



IMPORTANT REMINDERS


 FOLLOW OPERATIONAL GUIDELINES;
REFER TO FFVP HANDBOOK.


 MANAGE MONTHLY BUDGET AND MAKE
TIMELY EXPENDITURE.


 SUBMIT MONTHLY CLAIM; NO LATER
THAN 60 DAYS FOLLOWING THE LAST
DAY OF THE FULL MONTH COVERED.

 FOLLOW PROPER PROCUREMENT
PROCEDURES.

 DOCUMENT FFVP OPERATIONS USING
PRODUCTION RECORD.

 INCORPORATE NUTRITION EDUCATION

 RECOGNIZE ANY STUDENTS WITH A
DISABILITY THAT WOULD NEED TO BE
PROVIDED A SNACK ACCOMMODATION
(SEE PAGE.3 OF FFVP HANDBOOK).

 Follow food safety & hazard analysis and critical control point (haccp).

BEST PRACTICES

Plan ahead for operational & administrative needs.

Promote FFVP to school community & families.

Coordinate with stakeholders on producing FFVP promotional efforts for
students.

Organize with local, state partners to solicit free nutrition
education material, (see page.20, FFVP HANDBOOK).

Review your application routinely to ensure accountability.

RESOURCES(FREE)

- Fruits and Vegetables Galore: Helping Kids Eat More, U.S. Department of Agriculture. www.fns.usda.gov/tn/Resources/fv_galore.html
- National Farm-to-School Program website, hosted by the Center for Food and Justice, www.farmtoschool.org
- Fruit and Vegetable Program for Schools Resource Center, hosted by United Fresh Fruit and Vegetable Association, <http://www.uffva.org/fvpilotprogram.htm>.

TIME TO SERVE

 **THE FFVP CANNOT BE PROVIDED DURING
LUNCH OR BREAKFAST!**

PLAN A MONTHLY MENU WITH
SCHEDULED EDUCATION.

DETERMINE A TIME SLOT FOR
SERVING;

CONSIDER LOCATION
(I.E. REDUCE MESS, CONTAIN DISRUPTIVE BEHAVIOR,
LEARNING TIME, ETC.) APPROVED LOCATIONS ARE:
• CLASSROOM, HALLWAY, AT KIOSK, FREE
VENDING MACHINES, NUTRITION
EDUCATION ACTIVITIES.

DETERMINE APPROPRIATE
SERVING SIZE BASED ON AGE.

SERVE A VARIETY OF FRUITS
AND VEGETABLES

- ENCOURAGE EXOTIC FRUITS & VEGETABLES
- FOLLOW PROCUREMENT PROCEDURES
- UPHOLD TO BUY AMERICAN PROVISION

ALLOW FRUIT & VEGETABLES TO
BE AS THEY ARE!

- LIMIT USE OF DIPS; ONLY LOW-FAT & NON-FAT DIPS
ARE SPARINGLY ACCEPTED FOR VEGETABLES ONLY.
- PAY ATTENTION TO SERVING SIZE; SERVING SIZE NOT
TO EXCEED 1-2 TBSP.



REIMBURSABLE COSTS



ALLOWED

- **Operating Costs:**
 - Fruits, vegetables, low-fat or non-fat dip (vegetables only).
- ▶ Non-food items
 - Napkins
 - Paper plates
 - Serving bowls & trays
 - Cleaning supplies
 - Trash bags
- ▶ Pre-cut produce
 - Ready made produce trays
 - Delivery charges
- ▶ Salary/ fringe benefits for employee(s) responsible for the following tasks:
 - Washing and chopping produce;
 - preparing trays;
 - distributing produce to classrooms;
 - setting up kiosks;
 - restocking vending machines;
 - cleaning up

*Always consult with your state agency to discuss purchases if you are having doubts, before incurring expenses.



LIMITED

Administrative Costs:

* Admin costs are **NOT TO EXCEED 10%** of schools total FFVP grant.

- ▶ Costs for planning the program;
 - Managing the paperwork;
 - Obtaining equipment
- ▶ Other Admin. expenses:
 - Purchase or Lease of equipment (i.e. coolers, portable kiosks, carts
 - Salary/ fringe benefits for employee(s) who compile and maintain claims for reimbursement and other financial reports



PROHIBITED

- Fruit Baskets;
- Processed or preserved fruits and vegetables;
- Dip for fruit
- Fruit leather;
- Fruit smoothies;
- Vegetable pizza;
- Promotional items (i.e. posters, buttons, nutrition education materials, and printing paper;