

FRESH FRUIT & VEGETABLE PROGRAM



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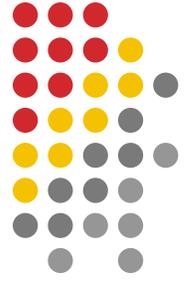
Today's Agenda



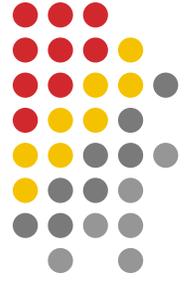
- Program Basics
- Menu Planning
 - Purchasing Requirements
 - Farm to School
- Financial Reporting
 - Budgets
 - Claims
- Nutrition Education and Program Promotion



FFVP Handbook

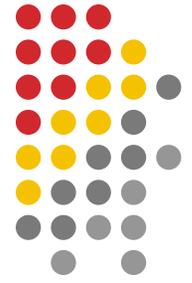


- USDA program guidance
- Found at: <http://www.fns.usda.gov/cnd/FFVP/handbook.pdf>
- Please read through handbook for all basic requirements



Program Goals- pg. 1

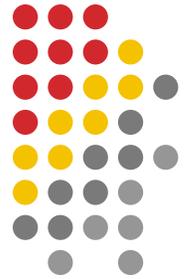
- Create healthier school environments by providing healthier food choices
- Expand the variety of fruits and vegetable (f/v) children experience
- Increase children's f/v consumption
- Make a difference in children's diets to impact their present and future health



FFVP History- pg. 2

- 2002 – selected primary and secondary schools in IN, OH, MI, and IA
- 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

FFVP Interim Evaluation Report (Sept. 2011)



- Students consume an additional $\frac{1}{4}$ cup of f/v on average on days when the program is operating
- No significant increase in total calorie consumption
 - f/v are replacing other foods in the diets of participating children



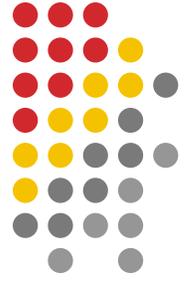


School Year 2012-2013

- Funding of \$163.5 million for all 50 states, Guam, Puerto Rico, and US Virgin Islands
- South Dakota allocation
 - \$1,843,555
 - 113 schools selected
 - 64 districts
 - 25,286 students



FFVP Proposed Rule



- Comments were due April 24, 2012
- Found at:
<http://www.fns.usda.gov/cnd/FFVP/handbook.pdf>
- Major provisions of the proposed rule
 - Schools would be allowed to use no more than 15% of a school's total grant for non-food costs necessary to operate the FFVP

FFVP Website



The screenshot shows the South Dakota Department of Education website. At the top left is the department logo with the tagline "Learning, Leadership, Service". To the right are logos for "INDIAN EDUCATION", "TEACHER STANDARDS", and "SOUTH DAKOTA COMMON CORE". A red navigation bar contains the following menu items: Accreditation and Certification, Assessment and Technology, Curriculum and CTE, Finance, Grants Data Management, Health, Nutrition After School, and Title Programs SPED, Head Start.

Calendar of Events

QUICK LINKS

- A-Z Index
- About the Department
- Accountability/ AYP
- Board of Education
- Content Standards
- Indian Education
- Report Card
- School Directory
- Stimulus

PRESS ROOM

- News Releases
- Publications

CONTACT INFORMATION

- Contact Us

RESOURCES

- K-12 Data Center
- SD Codified Laws
- State Library
- Teacher 411
- Virtual School

BACK TO HOME

Icons for RSS, Twitter, and a hand holding a heart.

Google™ Custom Search

Search

Fresh Fruit and Vegetable Program

CONTACT

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.

PROPOSED RULE

The Proposed Rule on the Fresh Fruit and Vegetable Program was published on Friday, February 24, 2012.

This proposed rule would establish the basic requirements for the operation of the Fresh Fruit and Vegetable Program (FFVP) in conformance with the Richard B. Russell National School Lunch Act. It would set forth administrative and operational requirements for FFVP operators at the State and local levels. The intent of these

FRESH FRUIT & VEGETABLE PROGRAM

DOCUMENTS

2012-13 FFVP Applications

- New Application
- Prior Application
- Sample Sponsor Letter
- Application Scoring Form
- 2011-12 Participating Schools
- Budget Tracking Forms
- Claims for Reimbursement
- FFVP Handbook
- FFVP Study Results

Resources

- What's in a half cup of fruit?
- What's in a half cup of vegetables?
- Fruit Nutrition Database
- Vegetable Nutrition Database
- CDC Fruit and Veggies of the Month
- Fruit and Vegetable Fact Sheet (1)
- Fruit and Vegetable Fact Sheet (2)

Live Meetings

- Healthy School District Sample
- March 22, 2012 Meeting
- Team Nutrition
- USDA-MyPlate

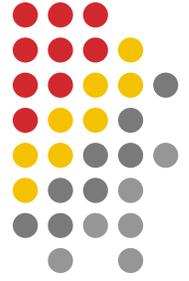
Back To Top



How it works- pg. 7-9

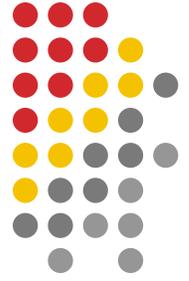
- Elementary schools receive funds based on an allocation of \$50-\$75 per student
 - 2012-2013 \$70.25 per student
- Funds are used to provide fresh f/v for all enrolled children
- School submit claims to be reimbursed for costs of program
- Fresh f/v are served at least 2 times per week during school hours

Grant Award



- Award allocated in two parts
 - 1st allocation—awarded on July 1, 2012
 - Allocation period of 7/1/2012 to 9/30/2012
 - Allocation letter will be sent to the Authorized Rep in late July/early August
 - Addendum included—sign and return to CANS office
 - No grant money is paid out until this is on file
 - Primarily used for purchase of f/v served in August and September

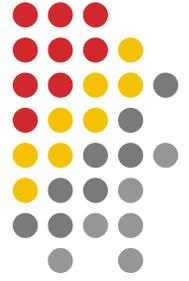
Grant Award



- 2nd allocation—awarded on October 1, 2012
 - Allocation period of 10/1/2012 to 6/30/2013
 - Allocation letter will be sent to the Authorized Rep in mid-October
 - Primarily used for purchase of f/v for the remainder of the school year

Who can receive the f/v?

pg. 10-11



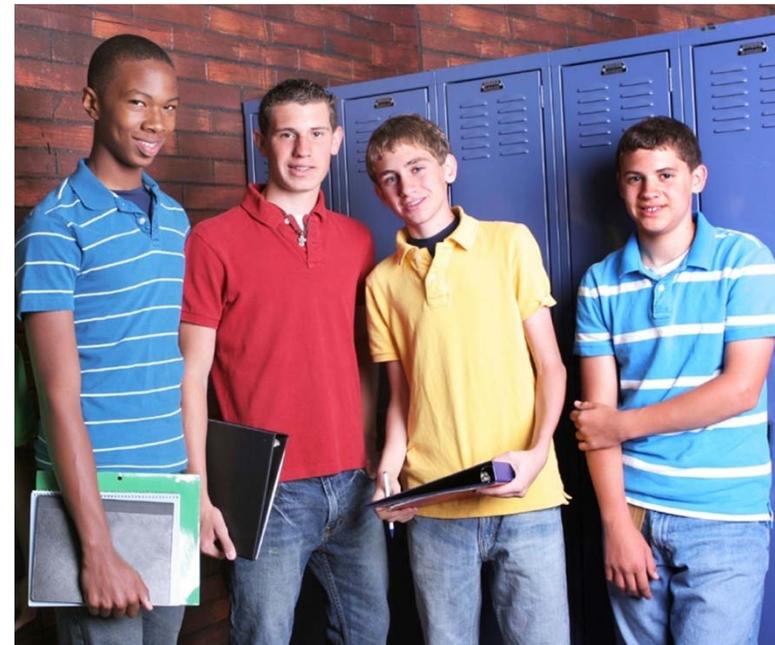
- All elementary school children who normally attend the school
- Head Start or early childhood students enrolled at the school
- Teachers and administrators who are role modeling f/v consumption in the classroom





Who cannot have the f/v?

- 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



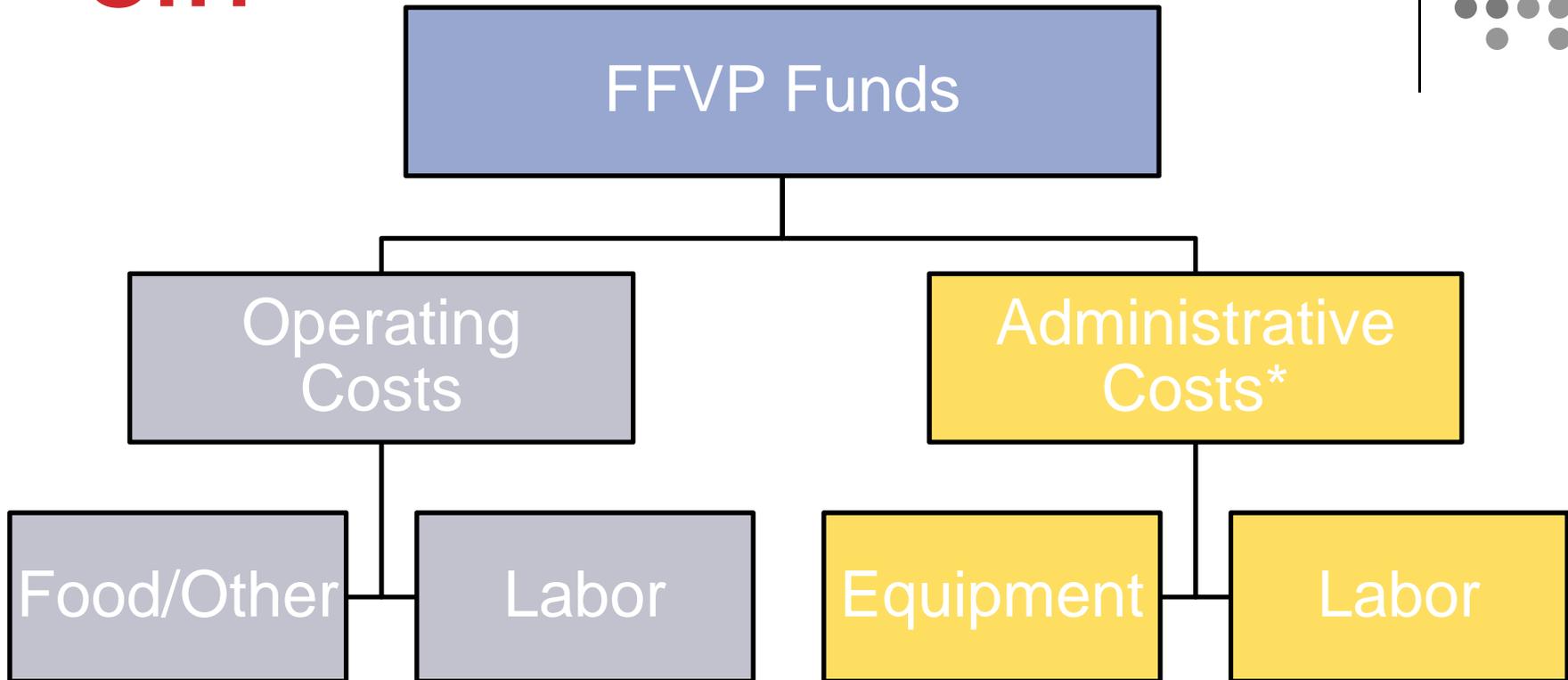
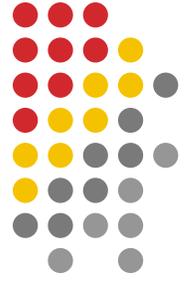
How to serve the f/v? pg. 12-13



- 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



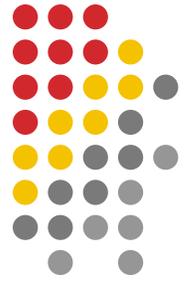
What Can I Spend My Award On?



***Limited to 10% of award**

Operating Costs – Food/Other

pg. 23

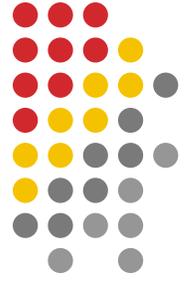


- Fresh Fruits and Vegetables
 - Fresh vegetable may be cooked and served once per week with education lesson
- Non-Fruit or Vegetable Foods
 - Low-fat or fat-free dip (vegetables only)
 - Ingredients to make own dip
 - Must make sure less than 30% of the calories are coming from fat
 - Serving size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



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



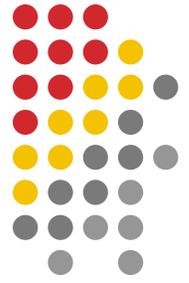
Allowable

- 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

Operating Costs – Food/Other & Labor– pg. 23

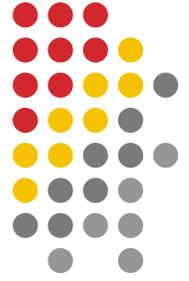


- “Other”
 - Paper supplies (plates, napkins, forks, etc.)
 - Small equipment (knives, cutting boards)
- Labor
 - Food production
 - Snack service
 - Clean-up

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

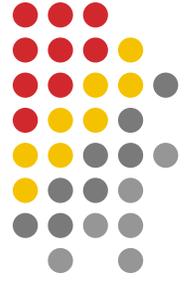
Administrative Costs

pg. 23-24



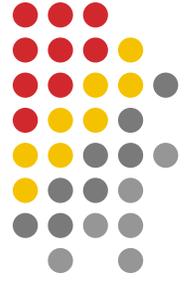
Admin Costs restricted to 10% of total award

- Labor
 - Menu planning
 - Purchasing
 - Financial reporting
- Equipment
 - Must be used exclusively for FFVP or cost must be prorated
 - Pre-approval required prior to purchase



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

- Funding is allocated based on \$70.25 per student
- Program should run throughout the school year
- Average weekly snack cost
 - $\$70.25 \div \text{Total number of weeks} = \text{\$}\$/\text{week}^*$
- Average cost of snack
 - Divide average weekly snack cost by total days of the week the program is offered (2 days min.)

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

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)

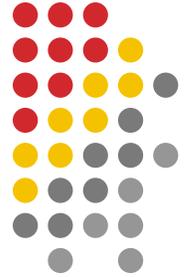
Financial Planning

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

Equipment Justification Form



Request for Equipment Purchase for the Fresh Fruit and Vegetable Program

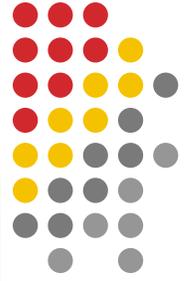
Instructions: Complete this form. Retain a copy for your files and return the original to the below address. **DO NOT** purchase equipment until approval is received from the Child and Adult Nutrition Service office.

Send the completed form to South Dakota Department of Education, Child and Adult Nutrition Service, 800 Governors Drive, Pierre, SD 57501 or scan and email the form to Samantha.Beilke@state.sd.us

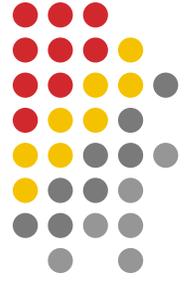
School Food Authority: _____

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. \$ _____

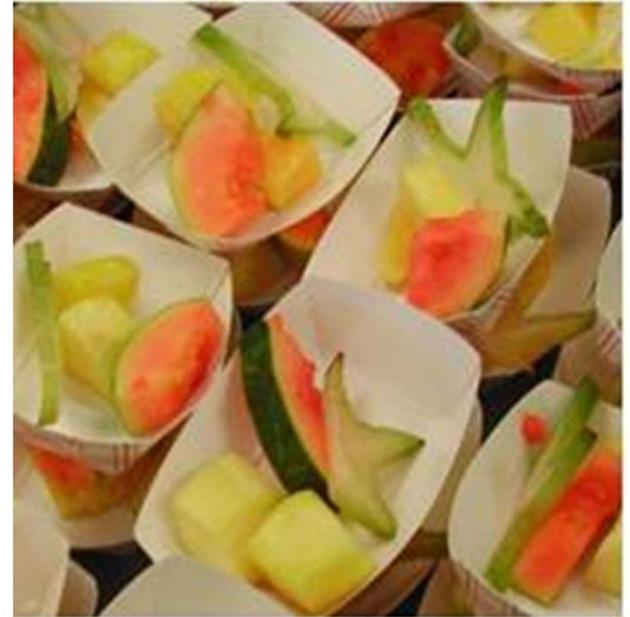


Menu Planning

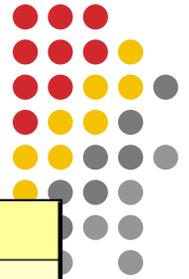


Menu Planning

- 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



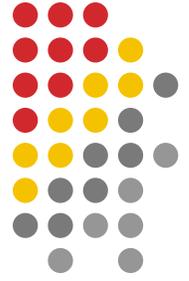
February 2011						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 WATERMELON 	2 RED CABBAGE 	3 RED PLUM 	4	5	6
7	8 RED GRAPES 	9 RED RADISH SLICES 	10 RED DELICIOUS APPLE 	11		
14	11 PINK GRAPEFRUIT SEGMENTS 	16 CHERRY TOMATOES 	17 CARA CARA ORANGE (PINK INSIDE) 	18		
21	22 RED APPLE SLICES 	23 RED PEPPER STRIPS 	24 BABY BANANA AND STRAWBERRIES 	25		
28	<p style="text-align: center;">Cara Cara is Buena Buena!!!</p> <p style="text-align: center;">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>					



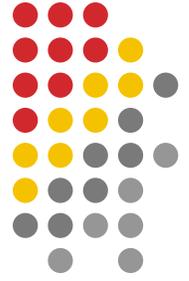
Menu Planning

- 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

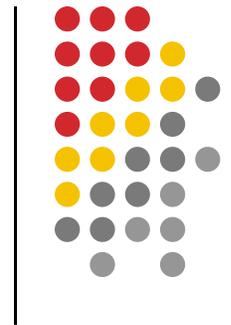
- Spend your money!!
 - Returned nearly \$35,450 to USDA for the 1st allocation SY 11-12
 - Possibility to request additional funding if needed (not guaranteed)
- OKAY to start more conservatively
- Don't be afraid of expensive items



Special Dietary Needs



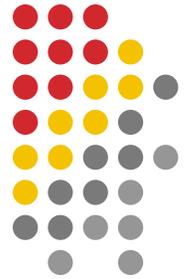
- Texture modifications – soft, cut, pureed, etc.
 - Physician's statement is not required
 - Recommended obtain statement with directions for texture modification
- Food Substitutions – child cannot tolerate food in altered format
 - Physician's statement is required and should include: child's disability, 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

PG. 31-32

Handling Fresh Produce in Schools

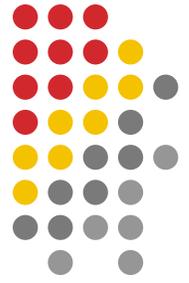


PURCHASING AND RECEIVING

- 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.



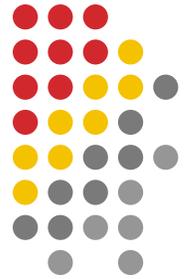
Handling Fresh Produce in Schools



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

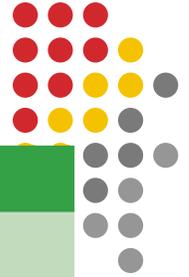


HAND HYGIENE

- 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

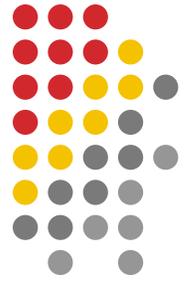


SERVING

- 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.



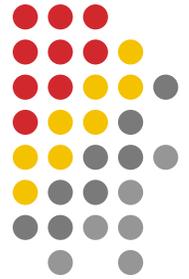
Handling Fresh Produce in Schools



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.
- 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

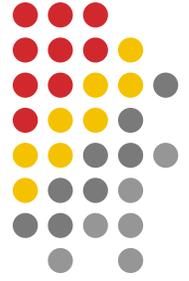
U.S. Department of Agriculture. **Fresh Fruit and Vegetable Program Handbook.**

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.

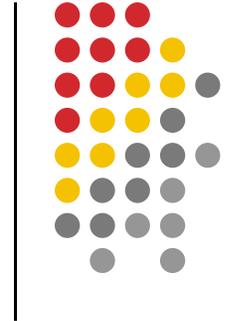
SCOPE: This standard operating procedure (SOP) applies to all individuals involved in distributing snacks as part of the Fresh Fruit and Vegetable Program.

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.



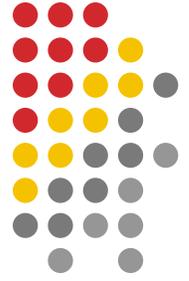
PURCHASING IN THE FFVP

PG. 17-19

Purchasing



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



Schools may...

- Order through DoD-Fresh, the Department of Defense's Fresh Fruit and Vegetable Program
- Buy produce from your local grocery stores and farmers' markets, or contact conventional and organic growers, and distributors

Purchasing



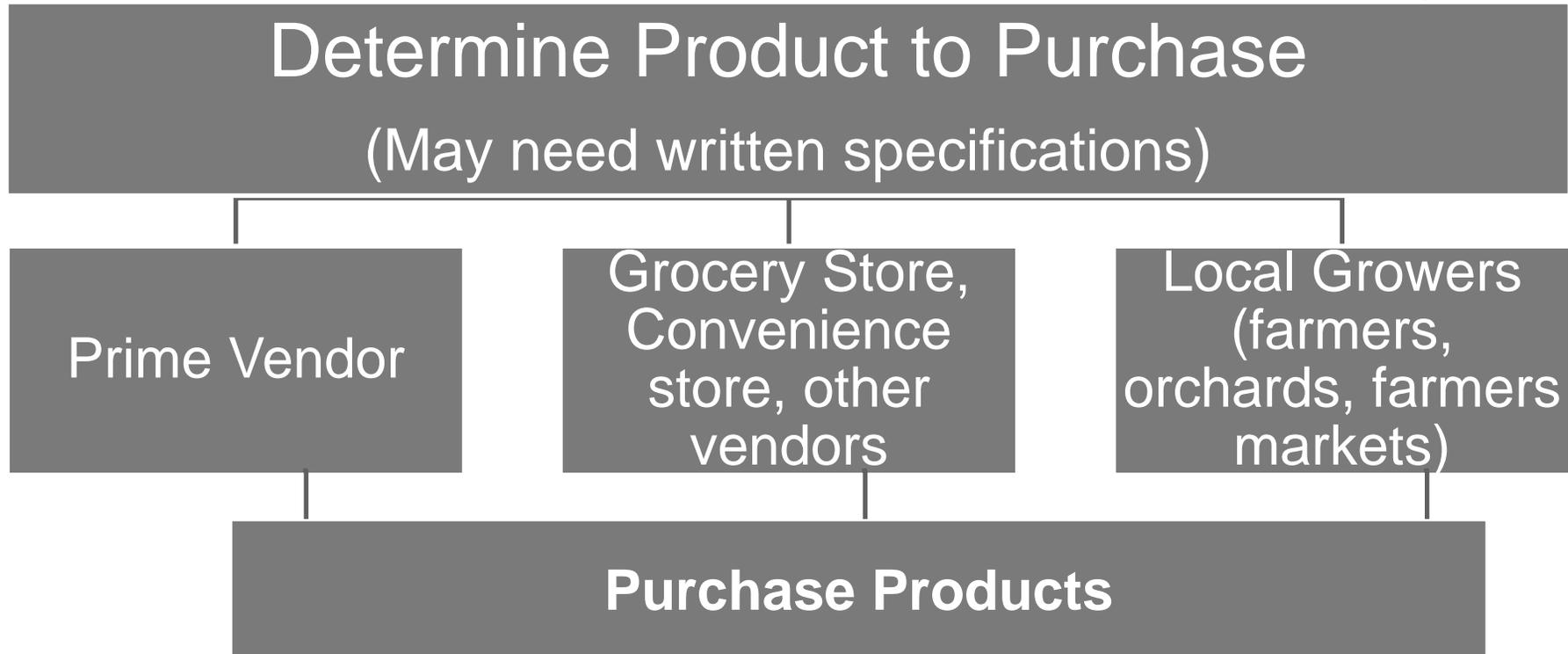
Buy American

- 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



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

Purchasing Flowchart

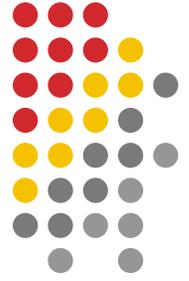


Purchasing

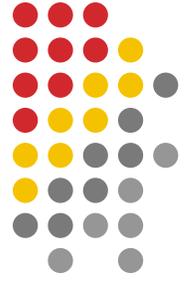


- Specifications should include
 - Food item
 - Size of that food item
 - Whole or pre-cut
 - Amount to be purchased
 - Delivery schedule/pick-up, cost of delivery

Invoices

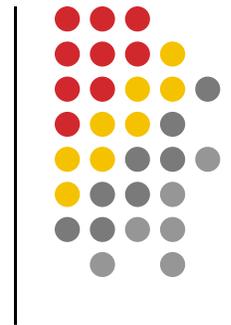


- Ask the vendor to invoice the f/v purchased for this program on a separate invoice so you can easily complete the claim for reimbursement



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.



FARM TO SCHOOL

PG. 18-19

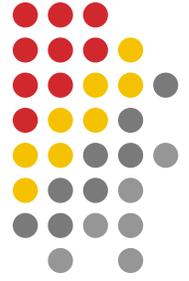
Farm to School



- FFVP schools are encouraged (not required) to use funds to purchase locally grown produce
- May purchase from:
 - Farmers
 - Farmers markets/co-ops
 - Vendors carrying local produce



Farm to School

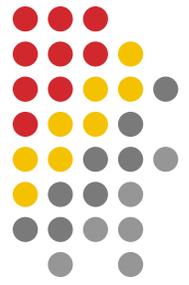


- Must follow all proper procurement procedures (similar to NSLP)
- May apply “geographic preference”



Money Matters

FFVP Website



The screenshot shows the FFVP website with a navigation menu at the top: Accreditation and Certification, Assessment and Technology, Curriculum and CTE, Finance, Grants and Data Management, Health, Nutrition After School, and Title Programs SPED, Head Start. The main content area is titled "Fresh Fruit and Vegetable Program CONTACT". It includes a description of the USDA program, information about its administration by Child & Adult Nutrition Services, and a section for a "PROPOSED RULE" published on February 24, 2012. A sidebar on the right contains a "DOCUMENTS" section with a red circle around "Claims for Reimbursement" and a "LINKS" section with "March 2012 Live Meeting". The footer contains links for State Home Page, Disclaimer, Accessibility, and Privacy Policy, along with the copyright notice: ©2012 S.D. Department of Education, 800 Governors Drive, Pierre, SD 57501 - (605) 773-3134.

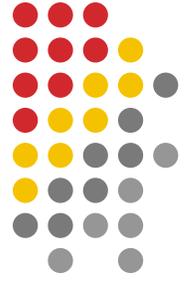
Navigation Menu: Accreditation and Certification, Assessment and Technology, Curriculum and CTE, Finance, Grants and Data Management, Health, Nutrition After School, Title Programs SPED, Head Start

Left Sidebar: Calendar of Events, QUICK LINKS (A-Z Index, About the Department, Accountability/ AYP, Board of Education, Content Standards, Indian Education, Report Card, School Directory, Stimulus), PRESS ROOM (News Releases, Publications), CONTACT INFORMATION (Contact Us), RESOURCES (K-12 Data Center, SD Codified Laws, State Library, Teacher 411, Virtual School), BACK TO HOME (RSS, Twitter, Facebook), Google Custom Search, Search

Main Content:
Fresh Fruit and Vegetable Program CONTACT
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.
PROPOSED RULE
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Right Sidebar:
FRESH FRUIT & VEGETABLE PROGRAM
DOCUMENTS
2012-13 FFVP Applications
New Application
Prior Application
Sample Sponsor Letter
Application Scoring Form
2011-12 Participating Schools
Budget Tracking Forms
Claims for Reimbursement
FFVP Handbook
FFVP Study Results
Resources
CDC Fruit and Veggies of the Month
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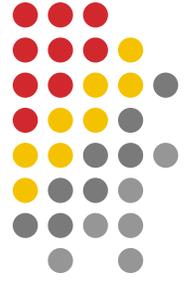
Footer: State Home Page | Disclaimer | Accessibility | Privacy Policy
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Budgeting

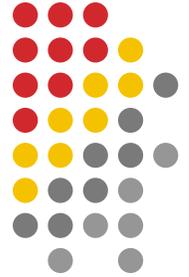
- **The school needs to be fiscally responsible for managing this grant!!**
 - Establish a monthly budget to assist you in tracking funds and ensure timely expenditures of program funds
 - Weekly amount
 - Not spending the money is a disservice to your students

Budget Agreements



- Budget **required** for each school
 - Send in with addendum (1st allocation letter)
- Separate budget for 1st and 2nd allocation periods
- The budget is an estimate so you have an idea of about how much your site can spend per week, per month, etc.
- You also know where your school is at as far as over/under spending

Completing the Budget Form



Fresh Fruit and Vegetable Program Budget Form: 1st Allocation

District Name:		School Year: 2012-2013						
School Name:		Grant Year/Fiscal Year (FY):		2013				
LA Number		Grant Period:		7/1/2012 - 9/30/2012				
		Allocation Amount:		\$ -				
Week	Weekly Allocation	Fruit & Vegetable Costs	Labor Costs	Small Supplies/Other	Admin Costs	Total	Oper/Days	Over/Under Budget
1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
Total Funds Spent for 1st Allocation		\$ -						
Total Funds Remaining for 1st Allocation		\$ -						
10% Administrative Costs		\$ -						
Administrative Costs Threshold			under					

FFVP Claiming– pg. 25-27



- Submit electronic or manual
- Complete all 4 sheets or worksheets (tabs) in spreadsheet
- 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.



Send Claims To:

Sami Beilke

Child and Adult Nutrition Services

SD Department of Education

800 Governors Drive

Pierre, SD 57501

Fax: 605-773-6139

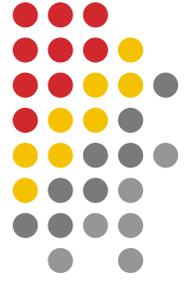
Email: Samantha.Beilke@state.sd.us

60/90 Day Claiming



Claim Month	60 Day Due Date
July 2012	September 29, 2012
August 2012	October 30, 2012
September 2012	November 29, 2012
October 2012	December 30, 2012
November 2012	January 29, 2013
December 2012	March 1, 2013
January 2012	April 1, 2013
February 2012	April 29, 2013
March 2012	May 30, 2013
April 2012	June 29, 2013
May 2012	July 30, 2013
June 2012	August 29, 2013

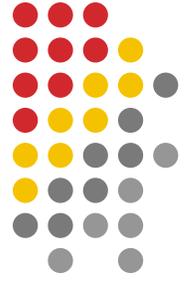
Federal regulations require claims be reviewed and approved within 60 calendar days from the last day of the claim month.



One-Time Exception

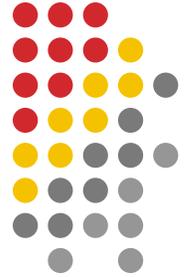
- If something comes up where a claim is not submitted by the 60-day deadline, a one-time exception can be filed.
- School districts can only submit a one-time exception form once every three years.
- If your school has submitted a one-time exception within the last 3 years, your claim will not be reimbursed if submitted after the 60-day deadline.

Claims for Reimbursement



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

Claim Worksheet – Cover Page



Fresh Fruits and Vegetable Program		Claim for Reimbursement	
<p>Instructions: Submit to Child & Adult Nutrition Services no later than the 10th of the month following the month covered by the claim. Retain a copy for your records. Faxed claims are acceptable to 605-773-6139. All receipts, invoices and other evidence of purchase must be retained and available for further review or audit for a period of 3 years after the date of submission of the final claim for the fiscal year to which they pertain. If you mail them in, send to Office of Finance & Management-DOE, 800 Governors Drive, Pierre, SD 57501-2294</p>			
District/School Information			
District Name:	_____		
School Name:	_____		
Claim Information			
Month:	_____	Year:	_____
		# of days Fruits/Vegetables served	_____
Operating Costs (Please itemize expenses for operating costs on following pages)			
Fruits/Vegetables	_____		-
Operating Labor	_____		-
Non-Food Small Supplies	_____		-
Non-Fruit/Vegetable Food	_____		-
Total Operating Costs	_____		-
Administrative Costs	_____		-
Total Reimbursement Claim	_____		-
<p>SIGNATURES- Must be two different individuals. (Both are Required)</p> <p>We certify that to the best of our knowledge and belief, this claim is true and correct in all respects, that records are available to support this claim, that it is in accordance with the terms of the existing Agreements; and that payment has not been received. We recognize that we will be fully responsible for any excess funds received due to erroneous or neglectful reporting herein. We also understand that this information is being given in connection with the receipt of Federal Funds; and that deliberate misrepresentation may subject us to prosecution under applicable State and Federal criminal statutes. We further certify that all claims for reimbursement shall be submitted to the State Agency no later than 60 days after the end of the claim month. We understand that failure to submit claims within the 60 day deadline will result in</p>			
Project Manager (signature)	_____	Date	_____
(Please Print Name)	_____	Phone #	_____
Food Service Director (signature)	_____	Date	_____
(Please Print Name)	_____	Phone #	_____

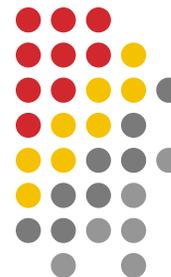
Complete all school data to ensure reimbursement is provided to the correct school.

Complete monthly information

Financial information will automatically fill in once the fruit, vegetable, and summary page is completed if using a computer.

Be sure to include both signatures.

Sample Invoice



QUANTITY		ITEM NUMBER	DESCRIPTION	MFG. NUMBER	U/M	PRICE	EXTENSION
ORDER	SHIP						
***** C O O L E R *****							
1	X	510610	40# PETITE BANANA TURNING 15OCT	150PET	CS	24.080	24.08
1	X	517850	12/1PINT GRAPE TOMATOES		CS	39.424	39.42
6	X	161177	48/4Z TRIX YOG STBRY BANANA BLAST	17726	CS	13.400	80.40
6	X	161179	48/4Z TRIX YOG RASPB RAINBOW	17725	CS	13.400	80.40
1	X	511100	150/2QZ GRAPE ESCAPE RED GRAPES		CS	47.600	47.60
2	X	521400	10# SUGAR SNAP PEAS		CS	25.760	51.52
4	X	988988	168/1OZ LOL LT MOZZ STNG CHESE PTY	59703	CS	34.590	138.36
2	X	157095	6/5# LOL 150 BLCD YEL AMER CHEESE	45141	CS	64.693	129.39
1	X	522360	4/5# LETTUCE ROMAINE BLEND W/COLOR	10264	CS	21.840	21.84
1	EA	522400	4/5# LETTUCE SHREDDED 1/8"	10280	EA	6.386	6.39
4	X	522730	2/3# CAULIFLOWER FLORETS	6CAULI	CS	15.24	60.96
2	X	515019	200/1.6OZ CARROTEENIES FLD BBY CAR		CS	23.520	47.04
1	X	522830	2/5# CSTRC CELERY STICKS 4"	361807	CS	25.200	25.20
1	EA	160814	10/3# COMS CREAM CHEESE	47354	EA	7.103	7.10
6	X	395104	80/4OZ C S FRSH FRT PUNC JCE 100%	600124	CS	10.300	61.80
6	X	395100	80/4OZ C S FRSH GRP JCE 100%	600118	CS	10.300	61.80
6	X	395102	80/4OZ C S FRSH DRNG JCE 100%	600101	CS	10.600	63.60
6	X	395101	80/4OZ C S FRSH APPL JCE 100%	600109	CS	8.800	52.80
3	X	510210	13SCT APPLES BRAEBURN		CS	29.624	88.87
1	X	514110	15OCT PEARS		CS	30.950	30.95
1	X	512100	13SCT ORANGES #1 CALIFORNIA	138DRA	CS	18.649	18.65
1	X	518400	50# POTATOES BAKERS IDAHO 100 CT.		CS	17.752	17.75
SECTION 63 PIECES							
***** D R Y *****							
1	X	128700	104/1OZ SUNCHIPS GAR SALSA	36445	CS	22.900	22.90
1	X	128707	104/ 88OZ CHEETOS BAKED RF.	21642	CS	22.900	22.90



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.

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

- 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

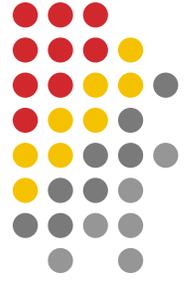
Program Promotion



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



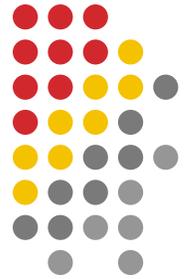
Program Promotion



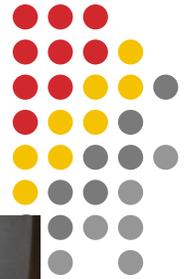
- Work with school staff
 - Ask for volunteers to assist in program promotion
 - Collaborate on ideas for health and wellness activities
 - Health fairs
 - Art: students create posters
 - Music: develop/sing a f/v school song
 - Library: students are read stories involving f/v and books featuring f/v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

Program Promotion

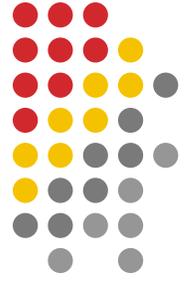
- “Fruit/Vegetable of the Month”
 - F/V chosen is highlighted
 - Harvest of the Month
 - Multiple snacks during the month
 - Nutrition education focuses on chosen f/v
- Election Day – vote on f/v to be served
- Colored Day – all students wear the color of their assigned fruit (Granny Smith Green or Regent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



Nutrition Education– pg. 20-21



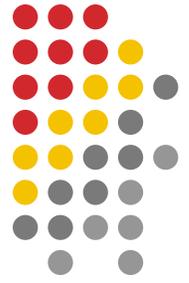
Nutrition Education



- 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 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



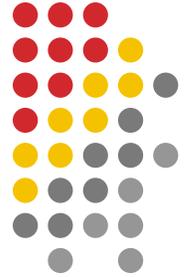
- The Very Hungry Caterpillar
 - Carle E.
- Green Eggs and Ham
 - Dr. Seuss
- Eating the Alphabet: Fruits & Vegetables from A to Z
 - Ehlert L.
- Gregory the Terrible Eater
 - Sharmat M.
- D.W. the Picky Eater
 - Brown M.
- The Two-Bite Club
 - Food and Nutrition Services
- The Vegetables We Eat
 - Gibbons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

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



south dakota DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

INDIAN EDUCATION TEACHER STANDARDS SOUTH DAKOTA COMMON CORE

Accreditation and Certification Assessment and Technology Curriculum and CTE Finance, Grants and Data Management Health, Nutrition After School Title Programs SPED, Head Start

Calendar of Events

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A-Z Index
About the Department
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Board of Education
Content Standards
Indian Education
Report Card
School Directory
Stimulus

PRESS ROOM
News Releases
Publications

CONTACT INFORMATION
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CONTACT

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FRESH FRUIT & VEGETABLE PROGRAM

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New Application
Prior Application
Sample Sponsor Letter
Application Scoring Form
2011-12 Participating Schools
Budget Tracking Forms
Claims for Reimbursement
FFVP Handbook
FFVP Study Results

Resources
What's in a half cup of fruit?
What's in a half cup of vegetables?
Fruit Nutrition Database
Vegetable Nutrition Database
CDC Fruit and Veggies of the Month
Fruit and Vegetable Fact Sheet (1)
Fruit and Vegetable Fact Sheet (2)

Live Meetings
Healthy School District Sample
March 02 2012 Live Meeting
March 02 2012 Live Meeting
Team Nutrition
USDA-MyPlate

Back To Top

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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

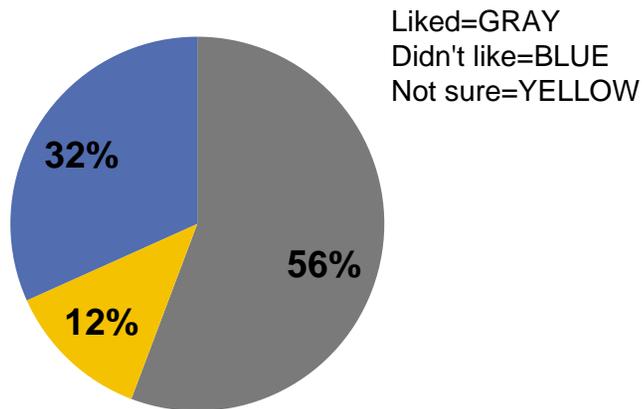


- Highlight locally grown produce on menus
- Create a nutrition resource cart
 - Games/worksheets
 - Fact sheets
 - Coloring pages

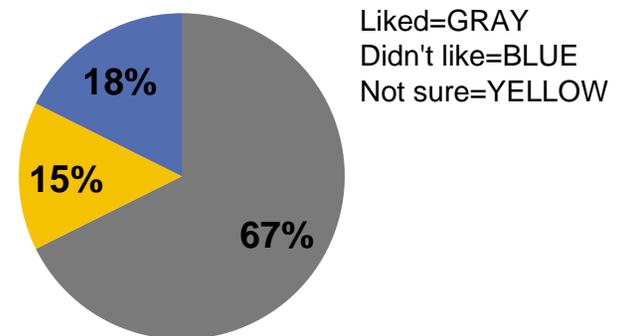
Nutrition Education Taste-Test Survey



Asparagus Survey

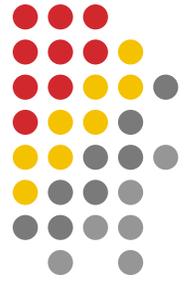


Junior Kindergarten Asparagus Survey



**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



QUESTIONS?

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