**2017-18 FRESH FRUIT & VEGETABLE PROGRAM (FFVP)**

**INSTRUCTIONS TO COMPLETE FFVP DIGITAL APPLICATION**

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

**RETURNING SCHOOLS:** Renewal Applications for schools currently participating in the FFVP. have been pre-populated with the school’s SY16-17 information that was submitted last year. This fillable 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. Schools can request a copy of their Renewal Application by emailing Al Tachibana at [Alvin\_Tachibana@notes.k12.hi.us](mailto:Alvin_Tachibana@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/>. The blank application form could be used by new (with grades K-6) or returning schools. Select the appropriate forms for DOE Public or Public Charter schools.

**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 along with the digital FFVP application. These signatures must accompany the application either on the signature page or on the optional Responsibility Chart as certification of support for participation in FFVP as required on page 6 of the FFVP Handbook. FFVP forms, the Handbook, and other FFVP resources for implementing the program can be found at <http://hcnp.hawaii.gov/overview/ffvp/>.

**STEP 3: LABEL THE ELECTRONIC FILES OF YOUR APPLICATION & SIGNATURE PAGE WITH YOUR SCHOOL NAME**

* **FFVP1718-“Your School Name” App**
* **FFVP1718-“Your School Name” Signatures**

Example: FFVP1718-Anuenue App, FFVP1718-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, March 17, 2017.** This email address is ONLY for emailing FFVP applications and should not be used for correspondence. All questions on the application must be completely answered.

When emailing, please type in the SUBJECT LINE**: FFVP 1718 - “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 March 31, 2017. Fax copies will NOT be accepted. Contact Al at (808) 587-3600 or at [Alvin\_Tachibana@notes.k12.hi.us](mailto:Alvin_Tachibana@notes.k12.hi.us) if you have any questions.