

# Fresh Fruit and Vegetable Program

## Additional Program Information

### Allocation Information

The October allocation is listed as a *tentative* amount since USDA will not issue the official line of credit until around October 1. You will be contacted by our office if the tentative amount is different from the actual amount.

**Unspent funds from the first allocation cannot be carried over or combined with the second allocation of money.** Overspent funds from the first allocation cannot be subtracted from the second allocation. Unspent funds are turned back to USDA. The school is potentially responsible to cover any over expenditures.

Budgets are determined based on information provided by the applying school on the FFVP application regarding frequency of program participation.

### Monthly Budget Requirement

Schools must develop a monthly budget to assist them with how much money they can spend on a monthly basis (see pg. 8 of the FFVP handbook). Develop your budget so that you use your funds prudently. A *sample* budget form is available on the FFVP website at <http://doe.sd.gov/cans/ffvp.aspx> for your use. Our experience shows that schools tend to under spend in the beginning months of the program and don't offer the program as many days as they might have because they are afraid they will run out of money before the end of the school year.

Your school may already have a budget tool that is preferred. As long as expenditures are tracked on a month-by-month basis, schools have the flexibility to use the form that works best for them.

Expenditures are broken into two categories: *operating and administrative*. An explanation of what costs may be claimed under operating costs and administrative costs can be found on pages 23 & 24 of the FFVP Handbook. Only *fresh* fruits and *fresh* vegetables may be purchased with the FFVP allocation. Canned, frozen, and dried are **not allowable**. You can access a copy of the FFVP Handbook on the CANS-FFVP website at <http://doe.sd.gov/cans/documents/FFVPhandb.pdf> or by contacting the CANS office. Schools should use FFVP funds to the maximum extent possible for the purchase of fresh produce.

**Please note: Expenditures must be submitted for reimbursement for the month they are incurred.** Do not request reimbursement for administrative expenses incurred throughout the school year on the final claim form. You *may* spend up to 10% of your allocation amount on administrative expenses. However, you are not required to spend any money towards administrative expenses if you choose not to. Schools may absorb those costs and choose to spend the money on only fresh fruits and vegetables for their students. It is each school's decision.

### FFVP Claiming

FFVP claims are submitted through the iCAN system. Please fill the FFVP claim form out *thoroughly*. Submission of the FFVP claim form is due on the 10th of every month. If you operate the FFVP for 10 days or less in any month, you are allowed to combine the claim with the appropriate adjacent month. However, claims for reimbursement may not combine operations occurring in two fiscal years.

Please be specific when filling out the information for fruit and vegetables. You are expected to provide:

- Name of the fruit or vegetable
- Size/Weight of Shipping unit – use this as description of unit
- Number of units (or cases) used and the cost per unit (or case)
- The total cost you are requesting for reimbursement (Total cost should equal the number of units *multiplied by* the cost per unit)

Consider combining like items when the prices are the same, OR number entries – such as “Bananas1, Bananas2, Bananas3”, etc.

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Schools claiming reimbursement for fruit and or vegetable trays from local grocers will need to be specific about what was served on the tray regarding type of fruit(s) or vegetable(s). If you have asked the grocery store to provide a dip for the vegetables on the tray, that needs to be noted and it also needs to state that they are providing a low-fat or fat-free dip. The cost of dips should be recorded under non-fruit/vegetable costs on the last page of the claim form.

### Operating Costs

#### *Labor Charges*

When filling out the information for labor costs:

- List the name of the person.
- Number of hours worked on the FFVP. Supporting documentation on file should show the number of hours worked each day on FFVP.
- Include the employee’s hourly wage.
- Only hours spent on preparing produce, preparing trays, distributing produce to classrooms, and cleaning up can be charged off with FFVP operating funds.
- If choosing to claim employee benefits, benefits must be prorated to the work time spent by the employee operating the FFVP, and must correspond with the claim month.

#### *Small Supplies*

When requesting payment for small supplies, list the item purchased, number of cases or packages purchased and cost per case or package. Be specific; this will expedite the processing of your claim.

### Administrative Costs

Administrative costs are limited to 10 percent of your school’s total FFVP grant. Only hours spent on planning the program, managing the paperwork, obtaining the necessary equipment and all other aspects of FFVP that are not related to the preparation and service of fresh fruits and vegetables can be claimed with FFVP administrative funds. Equipment needed to operate the FFVP may also be purchased. An Equipment Justification Form and *prior approval* is necessary before ordering any equipment. If you do not receive *prior approval* before ordering equipment, your costs may not be reimbursed. Contact the CANS office before making any equipment purchases. A copy of the Equipment Justification Form is located on the FFVP webpage <http://doe.sd.gov/cans/ffvp.aspx>.

#### Claim due dates:

Claim Month	Due Date	(60 days) Final Deadline	(90 days) Upward Revisions
July	Aug 10	Sept 29	Oct 29
August	Sept 10	Oct 30	Nov 29
September	Oct 10	Nov 29	Dec 29
October	Nov 10	Dec 30	Jan 29
November	Dec 10	Jan 29	Feb 28
December	Jan 10	Mar 1 **	Mar 31**
January	Feb 10	April 1**	May 01**
February	Mar 10	April 29	May 29
March	April 10	May 30	June 29
April	May 10	June 29	July 29
May	June 10	July 30	Aug 29
June	July 10	Aug 29	Sept 28

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

## Fresh Fruit and Vegetable Program Additional Program Information

### When to Offer Fruit/Vegetable Snack

The site should be prepared to serve FFVP in the beginning of the school year.

Provide fresh fruits and vegetables “bell to bell” during the school day—not before or after regular school hours.

Fresh fruit and vegetables offered as part of the FFVP must be offered *outside* the breakfast and lunch meal times. Fresh fruits and vegetables cannot have accompaniments or be paired with other foods (ex. Milk cannot be provided with the service of the FFVP, even if milk purchase is independent of FFVP claiming).

### Procurement Information

FFVP schools must follow proper procurement procedures. Schools must thoroughly investigate possible vendors who can supply fresh produce. You cannot automatically use the local grocery store as your vendor. You must contact other vendors or suppliers to see if they are able to meet your bid criteria. Many schools purchase fruits and vegetables from food wholesalers or brokers. The vendors deliver shipments of fresh produce directly to the schools. See pg. 17 & 18 in the FFVP Handbook for purchasing information/requirements.

The FFVP follows the “Buy American” requirement (see pg. 18 in the FFVP Handbook). If you purchase fruits/vegetables from a local grocer it is your responsibility to inform them that they may only purchase fresh fruits and vegetables that are grown in America for this program. However, if a product is not produced in the U.S. in sufficient and reasonable available quantities of a satisfactory quality, you are allowed to purchase this item from a foreign producer. Bananas fall under this category. Keep in mind that if grapes from California are available as well as grapes from Chili—you are required to buy the grapes from California, unless there is a reasonable explanation to not make an American purchase (pricing, quality, etc.). Again, it is your responsibility to explain this requirement to all vendors that you do business with.

Even though the first few weeks of any program can be challenging, remember that experience has shown it takes about 6 weeks before things start to run smoothly. Please know that our office is available to help you through this process. A strong FFVP program takes teamwork from administration, teachers, foodservice staff, and support staff.

Contact Rob Ingalls at 605-773-2977 or [rob.ingalls@state.sd.us](mailto:rob.ingalls@state.sd.us) with any questions you may have.