# Attachment A, SNP Memo #2021-2022-06

# September 3, 2021

# **Steps to Apply for the Fresh Fruit and Vegetable Program in 2021-2022**

### SNPWeb Fresh Fruit and Vegetable Program (FFVP) Application Packet

* Login in to SNPWeb, go to the *Applications* tab.
* Scroll down and select *FFVP Application Packet* - all school divisions have this tab.
* Click *Detail* for SY 20212022.
  + 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 SFA application ***must*** be completed for all SFAs for the FFVP Application Packet to be complete.
  + Complete the required information, the certification statement, and save.
* Scroll to the site list and click *Add* to apply for each invited 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 ***both*** the SFA level application and the site/school application for each school are free from errors and saved.

### FFVP Addendum to the Agreement

* Download the FFVP Addendum to the Agreement for 2021-2022 from SNPWeb *Download Forms>Addendums to Agreements>FFVP Addendum*.
* Obtain the required signatures.
* Scan and upload the signed FFVP addendum in SNPWeb>*2021-2022>Application Packet>Attachments List.*
* The FFVP Addendum will only become effective if the SFA is funded for FFVP in the 2021-2022 school year.