# SNP Memo #2022-2023-17

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: August 11, 2022

TO: School Nutrition Directors, Supervisors, and Contact Persons (Addressed)

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Fresh Fruit and Vegetable Program 2022–2023 School Year

The purpose of this memorandum is to provide information on the Fresh Fruit and Vegetable Program (FFVP) application and procedures for the 2022–2023 school year (SY).

### FFVP Application Procedures

Each school food authority (SFA) with one or more FFVP eligible elementary schools is invited to apply for the FFVP in SY 2022–2023. The required FFVP SFA application and the individual FFVP site applications will be available in SNPWeb at *Applications>FFVP Application Packet*. Elementary schools that meet the state threshold of 75 percent free and reduced-price student eligibility will appear in the FFVP application invitation list for the SFA. If there are no eligible schools in the SFA, the FFVP invitation list will be blank. See the checklist of steps to apply in Attachment A to this memorandum.

The FFVP application packet will **open in SNPWeb on August 12, 2022, and will close on August 26, 2022.** The complete FFVP application packet, including one SFA application and individual site applications for each eligible school, must be submitted in SNPWeb no later than the close of business on August 26 to be considered. **Eligible schools with prior FFVP participation and full FFVP funding utilization will receive priority.**

### FFVP Selection, Funding, and Reimbursement Claims

School selection, funding allocations, and notification will be completed no later than August 31, 2022. SFAs will be notified of FFVP funded schools for SY 2022–2023 by SNP Memo. **FFVP operation must begin in all funded schools no later than September 12, 2022.**

Elementary schools funded to participate in the FFVP will receive allocations in SNPWeb of approximately $65–$75 per student based on the school’s enrollment, the total enrollment of all schools funded, and Virginia’s total available FFVP funding. SFAs must use the majority of FFVP funds to purchase **fresh fruits and vegetables for snacks served at times other than breakfast or lunch**. No more than 10 percent of the allocation may be used for equipment and administrative expenses. Monthly **FFVP reimbursement claims are due** in SNPWeb **no later than 60 days after the close of the month** to which they apply.

### Orientation and Training for Schools Funded to Participate in SY 2022–2023

SFAs funded for the FFVP for SY 2022–2023 must participate in an **orientation webinar on Thursday, September 1, 2022, at 2:00 p.m.** A webinar recording will be available for later viewing. SFA staff with any responsibility for the FFVP should register to attend. The webinar will cover a refresher on operating the FFVP in SY 2022–2023, incorporating farm to school practices in the FFVP, allowable use of FFVP funds, submitting FFVP reimbursement claims, and strategies to use all available FFVP funding. **FFVP funded SFAs will receive webinar details and registration information by email.**

If you have questions or need more information, please contact Lynne A. Fellin, Technical Advisor to the State Director, by email at [Lynne.Fellin@doe.virginia.gov](mailto:Lynne.Fellin@doe.virginia.gov), or the SNP regional specialist assigned to your school division.

SCC/LAF/rd

### Attachment:

1. Checklist to Apply for the FFVP in 2022–2023