**INSTRUCTIONS TO APPLY FOR FRESH FRUIT**

**AND VEGETABLE PROGRAM (FFVP) SY2019-20**

**ALL NEW AND CURRENT FFVP SCHOOLS** will need to fill out new application forms for FFVP SY2019-20. Three (3) separate items are required for your application packet: **a revisable application form, a scan of the signed form, and a scan of the FFVP Task Chart.** Please see details below.

Blank FFVP forms can be found at the HCNP website under “Program Resources” at: <http://hcnp.hawaii.gov/overview/ffvp/>

Use the correct FFVP application forms for DOE Public School or for Charter/Private Schools.

**FORM #1:** The main form of the application packet is a **completed, unsigned, revisable application form**. This form needs to remain revisable and can be used by the SFA to aid in its National School Lunch Program (NSLP) renewal application. (DOE School Food Services Branch (SFSB) requires these forms to complete the NSLP renewals for all its FFVP schools)

You can fill your FFVP application using information from your school’s previous FFVP application form or you can start completely new.

If you have trouble saving the fillable PDF form (e.g. MAC users) you can use the Word-version FFVP form at “Program Resources” at HCNP FFVP site: <http://hcnp.hawaii.gov/overview/ffvp/>.

* **Complete the form and before printing to be signed, save this form on your computer, renaming it with your school name and “FFVP19-20” in the title. This form should still be revisable and would not have any signatures on it.**
* **This revisable form must be sent as an electronic attachment by email. See the HCNPSYSTEMS email address given with the “Deadline” below.**

**FORM #2: Scan or copy of Signed Application**

Print a copy of the saved 3-page application and have it signed by the appropriate school staff. Forms #2 and #3 can be scanned and emailed, or faxed to HCNP. The HCNP FAX number is (808)587-3606.

**FORM #3: FFVP Task Chart:** Please fill out Task Chart, designating the staff responsible for each Task. After completed and signed by the staff involved, email a scan or fax to HCNPSYSTEMS.

**FINAL STEP:** **After completing the above and no revisions are required, please Mail or Pouch the Signed Original Forms to:**

**Hawaii Child Nutrition Programs (HCNP)
650 Iwilei Road, Suite 270, Honolulu, HI 96817**

**DEADLINE:** All completed forms need to be emailed to HCNP at HCNPSYSTEMS@notes.k12.hi.us by the **MARCH 29, 2019** deadline. If preferred, scans of Forms #2 and #3 can be faxed to HCNP using our FAX line (808)587-3606. The revisable Form #1 cannot be faxed and must be emailed as an attachment.

**Contact Al Tachibana with any questions by email at: Alvin\_Tachibana@notes.k12.hi.us or call HCNP at: Ph. (808) 587-3600.**