# Attachment A, SNP Memo #2023-2024-02

# July 13, 2023

# **Steps to Apply for the Fresh Fruit and Vegetable Program in 2023–2024**

### SNPWeb Fresh Fruit and Vegetable (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 2023–2024.
	+ 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 elementary schools that met the 75 percent state FFVP threshold, the eligible school list will be blank.**
* Click *Add* for the SFA application. **One SFA application *must* be completed for all SFAs** applying 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** have no errors and are saved.

### FFVP Addendum to the Agreement

* Download the FFVP Addendum to the Agreement for 2023–2024 from SNPWeb *Download Forms>Addendums to Agreements>FFVP Addendum*.
* Obtain the required signatures. Electronic signatures are acceptable.
* Scan and upload the signed FFVP addendum in SNPWeb>*2023–2024>Application Packet>Attachments List.*
* The FFVP Addendum will only become effective if the SFA is funded to participate in FFVP in the 2023–2024 school year.