




## MEMORANDUM

To: School Food Authorities

From:   
Lindsey Palmer, RD, LD  
School Programs Manager

Date: March 30, 2015

Re: Fresh Fruit and Vegetable Grant Program for School Year 2015-2016

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### State Agency Memo

The Division of Wellness and Nutrition Services is accepting applications for the Fresh Fruit and Vegetable Program for School Year 2015-2016. This is a competitive grant program that must be applied for annually. Since individual elementary schools will be selected to participate, each school must submit a separate application. Grants amounts are determined by using an enrollment-based calculation and the per student allocation shall not be less than \$50.00 or more than \$75.00 per school year. This grant will be awarded for the SY 2015-2016 and will be distributed in two allocations: July 1, 2015 through September 2015 and October 1, 2015 through June 30, 2016.

To be eligible for funding schools must:

- ❖ operate the National School Lunch Program
- ❖ must be an elementary school
- ❖ have 50% or more of its enrolled students eligible for free/reduced priced meals
- ❖ offer free fresh fruits and vegetables to ALL enrolled students during the structured school day
- ❖ serve fresh fruits or vegetables a minimum of 2 days per week
- ❖ publicize the availability of free fresh fruits and vegetables

The Fresh Fruit and Vegetable Program should be structured so that maximum benefits go to purchasing fresh fruits and vegetables. Operating cost to implement the program should be kept at a minimum. Up to ten percent (10%) of the total grant may be used for administrative expenses.

Nutrition education must be provided as part of the grant; however, FFVP funds can not be used to purchase nutrition education materials or services. Schools should develop a plan to establish partnerships that will provide or assist in providing nutrition education. The nutrition education can be very basic (ex. how the product looks in whole form; how it is grown; how to clean/cut) and can be incorporated on the days fruits and vegetables are served.

***Applications must be postmarked by Friday, May 22, 2015.*** The application should be completed electronically. Schools should follow these steps:

- ❖ Download and save the blank FFVP application for SY 2015-2016 or find the application on the OSSE FFVP website at <http://osse.dc.gov/service/fresh-fruit-and-vegetable-program>





- ❖ Complete the application electronically and save the completed application to your computer
- ❖ Print the completed application and obtain the necessary signatures
- ❖ Scan the application into a file on your computer to be emailed to [brooke.wheeler@dc.gov](mailto:brooke.wheeler@dc.gov)
- ❖ If necessary, mail the application (with original signatures) postmarked by the due date to:

OSSE - Wellness and Nutrition Services  
810 First Street, NE – 4<sup>th</sup> Floor  
Washington, DC 20002  
Attn: Brooke Wheeler

**Applications received after the deadline or incomplete applications will not be considered for funding. Faxed applications will not be considered.**

Questions about the FFVP or the application process can be directed to Brooke Wheeler, Program Specialist, at [brooke.wheeler@dc.gov](mailto:brooke.wheeler@dc.gov) or 202.442.5872