



COMMONWEALTH of VIRGINIA
Department of Education

DATE: June 23, 2017
TO: Division Superintendents
FROM: Steven R. Staples, Superintendent of Public Instruction
SUBJECT: **2017-2018 USDA Fresh Fruit and Vegetable Program Application**

This memorandum provides information on the USDA Fresh Fruit and Vegetable Program (FFVP) and the new application and selection process for school year (SY) 2017-2018. The School Nutrition Program Web-based software (SNPWeb) has been updated and enhanced to include the FFVP application, selection, funding, and claiming processes. Effective with SY 2017-2018, all information for the FFVP will be maintained within SNPWeb.

The Fresh Fruit and Vegetable Program (FFVP) provides funding to schools for fresh fruit and vegetable snacks for students during the school day, at times other than breakfast or lunch, in selected elementary schools. The program is available to elementary schools that participate in the National School Lunch Program (NSLP) and have a minimum of 50 percent of enrolled students eligible for free or reduced price meals. School divisions must apply on behalf of the interested eligible schools in one application for the division submitted in SNPWeb.

The FFVP is intended to:

- create healthier school environments by providing healthier food choices;
- expand the variety of fresh fruits and vegetables students experience;
- increase students' consumption of fresh fruits and vegetables; and
- make a difference in students' diets to impact their present and future health.

FFVP Application Process for 2017-2018:

The FFVP application will be completed in the SNPWeb software by the school division contact person for all eligible schools interested in participating. Elementary schools with free and reduced price eligibility that meet the application threshold determined by the Virginia Department of Education (VDOE) will be listed in SNPWeb for each school division; if there are no eligible schools, the list will be blank.

The FFVP Application Packet is an item in the Applications tab of the new SNPWeb software. To apply, follow these steps:

- Select the FFVP Application Packet in the SNPWeb Applications tab – all school divisions will see the FFVP Application Packet.
- Click “Detail” for SY 2017-2018 - The dashboard will display an “Add” button for the School Food Authority (SFA) level FFVP application at the top and the list of elementary schools eligible to apply at the bottom. If there are no eligible elementary schools, the list will be blank.
- Click “Add” for the SFA application, complete the required information and certification statement, then save.
- Scroll to the site list and click “Add” to apply for each school.
- Complete the required FFVP implementation plan and other information for each site, then save.

- The FFVP application is complete when the SFA level application and the site application for each school are free from errors and saved.
- The FFVP Application Packet will be available in SNPWeb on June 23, 2017, and will close on July 21, 2017.
- FFVP applications must be submitted in SNPWeb no later than July 21, 2017, to be considered for funding.

Funding and Reimbursement Claims:

Selected elementary schools will receive funds to participate in the FFVP. Funding levels will be approximately \$60 to \$65 per student for the school year based on the total enrollment of all schools selected to participate and available funding. The majority of the funds must be used to purchase fruits and vegetables with no more than 10 percent of funds used for equipment and administrative program costs.

Orientation and Training:

An orientation webinar will be conducted in August for school division contact persons with one or more schools in the division selected to participate in the FFVP. The orientation will provide specific information about the new process for submitting reimbursement claims in SNPWeb, as well as programmatic updates. Details on the webinar will be provided directly to the school divisions selected to participate in the FFVP for SY 2017-2018.

Best Practices and Resources:

- Schools that operate the FFVP in Virginia deliver snacks to classrooms or use a kiosk or special area in the school to distribute fresh fruits and vegetables; other creative ways to implement the FFVP are possible. Ideally, FFVP snacks will be offered daily to all students. Funding provided will support, at a minimum, three FFVP snacks per week, per student.
- The U. S. Department of Agriculture (USDA) maintains a website for the FFVP at: <http://www.fns.usda.gov/ffvp>. The *Fresh Fruit and Vegetable Program Handbook for Schools* provides detailed information on program requirements. It is available at: <http://www.fns.usda.gov/sites/default/files/handbook.pdf>.
- The FFVP can help further a school's efforts to reinforce health-promoting practices during the school day and implement the Local Wellness Policy objectives. Resources available to assist schools in improving the school environment can be found on the Team Nutrition website at: www.fns.usda.gov/tn.
- The FFVP can also further the division's Farm-to-School program by providing an opportunity to purchase fresh fruits and vegetables from local sources. Information on procurement practices for purchasing local produce can be found by contacting the VDOE Farm-to-School Specialist through the Office of School Nutrition Programs at 804-225-2074 and at: <http://www.doe.virginia.gov/support/nutrition/resources/farm-to-school-local-procurement.pdf>.

Questions and requests for information about the Fresh Fruit and Vegetable Program may be directed to Lynne A. Fellin, by telephone at (804) 225-2717 or by email at lynne.fellin@doe.virginia.gov, or to the school nutrition program specialist assigned to your division.

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