**INSTRUCTIONS FOR APPLYING FOR FRESH FRUIT**

**AND VEGETABLE PROGRAM (FFVP) SY2018-19**

**Please follow the instructions and email the necessary forms to HCNP. Not following the instructions below could result in incomplete applications that will not be approved.**

1. **NEW SCHOOLS** (New Schools are schools that **DID NOT** apply for FFVP for **SY17-18**)
   1. Use the correct FFVP application for **DOE Public School** or for **Public Charter School** located at:<http://hcnp.hawaii.gov/overview/ffvp/>
   2. You will also need to fill out an **FFVP Task Chart** with the appropriate signatures to submit along with your filled application form.
2. **RENEWING SCHOOLS** (Renewing Schools are schools that submitted FFVP applications for **SY17-18**)
   1. You should have received an email with your renewal and previously submitted application forms sent to the school Principal (Subject: IMPORTANT – Renewal Applications for FFVP SY2018-19…).
      1. **If you received these forms**, fill in the renewal form using new information or any still current information from your previous application; **proceed to item b.**
      2. **If you did not receive the forms or would like to have the forms sent to another staff member**, please email Al Tachibana at [Alvin\_Tachibana@notes.k12.hi.us](mailto:Alvin_Tachibana@notes.k12.hi.us)

**Or, if you prefer**, you could fill and submit a new application form from the HCNP website at <http://hcnp.hawaii.gov/overview/ffvp/>. Check off the RENEWAL box at the top of the form to indicate that your school had submitted an application for SY17-18.

**Proceed on to item b.**

* 1. **FFVP TASK CHART** – if your school has or will have an **FFVP coordinator or staff, who will be involved in any of the storage, preparation, distribution, and /or serving of the FFVP snacks,** then your school will need to fill out an FFVP Task Chart. Complete the Chart and submit with the proper signatures along with the application form for your school. If you did not receive this Chart by email it can be found in Program Resources at: <http://hcnp.hawaii.gov/overview/ffvp/>

1. **NOTE: RENEWING SCHOOLS with Food Service Managers** **responsible for implementing FFVP** are only required to submit their completed Renewal application forms with signatures. Schools may still find the FFVP Task Chart useful for managing their Program, however, using and submitting this form is optional.

**DEADLINE:** All completed forms need to be emailed to HCNP at [HCNPSYSTEMS@notes.k12.hi.us](mailto:HCNPSYSTEMS@notes.k12.hi.us) by the **MARCH 29, 2018** deadline.