**Checklist for 2022-2023 School Year**

**Fresh Fruit and Vegetable Program Application Process**

* School Nutrition Administrator: read all 2022-2023 school year (SY) Fresh Fruit and Vegetable Program (FFVP) application information, instructions, and guidance. Thanks!
* Mark your calendar for these important 2022-2023 FFVP application dates:
	1. April 1, 2022, 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* a school’s 2022-2023 FFVP online application and then click “Save” to store the completed FFVP application in the SNTS. (There is no “Submit” tab.)
	2. April 8, 2022, 11:59 PM: deadline for the 2022-2023 FFVP “Signature Pages” and “Number of Days FFVP Operates Weekly” form with required signatures in BLUE inkto be scanned/e-mailed to zoe.mckaytucker@dpi.nc.gov (NC’s FFVP Coordinator). No need to mail a hard copy!
	3. Dates/Times for NC’s 2022-2023 FFVP required, annual continuing education will probably occur in late July 2022; dates yet to be determined. (NCDPI will schedule webinars once FFVP school selections are made and approved by the State Board of Education.)
* School Nutrition Administrators with “Application Entry” access login to the SNTS/FFVP Application Packet to view the elementary school(s) in the district that are eligible to apply for the FFVP for 2022-2023 SY. Note: currently, there is incomplete information in the “School Profile” section of each FFVP online site application. (Typically, such data is pre-populated in the SNTS.) This is a result of SFAs that did not operate under the National School Lunch Program, but other programs for the 2021-2022 SY due to the ongoing COVID-19 pandemic. Therefore, no National School Lunch Program data has been collected for the 2021-2022 SY. USDA has approved that State Agencies can use previous data to determine school eligibility for applying to participate in the FFVP for the 2022-2023 SY. Once NCDPI learns which eligible elementary schools are applying, NCDPI will complete the required Free/Reduced or Identified Student Percentage information on the respective FFVP online site application.
* School Nutrition Administrator to communicate with superintendent and respective principal of eligible school to discuss FFVP. If interested and committed to success, determine if the school(s) will apply.
* 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 key team player due to procuring goods/services, planning FFVP menus, ordering/receiving/storing goods for FFVP, paying FFVP invoices, filing monthly FFVP claim for reimbursement, etc.
* School Nutrition Administrator ensures that all team members have access to: FFVP Application/School Proposal (questions 7-17) for the 2022-2023 SY and the *USDA FF&VP Handbook for Schools*. Visit [www.fns.usda.gov/ffvp](http://www.fns.usda.gov/ffvp) and click on “Resources” to view handbook online to have a thorough understanding of the FFVP selection process and program/operation requirements.

 *Please keep reading…* 😉

* Before or on April 1, 2022, 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 2022-2023 FFVP application!

* Before or on April 8, 2022, by 11:59 PM: the 2022-2023 FFVP Signature Pages (must be signed in blue ink!!!) and the “Number of Days the FFVP Operates Weekly” form must be scanned/e-mailed to

Zoe McKay-Tucker, NC’s FFVP Coordinator, at zoe.mckaytucker@dpi.nc.gov to complete the 2022-2023 FFVP application. Submit one 2022-2023 FFVP Signature page 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. See 2022-2023 FFVP Signature Pages form located on the NCDPI SN website: “How to Apply (2022-2023 SY)” for more details.

* For FFVP application assistance or FFVP questions in general, please contact Zoe McKay-Tucker: zoe.mckaytucker@dpi.nc.gov or 919-961-0608. Zoe is the FFVP Coordinator for North Carolina.