



Fresh Fruit and Vegetable Program July 18, 2017 Training Session

Al Tachibana, Program Specialist

Fresh Fruit and Vegetable Program & NSLP Equipment Assistant Grants





FFVP GOALS

- **Create a healthier school environment by providing healthy food choices.**
- **Expand the variety of produce students consume.**
- **Increase students' produce consumption.**
- **Make a difference in students' diets to impact their present and future health.**



Program Goals

- Create a healthier school environment
- Expand variety of fruits & veggies children experience
- Increase fruit & veggie consumption
- Make a difference in children's diets to impact their present and future health

Program Objectives

- Build a strong school-level FFVP team
- Tie FFVP into school's Wellness Plan
- Develop effective program Action-Implementation Plan
- Integrate FFVP into core curriculum
- Create healthier school community
- Develop nutrition education
- Manage budget & claim procedures





School Eligibility

- Must be a school serving K - 6th grade
 - Pre-School class can count if part of school's enrollment
- Must operate NSLP
- Submit a yearly application
- Priority schools have 50% or more of students eligible for free or reduced price meals
- But, schools under 50% Free/Red. can and should still apply!
- Be committed to fulfilling program objectives



Approved Schools

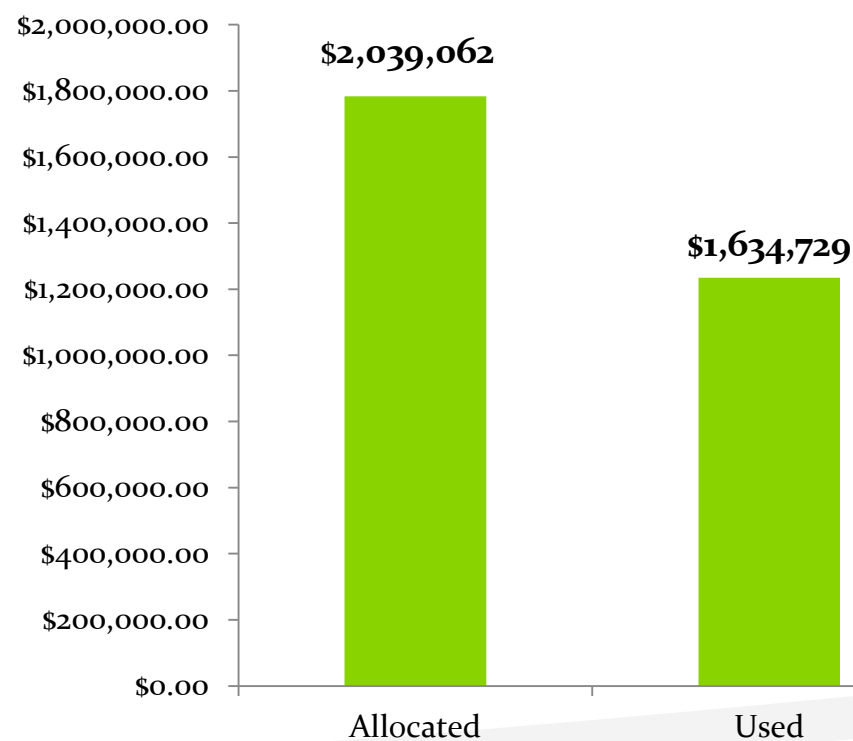
- **Receive funds based on an allocation of \$50 - \$75 per student**
- **Must submit a correct monthly claim on time and stay within budget**
- **10% administrative costs– for planning, paperwork, nutrition education planning, not prep/service**
- **Up to 20% for program operating costs to include salary and fringe benefits for employees who wash, prep, distribute and serve food**



FFVP Usage in Hawaii

- Any unused funding goes back to the USDA at the end of the year
- Usually, just 80% of Hawaii's FFVP funds gets used
- Graph shows July 2015-June 2016 claims
- That meant after SY15-16, over \$400,000 of unused Fresh Fruit & Vegetable funds went back to USDA.
- At the end of SY16-17, only 59% of the available FFVP funds were used.
- **Almost \$900,000 of FFVP funds went UNUSED!!!**
- This is why the schools had so much to spend in August- September this year.
- **This allocation is nearly over.**

**SY15-16 FFVP Total Funds Used
Compared to Allocated**






USING THE ONE-TIME “INTERIM” ALLOCATION FUNDS BY SEPT. 30

- **Buy More ready to eat whole fruit or pre-cut ready-to-serve packaged fruit or vegetable items**
- **Provide FF&V snacks on more days or serve more than one snack in a day**
- **More exotic or specialty fruit or vegetable items**
- **Use up to 10% of funds for Administrative costs for any FFVP office work;**
- **Consider using Admin. cost to purchase equipment for FFVP**
- **Use up to 20% of Operating cost for preparation /serving labor and material costs;**
- **Purchase other goods to be used for FFVP (e.g. any disposable goods, food containers used for serving, fat-free/low fat dressing packets, etc.)**
- **Items must be delivered or at the school by Sept. 30, not in October which would be the new FY17-18 FFVP allocation.**

FFVP CLAIMS WORKSHEET

1	A		B		C		D		E		F		G		H		I	
2			STATE OF HAWAII				SY 2016-17 CLAIM FOR REIMBURSEMENT											
3			DEPARTMENT OF EDUCATION				FRESH FRUIT & VEGETABLE PROGRAM											
4			HAWAII CHILD NUTRITION PROGRAMS				NON-DOE											
5			650 IWILEI ROAD, SUITE 270, HONOLULU, HI 96817															
6			Phone: (808) 587-3600															
7																		
8	1. SCHOOL FOOD AUTHORITY INFORMATION																	
9	NAME OF SCHOOL				2. AGREEMENT NUMBER		3. CLAIM MONTH/YR		4. SERVING DAYS		5. NUMBER OF SITES		6. REVISED CLAIM					
10					3407-0		SELECT											
11	ADDRESS																	
12																		
13	CONTACT NAME				EMAIL										PHONE			
14																		
15	7. ALLOCATION INFORMATION																	
17	OCTOBER DATA 2010				PER PUPIL ALLOCATION				SY ALLOCATION*		ADMIN COSTS LIMIT				BEGINNING BALANCE			
18	F&R %		ENROLLMENT															
19	96.9%		0		\$ 75.00				\$ -		\$ -				\$ -			
20							Incr Alloc		\$ -		\$ -				\$ -			
21	8. CLAIM INFORMATION																	
23	CLAIM MONTH		CLAIM DATE		SERVING DAYS		FOOD COSTS		OTHER		DIRECT LABOR		ADMIN COSTS		MONTHLY CLAIM TOTAL		BAL. AVAIL. AFTER MONTHLY CLAIM	
24	JUL-16						100.00		0.00		0.00		0.00		100.00		-100.00	
25	AUG-16						0.00		0.00		0.00		0.00		0.00		-100.00	
26	SEP-16						0.00		0.00		0.00		0.00		0.00		-100.00	
27	OCT-16						0.00		0.00		0.00		0.00		0.00		-100.00	
28	NOV-16						0.00		0.00		0.00		0.00		0.00		-100.00	
29	DEC-16						0.00		0.00		0.00		0.00		0.00		-100.00	
30	JAN-17						0.00		0.00		0.00		0.00		0.00		-100.00	
31	FEB-17						0.00		0.00		0.00		0.00		0.00		-100.00	
32	MAR-17						0.00		0.00		0.00		0.00		0.00		-100.00	
33	APR-17						0.00		0.00		0.00		0.00		0.00		-100.00	
34	MAY-17						0.00		0.00		0.00		0.00		0.00		-100.00	
35	JUN-17						0.00		0.00		0.00		0.00		0.00		-100.00	
36	YTD TOTAL				0		100.00		0.00		0.00		0.00		100.00		-100.00	
37	State Agency ALERT MESSAGES, if applicable:																	
38																		
39	ERROR-EXPENDITURES EXCEED ALLOCATION; ADJUST CLAIM																	
40	ERROR-EXCEEDS ALLOWABLE 1ST QTR ALLOCATION; CALL STATE AGENCY																	
41	9. CERTIFICATION																	

FFVP MONTHLY CLAIM

FRESH FRUIT & VEGETABLE COSTS					
SFA NAME	AGREEMENT NUMBER		SELECT	CLAIM MONTH	Nov-16
OPERATING COSTS			\$ -		
PRODUCE COSTS	FOOD COSTS			\$ -	
	List invoice number, vendor name, and costs being claimed; circle amount(s) on invoice. (If credit received, see credit memo instructions below)				
	INVOICE #	INVOICE DATE	VENDOR NAME	AMOUNT	
DIRECT LABOR	DIRECT LABOR COSTS			\$ -	
	Labor costs of employees directly involved with preparing or serving fruits and vegetables; enter payroll costs by employee name from CLAIM P3-PAYROLL DIRECT.				
	EMPLOYEE NAME			AMOUNT	
SMALL SUPPLIES / OTHER	SMALL SUPPLIES/OTHER			\$ -	
	SMALL SUPPLIES: Paper goods, pans, etc. OTHER: Items such as low or no fat dips, etc. List vendor, invoice no., and costs being claimed; circle amount(s) on invoice. (If credit received, see credit memo instructions below)				
	INVOICE #	INVOICE DATE	VENDOR NAME	AMOUNT	
ADMINISTRATIVE COSTS			\$ -		
Costs include equipment, leasing and labor costs NOT related to preparing and serving of fruits/vegetables.					
INDIRECT LABOR	INDIRECT LABOR			\$ -	
	Enter indirect payroll costs by employee from CLAIM P4-PAYROLL ADMIN.				
	EMPLOYEE NAME			AMOUNT	
TRAVEL-TRAINING	TRAVEL AND TRAINING			\$ -	
	Describe; attach receipts; enter amount.				
EQUIPMENT	EQUIPMENT			\$ -	
	Describe; attach invoice or lease agreement, delivery receipt, proof of payment. Indicate percentage use for FFVP or attach statement describing use if 100% FFVP.				
	FFVP % USE	EQUIPMENT DESCRIPTION			
COMMENTS (Use this space to provide further explanation as needed)					
Total OPERATING plus ADMINISTRATIVE Costs				\$ -	
Instructions for Credit Memos: Credit should be stated in the month the expenditure was incurred. If claim already submitted, revise claim reflecting credit amount. Credit memo must be submitted with the claim, along with the invoice it is related to.					



Possible ways HCNP could help to make FFVP easier.

- Provide more information on Fresh Fruits & Vegetables (much free materials can be downloaded from USDA Website)
- Find additional vendors to keep cost down and have more choices (Procurement [proper purchasing of fruits and vegetables] is an ongoing and a *growing* focus throughout USDA programs) and is part of any program Administrative Review)
- Provide a video to introduce the program and motivate kids to eat fresh fruits and veggies
- Provide health and physical education resources and offer professional development opportunities
- Work with communities partners like FoodCorps and the Hawaii School Garden Hui (HFSSGH) that can assist schools with their Wellness, FFVP, and Farm to School programs.

Work with National, state and local partners...

- Action for Healthy Kids, Alliance for Healthier Generation
- Community Health Center, Public Health Nurses
- Hawaii Education Matters, PTSA, Parent Groups
- Kokua Hawaii Foundation, Hawaii School Garden Network
- Hawaii 5210, Kaiser Permanente, HMSA
- FoodCorps





FFVP HANDBOOK (2010)



FRESH FRUIT & VEGETABLE PROGRAM

A decorative graphic consisting of eight colored circles arranged in two rows of four. The top row contains one orange, one red-orange, one light green, and one red circle. The bottom row contains one light green, one red, one orange, and one red-orange circle.

A Handbook for Schools



Handbook Highlights

- **FFVP encourages... (pg. 8)**
 - **Schools to make “every effort to provide fresh fruits and vegetables a minimum of twice a week as repeated exposure to new foods is a key to acceptance”**
 - **A variety of implementation strategies**
 - **Complementary nutrition education**
- **Schools should develop guidelines to remind children of good manners when they receive and eat their fruit and vegetable snacks, and to dispose their trash (pg. 13)**



Handbook Highlights

- **FFVP does not allow (pg. 14)**
 - Processed or preserved fruits and veggies (canned, frozen, or dried)
 - Dip for fruit
 - Fruit Strips, Leather, Jellied Fruit, Trail Mix
 - Fruit or Vegetable juice, or FV Pizza
 - Smoothies
- **Only teachers who are directly responsible for serving FV to their students in a classroom setting may partake in FV (pg. 10)**
- **Free FV cannot be used as gifts or rewards. FV cannot be withhold as a form of discipline (pg. 10)**



Handbook Highlights

- **Limitations (pg. 15)**
 - **Dips for veggies**
 - **Must be yogurt-based, or low-fat/non-fat dips**
 - **Serving size limited to 1-2 tablespoons**
 - **Service of “prepared” vegetables**
 - **Fresh vegetables that are steamed or baked such as sweet potato and kalo, or stir fried, must be limited to once-a-week and always as part of a nutrition education lesson related to the prepared item**



Handbook Highlights

- **Leftovers (pg. 18)**
 - **Plan to reduce waste (order as accurately as possible)**
 - **Follow safe food storage practices**
 - **If still good, use leftover FV in next FFVP snack**
 - **Leftover FV should not be going home with staff or teachers**

Program Implementation (strongly suggested for successful program)

- Program should begin within 30 days of the start of the school year
- Snack days are consistent and integrated in weekly schedule
- FFVP is integrated into core curriculum
- Plan ahead – create a full years calendar with seasonal produce
- Establish relationship with vendors
- Involve faculty and staff, PCNC, parents and Wellness Team



Best times and Places to Serve

- Do serve during the school day as snack
- Do not serve during breakfast, lunch, after school or summer school.
- Do serve inside classrooms, hallways, kiosks
- Integrate within a core subject and as part of a nutrition education activity





Marketing and Promotion

- No funds available for promotional activities
- Lots of resources on the internet
- Invite community partners and local resources to assist
- Engage the entire school community and integrate FFVP into all of your school programs and special events





Nutrition Education

- Make nutrition education a priority in Wellness Policy and school's Academic and Financial Plan
- Integrate nutrition education into core subjects: language arts, math, art, science
- Consider planting a school garden





School Environment

- Create FFVP bulletin board, posters
- Create a snack, celebration, fundraising policy consistent with Wellness Guidelines
- Invite local chefs to participate in food demonstrations
- Use vendors as resources
- Have parent-child cooking classes
- Develop a year-round theme:
 - Eat a Rainbow – Each week a different color
 - Seasons/Holidays/Cultures – Each month

Create a Healthier School

- FFVP guidelines support efforts of school's Wellness Policy
- Get Local Support
 - To access local resources, banners, brochures, flyers, posters, speakers, training and funding opportunities, register to become a Hawaii 5210 school at <http://www.hawaii5210.com>





Mahalo!

Contact Information

Al Tachibana

Fresh Fruit & Vegetable Program

650 Iwilei Road, Suite 270

Honolulu, HI 96817

Alvin_Tachibana@notes.k12.hi.us

Office: 808-587-3600

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