**Checklist for 2024-2025 School Year**

**Fresh Fruit and Vegetable Program Application Process**

* School Nutrition administrator: please read ALL 2024-2025 school year (SY) Fresh Fruit and Vegetable Program (FFVP) application information and instructions to be informed and ensure deadlines are successfully met.

Important 2024-2025 FFVP Application Dates

 Mark your calendar for these Important 2024-2025 FFVP Application Dates:

* 1. March 15, 2024, 11:59 PM: deadline for School Nutrition staff with “application entry” access to login to the School Nutrition Technology System (SNTS) and *open* *or revise* an eligible school’s 2024-2025 FFVP electronic application and then click “Save” to store the completed FFVP application in the SNTS. (There is no “Submit” tab.)
	2. March 22, 2024: deadline for the 2024-2025 FFVP Signature Pages form (required signatures signed in blue ink!!!) and Number of Days FFVP Operates Weekly formto be scanned and e-mailed to Brenda Watford at brenda.watford@dpi.nc.gov to complete the 2024-2025 FFVP application. \*NOTE\*: Brenda Watford is NC’s acting FFVP coordinator. Please DO NOT MAIL the 2024-2025 FFVP required Signature Pages form and/or Number of Days FFVP Operates Weekly form to NCDPI.

FFVP Roundtable Discussions

* FFVP round table discussions are scheduled in March 2024 for anyone to ask any FFVP application questions, or FFVP questions, in general. This is an *optional* virtual opportunity with no formal presentation. (CEUs cannot be earned.) Registration is required for participation. For more information and the link to register, contact Brenda Watford at brenda.watford@dpi.nc.gov for assistance.

Eligible Elementary Schools

* School Nutrition administrator with “Application Entry” access should login to the SNTS/FFVP Application Packet to view the *eligible* *elementary* school(s) in the district that can apply for the 2024-2025 SY.
* School Nutrition administrator to communicate with superintendent and respective principal of eligible school to inform and discuss FFVP. If interested and committed to success, determine if the school(s) will apply.

 ***Please keep reading…* 😉**

* School Nutrition administrator to form a FFVP “team” of interested persons (within the school and community) committed to assisting in the development of a proposed plan for applying school(s), and if selected, implement plan for successful operation of the FFVP. Note: *School Nutrition Administrator is the FFVP key team player* due to the School Nutrition Program/staff being responsible for: procuring FFVP goods/services, planning FFVP menus, ordering/receiving/storing goods for FFVP, preparing FFVP snacks, paying FFVP invoices, filing monthly FFVP claim for reimbursement, etc.

* School Nutrition Administrator to ensure that all team members have access to: FFVP Application/School Proposal (questions 7-17) for the 2024-2025 SY and the *USDA FF&VP Handbook for Schools*. Visit [www.fns.usda.gov/ffvp](http://www.fns.usda.gov/ffvp) to access the Federal program guidance to read/review in order to have a thorough understanding of the FFVP selection process and program/operation requirements.
* Before or on March 15, 2024, by 11:59 PM: open, complete or revise, and save each FFVP online application in the SNTS for each applying school. After this date/time,

 *no one* has access to the 2024-2025 FFVP electronic application!

* Before or on March 22, 2024: 2024-2025 FFVP Signature Pages (signed in blue ink!!!) and the Number of Days the FFVP Operates Weekly form – both are required forms for the FFVP application - must be scanned/e-mailed to Brenda Watford, NC’s FFVP acting Coordinator, at brenda.watford@dpi.nc.gov to complete an eligible elementary school’s 2024-2025 FFVP application. Submit one 2024-2025 FFVP Signature Page form for each applying school. Also, submit one Number of Days the FFVP Operates Weekly form per school district with all applying schools listed on one form. Both forms are housed on the NCDPI Office of School Nutrition website: FFVP/How to Apply (2024-2025 SY).
* NC’s FFVP required annual continuing education (via webinars) will *hopefully* be conducted in late July 2024. Stay tuned for details to be e-mailed from NCDPI.
* For FFVP application assistance or FFVP questions in general, contact Brenda Watford: brenda.watford@dpi.nc.gov or 336-491-2053. Brenda is NC’s acting FFVP Coordinator.

NCDPI Office of School Nutrition appreciates the thoughtful consideration given to a school

or schools *before* applying to participate in the Fresh Fruit and Vegetable Program.