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 & CYNDIA 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
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
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.

For information, contact Rob Ingalls, Fresh Fruit and Vegetable Program Coordinator, at (603) 773-2877.
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?

FFVP Funds

Operating Costs
- Food/Other
- Labor

Administrative Costs*
- Equipment
- Labor

*Limited to 10% of award
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
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
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 benchmark, 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
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
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
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
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**

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<thead>
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<th>Claim Month</th>
<th>60 Day Deadline</th>
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<tr>
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<td>August</td>
<td>October 30</td>
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<tr>
<td>September</td>
<td>November 29</td>
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<tr>
<td>October</td>
<td>December 30</td>
</tr>
<tr>
<td>November</td>
<td>January 29</td>
</tr>
<tr>
<td>December</td>
<td>March 1**</td>
</tr>
<tr>
<td>January</td>
<td>April 1**</td>
</tr>
<tr>
<td>February</td>
<td>April 29</td>
</tr>
<tr>
<td>March</td>
<td>May 30</td>
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<td>June 29</td>
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<tr>
<td>May</td>
<td>July 30</td>
</tr>
<tr>
<td>June</td>
<td>August 29</td>
</tr>
</tbody>
</table>
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
• 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

### March

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
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<tbody>
<tr>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cucumbers</td>
<td>Locally grown mystery snack!</td>
<td>Blueberries &amp; Blackberries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

<table>
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<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
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<tbody>
<tr>
<td>Pears</td>
<td>Pears</td>
<td>Locally grown mystery snack!</td>
<td>Green Beans</td>
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<td></td>
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<table>
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<th>15</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
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</thead>
<tbody>
<tr>
<td>Mango</td>
<td>Mango</td>
<td>Locally grown mystery snack!</td>
<td>Apples</td>
<td></td>
<td></td>
<td></td>
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<table>
<thead>
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<th>24</th>
<th>25</th>
<th>26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cauliflower</td>
<td>Locally grown mystery snack!</td>
<td>Grapefruit</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
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<th>29</th>
<th>30</th>
<th>31</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Early Release--No Snack</td>
<td>Locally grown mystery snack!</td>
<td>Jicama</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>
## SAMPLE MENU

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WATERMELON</td>
<td>2</td>
<td>RED CABBAGE</td>
<td>3</td>
<td>RED PLUM</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>RED GRAPES</td>
<td>9</td>
<td>RED RADISH SLICES</td>
<td>10</td>
<td>RED DELICIOUS APPLE</td>
<td>11</td>
</tr>
<tr>
<td>14</td>
<td>PINK GRAPEFRUIT SEGMENTS</td>
<td>16</td>
<td>CHERRY TOMATOES</td>
<td>17</td>
<td>CARA CARA ORANGE (PINK NECTAR)</td>
<td>18</td>
</tr>
<tr>
<td>21</td>
<td>RED APPLE SLICES</td>
<td>23</td>
<td>RED PEPPER STRIPS</td>
<td>24</td>
<td>BABY BANANA AND STRAWBERRIES</td>
<td>25</td>
</tr>
<tr>
<td>28</td>
<td>Cara Cara is Buena Buena!!! 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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
Different portions for grades

Start small
- New program = new foods
- Start with small servings of ¼ cup or less

Increase with time
- New favorites may develop
- Increase servings to ½ 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
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.
- Practice good food safety and food handling techniques to prevent cross-contamination.

Resources


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


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
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

Determine Product to Purchase
(May need written specifications)

Prime Vendor
Grocery Store, Convenience store, other vendors
Local Growers (farmers, orchards, farmers markets)

Purchase Products
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
- 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
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.
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
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. [Image of School Nutrition Programs]

2. [Image of School Nutrition Programs]

3. [Image of School Nutrition Programs]
## CLAIM – FRUIT AND VEGETABLE

### Fresh Fruit

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Size/Weight of Shipping Unit</th>
<th>Number of Units</th>
<th>Cost per Unit</th>
<th>Total Unit Cost</th>
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<tbody>
<tr>
<td>Bananas</td>
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<td>19.97</td>
<td>59.91</td>
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<tr>
<td>Kiwi</td>
<td>50</td>
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### Eggplant

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<th>Total Unit Cost</th>
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<tr>
<td>Eggplant</td>
<td>3</td>
<td>1</td>
<td>14.95</td>
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**Total Costs**

- Fresh Fruit and Vegetable Costs: $196.41
- Total: $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

- Fresh Fruit and Vegetable Program Site Claim for Reimbursement
- School District name
- Site name
- Code: 43000
- Error Description: Number of Operating Days must be greater than 0.
- Claim Information:
  1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.
  2. Fresh Fruit and Vegetable Costs: $196.41
  3. Operational Costs: $0.00
  4. Administrative Costs: $0.00

Claim Totals: $196.41
### CLAIM – OTHER EXPENDITURES

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

<table>
<thead>
<tr>
<th>Name\Position</th>
<th># of Hours</th>
<th>Rate per Hour</th>
<th>Labor Cost</th>
<th>Item Status</th>
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<tr>
<td>Sally Strawberry - F/V prep</td>
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<td>15</td>
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**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.)

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Number of Units</th>
<th>Cost per Unit</th>
<th>Total Unit Cost</th>
<th>Item Status</th>
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</thead>
<tbody>
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<td>Lowfat Peanut Butter</td>
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**Operational Costs**

<table>
<thead>
<tr>
<th></th>
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<tr>
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### SAMPLE INVOICE

<table>
<thead>
<tr>
<th>INVOICE NUMBER</th>
<th>QUANTITY</th>
<th>ITEM NUMBER</th>
<th>DESCRIPTION</th>
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<tbody>
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<td>515411</td>
<td>40# PETITE BANANA TURNING 100CT</td>
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<tr>
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<td>10# FANT GRAPES TOMATUMS</td>
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<td>16#1/2 LOL YT MELT SPIN CHEESE FRY</td>
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<td>522666</td>
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<td>522885</td>
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<td>36150</td>
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**TOTALS**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>EXTENSION</th>
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<td>22.90</td>
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<tr>
<td>128795</td>
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<tr>
<td>128797</td>
<td>1</td>
<td>224000</td>
<td>22.90</td>
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</table>
## SAMPLE INVOICE

**Date:** 10/12/2011

<table>
<thead>
<tr>
<th>Reg. No.</th>
<th>Clerk</th>
<th>Account Forward</th>
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<tbody>
<tr>
<td>2</td>
<td>25 lbs</td>
<td>#2/16</td>
</tr>
<tr>
<td>3</td>
<td>Green beans</td>
<td>#50</td>
</tr>
</tbody>
</table>

Your Account Stated Is 10/12/2011 - If Error is Found, Return at Once.
### SAMPLE TIME CARD – LABOR

<table>
<thead>
<tr>
<th>School Name: Ever Elementary</th>
<th>Employee Name: Joe Q</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td><strong>Start Time</strong></td>
</tr>
<tr>
<td>10/7</td>
<td>9:15</td>
</tr>
<tr>
<td>10/10</td>
<td>9:15</td>
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<tr>
<td>10/12</td>
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<tr>
<td>10/14</td>
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<tr>
<td>10/17</td>
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<tr>
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<tr>
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<td>10/24</td>
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<tr>
<td>10/26</td>
<td>9:15</td>
</tr>
<tr>
<td>10/28</td>
<td>9:15</td>
</tr>
<tr>
<td>10/31</td>
<td>9:15</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claim - SNP</td>
<td>School Nutrition Program Claims</td>
</tr>
<tr>
<td>Claim - SSO</td>
<td>Seamless Summer Option Claims</td>
</tr>
<tr>
<td><strong>Claim - FFVP</strong></td>
<td>Fresh Fruit and Vegetable Program Claims</td>
</tr>
<tr>
<td>Claim Rates</td>
<td>View current claim rates</td>
</tr>
<tr>
<td>Payment Summary</td>
<td>Summary of payments made to this Sponsor</td>
</tr>
</tbody>
</table>

- Claims ➔ Claim – FFVP
Year Total – Will need to click into a month to see the Award Period Totals

<table>
<thead>
<tr>
<th>Site ID</th>
<th>Site Name</th>
<th>Grant Allocated</th>
<th>FFV &amp; Oper Spent</th>
<th>Admin Spent</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>$12,867.44</td>
<td>$12,750.00</td>
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<tr>
<td></td>
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<td>$35,489.52</td>
<td>$33,290.46</td>
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<td>$2,199.06</td>
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<tr>
<td></td>
<td></td>
<td><strong>Totals</strong></td>
<td><strong>$ 48,356.96</strong></td>
<td><strong>$ 46,040.46</strong></td>
<td><strong>$ 0.00</strong></td>
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**Grant Summary**  
School Year 2020 - 2021
**AMOUNT REMAINING FOR THE GRANT PERIOD,**

### Claim Month: September 2020

<table>
<thead>
<tr>
<th>Action</th>
<th>Adj Number</th>
<th>Date Received</th>
<th>Date Accepted</th>
<th>Date Processed</th>
<th>Earned Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Summary</td>
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<td>10/05/2020</td>
<td>10/05/2020</td>
<td>10/13/2020</td>
<td>$5,663.04</td>
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</table>

**Total Earned**: $5,663.04

### Grant Period Details

<table>
<thead>
<tr>
<th>Site ID</th>
<th>Site Name</th>
<th>Grant Period</th>
<th>Grant Allocated</th>
<th>FFV &amp; Oper Spent</th>
<th>Admin Spent</th>
<th>Remaining Balance</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Jul 2020 - Sep 2020</td>
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<td>$2,089.56</td>
<td>$0.00</td>
<td>$117.44</td>
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<td>Jul 2020 - Sep 2020</td>
<td>$5,763.00</td>
<td>$3,573.48</td>
<td>$0.00</td>
<td>$2,189.52</td>
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</table>

**Totals**: $7,970.00 | $5,663.04 | $0.00 | $2,306.96
### Grant Period Details

<table>
<thead>
<tr>
<th>Site ID</th>
<th>Site Name</th>
<th>Grant Period</th>
<th>Grant Allocated</th>
<th>FFV &amp; Oper Spent</th>
<th>Admin Spent</th>
<th>Remaining Balance</th>
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<tbody>
<tr>
<td>0</td>
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<td>Oct 2020 - Jun 2021</td>
<td>$10,660.44</td>
<td>$10,660.44</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>0</td>
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<td>Oct 2020 - Jun 2021</td>
<td>$29,726.52</td>
<td>$29,716.98</td>
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<td>$9.54</td>
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</table>

**Totals**

- **Grant Allocated**: $40,386.96
- **FFV & Oper Spent**: $40,377.42
- **Admin Spent**: $0.00
- **Remaining Balance**: $9.54

**Total Earned**: $3,463.39
No FFVP funds may be used for educational or promotional materials.
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
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
“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
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

What two states produce the most blueberries in the US?
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.
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
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

Webster and Lincoln Elementary
Yankton School District

Asparagus Survey
- Liked: 56%
- Didn't like: 32%
- Not liked: 12%

Junior Kindergarten Asparagus Survey
- Liked: 67%
- Didn't like: 15%
- Not liked: 18%
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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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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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