOM

- Incorporate f/v into core class lessons
 - Health and nutrition
 - Plant science
 - Food origins
- School gardens
- Field trips to local farms
- Visit from local farmers



CLASSROOM LEARNING





NUTRITION EDUCATION – CLASSROOM

- Food for Thought
 - F/V trivia
 - F/V song
 - F/V fact of the day
- Nutrition lessons at snack time
 - Harvest of the Month
 - Fact Sheets on the CANS/FFVP website



NUTRITION EDUCATION

Fresh Fruit and Vegetable Program

USDA's Fresh Fruit and Vegetable Program makes fresh fruit and vegetable snacks available at no cost to all children in participating schools. The number of children participating in the program varies each year. The program is geared toward elementary schools with the highest percentages of low income students. Total enrollment of all schools selected in the state must result in a per-student allocation of \$50-\$75.

Administered at the state level by Child & Adult Nutrition Services - the same agency that administers the National School Lunch Program – the program is seen as an important catalyst for changes in efforts to combat childhood obesity by helping children learn more healthful eating habits. The FFVP introduce school children to a variety of produce that they otherwise might not have had the opportunity to sample.



+ Documents

- Resources

- [Fruit/Veggie Fact Cards #1](#)
- [Fruit/Veggie Fact Cards #2](#)
- [Half cup of fruit](#)
- [Half cup of vegetables](#)
- [Fruit Nutrition Database](#)
- [Fruit and Vegetable Safety](#)
- [FFVP Fact Sheet](#)

NUTRITION EDUCATION – CAFETERIA

- Table tents
 - Menus
 - F/V facts
 - F/V pictures
- Decorate the school/cafeteria
 - Posters from Team Nutrition, Fuel Up to Play 60, art students
 - Poster contest for students



NUTRITION EDUCATION – CAFETERIA

- Taste Test
 - Apple
 - Tomatoes
 - Pears
- Incorporate FFVP snacks into lunch and breakfast menus and highlight nutrition facts





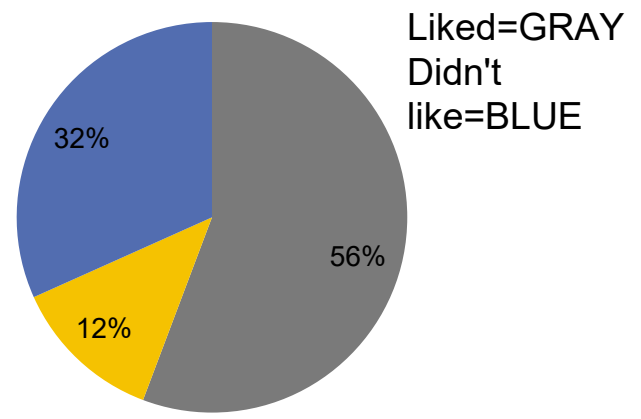
NUTRITION EDUCATION – CAFETERIA

- Highlight locally grown produce on menus
- Create a nutrition resource cart
 - Games/worksheets
 - Fact sheets
 - Coloring pages

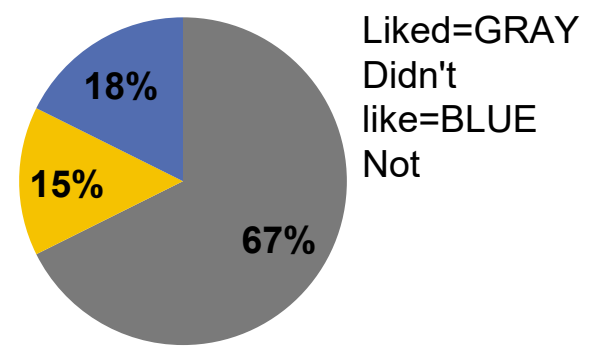


NUTRITION EDUCATION TASTE-TEST SURVEY

Asparagus Survey



Junior Kindergarten Asparagus Survey



**Webster and Lincoln Elementary
Yankton School District**



ADDITIONAL EDUCATION, PROMOTION RESOURCES, & PARTNERSHIPS

- SDSU Extension Educators
- Local supermarkets
- Local farmer's market
- HealthySD.gov
- Media
- South Dakota Dietetics Association
 - Local dietetic groups and students
- Nutrition Network
- PTA/PTO
- Community service groups
- Ag in the classroom
- Area businesses
- Wellness committee
- Dakota Rural Action
- Hospitals and other health associations

THANK YOU!

Please feel free to contact
Rob Ingalls, FFVP Coordinator

- 605-773-2977
- rob.ingalls@state.sd.us





FFVP Requirements Training

This training credits for 60 minutes of training in

Key Areas 2 & 3

Operations and Administration

3200 – Program Management; 3220 – Standardized Operating Procedures

2400 – Purchasing/Procurement; 2640 – Food Safety Culture

Your Name:

Date of Training:



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

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