# Attachment A

# SCNP Memo #2023-2024-81

# June 6, 2024

# **Steps to Apply for the Fresh Fruit and Vegetable Program in 2024–2025**

## **SNPWeb Fresh Fruit and Vegetable (FFVP) Application Packet**

* Log into SNPWeb, go to the *Applications* tab, and select *FFVP Application Packet* - all school divisions have this tab.
* Click *Detail* for SY 2024–2025.
  + The dashboard will display an *Add* button for the school food authority (SFA) level application at the top and the **list of eligible elementary schools invited to apply** at the bottom.
  + **The eligible school list will be blank if no elementary schools met the 75 percent state FFVP threshold.**
* Click *Add* for the SFA application. **One SFA application *must* be completed for all SFAs** applying for the FFVP Application Packet to be complete.
  + Complete the required information, the certification statement, and save.
* Scroll to the site list and **click *Add* to apply for each invited school**.
* Complete the required FFVP implementation plan and other information for each site/school and save.
  + Include the school’s farm to school plan in Item 12.
* The FFVP application is complete when ***both*** the **SFA level application** and the site/school **application for each school** have no errors and are saved.

## **FFVP** **Signature** **Pages**

* Complete one signature page for each school applying for FFVP and one Division Superintendent signature page (the form is located in SNPWeb Download Forms).
* Obtain the required signatures. Electronic signatures are acceptable.
* Scan and upload the signed FFVP signature pages in SNPWeb>*2024–2025>Application Packet>Attachments List*

## **FFVP Addendum to the Agreement**

* Download the FFVP Addendum to the Agreement for 2024–2025 from SNPWeb *Download Forms>Addendums to Agreements>FFVP Addendum*.
* Obtain the required signatures. Electronic signatures are acceptable.
* Scan and upload the signed FFVP addendum in SNPWeb>*2024–2025>Application Packet>Attachments List.*
* The FFVP Addendum will only become effective if the SFA is funded to participate in FFVP in the 2024–2025 school year.