

Fresh Fruit and Vegetable Program (FFVP)

Annual Training
School Year 2024-25
Thursday September 5, 2024

CONNECTICUT
BUREAU OF CHILD NUTRITION PROGRAMS

Connecticut State Department of Education
Bureau of Child Nutrition Programs

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Presenters

Jen Bove – Newbie at CSDE

- Fresh Fruit and Vegetable Program
- Administrative Reviews
- County Consultant Tolland and Middlesex
- Assist with financial management and USDA Foods

- Please ask questions throughout the presentation
 - Chat function
 - Raise hand button
- Sign-in sheet will be provided
 - Link in chat

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Housekeeping

- Training will be recorded and posted
- PowerPoint will be provided
- Please keep on mute to minimize background noise
- Please leave cameras on
- Please ask questions throughout the presentation
 - Chat function
 - Raise hand button
- Sign-in sheet will be provided
 - Link in chat

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Congratulations to FFVP Sponsors

- ACES
- Bridgeport
- Bristol
- East Hartford
- Groton (New)
- Hamden
- Highville Charter School (New)
- Integrated Day Charter School (New)
- Klingberg Family Center (New)
- Meriden
- Middletown
- Naugatuck
- New Beginnings Family Academy
- New Haven
- New London
- Norwalk
- Park City Prep Charter School (New)
- Putnam (New)
- Stafford (New)
- Stamford (New)
- Stratford
- Vernon (New)
- Waterbury
- Waterford Country School (New)
- Windham

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Who's Willing to Help?

- Have you been doing FFVP for a few years?
- Do you remember what it was like to be a newbie?
- Enter your name, district and email in the chat if you're willing to answer questions from new FFVP sponsors!

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Selecting FFVP Sponsors

Application/Selection

- High need schools
- 2024/25 = 100% to 69.92% Free/Reduced

CSDE may choose not to select if


- SFAs fail to meet application deadline
- School does not have support from administration
- Concerns with other Child Nutrition Programs (CNPs)
- Cannot properly operate FFVP despite previous support

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FFVP Goals

- Make a difference in children’s diets to impact their present and future health
- Increase children’s fruit and vegetable consumption
- Create a healthier school environment
- Expand variety of fresh fruits and vegetables (FFVs) that children experience



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FFVP Funding




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Overview of FFVP Funding

- Per student allocation of \$50-75 per year
- Funding to schools prorated based on number of serving days

| Serving Days | Funding |
|--------------|---------|
| 5 | \$68 |
| 4 | \$61 |
| 3 | \$55 |
| 2 | \$50 |




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FFVP Funding Restrictions

- Cannot use nonprofit school food service account (NSFSA) funds to extend program
- Cannot move funds from one participating school to another without CSDE approval




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Spend Your Funds

- Utilize budget
- CSDE follow-up January/March
- Consequences
 - Students lose out on snacks
 - Must return funds
 - Jeopardize future participation
- Reach out early if having difficulty with spending down funds
 - New London




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New London Serving in a 6-12 school

- What to do with all that money
 - Reached out early
 - Spread some of the money to other schools in the district within regulations
 - Developed a plan to serve older students
 - Developed a plan to purchase equipment within the 10% limit
 - Possible FFVP event



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New Buy Local Bonus


- Additional funds available to schools who commit to
 - Hosting local activity during CT Grown for CT Kids Week (October 7-11, 2024)
- Featuring local fruit or vegetable 12 times during school year
 - 3 times must be CT grown
 - Other 9 times may be regional (New England or New York)
 - Must denote "local" or regional" beside item on the claim
 - Must retain invoices of local items

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New Buy Local Bonus, continued

- Approximately \$22,000 to split among schools signing pledge
 - School allocation cannot exceed \$75 per student
- Sign the Buy Local Bonus Pledge and email to jennifer.bove@csde.gov by September 20, 2024



https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp_buy_local-bonus_pledge.docx

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Fun and Fabulous FFVP Event

May use FFVP funds for one event per year


- Activities should fit students and school community
- Fit into another school-wide event
 - Assemblies
 - Health fair
 - Taste test
 - Pop-up farm market/ farm day
- Incorporate school garden
- Think local
 - Local farmers
 - Local partners (gardening club, PTA, Nurseries)

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Publicize

- Must be publicized within the school
 - Menus
 - Posters
 - Calendars
 - Media boards
 - Morning announcements
- May be publicized outside of the school
 - Press releases
 - Newsletters
 - Social media




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Show Off Your Program

- Promote FFVP in monthly menus or newsletters for parents
 - Include students by having them create and publish newsletter
- Create posters, banners, fliers as part of art or nutrition lessons
- Post on social media
- Send educational and promotional materials to teachers to send home to parents
- Tell CSDE!



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Eligibility for Participation




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Who Can Participate

- Free for all students in the school who are eligible to participate in NSLP, including children with special dietary needs
 - Serving older students
- Classroom teachers
 - Modeling



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Accommodating Children with Special Dietary Needs

- Must accommodate children with disabilities based on medical statement
- May need to modify texture
- Consider pureeing fresh fruits and vegetables whenever possible instead of
 - pureeing canned or frozen fruits and vegetables
 - using baby food




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Accommodating Children with Special Dietary Needs

- Fresh vegetables may be cooked and pureed
- School's obligation to inform parents/guardians
- Maintain documentation on file




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Who Cannot Participate

- Parents
- Random staff entering classroom or accessing hall kiosks



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Serving Fresh Fruits and Vegetables




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When and How Often

- During regular school day
 - Outside of any meal service
 - Not before or afterschool
 - Cannot send home with students
- Per school's application details




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Best Places for Distribution

- Inside classrooms
 - Meriden
- Inside cafeterias (not during meal service)
 - ACES
- In hallways, e.g., farm stand
- Carts
 - New London
- At kiosks
- In free vending machines
- As part of nutrition education activities



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New London – on carts



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Meriden – FFVP in the Classroom



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ACES – The Cart of Many Choices




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Allowable Fruits and Vegetables

Fresh


- Whole
- Cut, diced, sliced
- Domestic or exotic
- Properly procured
 - Meets Buy American
 - Must complete CSDÉ's Buy American Justification Form



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Prohibited Foods

| | |
|---|--|
| <p>Fruits and Vegetables</p> <ul style="list-style-type: none"> Canned, frozen, vacuum-packed or dried fruits and vegetables (no processed or preserved) Fruit/vegetable pizza Fruit injected with flavorings Fruit or vegetable juice Carbonated fruit Jellied fruit Snack-type fruits, e.g., leathers, strips, drops Smoothies Cooked fruits or vegetables unless only once per week and with education | <p>Other foods/items</p> <ul style="list-style-type: none"> Trail mix Nuts Cottage cheese Dip for fruits Pickles  |
|---|--|


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What's the Deal with Dips?

- Only with fresh vegetables
- Must be low fat or nonfat
- Low Fat Guidance 21 CFR 101.62(b)

(b) The food has a reference amount customarily consumed of 30 g or less or 2 tablespoons or less and contains 3 g or less of fat per reference amount customarily consumed and per 50 g of food (for dehydrated foods that must be reconstituted before typical consumption with water or a diluent containing an insignificant amount, as defined in §101.9(f)(1), of all nutrients per reference amount customarily consumed, the per 50-g criterion refers to the "as prepared" form)



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Purchasing Fruits and Vegetables



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Procurement Requirements

- Must follow proper formal or informal procurement procedures (2 CFR 200 Subpart D)
 - USDA Memo SP 25-2014
- Cannot purchase directly from Department of Defense (DOD) vendor without additional procurement
- Purchase locally from farms, food hubs, produce distributors or main-line distributors



<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D>
<https://www.fns.usda.gov/usda-fis/school-food-authorities-sfas-purchasing-produce-us-department-defense-dod-vendors-using-section-4>

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Must Follow Buy American Requirements

- Limited exceptions defined in
 - USDA Memo SP 38-2017: Compliance with and Enforcement of the Buy American Provision in the NSLP




<https://www.fns.usda.gov/nslp/compliance-enforcement-buy-american>

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Must Follow Buy American Requirements

- Limited exceptions defined in
 - USDA Memo SP 23-2024: Buy American Provisions Related to the Final Rule - CNP Meal Patterns Consistent with the 2020-25 DGAs



<https://www.fns.usda.gov/cn/buy-american-provisions>

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Limited Exceptions to Buy American Requirements

- Product not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality
- Competitive bids reveal cost of U.S. product is significantly higher than foreign product
- Listed on Federal Acquisitions Regulations Non-available articles list




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CSDE's Buy American Justification Form

- SFAs must have CSDE's Buy American Justification Form on file
- Pages 18-19 in FFVP Handbook




https://portal.ct.gov/-/media/sde/nutrition/nsfp/procure/buy_american_form.pdf

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Include Buy American Clause in Procurement Documents

- Product specifications
- Bid solicitations
- Requests for proposals
- Purchase orders



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Monitor Deliveries and Contractor Performance

Buy American Compliance

- Require suppliers to certify origin of product
- Examine product packaging for identification of country of origin
- Ask supplier for specific information about percentage of U.S. content in the food product




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A Few Jokes...

- Why do mushrooms get invited to all the vegetable parties?
Because they are such fungus!
- What did the lettuce say to the celery?
Quit stalking me!
- What do you get if you cross a sweet potato and a jazz musician?
A yam session!
- How do you fix a broken tomato?
Tomato paste!
- What's the difference between boogers and broccoli?
Kids don't eat broccoli!
- What do you call a sad strawberry?
A blueberry!
- Why did the tomato get embarrassed?
It saw the chickpea!



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Monthly Claim




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Three Categories of Reimbursable Costs on Claims

- Fresh Fruit and Vegetable Costs
- Operational
- Administrative



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Fresh Fruit and Vegetable Costs

- Food cost only
- Remember, must be fresh





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Operational Costs = Costs of Running FFVP

- Expenses incurred for delivering, preparing, and serving FFVs
- Buying nonfood items such as napkins, paper plates, bowls, cleaning supplies, trash bags, small-wares
 - Also dip
- Salaries/benefits (prep/serve)
 - Must be actual
 - Keep documentation



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Administrative Costs

- Less than 10% of each school's allocation, not grant as a whole
- Must keep documentation
- Must be actual
- Includes equipment costs (durable supplies)
 - Must be prorated if used for multiple programs
 - Large equipment requires written justification and prior CSDE approval (page 22 of FFVP Handbook)
 - If in doubt, contact CSDE prior to purchase




<https://portal.ct.gov/sde/nutrition/financial-management-for-school-nutrition-programs/documents/CapitalExpenditureRequestsEquipmentApprovals>

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Completing Monthly Claim

- Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System)



<https://ct.cnps.com/prod/Splash.aspx>

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Monthly Claim

- Complete and submit accurate monthly claim
- Fruits and vegetables claimed in month they are delivered
- Due date follows NSLP claims submission schedule
 - Generally, the 15th of each month
- Ensure all costs are allowable and documented correctly
- Maintain documentation including invoices and personnel costs


<https://portal.ct.gov/SDE/Nutrition/Claim-Submission-Schedule#schools>

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Monthly Claims Checklist

- Check to make sure number of serving days = number of actual FFVP serving days
- Fruits entered in Fruit Section, Vegetables in Vegetable Section
 - Local or regional foods noted for Buy Local Bonus
- Fruit salad entered as "Fresh Fruit Salad"




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Monthly Claims Checklist

- Vegetable Dip entered under "Operational Costs – Small Supplies/Other Operational Cost"
 - List as low fat or nonfat
 - Retain Nutrition Facts label for dip or dressing
- Administrative salary costs for staff doing menus, claims etc. and large equipment purchases (if budgeted) entered under "Administrative Costs"
 - Cannot exceed 10% of school budget




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Monthly Claims Checklist

- Ensure authorized signer has submitted claim in CNP System and shows "pending approval"




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Due Dates

- August – September
Budget worksheet due today, September 5, 2024
- October – June
Budget due Friday, September 20, 2024



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Documentation and Review




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Maintain on File

- Full and accurate records
 - for a period of 3 years after end of fiscal year to which they pertain
 - or longer if there are any audit findings
- Application
- Agreement ED997: Addendum to the EDO99
- Payroll records (prep/serve and administrative)
- Monthly claims
- Invoices
- Purchase order information
- Procurement documentation (formal or informal procurements)
- Nutrition education materials
- Vendors/local farmers
- Copy of FFVP Handbook
- Buy Local Bonus Documentation



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NSLP Administrative Review

- On-site review of service
- Review paperwork
- Review Buy Local Bonus documentation if applicable
- Verify a claim
- All produce, labor, administrative costs
- Documentation of Buy American exceptions



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Produce Safety




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Four Key Areas

- Storing
- Preparation
- Serving
- Hazard Analysis Critical Control Points (HACCP)




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Institute of Child Nutrition (ICN)

- Produce Safety Resources



<https://theicn.org/icn-resources-a-z/produce-safety-resources/>

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Fight Bac! Partnership for Food Safety Education



<http://www.fightbac.org/food-safety-education/safe-produce/>

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Nutrition Education and Resources



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Nutrition Education

- Not required (except with cooked vegetables), but SO impactful!

URI SNAP-Ed Fresh Fruit and Vegetable Program (FFVP) History

Began in 2010 as a master's thesis project for two students



Data from its early stages showed the education component improved fruit and vegetable consumption

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CSDE Webpage

Fresh Fruit and Vegetable Program

<https://portal.ct.gov/sde/nutrition/fresh-fruit-and-vegetable-program>

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Fresh Fruit and Vegetable Nutrition Curriculum

University of Rhode Island

<https://web.uri.edu/community-nutrition/nutrition-education-and-resources/curriculums/rainbow-challenge/>

<https://web.uri.edu/wp-content/uploads/sites/1241/FFVP-Fun-Facts.pdf>

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Eastern Highlands Health District

Produce of the Week

<http://www.ehhd.org/content/103/145/151/default.aspx>

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New Jersey FFVP Toolkit

<https://www.nj.gov/agriculture/farmtoschool/schools/fresh-fruit-vegetabl>

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USDA Resource

FFVP Handbook Pages 20-21

<https://www.fns.usda.gov/ffvp/fresh-fruits-and-vegetable-program-handbook-schools>

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USDA Resource

Team Nutrition Resources for Schools

<https://www.fns.usda.gov/tn/schools>

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CSDE Webpage

Nutrition Education



<https://portal.ct.gov/sde/nutrition/nutrition-education>

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USDA Webpage

Fresh Fruit and Vegetable Program



<https://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program>

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FruitsandVeggies.org



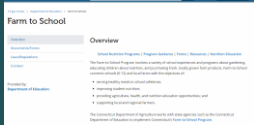
<https://fruitsandveggies.org/fruits-and-veggies/>

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Connecticut Farm to School

- CSDE
Monica Pacheco
860-807-2086
- Connecticut Department of Agriculture
Bryan P. Hurlburt, Commissioner
450 Columbus Boulevard,
Suite 701
Hartford, CT 06103
860-713-2500
1-800-861-9939



<https://portal.ct.gov/sde/nutrition/farm-to-school>

<https://portal.ct.gov/doag/adarc/programs/farm-to-school-overview>

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UConn's Put Local on Your Tray Webpage



<https://putlocalonyourtray.uconn.edu/>


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We Need Your Help

Coming soon

- CT FFVP and F2S Toolbox
- Send us your educational resources
 - Editable format (not PDF if possible)
 - Include who to credit (your district, Food Corp, a website you pulled them from)



jennifer.bove@ct.gov

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School Gardens

- Incorporate into FFVP
- Must follow USDA's guidance
 - USDA Memo SP 32-2009 Q4 and Q5
 - USDA Memo SP 06-2015
- Incorporate a gardening activity into a lesson
- Taste different types of lettuce/ plant lettuce
- Use school garden club, DoAg program, or local garden club as education resource


<https://www.fns.usda.gov/cn/school-garden-qas>
<https://www.fns.usda.gov/cn/farm-school-and-school-garden-expenses>

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What's Happening in Your District?

- FFVP Newsletter Spotlight
 - We want to know the great things you are doing!
 - Send us pictures, videos, resources
 - Invite us out to see your program
- Jen Bove
jennifer.bove@ct.gov
860-807-2044
- Andy Paul
andrew.paul@ct.gov
860-807-2048



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FFVP Contest Award Stay tuned



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1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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