**Guidance for Completing the Fresh Fruit & Vegetable Program (FFVP) Online Application for North Carolina for the 2025-2026 School Year**

The FFVP Application (School Profile/School Proposal) is an electronic document housed in the School

Nutrition Technology System (SNTS). Only School Nutrition administrators approved for "Application

Entry” have electronic access to the annual FFVP application.

**Select the appropriate FFVP application process and follow through with instructions.**

**PROCESS A: For schools applying for the 2025-2026 SY that completed an electronic application for the 2024-2025 SY (whether selected for the FFVP for the 2024-2025 SY, or not)**

**PROCESS B: For schools that did not apply for the FFVP for the 2024-2025 SY**

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| ***PROCESS A***  | For a school applying for the FFVP for the 2025‐2026 SY that applied for the 2024‐2025 SY, the School Nutrition administrator (with “Application Entry” access in the SNTS) must follow these instructions: * login to the SNTS: click on **“Applications”** then **“FFVP Application Packet”**
* click on **“Detail”** for 2025‐2026 (note list of eligible elementary schools)
* complete the simple FFVP **"Sponsor Application”** and **"Save"**
* click on the FFVP **"Site Application(s)”** **to open the application. Note: this is required so the application(s) will be in the 2025-2026 SY applicant pool.** Then read, make edits to ensure information (that rolled over from the last SY) is updated and correct, and **"Save.”** That’s it! There is no “Submit” tab; the FFVP application is *stored* in the SNTS.
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| ***PROCESS B***  |   | For a school that **did not** apply for the FFVP for the 2024‐2025 SY and plans to  |  |
| apply for the 2025‐2026 SY, the School Nutrition Administrator (with "ApplicationEntry” access in the SNTS) must complete the FFVP **“Sponsor Application”** and then a **“Site Application”** for each eligible school in the district that wants to apply. Follow these instructions: * login to the SNTS: click on **“Applications”** then **“FFVP Application Packet”**
* click on **“Detail”** for 2025‐2026 (note list of eligible elementary schools)
* complete the simple FFVP **"Sponsor Application”** and **"Save"**
* click on the FFVP **"Site Application”** for each applying school,complete and **"Save**" and that’s it! There is no “Submit” tab; the FFVP application is storedin the SNTS.

S ***School Proposal responses for 2024‐2025 SY will roll over to 2025‐2026 SY.***   |

**NEED ASSISTANCE?**

If you need guidance in accessing the FFVP online application or have FFVP questions or need clarification in answering any of the FFVP application questions, please contact Jacquelyn McGowan at: Jacquelyn.McGowan@dpi.nc.gov or 984-236-2909 for assistance.