



STATE OF HAWAII
DEPARTMENT OF EDUCATION
Hawaii Child Nutrition Programs
650 Iwilei Road, Suite 270
Honolulu, HI 96817

Fresh Fruit and Vegetable Program
OVERVIEW AND RESPONSIBILITIES
SY 2015-2016

The Fresh Fruit and Vegetable Program (FFVP) provides funding to selected schools to serve fresh fruits and vegetables to students throughout the school day, outside of meal periods. By participating in the FFVP, schools are able to enhance their nutrition education efforts by introducing children to a variety of fresh fruits and vegetables and increase their consumption of produce. More specific program information can be found at www.fns.usda.gov/cnd/ffvp/handbook.pdf. If your school is interested in participating in the FFVP, please read the information below and submit a completed application to **HCNP**, 650 Iwilei by **Friday, March 13, 2015**.

School Selection Criteria:

Priority will be given to:

- Elementary schools with rates of 50% or higher Free and Reduced-Price eligible students; then
- K-8 and K-12 schools with rates of 50% or higher Free and Reduced-Price eligible K-6 students.

Other factors considered in school selection process:

- Detailed implementation and operational plans.
- Detailed nutrition education plans.
- School's ability to serve FFVP snack a minimum of twice a week per student.
- School's past success in implementing FFVP in prior years' participation and ability to meet SFSB document submission deadlines.

Responsible Parties:

Program Coordinator will:

-  Establish an operational plan for your school that addresses "who does what and where?"
-  Develop a monthly budget to track funds and ensure timely expenditures of program funds.
-  Coordinate efforts to inform administrators, teachers, school staff, students, and parents about the FFVP.
-  Identify with stakeholders the best methods for distributing and promoting fruits and vegetables to the students. Establish partnerships at the school level or with outside entities to incorporate nutrition education into the daily curriculum, preferably during the service of the FFVP.

School Food Service Manager will:

-  Be familiar with the procurement of fresh produce and what is available. Follow USDA and your school district's procurement procedures.
-  Serve appropriate types of produce, portion sizes, and preferences of the students.
-  Use best methods of distribution and promotion of the produce.
-  Be familiar with proper handling, storage, and Hazard Analysis Critical Control Point (HACCP) for fresh produce to prevent spoilage and loss.

Financial Support will:

-  Maintain complete and accurate copies of all FFVP records.
-  Maintain appropriate recordkeeping for labor costs.

Administrator/Principal will:

-  Oversee FFVP operations.
-  Ensure FFVP is being implemented properly at your school.

¹ An elementary school is defined as K-6 or have the ability to separate out elementary school students in a Pre-K-12th grade school program (may also include Pre-K if students are enrolled in a child care center, Head Start program, or other program located in your school).



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Fresh Fruit and Vegetable Program
APPLICATION
SY 2015-2016

Complete one application for each school/site. Mail completed applications to **HCNP** by Friday, **March 13, 2015**.
For program guidelines download the complete FFVP Handbook at: www.fns.usda.gov/cnd/ffvp.handbook.pdf

SCHOOL FOOD AUTHORITY / SCHOOL INFORMATION

School/Site Name: _____
SFA: _____ Agreement #: _____

ENROLLMENT AND ELIGIBILITY DATA

1. **Eligibility and Enrollment:**

Schools participating in FFVP must be an elementary school with a high percentage of children eligible for free and reduced price benefits (FFVP Handbook, pg. 7). K-8 and K-12 schools also qualify, but FFVP allocation for SY 2015-16 will be based on your school's Elementary Enrollment on the October Data (Form OD-11).

Total School Enrollment: _____
Total Elementary Enrollment (Pre-K-6): _____
Approved (PreK - 6) Eligibility for: Free _____
Reduced _____
Paid _____

Percent of enrolled students eligible for free/reduced price meals: _____ %

2. **Do you have a Child Care Center, Head Start, or other K-6 programs located in your school?**

Yes No

If yes, are the students enrolled at the school?

Yes No

"Children attending a Child Care Center, Head Start program or a split-session kindergarten class located in a FFVP school may also participate if they are considered enrolled in the participating school and are in school on the days the program is offered" (FFVP Handbook, pg. 10).

Number of children in Child Care Center, Head Start, or other eligible program participating in FFVP: _____

Do Not Complete. For State Agency validation.

Enrollment _____ Free _____ Reduced _____ Paid _____ % F/R _____

FRESH FRUIT AND VEGETABLE IMPLEMENTATION PLAN

3. **FFVP must start within 30 days of the start of the school year.** Start date of your school: _____
Tentative start date of FFVP: _____

4. **Months FFVP snack will be served:**

July Aug Sept Oct Nov Dec Jan Feb Mar Apr May June

5. **Number of times produce will be served to each student:**

FFVP encourages schools to provide fresh fruit and veggies a minimum of twice a week as repeated exposure to new foods is a key to acceptance (FFVP Handbook, pg. 8).

2x a week 3x a week
 4x a week Daily

If serving FFVP snacks 2x a week is not possible initially, please explain why and your plan to meet the program standards.

6. **Distribution Plan:** Describe how free, fresh fruits and vegetables will be made available to all enrolled students at your school during the school day, outside of NSLP and SBP meal periods. Examples: Carts or stands in the hallways, fruits and vegetables in classrooms, vending machines dispensing free fruits and vegetables, etc.

7. **Processing and serving:**

Will FFVP produce be processed (prepared) on your school's campus? Yes If yes, check mark the current type of Food Establishment Permit. Dispensing Only Food Prep Allowed

No If no, where will the produce be processed ** _____

** Does this establishment have a current Food Establishment Permit? Yes No

Who will prepare the produce prior to serving? _____

8 **Procurement: This section is MANDATORY for returning FFVP Schools to complete. Please list fruits and vegetables served each month this school year.**

a. List companies you purchase FFVP produce from and the frequency. (ie. So 'Ono - 50%, Finest Foods 50%)

b. List all the fruits and vegetable purchased for the FFVP snack program this school year:

August: _____

September: _____

October: _____

November: _____

December: _____

January: _____

c. What percentage of your purchases are locally grown? 10% _____ 25% _____ 50% _____ 75% _____ 100% _____

NUTRITION EDUCATION PLAN

Nutrition education is critical to the program's success. Nutrition education should be provided to students whenever possible, especially during the service of FFVP. Fresh vegetables that are cooked (limited to once per week) must always include a nutrition education lesson related to the prepared item (FFVP Handbook, pg. 20). We strongly encourage integrating FFVP with your grade level nutrition education and common core areas.

9. **Describe your FFVP Nutrition Education Plan.** Include a description of how FFVP will be integrated, with other efforts, to promote good health and nutrition, reduce obesity and encourage physical activity. (FFVP Handbook, pg. 8). Examples: Integrated nutrition education in the daily curriculum, using free USDA Team Nutrition materials, incorporating the FFVP into the school's Wellness Policy.

10. **Partnerships:** Describe partnership activities already undertaken or planned as part of the FFVP implementation at your school. For each partnership listed, indicate if the partner is contributing or will contribute non-Federal resources to FFVP. Examples of partnerships: Local growers, fruit & vegetable industry representatives, public health nurses, university students, interns, extension services, EFNEP, Junior League's Kids in the Kitchen, health insurers, etc.

EQUIPMENT PURCHASE NEEDS

11. Equipment may be purchased for FFVP using the school's FFVP Administrative allowance. This must be preapproved by SFSB -School Food Service Branch. If you plan on purchasing equipment, describe the following:

Type of Equipment: _____

% of use for FFVP: _____ %

Explain need for equipment and why current equipment is not sufficient for FFVP operations:

CERTIFICATION AND AGREEMENT

We have reviewed this "proposal" and attest to the information provided. We agree to implement the program as outlined above and to implement the project in a manner consistent with the policies and procedures established by USDA, HCNP and SFSB. Further, we agree to participate in any SFSB mandatory trainings and/or USDA-sponsored evaluations and to provide the information requested by specified deadlines. Signatures are required for all positions with an asterick (*) per FFVP Handbook, Page 6.

* **School Administrator/Principal** (signature): _____ Date: _____

Print Name: _____ Phone #: _____

Email: _____ Fax #: _____

* **School Food Service Manager** (signature): _____ Date: _____

Print Name: _____ Phone #: _____

Email: _____ Fax #: _____

FFVP Coordinator (signature): _____ Date: _____

Print Name: _____ Phone #: _____

Email: _____ Fax #: _____