How to Complete FFVP Sponsor Application

Congratulations on being selected for the Fresh Fruit and Vegetable Program. You have already completed the full FFVP application, however, we need to set your school up in the iCAN system.

1. Log in to iCAN, click **Applications**

2. Select **FFVP Application Packet**
   a. NOTE: If you do not have this option, complete an iCAN User ID Request form from the CANS-NSLP webpage requesting security rights to modify the FFVP Application. Additionally, request security rights to modify the FFVP claim, if you are responsible for claim submissions.

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3. Select **Detail** for the School Year which you wish to participate in.
   a. Most likely, this will result in clicking the option at the top of the page

4. Click **Add** for the Fresh Fruit and Vegetable Sponsor Application. You will provide/confirm contact information for your school district.
   a. **DO NOT COMPLETE THE FFVP SITE APPLICATION.**
      i. The system will now allow you to complete the site application. If you accidentally click on the site application, you will receive an error message instructing you to go back.

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5. **Step 1** – Record **contact information** for the FFVP District Contact. If you are a previous participant, update/confirm previously saved information.
5. **Step 2** – Click the **checkbox** for the invited site(s)
5. **Step 3** – Click **Save** once the information is correct.

6. After saving, Click **Finish.**

- You have now submitted the FFVP iCAN application. If you would like, you can modify your submission at any time.