



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

**MEMORANDUM**

To: School Food Authorities

From:   
Lindsey Palmer, RDN, LD  
State Agency Director

Date: June 16, 2016

Re: Fresh Fruit and Vegetable Grant Program for the 2016-17 School Year

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**State Agency Memo**

The Division of Health and Wellness is accepting applications for the Fresh Fruit and Vegetable Program (FFVP) for the 2016-17 school year. 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. Grant amounts are determined by using an enrollment-based calculation and the per student allocation shall not be less than \$50.00 and no more than \$75.00 per school year. This grant will be awarded for the 2016-17 school year and will be distributed in two allocations: July 1, 2016 through Sept. 30, 2016 and Oct. 1, 2016 through June 30, 2017.

To be eligible for funding schools must:

- ❖ operate the National School Lunch Program
- ❖ must be an elementary school
- ❖ have 50 percent 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 and vegetables a minimum of two 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 costs to implement the program should be kept at a minimum. Up to 10 percent of the total grant may be used for administrative expenses.

Nutrition education must be provided as part of the grant; however, FFVP funds cannot 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 submitted each May for the following school year.*** The application should be completed electronically. Schools should follow these steps:

- ❖ Complete the FFVP application electronically and save the completed application to your computer. Applications are posted each spring on the OSSE FFVP [website](#).
- ❖ Print the completed application and obtain the necessary signatures
- ❖ Scan the application into a file on your computer to be emailed to [osse.ffvp@dc.gov](mailto:osse.ffvp@dc.gov)
- ❖ If necessary, mail the application (with original signatures) postmarked by the due date to:

Office of the State Superintendent of Education (OSSE) – Division of Health and Wellness  
810 First Street, NE – 4<sup>th</sup> Floor  
Washington, DC 20002  
Attn: Andrea Belloli

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

For more information or questions, please contact Andrea Belloli at [osse.ffvp@dc.gov](mailto:osse.ffvp@dc.gov) or (202) 724-1398.