

# SY 2024-25 Fresh Fruit and Vegetable Program (FFVP) Application Instructions for all School Food Authorities (SFA)

**A school must submit a New or Renewal FFVP application for SY 2024-25 in order to serve FFVP in the new school year.**

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 application not being accepted by the deadline.**

## PAGE 1: SCHOOL INFORMATION

- **SCHOOL NAME:** Enter school name (Site name also if the school has multiple FFVP sites)
- **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 accept a claim; there is no penalty for not serving FFVP in 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" for no. of FFVP snacks, "PreK - 6" on each day) 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 the School Name and answer questions about any equipment. for FFVP. If equipment is not needed, check "NO" or enter comments such as "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 a required person(s) is not available for signature, an administrator (e.g. Principal or VP) can sign for the missing 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.

**School Food Service Branch (SFSB) schools must submit completed application forms to their SFA, the SFSB, at [FFVP@k12.hi.us](mailto:FFVP@k12.hi.us) by the date that it designates.**

**All SFAs must submit their schools' completed applications to HCNP at [HCNP@k12.hi.us](mailto:HCNP@k12.hi.us) by 4:30pm **Friday, May 31, 2024.****

If you have any questions, contact Alvin Tachibana at (808) 784-5550 or [alvin.tachibana@k12.hi.us](mailto:alvin.tachibana@k12.hi.us)  
**Mahalo!**