



*The Fresh Fruit and Vegetable Program (FFVP) complements First Lady Michelle Obama's Let's Move! initiative to help children move towards a healthy lifestyle. The FFVP provides funding to selected elementary 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 introduce a variety of fresh fruits and vegetables that children may not have had the opportunity to try at home. If your school is interested in participating in the FFVP, please read the information below and submit a completed application to OHCNP by **Friday, March 23, 2012**.*

Selection Criteria:

Required: Be an elementary school K-6 or, if other, claim reimbursement for K-6 service only (see Pre-K exception below).¹

Expected: Operate entire school year with minimum service per student of two times per week.

Priority by degree of impact your FFVP program can make in children's eating habits:

- Percent of Free and Reduced-Price eligible children that will be served (priority to 50% or higher).
- Number of times each student will be served per week.
- Total number of students (enrollment) that will be served.
- Nutrition education will be provided to participating students.
- School's historical performance in prior years' participation, if applicable (% of funds utilized, number of "actual" serving days, etc.).

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.

Foodservice/School Food Service Manager will:

-  Be familiar with the procurement of fresh produce and what is available. May include local produce through Department of Defense, or the Farm to School Initiative. Follow USDA and SFA 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:

-  Submit a completed accurate monthly FFVP reimbursement claim form for allowable expenses.
-  Maintain complete and accurate copies of all FFVP records.
-  Maintain appropriate recordkeeping for labor costs.
-  Process/Pay FFVP invoices.

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).



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

Fresh Fruit and Vegetable Program
APPLICATION
SY 2012-2013

Complete one application for each school/site. Mail completed applications to OHCNP by **Friday, March 23, 2012.**

Check the box that applies: New (Welcome!) Renewal (Welcome Back!)

Application Page 1

SCHOOL FOOD AUTHORITY / SCHOOL INFORMATION

School/Site Name: _____

SFA: _____ Agreement #: _____

SFA DUNS #: _____ Participating Grade Levels: _____

**Do Not Complete.
For State Agency.**

Approved: Y N

Amount: \$ _____

ENROLLMENT AND ELIGIBILITY DATA

1. Enrollment of participating students (K-6): _____

a. Number of children approved for:

_____ Free

_____ Reduced

_____ Paid

b. Percent of enrolled students eligible

for free/reduced price meals:

_____ %

**Do Not Complete.
For State Agency.**

Enrollment

Free

Reduced

Paid

_____ % F/R

2. Do you have a child care center, Head Start,

or other program located in your school?

Yes No

a. If yes, are the students enrolled at school? Yes No

b. If so, they may be included in FFVP.

Number of students: _____

FRESH FRUIT AND VEGETABLE SERVICE PLAN

3. Start date for FFVP service (*USDA guidance: FFVP should operate entire school year*): _____

4. Number of times produce will be served to each student (*USDA guidance: minimum 2x a week*):

2x a week

3x a week

4x a week

Daily

5. Schedule of service:

Grade Levels

Day of the Week

Time

6. Describe the following:

a. Where will the produce be served?

b. How will the produce be offered to the students?

c. Who will be responsible for the distribution of the produce?

NUTRITION EDUCATION PLAN

7. It is strongly encouraged to provide nutrition education to students whenever possible. If and when a cooked fresh vegetable is served (only allowed at most once a week), nutrition education must be provided.
- a. Nutrition education will be provided as part of the FFVP. Yes No
- If yes, describe the following:
- b. Number of times and frequency nutrition education will be provided:
- c. Nutrition topics to be covered:
- d. Place(s) nutrition education will be conducted:
- e. Person(s) responsible for nutrition education:

The FFVP toolkit is available at: <http://www.fns.usda.gov/cnd/FFVP/toolkit.htm>

EQUIPMENT PURCHASE NEEDS

8. Equipment may be purchased for FFVP using the school's administrative allowance. This must be preapproved by the State Agency. If you plan on purchasing equipment, describe the following:
- Type of equipment: _____ Cost: _____
- % to be prorated to FFVP: _____ %
- Explain need for equipment and why the 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 and OHCNP. Further, we agree to participate in any OHCNP mandatory trainings and/or USDA-sponsored evaluations and to provide the information requested by specified deadlines.

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

Print Name: _____ Phone #: _____

Email: _____ Fax #: _____

FFVP Coordinator (signature): _____ Date: _____

Print Name: _____ Phone #: _____

Email: _____ Fax #: _____

Food Service Manager (signature): _____ Date: _____

Print Name: _____ Phone #: _____

Email: _____ Fax #: _____