# SNP Memo #2023-2024-02

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: July 13, 2023

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

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

## SUBJECT: Fresh Fruit and Vegetable Program 2023–2024 School Year

The purpose of this memorandum is to provide information on the Fresh Fruit and Vegetable Program (FFVP) application and procedures for the 2023–2024 school year (SY).

### FFVP Application Procedures

Each public school food authority (SFA) with one or more FFVP eligible elementary schools will be invited to apply for the FFVP in SY 2023–2024. See the checklist of steps for the FFVP application in Attachment A to this memo.

* The required FFVP SFA application and the individual FFVP site applications will be available in SNPWeb in *Applications>FFVP Application Packet* on July 13, 2023.
  + Elementary schools that meet the **state threshold of 75 percent** free and reduced-price student eligibility will appear in the SFA’s FFVP application invitation list.
  + If there are no eligible schools in the SFA, the FFVP invitation list will be blank.
* The FFVP application packet will **open in SNPWeb on Thursday, July 13, 2023, and will close at the end of the day on Friday, July 28, 2023.**
  + 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 July 28, 2023, to be considered for FFVP funding.
  + **Eligible schools with prior FFVP participation and full FFVP funding utilization will receive priority.**

### FFVP Selection, Funding Allocation, and Allowable use of FFVP Funds

The list of schools funded for SY 2023–2024 and funding allocations for the first quarter and remainder of the year will be provided to SFAs in an SNP memo on **August 3, 2023**. Elementary schools funded to participate in the FFVP will receive approximately $65–$75 per student based on the school’s enrollment in October 2022, the total enrollment of all funded schools, and Virginia’s available FFVP funding. **FFVP operation shall begin in funded schools no later than the first full week of the school year.**

SFAs must use the majority of FFVP funds to purchase **fresh fruits and vegetables for a snack served at a time other than the breakfast or lunch meal periods**. No more than 10 percent of the allocation may be used for equipment and administrative expenses. Monthly **FFVP reimbursement claims must be submitted in SNPWeb** and supporting documentation must be maintained in the SFA.

### Orientation Webinar for SFAs Funded to Participate in SY 2023–2024

SFAs funded for the FFVP for SY 2023–2024 must participate in an **orientation webinar offered live on Thursday, August 10, 2023, at 2:00 p.m**. SFA staff with responsibility for the FFVP should register and attend. **A webinar registration link and more information will be sent to the SNP administrator of FFVP funded SFAs by email after August 3.**

The webinar will cover the following topics: operating the FFVP in SY 2023–2024, incorporating farm to school, allowable use of funds, submitting reimbursement claims, and strategies to use all available FFVP funding. A webinar recording will be available for later viewing.

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/cc

### Attachment:

1. Checklist to Apply for the FFVP in 2023–2024