

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**



The screenshot shows the 'School Nutrition Programs' interface. At the top, there is a navigation bar with the following items: Applications (highlighted with a red box), Claims, Reports, Security, and Search. On the right side of the navigation bar, there are links for Year, Help, and Log Out. Below the navigation bar, there is a table with two columns: 'Item' and 'Description'. The table contains the following rows:

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Site Enrollment	Site Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

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

School Nutrition Programs

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

Applications > FFVP Application Year List > School Year: [] []

FFVP Application Packet

Status: Active

Action	School Year	Free/Redc %	Open Date	Close Date	Approved Sites
Detail	[] []	30.00	[] []	[] []	0
Detail	[] []	30.00	[] []	[] []	0

Last Year < Back

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.

School Nutrition Programs

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

Applications > FFVP Application Year List > FFVP Application Packet > School Year: [] []

FFVP Application Packet For School Year [] []

Status: Active

Action	Form Name	Status
Add	Fresh Fruit And Vegetable Sponsor Application	Not Started

Minimum Percentage of Free and Reduced Lunches for Eligibility 30.0000 %

Action	Site ID	Site Name	% Enroll Free/Redc Oct 2015	CEP Reimburse % Free	Approved	Status
Add	0002	[] []	0.0000	N/A	No	Not Started

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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.

School Nutrition Programs

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

Applications > FFVP Application Year List > FFVP Application > School Year: [] VIEW | MODIFY

FFVP Application
For School Year: []

Status: Active

By submitting this application, you are indicating that you understand your selection as a potential FFVP participant is based on prior year site information submitted under the National School Lunch Program. Any significant changes to site operations, including, but not limited to: grade levels served and percentage of free and reduced-price children, may affect eligibility for this program.

1 Contact Information

1. Name: Salutation: Dr. First Name: Potato Last Name: Lettuce
2. Email Address: potato@gmail.com
3. Phone: (555) 555-5555 Ext: 555 Fax: (555) 555-5555
4. Title: SFA FFVP Coordinator

Invited Sites

Select	Site ID	Site Name	Status
<input checked="" type="checkbox"/>	0002	ELEM	Active

Save Cancel

3

Record contact information for the FFVP District Contact.

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

School Nutrition Programs

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

Applications > FFVP Application Year List > FFVP Application > School Year: []

FFVP Application
For School Year: []

The FFVP Application has been processed.

< Edit Finish

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