

A young girl with dark hair is smiling and eating a piece of fruit. She is sitting at a table with a school lunch tray in front of her. The tray contains various food items, including what looks like a sandwich, some fruit, and a small container. The background shows other trays and a wooden table. The entire image has a blue tint.

# Fresh Fruit and Vegetable Program Boot Camp



School Year 2018-19

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Janna dePorter, Program Specialist



# Introductions

Janna dePorter, MS, RD, LD

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# Agenda

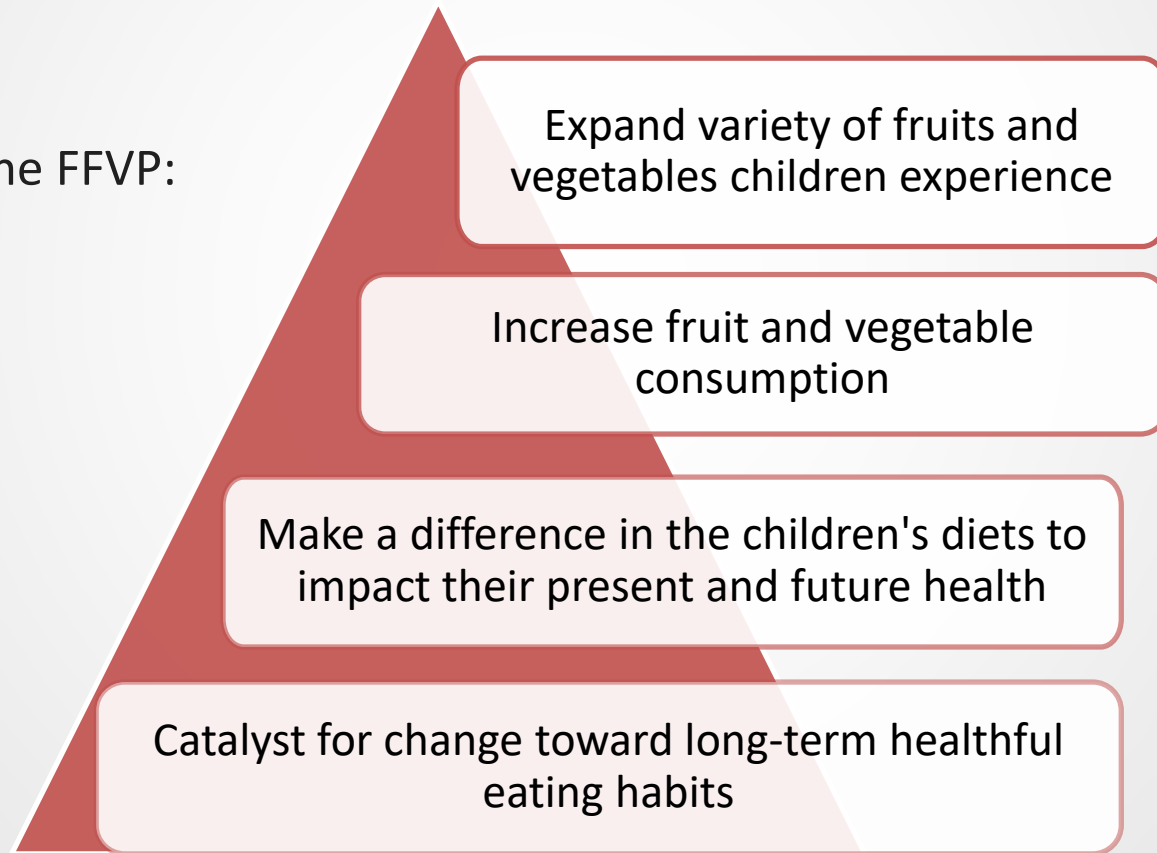
- FFVP Background
  - Program Basics
  - Food Safety
  - Claims and Reimbursement
  - Nutrition Education
  - Partnerships
-



# Goals of FFVP

## Fresh fruit or vegetable snack offered to all enrolled students during the School Day

Goals of the FFVP:





# History of FFVP

- Pilot program introduced by USDA in 2002
  - Four States: Iowa, Indiana, Michigan, and Ohio
  - Now a permanent program
    - Expanded to cover selected schools in all 50 states, as part of the [2008 Farm Bill](#)
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# Program Basics

To be selected to participate **you must**:

*\* OSSE strongly encourages serving the FFVP at least 3 times per week ; vegetables at least once per week*



Be an Elementary School (PK-5<sup>th</sup> Grade)



Operate the National School Lunch Program (NSLP) in good standing



Have 50 percent or more students eligible for free or reduced-price meals



Make free Fr & V available to all enrolled children at least 2 times per week \*



Widely publicize the availability of free fresh fruits & vegetables



Serve F & V outside of SBP and NSLP- but during the school day



Submit a complete and accurate application



# Recommendations for the Program

The USDA and the State Agency Strongly Encourage:



Teacher Participation



Nutrition Education  
**REQUIRED** by OSSE  
(at least once a week)



A Variety of Implementation  
Strategies



Tracking spending with a budgeting  
tool\*

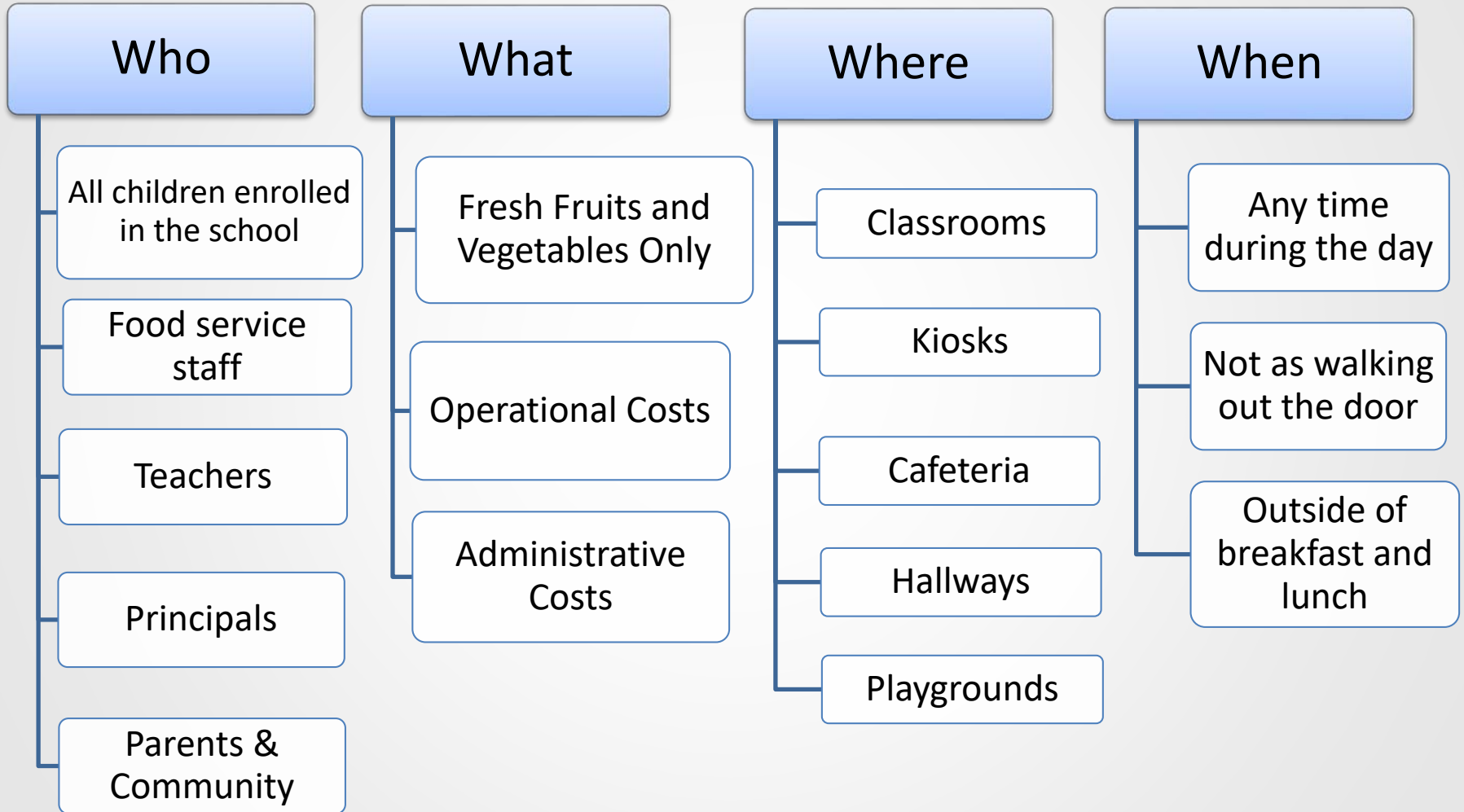


Establishing Partnerships

*\*Customized budgeting tools sent out to each SFA with Approval Letters*



# Program Logistics







# What can be served?

- Fresh fruits
  - Fresh vegetables
  - Low-fat or fat-free dips for vegetables only (no more than two tablespoons)
  - Cooked vegetables (once per week with nutrition education)
-



# What cannot be served?

- Frozen, canned, dried, jellied, or otherwise processed fruits or vegetables
  - Dip for fruit
  - Fruit or vegetable juices
  - Cottage cheese
  - Edible flowers
  - Smoothies
  - Fresh herbs
-



Pop Quiz!



# Question 1

When do FFVP items have to be served?

- A. With NSLP
- B. With SBP
- C. Outside of NSLP and SBP
- D. A and B



# Question 1

When do FFVP items have to be served?

C. Outside of SBP & NSLP



# Question 2

True or False:

High school students are eligible to participate in FFVP.



## Question 2

High school students are eligible to participate in FFVP.

False



Produce Food Safety





# Receiving Fresh Produce

- Choose reliable and reputable sources
  - Check storing and handling practices of vendors
  - Establish procedures for inspecting incoming delivery
    - Learn how to accept and reject
      - School's HACCP-Based SOPs
-



# Storing Fresh Produce

- Date each case to help track produce
  - Refrigerate leafy greens and fresh cut produce
  - Refrigerate anything that arrived refrigerated
  - Store above contaminants
  - Keep track of refrigerator and storage temperatures
-



# Preparing Fresh Produce

- Wash hands!
  - Inspect produce
  - Clean and sanitize all equipment, utensils, and surfaces
  - Wash produce in continuously running water
  - Do not re-wash packaged produce if it has a label saying it has been washed and is ready to eat
-



# Handling Produce in Classrooms

- Teachers and students must wash hands before touching the produce
  - Pre-package or pre-wrap any produce that is cut into pieces
  - Deliver close to serving time
  - Use ice, ice packs, or refrigerated units
  - Spend administrative funds on coolers with ice or ice packs
  - Discard any leftovers
-



# Claims & Reimbursement



# FFVP School Applications

- Sponsors must reapply every year!
- Application includes:
  - Total # of enrolled students
    - % eligible for free/reduced price meals
  - Certification of support for participation
    - Signed by School Food Service Manager, Principal, and district superintendent
  - Program implementation plan
- Applications due in May for following school year



# Financial Management

- One funding allocation during the Program Year
  - Oct. 1 2018 through Sept. 30 2019
  - One Notification of Grant Award letter
- \$50-\$75 per student per allocation
- Ranked based on Free and Reduced-Price meal percentage
- Customized budget monitoring tools sent with Approval Letters



# Allowable vs. Unallowable



## Acceptable Items:

### Operational Costs:

- Small, Non-Food supplies
  - Ex: paper plates, apple cutters, etc.
- Low-Fat/Fat-Free Vegetable Dips
  - (2 Tablespoons or less!)
- Fringe Benefits– Preparation
- **FRESH FRUITS & VEGGIES**
  
- Administrative Costs:
  - Large Equipment Purchases (fill out form first)
  - Salaries/Benefits
    - Planning, managing, claiming

## Unacceptable Items:

### Processed or preserved fruits & vegetables:

- Canned, Frozen, Dried
- Dip for Fruit
- Fruit or Vegetable Juices
- Snack-type fruits
- Fruit strips, fruit drops, fruit leathers
- Jellied Fruit
- Trail Mix
- Cottage cheese
- Smoothies





# Purchasing

- Follow proper procurement procedures (same as NSLP)
    - Micro (Purchase is one-time, standalone <\$10K)
    - Small/Informal (Multiple purchases from same vendor (≤\$100K for DC Government, ≤\$250K PCSB/Private))
    - Formal
  - “Buy American”
    - If item is grown domestically, must be purchased domestically
    - The FFVP provides schools the opportunity to purchase exotic fruits and/or vegetables that are not available locally or that are not domestically grown
-



# Financial Planning Tips

- Determine if equipment required for program is needed
  - Budget for monthly supplies
  - Purchase a variety of fruits and vegetables
  - Avoid serving same produce served during breakfast, lunch, snack, and supper
-



# Maximizing your Budget

## Budgeting Methods

- What makes the most sense
  - Easiest to use
  - Tracks spending with customized budget tool provided
- 85 percent or more of budget toward food costs
  - 10 percent or less toward administrative costs
  - No more than 15 percent spent on non-food items



# Maximizing your Budget

## Making it last

- Sufficient funds for entire allocation
- Serve variety or local?
- # Serving Days per Month

## Portion Sizes

- Age Group
- Maturity Level
- Keep their interest

## Delivery methods

- Whole fruits?
- Proportioned?
- Staff needed for preparation?

Handbook for schools- Reimbursable costs and budgeting section



# Financial Management

- Claim Reimbursement Form and Summary Cost Sheet are required
- All receipts and invoices required
  - Invoices, receipts, and all other documentation must be maintained for 5 years\*
- Claims must be submitted to:  
[osse.ffvp@dc.gov](mailto:osse.ffvp@dc.gov)
- **By the 10<sup>th</sup>** of the following month
  - 60 days- Federal Deadline
  - Signed by an authorized signer



\*Information derived from FFVP Handbook



# Multiple Campuses

- If you have multiple campuses receiving funds, you must complete a Claim Reimbursement Form and Cost Summary Sheet for each site



# Requesting Additional Funding

- Must fill out Additional [Funding Request Form](#) listing:
  - Reason for request
  - Estimate of amount of money anticipated
  - Change in enrollment



Pop Quiz!





# Question 1

Which of the following is not an Operational Cost?

- A. Fresh fruits and vegetables
- B. Large equipment purchases
- C. Low-fat/fat-free dip for veggies
- D. Small supplies



# Question 1

Which of the following is not an Operational Cost?

B. Large Equipment Purchases



## Question 2

What is the maximum percentage of your FFVP allocation that can be spent on non-food items, including admin costs?

- A. 10%
- B. 15%
- C. 20%
- D. 80%



## Question 2

What is the maximum percentage of your FFVP allocation that can be spent on non-food items, including administrative costs?

B. 15%



# Question 3

Which of the following is not a reimbursable item for FFVP?

- A. Fringe benefits-preparation
- B. Salaries
- C. Dried, frozen, or canned fruits and vegetables
- D. Fruit or Vegetable Juices



# Question 3

Which of the following is not a reimbursable item for FFVP?

Both C & D



# Nutrition Education



# FFVP Nutrition Education

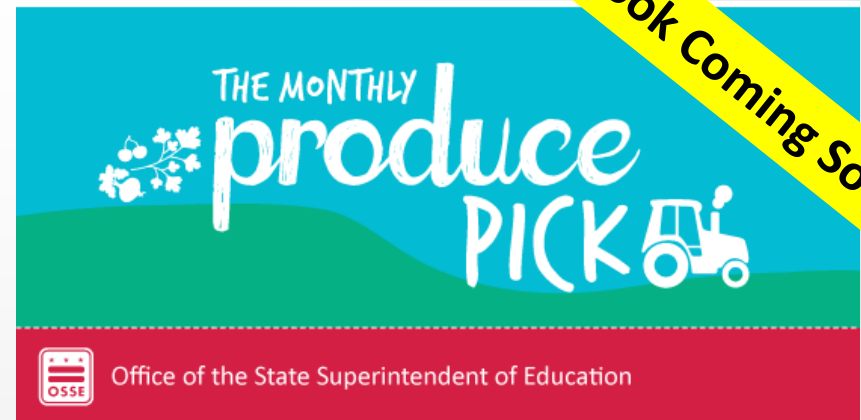
- Education plans should fit your students
  - Utilize free resources from OSSE, Team Nutrition, and other programs
  - Create partnerships to obtain no cost promotional items or services
  - Adapt lesson plans in classrooms to incorporate the serving of the fresh fruits and vegetables.
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# The Monthly Produce Pick

- Monthly newsletter containing:
  - Spotlight fruit or vegetable of the month
  - Resources
  - Classroom activities
  - Kid-friendly recipes
  - Nutrition facts
  - Storage and preparation tips





# Nutrition Education Ideas

## Science/ Math

Experiment

Graph favorite snacks

Weighing and Measuring

Gardening/Composting

Nutrients

## English

Write about favorite snacks

Research fruits and vegetables

Read books about fruits and vegetables

Vocabulary/Spelling

## Other

Trivia

Foreign Languages

Art Projects

School Gardens



Partnerships



# Partnerships

- **Internal:** Encourage cooperation and commitment from school staff
    - Do not leave it to one person to manage
    - Make it a team effort
  - **External:** Develop new partnerships
    - State and national associations
    - State or community health agencies
    - Dietitians and dietetic interns
    - Local farmers and chefs
    - Non-profits with food/low-income service model
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# Ideas to Expand the FFVP

**Create an FFVP team.** Team members could include:

- Principal
- School nurse
- Teachers
- Parent volunteers
- Food service director
- Any other interested staff





Pop Quiz!



# Question 1

- True or False:

Nutrition education is a required component of FFVP.



# Question 1

Nutrition education is a required component of FFVP.

True





# Question 2

Provide an example of how to incorporate nutrition education during the school day.



Q & A



# Resources

- [FFVP Handbook for Schools](#)
  - [OSSE FFVP Website](#)
  - [USDA FFVP Website](#)
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# The Possibilities are Endless

