**Guidance for Completing the Fresh Fruit & Vegetable Program (FFVP) Online Application for North Carolina for the 2023-2024 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. For schools that completed a FFVP "Site" Application for the 2022‐2023 school year (SY), the information entered *last year* rolled over to the respective school's FFVP "Site" Application for the 2023‐2024 SY. Indeed, what a time saver this will be!!! **Select the appropriate FFVP application process and follow through with instructions.**

**A: For schools applying for the 2023-2024 SY that completed an electronic application for the 2022-2023 SY (whether selected for the FFVP for the 2022-2023 SY, or not)**

**B: For schools that did not apply for the FFVP for the 2022-2023 SY**

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| ***Process A***  | For a school applying for the FFVP for the 2023‐2024 SY that applied for the 2022‐2023 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 2023‐2024 (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 2023-2024 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 2022‐2023 SY and plans to  |  |
| apply for the 2023‐2024 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 2023‐2024 (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 2023‐2024 SY will roll over to 2024‐2025 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 Zoe McKay‐Tucker at: zoe.mckaytucker@dpi.nc.gov or 919‐961‐0608 for assistance.