

## 2016-17 FRESH FRUIT & VEGETABLE PROGRAM (FFVP)

### INSTRUCTIONS TO COMPLETE FFVP DIGITAL APPLICATION

#### STEP 1: OBTAIN A DIGITAL FFVP APPLICATION

**Returning Schools:** Renewal Applications have been digitized and prepared for schools currently participating in the FFVP. The Renewal Application has been pre-populated with the school's SY15-16 information that was submitted last year. This application can be updated and returned with a new Signature Page. Renewal Applications with a new blank Signature Page have already been emailed to current FFVP school principals, however, schools can request their unique Renewal Application by emailing Jennifer Dang at [jennifer\\_dang@notes.k12.hi.us](mailto:jennifer_dang@notes.k12.hi.us).

**New Schools:** A copy of a "blank" digital FFVP Application and Signature Page can be found on HCNP's website: <http://hcnp.hawaii.gov/overview/ffvp/>

#### STEP 2: COMPLETE FFVP APPLICATION

Only digital FFVP applications utilizing the fillable PDF format will be accepted. A separate Signature Page with signatures from your school's Principal, School Food Services Manager and FFVP Coordinator must also be scanned and submitted with the digital FFVP application. By law, these signatures are **REQUIRED** to demonstrate that the administration, cafeteria manager and coordinator are all committed to implementing the program as intended. To help schools plan to implement the program, more information about the Fresh Fruit and Vegetable Program and the FFVP Handbook can be found at <http://www.fns.usda.gov/ffvp/fns-resources>.

#### STEP 3: LABEL YOUR APPLICATION & SIGNATURE PAGE WITH YOUR SCHOOL NAME

- FFVP1617-"Your School Name" App
- FFVP1617-"Your School Name" Signatures

Example: FFVP1617-Anuenue App, FFVP1617-Anuenue Signatures

#### STEP 4: EMAIL FFVP APPLICATION AND SIGNATURE PAGE

Email fillable PDF and scanned signature page to HCNP at [hcnpsystems@notes.k12.hi.us](mailto:hcnpsystems@notes.k12.hi.us) no later than **Friday, January 29, 2016**. This email address is ONLY for emailing FFVP applications and should not be used for correspondences. All questions must be completely answered. Type in the SUBJECT LINE: FFVP 1617- "Your School Name"

#### STEP 5: COMPLETE THE APPLICATION PROCESS

To complete the application process, a printed copy of the digital FFVP Application and the ORIGINAL Signature Page must be mailed or pouched to HCNP, 650 Iwilei Road, Suite 270, Honolulu, HI 96817 by February 15, 2016 at the latest. Fax copies will NOT be accepted.

Please contact Jennifer at (808) 587-3600 x 234 or [jennifer\\_dang@notes.k12.hi.us](mailto:jennifer_dang@notes.k12.hi.us) if you have any questions.