

# SY 2022-23 Fresh Fruit and Vegetable Program (FFVP)

## Application Instructions

Please follow these instructions to ensure your information is complete and your application is properly filled when submitted.

**Incomplete forms could result with your school's SY 2022-23 application not being accepted by the deadline.**

### For PAGE 1: SCHOOL INFORMATION

- **SCHOOL NAME:** Enter school name (Site name also if school applying for more than one FFVP site)
- **FFVP CONTACT PERSON:** Enter FFVP contact info; if there is no specific FFVP contact person, please enter the school's Principal/Administrator name and contact information.
- **FFVP MAILING ADDRESS:** Typically, the school's address, but if a school has multiple FFVP sites, there would be a different page and address for each site.
- **MONTHS FFVP MAY BE SERVED:** You are allowed to mark all months that the school is open for the school year. (Note: Checking a month allows the system to allow a claim; there is no penalty for not serving on a checked month however, there will be an error message if a claim is made for a month that was not checked.)
- **MON. – FRI.** Estimated No. of FFVP Snacks to be served for each weekday and the Grade Levels to be Served. Fill in estimated numbers and the expected days for FFVP service. (Example: on M,W, and F; 150 FFVP snacks, PreK - 6) This information can be updated with your FFVP service plan which requires approval before a school can begin FFVP service in the new school year.

### PAGE 2: FFVP EQUIPMENT NEEDS and CERTIFICATION STATEMENT SIGNATURES

- Fill School Name and answer FFVP equipment need questions. If equipment is not needed, check "NO" or enter other comments like "Not sure at this time" in the equipment description.
- **CERTIFICATION OF SUPPORT AND AGREEMENT:** Read the certification statement and complete with dated signatures of the appropriate person(s).

If the required person(s) is not available for signature, an administrator (e.g. Principal or VP) can sign the person(s) and indicate who is being signed for and why.

An updated signature page can be submitted along with the school's FFVP service plan which requires approval before a school can begin FFVP service in the new school year.

SFSB schools must submit completed application forms to SFSB at [FFVP@k12.hi.us](mailto:FFVP@k12.hi.us) by Friday, April 29, 2022.

All completed FFVP applications need to be submitted to HCNP at [HCNP@k12.hi.us](mailto:HCNP@k12.hi.us) by 4:30pm on Friday, May 13, 2022.

For any questions, contact Alvin Tachibana at (808) 587-3600 or [Alvin.tachibana@k12.hi.us](mailto:Alvin.tachibana@k12.hi.us)

Mahalo!