# Superintendent’s Memo #131-19

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: June 7, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Fresh Fruit and Vegetable Program (FFVP): Application for 2019-2020

The purpose of this memorandum is to provide information on the U.S. Department of Agriculture (USDA) Fresh Fruit and Vegetable Program (FFVP) and the application to participate in School Year (SY) 2019-2020. The FFVP application and all related functions are part of the School Nutrition Program Web-based software (SNPWeb). Eligible elementary schools will be invited to apply within the school division’s SNPWeb application packet for SY 2019-2020. The FFVP application will open on June 7, 2019, and will close on June 28, 2019.

The Fresh Fruit and Vegetable Program provides funding to schools for fresh fruit and vegetable snacks to be provided at no cost to all students during the school day, at times other than breakfast or lunch, in the approved elementary schools. The program is available to elementary schools that participate in the National School Lunch Program (NSLP) and meet the minimum percentage of enrolled students eligible for free or reduced price meals to be invited to apply.

The FFVP is intended to:

* Create healthier school environments by providing healthier food choices;
* Expand the variety of fresh fruits and vegetables students experience;
* Increase students’ consumption of fresh fruits and vegetables; and
* Make a difference in students’ diets to impact their present and future health.

### Farm-to-School in the FFVP

The FFVP is an ideal program to implement Farm-to-School practices in participating elementary schools. FFVP funding may be used to purchase local, seasonal fresh fruits and vegetables to serve as the FFVP snack. Local farmers and partners, such as the local food hubs, may be better equipped to provide the smaller quantities of local fresh fruits and vegetables necessary for the FFVP snack. School divisions should include their plan for incorporating Farm-to-School (F2S) in the FFVP as part of the FFVP application: *Section E, Implementation Plan, Item* *12*. For more information on F2S partners and resources in your area, contact the F2S Specialist, Trista Grigsby, at (804) 225-2331 or by email at [trista.grigsby@doe.virginia.gov](mailto:trista.grigsby@doe.virginia.gov).

### Best Practices and Resources for the FFVP

* At a minimum, FFVP snacks must be offered three times per week to all students at school. Funding levels are adequate to support three FFVP snacks per week for each enrolled student. If funding permits, FFVP snacks may be offered more frequently.
* The [USDA's FFVP website](https://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program) has a variety of FFVP resources. [*The Fresh Fruit and Vegetable Program Handbook for Schools*](https://fns-prod.azureedge.net/sites/default/files/handbook.pdf) provides detailed information on program requirements.
* The FFVP can also help further a school’s efforts to reinforce health-promoting practices during the school day and implement the Local Wellness Policy. Resources to assist schools in implementing wellness objectives are available on the [USDA's Team Nutrition website](https://www.fns.usda.gov/tn).

### FFVP Application Process for 2019-2020

The FFVP application will be completed in SNPWeb by the local School Nutrition Program contact for all eligible, invited elementary schools interested in participating. The free and reduced price eligibility requirement for a Virginia elementary school to be invited to apply is 62 percent as of the prior October. Schools participating in the Community Eligibility Provision (CEP) must have an individual identified student percentage (ISP) of 62; the group ISP used for CEP claiming cannot qualify an elementary school for the FFVP. Elementary schools that meet the eligibility requirement will appear on the school division’s FFVP application invitation list in SNPWeb. If there are no eligible elementary schools, the school division’s FFVP invitation list will be blank.

The FFVP Application Packet will be open in SNPWeb on June 7, 2019, and will close on June 28, 2019. Complete FFVP applications must be submitted in SNPWeb no later than the end of the day on June 28, 2019, to be considered for funding.

### Steps to Apply for the FFVP:

* Select the FFVP Application Packet in the SNPWeb Applications tab - all school divisions have this tab available.
* Click “Detail” for SY 2019-2020
  + The dashboard will display an “Add” button for the School Food Authority (SFA) level application at the top and the list of eligible elementary schools invited to apply at the bottom. If there are no eligible elementary schools, the list will be blank.
* Click “Add” for the SFA application – one required for all FFVP applications.
  + Complete the required information, the certification statement, and save.
* Scroll to the site list and click “Add” to apply for each school.
* Complete the required FFVP implementation plan and other information for each site/school and save. Include the school’s Farm-to-School plan in Item 12.
* The FFVP application is complete when the SFA level application and the site/school application for each school are free from errors and saved.

### FFVP Selection, Funding, and Reimbursement Claims

School selection, funding allocations, and notification will be completed no later than July 19, 2019. Elementary schools selected and approved to participate in the FFVP for SY 2019-2020 will receive funding allocations in SNPWeb totaling approximately $60 to $65 per student based on the school’s enrollment, the total enrollment of all schools selected to participate, and the available FFVP funding. The majority of FFVP funds must be used to purchase fresh fruits and vegetables with no more than 10 percent allocated to equipment and administrative program costs. Monthly reimbursement claims for FFVP schools will be submitted in SNPWeb.

### Orientation and Training for Schools Funded to Participate in SY 2019-2020

An orientation webinar will be conducted on July 24, 2019, for school division contact persons with one or more schools in the division funded to participate in the FFVP. The orientation will provide specific information about implementing the FFVP, incorporating Farm-to-School in the FFVP, submitting reimbursement claims in SNPWeb, and programmatic updates. Webinar details will be provided directly to the FFVP funded school divisions by email.

Questions about the FFVP may be directed to Lynne Fellin, SNP Technical Assistance Specialist, at (804) 225-2717 or by email at [lynne.fellin@doe.virginia.gov](mailto:lynne.fellin@doe.virginia.gov), or to the [Regional SNP Specialist](http://www.doe.virginia.gov/support/nutrition/resources/region_specialists.shtml) assigned to the division.

JFL/SCC/cc