# SNP Memo #2020-2021-14

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: August 14, 2020

TO: School Nutrition Directors, Supervisors, and Contact Persons (Addressed)

FROM: Sandra C. Curwood, PhD, RDN, Sandy

## SUBJECT: Fresh Fruit and Vegetable Program Procedures 2020-2021

The purpose of this memorandum is to provide information on the Fresh Fruit and Vegetable Program (FFVP) procedures for the 2020-2021 school year.

### FFVP Application Procedures

In May 2020, the USDA issued policy memo SP12-2020, *Fresh Fruit and Vegetable Program during COVID19*. The memo provided flexibilities for funded schools to operate the FFVP during 2019-2020 school closures required due to the pandemic state of emergency. The Virginia Department of Education will utilize the granted flexibility to fund the same schools for the FFVP in 2020-2021, provided they remained eligible, in order to streamline the application, approval, and funding processes for the FFVP in the 2020-2021 school year.

Each school food authority (SFA) with one or more funded FFVP schools in 2019-2020 will be invited to apply for those same eligible schools to participate in 2020-2021. The required FFVP application for the SFA and the individual eligible FFVP site applications will be available in SNPWeb in *Applications>FFVP Application Packet*. Elementary schools that meet the requirements to apply will appear on the SFA’s FFVP application invitation list. If there are no eligible schools, the FFVP invitation list will be blank. The steps to apply and required supporting documentation are detailed in Attachment A to this memorandum.

The FFVP Application Packet will be open in SNPWeb on August 17, 2020, and will close on August 21, 2020. The complete FFVP Application Packet must be submitted in SNPWeb no later than the end of the day on August 21, to be considered for funding.

### FFVP Selection, Funding, and Reimbursement Claims

School selection, funding allocations, and notification will be completed no later than August 28, 2020. Elementary schools selected and approved to participate in the FFVP for school year 2020-2021 will receive funding allocations in SNPWeb totaling approximately $60 to $65 per student based on the school’s enrollment, the total enrollment of all schools selected to participate, and the available FFVP funding. The majority of FFVP funds must be used to purchase fresh fruits and vegetables with no more than 10 percent allocated to equipment and administrative program costs. Monthly reimbursement claims for FFVP schools will be submitted in SNPWeb.

### Orientation and Training for Schools Funded to Participate in SY 2020-2021

An orientation webinar will be conducted on September 1, 2020, for school division contact persons with one or more schools in the division funded to participate in the FFVP. The orientation will provide specific information about implementing the FFVP during in-person and virtual instruction, incorporating farm to school in the FFVP, submitting reimbursement claims in SNPWeb, and programmatic updates. Webinar details will be provided directly to the FFVP funded school divisions by email.

If you have questions or need more information, please contact Lynne A. Fellin, Technical Assistance Specialist, by email at [lynne.fellin@doe.virginia.gov](mailto:lynne.fellin@doe.virginia.gov), or the SNP regional specialist assigned to your school division.

SCC/LAF/tc

### Attachment:

1. Steps to Apply for Fresh Fruit and Vegetable Program in 2020-2021