



Fresh Fruit and Vegetable Program (FFVP) Annual Training 2024-2025

NC Department of Public Instruction
Office of School Nutrition

Welcome to the 2024-2025 FFVP
Required Annual Continuing Education!

Program Requirements and Operation

- Important Resources
- FFVP Addendum and Allocations for 2024-2025 SY
- Program Objectives/Requirements
- Establishing Partnerships
- Advertising and Marketing
- Competitively Procuring
- Allowable/Unallowable FFVP Purchases



Welcome to the 2024-2025 FFVP Required Annual Continuing Education!

- Operating Procedures
- FFVP Snacks and Labor
- Civil Rights
- Special Dietary Needs
- Food Safety/Sanitation
- Nutrition Education





Welcome to the 2024-2025 FFVP
Required Annual Continuing Education!

- Best Practices
- FFVP Technical Assistance/Reviews

Financial Guidance

- Access to the School Nutrition Technology System (SNTS)
- FFVP Financial Accountability
- FFVP Monthly Claims
- FFVP Wrap Up
- Questions?



Fresh Fruit and Vegetable Program (FFVP)
Annual Training 2024-2025

Program Requirements and Operation

Program Requirements and Operation

Important Resources

- USDA FFVP: Handbook for Schools
- [Fresh Fruit and Vegetable Program | Food and Nutrition Service \(usda.gov\)](#)
- [Fresh Fruit & Vegetable Program \(FFVP\) *8/2024* | NC DPI](#)

FFVP Addendum and Allocations



Program Requirements and Operation

Program Goals

- Expand the variety of fruits and vegetables children experience
- Increase children's fruit and vegetable consumption
- Make a difference in children's diets to impact their health

Program Requirements

- Must be trained annually
- Maintain full and accurate records
- Follow FFVP procedures
- Submit a monthly claim



Program Requirements and Operation

Establishing Partnerships

- Collaborate with State and Local affiliates
- Encourage cooperation with Administrators, Teachers, School Nurses, PTA and Student Government
- Look in unexpected places – local doctors, nurses, government officials to come in and speak to students



Program Requirements and Operation

Advertising and Marketing

- Plan a special event to introduce the program to students, staff, parents and the media
- Promote to staff at a pre-planning meeting
- Publicize through school or district social media

Procurement

- Schools can order through DoD-Fresh (the Department of Defense FFVP)
- Buy produce from local farmers and grocery



Program Requirements and Operation

Allowable FFVP Purchases

- “Fresh” fruits competitively priced
- “Fresh” vegetables competitively priced
- Pre-packaged, individual servings
- Only reduced fat, fat free or lite condiments (to include peanut butter and mustard) for fresh vegetable snacks only (*Oper Costs*)
- Paper and plastic products used for serving FFVP snacks (*Oper Costs*)
- Small equipment i.e. knives, cutting boards



Program Requirements and Operation

Unallowable FFVP Purchases

- No “flavor enhanced” fruits or vegetables like grapples
- No dried fruit
- No coconuts, ginger root, sprouts
- No condiments of any kind for FFVP “fruit” snacks
- No purchased juice.. not even 100% (unless it is made fresh at the FFVP school)
- No frozen fruit bars
- No fruit leather, fruit roll-ups, fruit chews



Program Requirements and Operation

Operating Procedures

- Follow reporting and record keeping requirements
- Complete and submit monthly claims
- Equipment purchased with FFVP must be prorated among the programs.
- Administrative cost are limited to 10% of your school's total grant



Program Requirements and Operation

FFVP Snacks

- No cost to students
- Leftovers should be discarded
- Menu suggestions on the website
- Must be served on the school campus, during the school day, and separately from lunch or breakfast meals

FFVP Labor

- Labor costs must be minimal
- Documentation form on the website



Program Requirements and Operation

Civil Rights

- Ensure that all staff involved in the FFVP have sufficient training to perform the tasks they perform
- This includes, but is not limited to, the required civil rights training
- Maintain documentation of the agenda and signed attendance roster

Special Dietary Needs

- If a child's disability prevents them from consuming fresh fruits and vegetables, the school must provide accommodations.



Program Requirements and Operation

Food Safety/Sanitation

- Train School Nutrition Employees who prepare FFVP snacks
- Establish procedures for receiving/storing
- Wash hands using proper procedures
- Wash, rinse, sanitize and air-dry all food contact surfaces
- Label, date and refrigerate fresh cut items



Program Requirements and Operation

Nutrition Education

- We strongly encourage schools to provide nutrition education as a component of the FFVP.
- Resources on the website
- Incorporate into daily curriculum
- Request free materials from State, Local and Federal partners
- Coloring sheets, crossword puzzles, etc



Program Requirements and Operation

Best Practices

- Keep a file that contains any policy memoranda, addendums, contact info for all participating schools, invoices, monthly claims
- Anticipate the need for staff to prepare and deliver food
- Coordinate efforts to inform principals, teachers, school staff, children, and parents about the Fresh Fruit and Vegetable Program
- Respond to reports from custodians about trash





Fresh Fruit and Vegetable Program (FFVP)
Annual Training 2024-2025

Financial Management



Financial Guidance

- Access to the School Nutrition Technology System (SNTS)
- FFVP Financial Accountability
- FFVP Monthly Claims
- Questions?

School Nutrition Programs

North Carolina

Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Claims >

School Year: 2024 - 2025

SNP SFA Search

Search for SFAs

Agreement Number:

SFA Name:

Vendor Number:

FEIN:

County:

SFA Status:

Active

☐ Search all available Programs

Packet Status:

Field Service Rep:

Packet Assigned To:

Program Region:

Program Status:

Search

SFAs

Found:

Agreement Number	SFA Name	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To
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[Add New SFA](#)



Financial Guidance

Financial Guidance

Financial Accountability

- Receive funds based on an allocation of \$50- \$75 per student
- Submit a monthly claim for reimbursement
- Must operate the NSLP
- May use no more than 10% of your school's total grant for administrative costs
- Receive reimbursement for the costs of purchasing, preparing, and serving fresh fruits and vegetables to children in your school



Financial Guidance

Monthly Claims

- Maintain accurate records at both district and school level
- Review of all claims submitted for reimbursement
- Majority of funds are used to purchase fresh produce
- Labor costs and other non-food costs are minimal



Frequently Asked Questions

Question: Should schools develop a budget for the FFVP?

Answer: It is prudent for schools to develop a budget in order to assist in the timely expenditure of funds and FNS strongly encourages schools to do so.



Frequently Asked Questions

Question: Can schools bid FFVP, NSLP and SBP purchases together?

Answer: Yes. However, schools must be able to demonstrate which items are purchased for the FFVP



Frequently Asked Questions

Question: May adults participate in the FFVP?

Answer: Teachers may participate under the following conditions: Only teachers who are directly responsible for serving the fruit or vegetable to their students in a classroom setting may partake of the fruit and/or vegetable.



Frequently Asked Questions

Question: Who can participate in State agency provided FFVP training?

Answer: The training should be for those in the food service department directly responsible for the FFVP operations and may also include the principal or vice principal.



Share Your Successes!

Keep copies of emails, letters, etc.

- Take pictures during the implementation of the program.
- Use the media.
- Incorporate the FFVP into your district/school wellness policy.

Share your stories and pictures with us!!





for your participation!



QUESTIONS?

If you have any questions, please
contact me.

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To obtain your certificate of completion
please complete the webinar evaluation
at:

<https://forms.gle/bkwheHsswViarmBh6>

or scan this QR code:



SY 2024-2025 FFVP Required Annual Training

Evaluation and Certificate of Completion



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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
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