**FFVP NEWS #1: News You Can Use**

**August 2014**

* The purpose of FFVP News is to provide brief reminders, updates and news that you can use to make your FFV program the best ever for your school. Throughout this eNEWS, I have embedded helpful links (in blue) for you to click on to get more information on various FFVP topics and resources. Please click on these links!
* FFVP News will be emailed once a month. I will also be forwarding FFVP schools emails I receive from USDA and other organizations regarding resources, webinars, conferences and funding opportunities.
* Thank you for taking the time to read these emails and please feel free to send me feedback and questions. Mahalo, Jen

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**1. WELCOME TO FFVP**!: Aloha Fresh Fruit and Vegetable Program (FFVP) Coordinators! We are so happy that your school has been selected to participate in the FFV Program! You are receiving this email because you are designated as the FFVP Coordinator for your school in HCNP Systems. If you are NOT the FFVP Coordinator, please email me the correct person and his/her email. As the coordinator, we hope you will forward this email to teachers, staff, parents and volunteers who assist you in assuring that the [Fresh Fruit and Vegetable Program](http://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program) is a success in your school.

**2. 2014-15 ALLOCATIONS:** This year, we allocated over $2 million to 66 schools - 54 public schools and 12 charter and private schools. We receive approximately the same amount of funding from the USDA each year, thus school allocations depend on the number of schools that apply for the program. Because we received less applications this year, most schools experienced a substantial increase in their allocations from last year. I strongly encourage you to create an estimated FFVP Budget so that your allocation will be used wisely and will last for the entire school year.

**3. WHAT YOU CAN BUY WITH FFVP FUNDS?:** According to the FFVP Handbook, most of your FFVP allocation should be used to purchase fresh fruit and vegetables that will be eaten by your students. Please do not purchase dried fruits or decorative pumpkins! Non-food expenses such as equipment, supplies and labor must be reasonable and carefully reviewed. Please call me if you are planning to purchase equipment or have any questions about labor and supply costs and I will review with you what are acceptable non-food costs.

Please work with the various Produce Distributors on your island, as they expertly know what produce are in season and will assure that the students will eat the sweetest and freshest fruit or vegetable. Attached is a Produce Supply diagram that will help you find helpful vendors. Remember that you CAN purchase pre-cut fruit and vegetables. You CAN also process (cook) produce such as sweet potato and kalo once a week IF it is part of a nutrition education lesson. For more guidelines, please consult the FFVP Handbook found at this link, [FFVP Resources](http://www.fns.usda.gov/ffvp/fns-resources).

 HI FV Supply Chain.pdf

**4. GOOD PROCUREMENT PRACTICES**: Procurement practices will be emphasized in all future Administrative Reviews, so please pay extra attention to make sure you are following good procurement practices. Please consider the following aspects when you are purchasing anything related to the Fresh Fruit and Vegetable Program:

* Free and Open Competition - Have you gotten quotes for the same product from at least three (3) sources to make sure that you are getting the highest quality product at the lowest possible cost?
* Fairness and Competition - Have you assured that all transactions are ethical and fair?
* Responsive and Responsible Contractors - Are your vendors responsible and compliant with state and local business regulations?
* Transparency - Is every transaction open and above board?

HCNP will continue to provide technical assistance on good procurement practices throughout the year. If you have any questions about your current procurement practice, please call me at any time.

**5. FOOD SAFETY TIPS**: Schools must take steps to prevent foodborne illness. If you need a refresher or want to train new staff, please print out "Best Practices: Handling Fresh Produce in Schools" that can be found at [FFVP Resources](http://www.fns.usda.gov/ffvp/fns-resources). Additionally, here are some important reminders:

* All kitchens and prep areas should be inspected by the Department of Health Food Sanitation Branch. Please contact your local DOH branch to schedule an appointment.
* Gloves or tongs MUST be used if teachers are distributing cut fruit or vegetable to students in the classroom.

**6. FREE FFVP BOOKS**: Finally, your school should have received a box of nine Nutrition books from Follett. These books have been paid for by the Hawaii Child Nutrition Program. You should be receiving nine more books that we have selected to assist your school with Nutrition Education. For a complete list of books and links to Teacher Lesson plans, please click [here](http://www.titlewave.com/list?SID=a241e733b1abbf1f90511aec98ace861&listid=11035254). Please forward this email to your librarian, reading specialist or curriculum coordinator so that they know these books are available to help integrate Nutrition Education in the Common Core subjects.

**7. FFVP STORIES & PHOTOS:** Please send me your FFVP stories and photos! Share with us what is working well at your school!

Mahalo once again for participating in the FFV program! We hope you have a successful FFVP year!

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