



SCONSIN SCHOOL NUTRITION **IN A NUTSHELL**

The Fresh Fruit and Vegetable Program (FFVP)

School Eligibility

To participate, schools must be an elementary school with $\geq 50\%$ of children eligible for free and reduced-price benefits. **Schools with the highest free and reduced-price enrollment will be given priority.**

Application

Schools must apply annually via Wisconsin Child Nutrition Programs Online Services. The applications open in March for the following school year and are typically due in April. All applicants will be notified of their grant status at the end of each summer.

Purchasing and Serving Fresh Fruits and Vegetables

Participating schools are required to follow proper procurement procedures. Schools may purchase from food wholesalers/brokers, local grocery stores, farmers' markets, orchards, and local growers. The Buy American provision applies to the FFVP.

Who? FFVP must be offered to all elementary students who are considered enrolled members of the school and who are present during service. Only one teacher or teacher's aide who is directly responsible for each serving location of the fruit or vegetable may partake.

When? Fresh fruits and vegetables must be served at least twice per week from the first full week of school until the end of the school year or when funding runs out. Service can be anytime during the school day outside of reimbursable meal service times.

Where? Service may take place anywhere children can easily consume fruits and vegetables (classrooms, hallways, kiosks, etc.).

What? Fruits and vegetables need to be served in their fresh, natural state—not canned, dried, or frozen. There is not a minimum or maximum portion size requirement. A serving of ≤ 2 tablespoons of low-fat (≤ 3 grams of fat per serving) or non-fat dip may be offered occasionally with vegetables. Fresh vegetables that are not normally eaten raw may be served cooked once per week. If a cooked vegetable is served, a nutrition education lesson related to the vegetable is required. Schools must provide disability accommodations as they would for other school meals.

Menu Planning

When menu planning, focus on serving a variety of fresh fruits and vegetables in their natural state. Serve your students' favorites but continue efforts to introduce new items. Ask your vendors about new varieties and if they offer local or seasonal produce. Budget to allow service through the end of the school year.

Reimbursable Costs

Operating Costs

Operating costs can cover fruits, vegetables, low-fat or non-fat dip (for vegetables only), and non-food items such as napkins, paper plates, serving bowls and trays, cleaning supplies, trash bags, and delivery charges. Operating labor includes salaries and fringe benefits for employees who prepare and serve FFVP snacks.

Administrative Costs

Large equipment \geq \$250 that has been approved using the Equipment Justification Form may be covered. Administrative labor includes salaries and fringe benefits for employees who perform administrative tasks for the program, such as planning and ordering.

Allocation A & B

Schools receive their FFVP sub awards in two parts, or allocations. Budgets must be submitted for each allocation:

- Allocation A – July 1st to September 30th
- Allocation B – October 1st to June 30th

Claims

Schools have 60 calendar days after the last day of the claim month to complete and submit their monthly FFVP reimbursement claim. Only costs related to FFVP should be included. Schools are responsible for ensuring that all claims are correct.

Food Safety

Train food service employees, teachers, and volunteers who prepare or serve FFVP how to properly wash and store fresh fruits and vegetables. Include [FFVP Standard Operating Procedures](#) (SOP) in the school's food safety plan.

Nutrition Education and Program Promotion

Nutrition education should be included whenever possible and is required to be offered on days when a cooked, fresh vegetable is offered. Promote the program by utilizing student address systems, monthly menus, newsletters, bulletin boards, etc. and encourage cooperation and commitment from administrators, teachers, parents, food service staff, school nurses, custodial staff, PTA, and student government. FFVP grant funds may **not** be used for nutrition education and promotion however, DPI SNT has many promotional and educational resources on our [FFVP Promotion webpage](#).