

NEVADA FRESH FRUIT AND VEGETABLE

POLICY AND PROCEDURES

Fall 2010



Program Goals

The Fresh Fruit and Vegetable Program (FFVP) is designed to provide elementary students the opportunity to experience a variety of fresh fruits and vegetables. Elementary schools eligible to participate in the FFVP must have at least 50 percent of its students eligible for free/reduced price meals. The purpose of the FFVP is to:

- Create healthier school environments by providing healthier food choices
- Expand the variety of fruits and vegetables students experience
- Increase students consumption of fruit and vegetables
- Assist children in making healthy food choices

Grant

Each year eligible schools will be invited to participate in the Fresh Fruit and Vegetable Program by email sent to the school principal, superintendent, food service director, and grant writer. Schools eligible for the FFVP must meet the following criteria:

- Elementary School (Grades K-8 including children enrolled in Head Start, a split-session kindergarten or a child care center located in the eligible school)
- Participate in the National School Lunch Program
- At least 50 percent of the students are eligible for the free/reduced price meals. Schools with the highest free/reduced price eligible students will be given priority.
- Complete an annual application for the FFVP

Schools invited to apply for the FFVP Grant will have approximately 6 weeks to respond to the Request For Proposal by submitting a grant application. The grant application will be reviewed and selected base on the FFVP Scoring Criteria. Schools selected to participate in the FFVP will receive per-student allocation of \$50-\$75 per year. Preference will be given to schools that have previously participated in the FFVP or have a high percentage of free/reduced eligible children.

Requirements

Elementary schools that are selected for the FFVP must provide fresh fruits and vegetables to students enrolled at the school at least twice a week. The Fresh Fruit and Vegetable Program is not intended for any adults at the school – including teachers, community residents, or those attending school functions.

Fresh fruits and vegetables may only be served during the school day (i.e., not before school or during afterschool programs or summer school sessions). Follow your local board or health/local public health department guidelines for handling leftovers. If you cannot easily use leftovers in the FFVP you may be able to use them in your school meal programs -- but only to avoid waste. If a district plans to use leftover FFVP items, the district must submit a plan to the Office of Child Nutrition for approval, meeting local Nevada health codes, describing how the district will

try to eliminate waste in the FFVP and under what conditions leftover fruits and vegetables will be utilized in school meal programs.

The fresh fruits and vegetables are intended for all elementary students and cannot be used as gifts or rewards. Fruits and vegetables cannot be withheld to discipline students.

FFVP schools must:

- Serve a wide variety of fresh fruit and vegetables during the school day (**No** canned, frozen or dried)
- Limit low-fat or non-fat dips for vegetables if they choose
- Utilize Hazard Analysis and Critical Control Point (HACCP) for the proper handling and storage of fresh produce to prevent spoilage and loss
- Incorporate nutrition education into the daily curriculum
- Register as a Team Nutrition School at TeamNutrition.usda.gov
- Develop a plan for leftover fruits and vegetables
- Request approval to purchase equipment prior to purchase
- Widely publicize within the school the availability of free fresh fruits and vegetables
- Complete yearly site review

The following products are not an allowable reimbursement and may not be used in the FFVP:

- Processed or preserved fruits and vegetables (i.e. canned, frozen, vacuum-packed or dried)
- Dip for fruit (i.e. yogurt)
- Fruit leather
- Jellied fruit
- Trail mix
- Nuts
- Cottage cheese
- Fruit or vegetable pizza
- Smoothies
- Fruit Juice
- Gifts or prizes
- Peanut Butter
- Yogurt

Use of the above mentioned products may result in loss of reimbursement on the days in which the items were utilized.

Each year schools that participate in the FFVP must have a site review form completed by staff who have oversight of the program and submit the site review forms to the Office of Child Nutrition and School Health by April 30th (Appendix A). Failure to complete and submit the site review forms for schools may impact future FFVP funding.

Meal Accommodations for Students with Disabilities

If a child's disability prevents them from consuming fresh fruits and vegetables as prepared, the school must provide accommodations as they would for other school meal. Schools must consider how the requirement may be applied in the operation of the FFVP. Schools should consider starting with fresh items and avoid pureeing canned or frozen fruits and vegetables, including baby foods.

The pureeing of fresh produce for students with disabilities must be done within the constraints of their medical requirements as allowed by their physicians. School staff should consult both the parent and child's doctor to determine if the fresh items are an acceptable choice for texture and modifications.

Procurement

FFVP schools must follow proper procurement procedures. The "Buy American" requirement applies to purchases made with FFVP funds. Produce such as bananas, which are generally not available as a domestic product, may be purchased even though they are not domestic. Produce must always be graded and inspected according to existing local, State and Federal guidelines. FFVP schools may purchase fresh produce from food wholesalers, brokers, local grocery stores, local agricultural producers, farmers market, orchards and other retailers. Already sliced and bagged items are permissible (not frozen or dried).

Geographic preference may be applied to purchase unprocessed locally grown fruits and vegetables. The term "unprocessed" does not preclude any necessary handling and preparation that provides the produce in a useable form such as washing vegetables and bagging greens.

The *DoD-Fresh* utilizes a large network of produce suppliers to distribute a wide variety of American-grown fresh produce directly on time. Contact the Nevada Food Distribution office to find out how to participate in the *DoD-Fresh*.

Reimbursable Cost

Operating Costs are the documented expenses for acquiring, delivering, preparing, and serving fruits and vegetables. Operating costs include:

- Fresh Fruit and Vegetables
- Low-fat or non-fat dip for vegetables

- Nonfood items such as napkins, paper plates, serving bowls, trays, cleaning supplies and trash bags
- Value added services such as pre-cut produce, ready-made produce trays and delivery charges
- Labor cost for salaries and fringe benefits for employees who wash and chop produce, prepare trays, distribute produce to classrooms, set up kiosks and clean up. Labor and non-food items should account for no more than 25 percent of the total schools FFVP grant.

Administrative Cost is limited to 10 percent of the schools total FFVP grant. Administrative costs include the documented expenses for planning the Program, managing the paperwork, obtaining needed equipment and all other aspects of FFVP that are not related to the preparation and service of fruits and vegetables. Administrative cost includes:

- Purchase or lease equipment needed for the FFVP
- Salaries and fringe benefits for employees, who compile and maintain claims for reimbursement and other financial reports, order produce, track inventory, and coordinate nutrition promotion activities.

Claims

All FFVP reimbursement claims must be submitted within 60 days of the month claimed. Claims not submitted within the 60 days may not be paid. July through September claims must be submitted within 60 days and no claims will be paid after November 29th. October through June claims must be submitted within 60 days and no claims will be paid after August 30th. All claims should be correct and appropriate. Documentation such as invoices and time accountability reports must be maintained for each claim filed for reimbursement.

The CNP web-based application and claim system will be utilized by districts on a monthly basis to submit site and consolidated FFVP claims for reimbursement.

Before ordering equipment the district must submit a written request to the Office of Child Nutrition and School Health for approval. If the district is claiming 100% cost of the equipment under the FFVP, districts must show that the equipment will not be shared with other school feeding programs and include a statement explaining the need for additional equipment and why the current equipment and why the current equipment is not sufficient. The request should include how many times the FFVP will be offered each week and how many times they receive deliveries each week/month. The Failure to receive pre-approval may result in denial of reimbursement for equipment.

A district or school may request a higher allocation for the July-August FFVP funding. The district must submit a request in writing to move funding from the October- June to July-August to the assigned consultant. The request must include the reason for the request and the amount requested. The consultant will work with the Accountant Technician I to determine if funding is available.

Recordkeeping

Maintain full and accurate FFVP records for three years plus the current fiscal year. If the school has an unresolved audit issue, records must be kept three years after the issue has been resolved.

Removal from the FFVP

Teachers who fail to follow the Fresh Fruit and Vegetable Policy and Procedures may be restricted from participation in the program. Schools or districts that do not follow the Fresh Fruit and Vegetable Policy and Procedures may be removed from the program and/or required to reimburse the State for disallowed cost.

APPENDIX A

Nevada Fresh Fruit and Vegetable
Policy and Procedures

7. What were the most popular vegetables this month? What were the least popular vegetables this month?

8. Were dips, dressings or other condiments purchased (i.e., yogurt, ranch) to serve with the FFVP snacks? If yes, what were the most common?

9. How many days per week were FFVP snacks offered? 1 2 3 4 5

If FFVP snacks were offered less than two days per week, please give rationale for doing so.

If there was a change in the number of days per week FFVP snacks were offered, please describe here (question refers to program changes only, not snow days, breaks, etc.).

10. What was the average number of students receiving snacks per day? _____

11. Production Planning:

Approximately how many days were FFVP snacks not available this month? _____

Approximately how many days did we have extra FFVP snacks available? _____

If extra FFVP snacks were available any day(s) this month, how were the additional snacks handled?

Were extra fruits and vegetables discarded? If so, please explain:

Nevada Fresh Fruit and Vegetable
Policy and Procedures

12. Where were the fruits and vegetables purchased? Mark all that apply and indicate the approximate percent of purchases for each source.

<u>Source</u>	<u>Percent of Purchase?</u>
<input type="checkbox"/> yes <input type="checkbox"/> no DoD Fresh Fruit & Vegetable Program through USDA Commodities	_____ %
<input type="checkbox"/> yes <input type="checkbox"/> no Food Service Vendor (e.g., FSA, Sysco)	_____ %
<input type="checkbox"/> yes <input type="checkbox"/> no Local farmer, food co-op, etc – Please be specific.	_____ %

13. Was any equipment for the program purchased? If yes, please list equipment and cost.

14. What was the approximate average number of labor hours required to prepare and serve the FFVP snacks per day? _____

15. What was the approximate average price per FFVP snack serving (do not include labor or equipment costs here)? _____

Nevada Fresh Fruit and Vegetable
Policy and Procedures

16. How was the Fresh Fruit and Vegetable Program advertised or promoted and which grade levels were reached by the advertisement/promotion?

Advertisement/Promotion (Mark all that apply)	Which grade levels were reached?
<input type="checkbox"/> No advertisement/promotion this month	
<input type="checkbox"/> Posters or banners	
<input type="checkbox"/> School assembly	
<input type="checkbox"/> Food tastings	
<input type="checkbox"/> School announcements	
<input type="checkbox"/> School newsletter	
<input type="checkbox"/> School website	
<input type="checkbox"/> Local media (TV, newspaper) coverage	
<input type="checkbox"/> Other _____	
<input type="checkbox"/> Other _____	

17. Did individual staff members conduct any nutrition education activities? _____

“Do you have any stories or examples from the classroom regarding nutrition education activities that promote fruit and vegetable consumption (classroom lesson about nutrition, after school cooking class, visit by a local farmer, classroom preparation of FFV snacks, field trips, etc.)?”
Please attach stories or examples.

18. Were parents or other community members notified of or involved in the Fresh Fruit and Vegetable Program? If so, please describe:

19. What if any challenges have been experienced with the Fresh Fruit and Vegetable Program? If so, please describe:

Nevada Fresh Fruit and Vegetable
Policy and Procedures

20. Did any organizations provide assistance or services to support FFVP during the school year? If yes, please list the organization and describe their activities:

21. Which of the following were purchases for the FFVP?

- Whole pieces, bulk quantity, requiring preparation (washing, cutting, portioning)
- Whole pieces, bulk quantity, ready to eat
- Pre-packaged, ready to eat individual portions
- Other – please specify:

22. If there was anything innovative about the method(s) of FFVP distribution used, please describe here:

23. Administrative cost is limited to 10% of the total FFVP grant for this school? ____ yes ____no

If no, please explain.

24. Was more than 25% of grant funds expended on operating cost? ____ yes ____no

If yes, please explain.

Nevada Fresh Fruit and Vegetable
Policy and Procedures

25. Please indicate the location/time the snacks were distributed and how well this arrangement worked for reaching students.

Location/time of distribution (Mark all that apply)	How effective was this arrangement for reaching students?				
	not at all effective	a little effective	somewhat effective	very effective	extremely effective
	1	2	3	4	5
Classroom					
<input type="checkbox"/> morning break	1	2	3	4	5
<input type="checkbox"/> afternoon break	1	2	3	4	5
Cafeteria					
<input type="checkbox"/> morning break	1	2	3	4	5
<input type="checkbox"/> afternoon break	1	2	3	4	5
Hallway					
<input type="checkbox"/> morning break	1	2	3	4	5
<input type="checkbox"/> afternoon break	1	2	3	4	5
School Exit					
<input type="checkbox"/> morning break	1	2	3	4	5
<input type="checkbox"/> afternoon break	1	2	3	4	5
Other _____					
<input type="checkbox"/> morning break	1	2	3	4	5
<input type="checkbox"/> afternoon break	1	2	3	4	5

26. Is the school enrolled as a Team Nutrition School? _____ yes _____ no