

Welcome to the Fresh Fruit and Vegetable Program Annual Training. My name is Ed Herrera and I am the Fresh Fruit and Vegetable Program coordinator. This year we are taking a different approach and conducting a webinar training instead of regional in person trainings. This webinar is scheduled for 90 minutes and will be recorded and posted to the child nutrition website on the FFVP page. We will also have a 20 question quiz which can be completed and submitted online. FFVP training is not complete until you watch the webinar and submit the online quiz. The link to the online quiz will be listed at the end of the webinar and then available on the website afterwards.

If you have questions, please type them in and submit them. We will answer them during the webinar or at the end of the webinar if necessary. We will also have poll questions throughout the presentation, so please answer so we can get wide participation. The annual training follows the FFVP handbook very closely.

FFVP Overview

- To provide all children in participating schools with a **variety** of fresh fruits and vegetables throughout the school day
- Present the fruit and vegetable snacks in a creative manner that allows students to identify fruit and vegetable snacks



The general purpose of the FFVP is to provide all children in participating schools with a variety of fresh fruits and vegetables throughout the school day. So please take a holistic look at your fresh fruit and vegetable offerings. Consider your fruit offerings at breakfast. What are you serving at lunch? How can your menu selections with the FFVP program increase that variety?

Also, present the fruit and vegetable snacks in a manner that allows the students to identify the fruit or vegetable. Remember, the participating schools have the highest free and reduced percentages in the state. Maybe some of your students have never seen a fresh peach before? Maybe your students don't see fresh fruits and vegetables at home very often? Realistically, maybe the only fresh fruits and vegetables that your students see are at school. Take this opportunity to show your students that there is much more out there than the standard apples, bananas, oranges, carrots, broccoli and corn. I am not saying that you can't serve these fruits and vegetables in the FFVP. Just take a look at the big picture and make sure that you are making additional varieties available to your students. If you serve red delicious apples in lunch, Have you considered a Golden Delicious? How about Jonathan? Have you heard about a Jonagold? This is a Jonathan apple that is crossed with Golden Delicious. How about Fuji? Gala? Honeycrisp? Rome? Braeburn? Granny Smith? Pink Lady? All of these different apple varieties are grown in Idaho. Please go to www.idahoapples.com to get more information.

FFVP Program Goals

- **Create healthier school environments by providing healthier food choices**
- **Expand the variety of fruits and vegetables that children experience**



The FFVP has four goals:

- To create healthier school environments by providing healthier school choices. We want to make more fruits and vegetables available to students throughout Idaho.
- To expand the variety of fruits and vegetables that children try. As I mentioned before, most of your students may not see very many fruits and vegetables. If the only fruits and vegetables they see are at school, then use this opportunity to have them try different varieties. Different doesn't have to be expensive. Based on apples that are grown in Idaho, you could serve the different varieties for several weeks.

FFVP Program Goals (cont.)

- Increase the children's fruit and vegetable consumption
- Make a difference in children's diets to impact their present and future health



FFVP Program Goals (continued)

- USDA studies show that students that participate in the FFVP increase daily consumption of fruits and vegetables by $\frac{1}{4}$ cup per day. This may not seem like a large amount, but consider that $\frac{1}{4}$ cup a day is 15% of the average students consumption. If we can increase the fruit and vegetable consumption year over year, then as time progresses, you can start to see how students change their eating habits. The same study shows that these students did not increase their daily average caloric intake. So this increased fruit and vegetable consumption does not contribute towards weight gain.
- Ultimately, we want to teach students to make the proper food choices. The goal is to make the food choices today influence the food choices students make tomorrow, next week, next year and later on in life. We all know that childhood obesity has tripled over the last 20 years. We need to help children make those proper food choices and

FFVP State Goals

- Each school will use their entire grant
- All claims will be submitted accurately and in a timely manner
- If possible, use local produce



Our FFVP state goals include the following:

- To have each school use their entire FFVP entitlement. Some school districts struggle to spend all of the FFVP funds while we have some schools that need a little extra funding to make it through the year. Remember, if you do overspend your grant, contact our office. Sometimes we have schools that for whatever reason, do not participate and we can reallocate their funds. If you overspend or anticipate you may overspend your grant, contact our office and file an over claim. Often at the end of the year we pay all over claims. Always contact our office to make sure it looks like we will have additional funds.
- Please submit all FFVP claims accurately and in a timely manner. Sometimes reimbursement of claims is held up because we need additional information or confirmation that an education lesson took place.
- If at all possible, use local produce. Sometimes, this can be as easy as asking your current produce vendor for Idaho products. Keep in constant communication with your produce vendor – they are the expert in what produce is available, the condition of the market and the best way to store and serve the fruits and vegetables. For schools in Northern Idaho, local may be across the state line in Washington.

Terminology

- **Operating expenses:** the costs of running the FFVP program, usually preparing, delivering and serving fruits and vegetables
- **Administrative expenses:** all other expenses not related to preparation and service of snacks. Includes submitting claims, ordering produce and obtaining equipment



Program Administration

- **School Selection Criteria – Elementary School, Highest F/R percentages and NSLP participant**
- **Outreach to High Free and Reduced Percentage Schools**
- **Annual Applications – Total Enrollment, Administrative Support and Implementation Plan**



Our office is required to conduct outreach to the highest percentage free and reduced schools in the state. After the March eligibility report is submitted, we target the highest percentage schools to let them know about the FFVP. I will email the Superintendent, Principal and Food Service Director for each of these schools. This year we emailed every school that had higher than 75% free and reduced percentage and encouraged them to apply for this grant.

Annual applications are also required. We request total enrollment, ask that you have support from your Kitchen Manager, Principal and Superintendent. Also, on the FFVP application, we need your implementation plan. A basic outline of the number of days per week, how you are serving the students, is it in the classroom or the cafeteria? How many times per week? In the morning or afternoon? During instruction time or during recess?

Don't forget to submit the annual FFVP application. Applications are usually released in late March and due in late April. FFVP selections are announced in May.

School Selection Criteria

- To be selected for FFVP, your school must:
- Be an elementary school – PreK-6th grade
- Have a high free and reduced percentage
- Make fresh fruits and vegetables available to all enrolled students



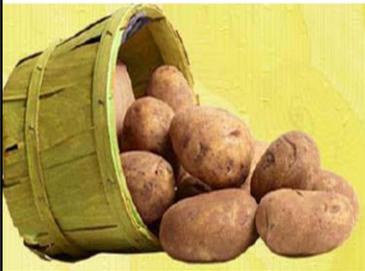
USDA states that only elementary schools can participate but leaves the definition of an elementary school to the states. Idaho defines an elementary school as kindergarten through sixth grade. For those schools that are kindergarten through eighth grade or kindergarten through twelfth grade, remember that only the kindergarten through sixth grade students can participate.

Again, the main selection criteria is the free and reduced percentages. We take all of the FFVP applications and rank them by free and reduced percentages. We allocate grants until we run out of funds.

Remember that the fresh fruit and vegetables must be made available to all enrolled students. So if you always serve the FFVP snacks in the afternoon, don't forget about the morning kindergarten class. If you have portables behind the main school building, don't forget about those students as well. They must also have the opportunity to choose the FFVP snack.

FFVP Rules

- **Fruit and Vegetable snacks available during the school day (not before or after school)**
- **Not served with NSLP and SBP meals**
- **Widely publicize the school the availability of fresh fruits and vegetables**



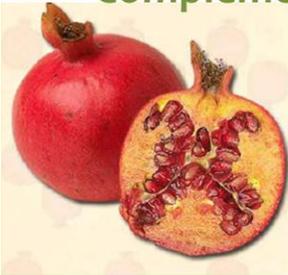
The FFVP snack must be available during the school day. Not before the school day or after the school day. If your teachers are handing out the FFVP snacks as the students are walking out to the bus, this is not allowable. The snack must be available during the school day. Thirty seconds before the school day ends does not count. If you have teachers or site staff that aren't supportive of the program, remember the FFVP application. The kitchen manager and principal signed that they supported you for this program. Use that documentation to remind them of that.

FFVP snacks must be served outside of the breakfast and lunch serving times. The FFVP snack can not be served with a reimbursable meal.

USDA recommends that FFVP schools widely advertise that free fresh fruit and vegetable snacks are available to all students. Many elementary schools have a newsletter. If possible, tell your parents about some of the fruits and vegetables that are being served. Some of your younger students may not remember the names of the new fruits and vegetables. Also, it is very important that we market to students, teachers, parents and administrators regarding this popular program.

USDA encourages

- Schools to make every effort to serve a minimum of twice a week
- Idaho strongly encourages at least 3x week
- A variety of implementation strategies
- Complementary nutrition education



USDA encourages FFVP schools to serve a minimum of twice a week. What we have noticed in Idaho schools is that those schools that only serve twice a week are unable to spend all of their FFVP funds.

Also, use a variety of implementation strategies. Each school can determine how many times per week the snacks are served, the school location of snack distribution and what FFVP snacks are served. Will the fruits and vegetables be served whole? Individually packaged? Will whole fruit be purchased, such as watermelon and sliced on site? Will you purchase the snacks already sliced and portion out at the kitchen?

If possible, include nutrition education with each snack. Especially if this is a fruit or vegetable that is new to the students. Where is the fruit or vegetable grown? What vitamins or minerals are contained in the fruit or vegetable? Is it grown from a bush, tree, vine or underground?

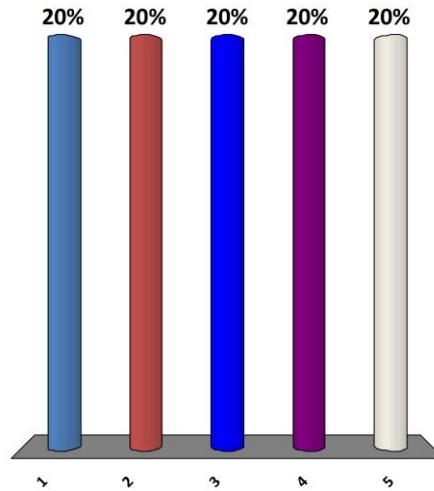
If you are serving a new variety of apples, a quick search of the Idaho Apple Commission website one can find that about 2,500 varieties of apples are grown in the United States, and more than 7,500 varieties of apples are grown throughout the world.

**Poll - How many times per week
will you serve FFVP Snacks?**



How many times per week will you serve FFVP Snacks?

- A. 1
- B. 2
- C. 3
- D. 4
- E. 5

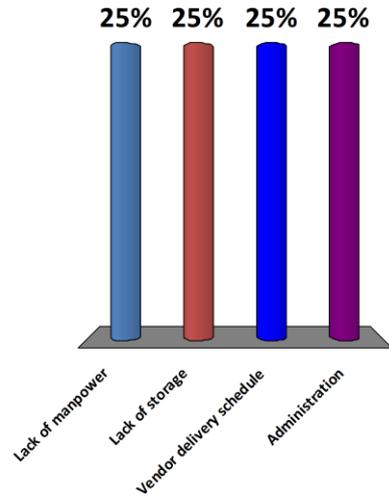


Poll - What is limiting the number of FFVP service days?



What is limiting the number of FFVP service days?

- A. Lack of manpower
- B. Lack of storage
- C. Vendor delivery schedule
- D. Administration



As a participating schools you:

- Receive per student funding of \$50 - \$75
- Submit a monthly reimbursement
- Less than 10% administrative costs
- Receive reimbursement for cost of purchasing, preparing and serving fresh fruits and vegetables



USDA FFVP program regulations state that:

- Funding is based on a per student calculation. Each student must be allocated between \$50 and \$75. Idaho chooses to allocate on the lower end of that range to allow more students and schools to participate.
- Reimbursements must be submitted on a monthly basis. As with the National School Lunch Program, each school has 60 days to submit each month's reimbursement.
- Less than 10% of the FFVP funds can be used for administrative funding. We will go into more detail later on in the webinar.
- Schools must be reimbursed for their expenses. The school will purchase the fruits and vegetables, document the labor and supply expenses and submit for actual, documented expenses. The FFVP grant does not provide up front funding.

Tools for Success

- Establish an operational plan – logistics
- Establish a monthly budget
- Ensure staff understands FFVP program
- Incorporate daily nutrition education



In order to increase the efficiency of the FFVP you must have an operational plan. Your plan will include the number of days of FFVP service, where FFVP service will take place? In the classroom? In the hallway? In the cafeteria? On the playground? If the FFVP service takes place in the classroom, who is picking up the snacks? Students? Aides? Are the FFVP snacks being delivered? If so, by who? Foodservice staff? Administrators? Bus drivers? Volunteers?

When looking at your operational plan, consider logistics. Does your kitchen have enough staff, storage, supplies in order to include FFVP snack service? Does your staff have enough time to prep for all three meal programs (breakfast, lunch and FFVP)?

Keep a monthly budget in mind. Plan to serve the FFVP snacks all year long. If you serve snacks three times a week and all of a sudden in March you find out that you are out of FFVP funds, the students who have become accustomed to the FFVP snacks will not be very happy. If you realize that you will be short on FFVP funds to make it to the end of the year, then estimate how much additional funding you will need and contact our office.

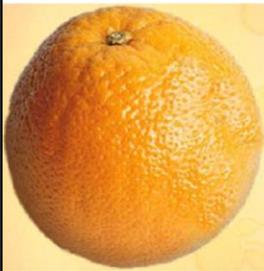
If all FFVP snacks are being delivered to the classroom, do the teachers understand all of the FFVP regulations? Do they know that all children must have access to the FFVP snack? As a reminder, the FFVP snack can not be withheld as a punishment. Do you need to conduct an in-service with your kitchen staff? Does the foodservice director

need to ask for an opportunity to train teachers on what is allowable and unallowable?

Who will be responsible for providing the nutrition education? Will the central office supply a single sheet flyer with three or four interesting facts? Will the health teacher or librarian look up interesting nutrition facts?

Ensure FFVP runs smoothly

- **Establish partnerships with extension offices, farmers and produce commissions**
- **Follow all food safety and HACCP plans**
- **Document all labor, supplies and FFVP product costs**



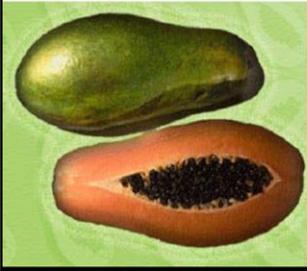
There are many resources available to all schools. Contact your local extension office or produce commission such as the apple commission. They may provide flyers or additional information. As the foodservice director or site manager, you do not have to do everything. Develop those partnerships to have people help you with the operation of this program.

Remember that you are feeding children. Follow all food safety and HACCP plans to ensure that proper handling and storage of produce takes place in order to minimize spoilage and loss.

FFVP claims are based on reimbursements so make sure to document all FFVP expenses. If you don't document labor, supplies and other expenses, you may not be reimbursed for your expenses.

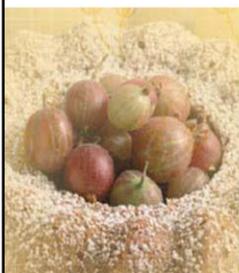
Keep open communication

- Coordinate with principals, teachers, staff (janitor), students, parents
- Ask for feedback – both positive and what can be improved



Who can receive snacks

- FFVP is for all students who are enrolled and normally attend your school
- Must be available to all students
- Cannot be used as a reward or withheld as a punishment



Who can receive snacks (cont.)

- Teachers can participate if they serve the students the fruit and vegetable snack in their classroom
- Teachers encouraged to be a positive role model and discuss hygiene and manners
- Also strongly encouraged to include a nutrition education component



Cannot serve librarian or set up fruit and vegetable baskets in teacher's lounge. Extra snacks cannot be taken home or given away. Extra apples cannot be taken home to feed the horses. Extra servings should be consumed by students.

Serving Fruits and Vegetables

- Each school has flexibility to choose when and where snacks will be served
- Cannot be served during summer school unless this is part of the regular school year
- May want to consider multiple distribution areas



Best places to serve snacks

- Consider grade level, maturity of students, available time to eat snacks, prep time, clean up and staffing issues
- Can be distributed in classrooms, hallways, kiosks



Best places to serve (cont.)

- Classroom during silent reading or nutrition education
- Kiosks allow faster distribution and easier access
- Hallway delivery allows limited staff to serve many students at once



Best practices

- Perfect opportunity to teach children about good eating habits and proper manners
- Establish policies about trash disposal and clean up



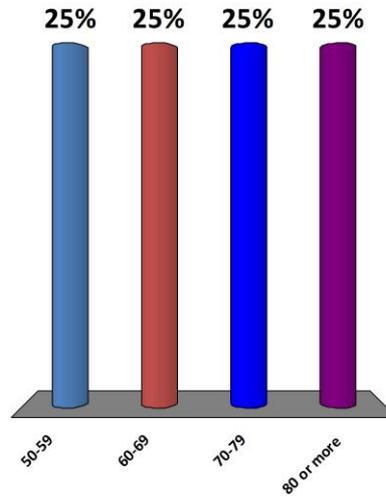
Selecting Fruits and Vegetables

- Perfect opportunity to introduce new fruits and vegetables
- Must be presented in a manner which is easy for the students to identify



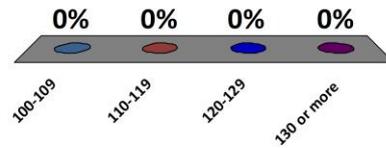
How many vegetable varieties were served in Idaho schools last year?

- A. 50-59
- B. 60-69
- C. 70-79
- D. 80 or more



How many fruit varieties were served in Idaho schools last year?

- A. 100-109
- B. 110-119
- C. 120-129
- D. 130 or more



What is not allowable in FFVP?

- Processed or preserved fruits – dried, frozen or canned
- Fruit or vegetable juice
- Snack type fruits – leather, fruit strips and fruit drops



What is not allowable in FFVP?

- Jellied fruit, trail mix, nuts and cottage cheese
- Fruit or vegetable pizza, fruit snacks with injected or added flavorings (grapples)
- Carbonated fruit



FFVP limits

- **Cooking is limited to once per week and must include nutrition education**
- **Any questions about allowable fruits or vegetables, contact our office prior to purchasing**



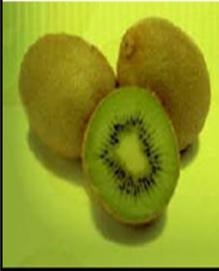
Selecting Fruits and Vegetables

- Serve student favorites and introduce new items
- Serve in appealing fashion and easy to grab
- Serve whole fruits and vegetables or prepackaged snacks when short staffed



Produce Sources

- Proper procurement must be used when purchasing FFVP snacks
- Can use existing produce vendor, farmer's markets, local stores



Produce Sources (cont.)

- Local farmers are a great source
- The Buy American Provision does apply to FFVP



Talk about Marsing and Gooding who have developed partnerships and relationships with local farmers.

Nutrition Education

- Critical for children in FFVP program
- Create or find resources appropriate for your students
- Develop partnerships w/Extension offices vendors and other agencies



FFVP Marketing

- Marketing package – mailed this week
- Morning announcements / Newsletters
- Post FFVP menus in cafeteria
- Ask students for FFVP suggestions



FFVP Marketing

- Include FFVP information in lesson plans
- (biology, geography, graphs)

- Whitney Elementary School in Boise created poster



Our Favorite Snacks!



Kiwi



Apples



Sugar snap peas



Sweet peppers



The favorite snack was kiwi!

14 kids liked kiwi. They got the most votes

Sugar snap peas and sweet peppers were a tie. They were equal!

Only 2 kids liked snap peas or peppers the best } They were the least
 3 kids liked apples best.

Mrs. Hageman's 2nd Grade

Educational Activities

- Students can draw pictures and write letters
- Students can research states and countries where fruits and vegetables are grown
- Study biology and photosynthesis
- Take pictures of activities



Reimbursable Costs

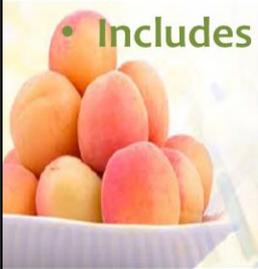
- Two expense categories – Administrative and Operating
- Large Equipment is Administrative expense
- Majority of FFVP grant must be spent on fruits and vegetables



Explain how we watch labor costs.

Operating Costs

- Costs of running the FFVP service
- Product costs, small supplies and kitchen labor are considered operating costs
- Product costs include: product, freight and fuel surcharges
- Includes all fees incurred to receive product



Examples of Operating Labor

- Washing and chopping produce, preparing trays and baskets of produce, delivering produce, set up and clean up in the kitchen
- Don't forget prorated portion of fringe benefits
- Operating costs will be 90%-100% of grant



The reason some schools will have 100% of operating costs is because they choose not to charge any administrative costs to the FFVP grant. There are some superintendents in rural schools who have told their foodservice directors not to charge any administrative or operating labor and only request reimbursement for produce costs.

Are dips allowable?

- Low fat or no fat dips for fruit not allowable
- Low fat or no fat dips for vegetables only – Limit use (less than 2 TB)



Small Supplies

- **Small Supplies:**
 - » napkins
 - » paper plates
 - » utensils
 - » bowls
 - » trays
 - » baskets
 - » pans
 - » trash bags
 - » fruit slicer/cutter



Administrative Costs

- Limited to 10% of FFVP grant
- Planning the program, managing paperwork and all aspects not related to preparing fruit and vegetable snacks
- Equipment over \$250 must have prior state agency approval



Administrative Costs (cont.)

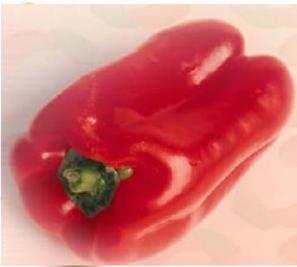
- For large equipment purchases justification must include (over \$250):
 - Need for additional equipment
 - Why current equipment is not sufficient
 - Frequency of FFVP service each week
 - Percentage of time equipment is used in FFVP as opposed to other programs
 - Number of FFVP deliveries per week (if applicable)



When you request approval to purchase large equipment, we will request this information.

Administrative Costs (cont.)

- Completing and maintaining financial reports, filing reimbursement claims for FFVP
- Completing FFVP reports, planning and writing menus, ordering produce
- Paying invoices, tracking inventory
- FFVP projects and promotional activities



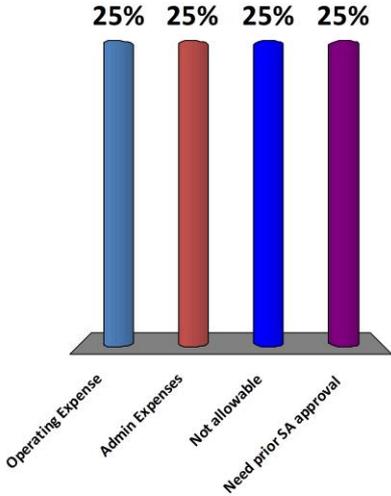
Administrative Costs (cont.)

- Prorate Costs – Only FFVP expenses can be charged to FFVP
- Budget carefully to stay within 10% limit
- Any questions about allowable expenses, contact our office



If you purchase 20 baskets at \$20 each the Baskets are classified as:

- A. Operating Expense
- B. Admin Expenses
- C. Not allowable
- D. Need prior SA approval



Documentation

- **Ensure that all key FFVP personnel are trained**
- **Must have documentation of FFVP purchases**
- **Time and Effort - document all labor for FFVP**



Our office tracks foodservice directors and key personnel that receive annual training from our office. If you conduct additional trainings for kitchen managers and site staff, please document these trainings.

Many FFVP schools order their produce on separate invoices which makes tracking expenses much easier. This will allow submitting the claim easier if you don't have to remember which products were used in FFVP and which fruits and vegetables were used for the National School Lunch Program and/or the School Breakfast Program.

Accurately document all time and labor in FFVP. On a daily basis, I work in three separate programs, USDA Foods, FFVP and NSLP. On a daily basis, I document on my timesheet accurate times worked in each program. I need to do this on a daily basis to keep accurate records. If I waited until the end of the week, the end of the month or until I had a notice from USDA that they were going to audit FFVP, I would be in a world of hurt. Incomplete or inaccurate documentation may result in claims being denied. Remember

Documentation (cont.)

- All claims must be submitted on a monthly basis and within 60 days.
- Keep all records for 3 years + current year
- All SFA claims are consolidated and our office reports to USDA



Program Oversight

- **Claims will be reviewed on a monthly basis**
- **FFVP included in the Administrative Review**
- **Avoid any issues by contacting our office with any program questions**





Claims

- **Submit monthly claims online showing monthly expenditures, YTD expenditures, and the remaining amount of funds**
- **Funds can only be disbursed on a reimbursement basis, based on claims submitted**



Common Claim Errors

- Claiming unallowable items – full fat dressings, frozen produce, fruit dip
- Not providing sponsor comments – cooked vegetables and education materials
- Entering items in the incorrect areas



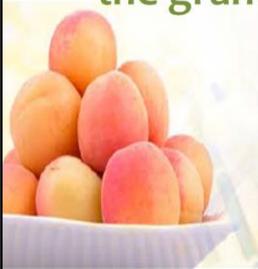
Claim Deadlines

- As with other NSLP programs - 60 days to submit claims
- After 60 days – you may have to use your once in 3 year exception
- Please remember to submit claims



Claim Data

- Year to date costs claimed will be analyzed and compared to the grant award
- No payments will be made for claims in excess of the grant award
- Administrative claims cannot exceed 10% of the grant award



Claim Payment Examples

- If administrative funds remain, they can reimburse operational expenses



No Double Dipping

- Fruits and Vegetables reimbursed through FFVP can not be served in any other food program
- Please document if extra FFVP servings are used in NSLP/SBP. Can not be reimbursed through FFVP



Not only should you not double dip with vegetables, but this is not allowed in FFVP and NSLP.

Multiple FFVP Sites

- School Districts with three or more sites can contact Melissa Cook for Excel spreadsheet
- Same claim reporting requirements, just different reporting format



Case Study

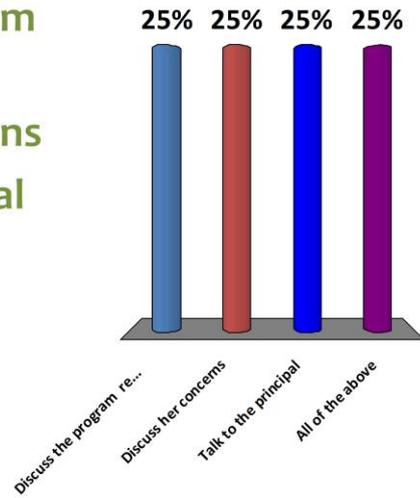
- At Rocky Mountain View Elementary School FFVP snacks are served every day in the classroom. Mrs. De Vil is the only teacher that returns the FFVP snacks, refuses to serve the FFVP snacks and complains about messes. How should the foodservice director address this with Mrs. De Vil?



Ask the training class to break up into groups of five or less. Give them 5-10 minutes to discuss and ask each group to explain their plan for addressing Mrs. De Vil

What to do with Mrs. De Vil?

- A. Discuss the program requirements
- B. Discuss her concerns
- C. Talk to the principal
- D. All of the above



Assessment

- **To complete FFVP training you must take the online quiz**
 - 20 questions–True/False and multiple choice
 - Need 16 correct to pass or 80%
- **The link will be sent via e-mail to you after the training**



Your annual training is not completed until you pass the assessment.

The Assessment is designed to take less than 10 minutes and you do need an 80% to pass. Don't worry, you can take the test as many times as you need. The link is listed on this slide, but this was also emailed to everyone this morning.

Questions?

- Thank you for participating and feel free to contact our office with any questions regarding FFVP
- Child Nutrition Programs – 208-332-6820 or Ed Herrera at Eherrera@sde.idaho.gov

