

IMPORTANT INSTRUCTIONS FOR FFVP 2021-22

3 MAIN POINTS – Please see more details regarding each item in additional sections below.

- **SY 2021-22 FFVP APPLICATIONS** - Only 2 pages are required for submission
- **SCHOOLS MUST SUBMIT THEIR FFVP APPLICATIONS TO THEIR SCHOOL FOOD AUTHORITIES (SFAs) AND THE SFAs WILL THEN SUBMIT ALL APPLICATIONS TO HCNP by the May 14, 2021 DEADLINE.** – The DOE Public Elementary schools would submit their applications to their SFA, the School Food Service Branch (SFSB), by emailing to: FFVP@k12.hi.us
- **REQUIRED FFVP SERVICE WAIVER form for SY 2021-22** - Includes the SFA's FFVP plan that requires approval of HCNP with any COVID-prevention and food safety protocols that will be done by the school(s).

IMPORTANT INSTRUCTIONS FOR FFVP 2021-22

1. SY 2021-22 FFVP APPLICATIONS - Only 2 pages are required for submission. **See below.**

- **FFVP APPLICATION SCHOOL INFORMATION** page – please provide
 - School Name
 - FFVP Contact Person information
 - FFVP Mailing Address information
 - **NOT REQUIRED** – Months of FFVP Service and Estimated No. of FFVP Snacks/ Grade Levels
- **CERTIFICATION SIGNATURES** page – please provide signatures or information for
 - **Principal or Administration** - Title (If not principal, e.g. Vice Principal, etc.)
 - **Food Service Manager** (if applicable)
 - **FFPV Coordinator** (if applicable) Title of staff
 - **For FFVP equipment needs** at the top, please answer “Yes”, “No”, or write explanation in the blank space if unsure of the need. If this section is left blank, it will be assumed that the school will not need to use any FFVP funds for equipment.

Details: *The FFVP application in the pre-COVID19 era had 4 pages. This was when FFVP could only be served as individual fruit/veggie snacks to individual students only on campus and outside of the meal periods. The waivers and flexibilities allowed by the USDA this past year changed all that.*

Because of continued uncertainty of school schedules AND what the USDA will allow for FFVP in SY21-22, only the School Information page and the Certification Signatures page are required. The FFVP Implementation Plan and FFVP Task Chart pages are not required.

2. SCHOOLS MUST SUBMIT THEIR FFVP APPLICATIONS TO THEIR SCHOOL FOOD AUTHORITIES (SFAs) and their SFAs WILL THEN SUBMIT ALL APPLICATIONS TO HCNP by the MAY 14, 2021 DEADLINE. –

DOE Public Elementary schools would submit their applications to their SFA, the School Food Service Branch (SFSB), by emailing to: FFVP@k12.hi.us

Details: *All schools and school groups like Hookakoo schools, Ke Kula Nawahioakalani Opu'u schools, and DOE-SFSB elementary schools will need to submit their applications to their SFAs. The SFAs will submit their schools' completed applications to HCNP. Charter schools that are single school SFAs will be sending applications directly to HCNP like before.*

3. REQUIRED FFVP SERVICE WAIVER form for SY 2021-22 –

Includes the SFA's FFVP plan that requires approval of HCNP with any COVID-prevention and food safety protocols that will be done by the school(s).

Details: *In the pandemic-affected SY 2020-21, SFAs had to first establish any meal programs to feed students at their schools. When an SFA was ready to serve FFVP, it needed to work an acceptable service plan with HCNP and complete a FFVP Service Waiver form. The SFAs had to have their FFVP procedures approved with any designated COVID-prevention and food safety protocols. This process will be repeated in SY 2021-22 using a revised FFVP Service Waiver form for the new school year.*

After HCNP receives new FFVP guidance from USDA for SY 2021-22, the new FFVP Service Waiver form will be made available on its FFVP website.

The Superintendent Memo for FFVP application announcement was posted on Lotus Notes on April 14, 2021 to Elementary School principals. All school applications must be sent by the SFAs to HCNP by the Friday May 14, 2021 deadline as mentioned in the Memo.