

Fresh Fruit and Vegetable Program (FFVP) Application Instructions



COLORADO
Department of Education

CDE OSN's CO Child Nutrition Hub- FFVP Application Instructions

Passwords

If you have forgotten your password or need your password reset for the online system, contact macklin_s@cde.state.co.us or call 303-866-6661.

FFVP Application

Once you have entered the [CO Child Nutrition Hub](#),

- Click the *Applications* tab, located in the top blue bar



- Under 'Item', Click FFVP Application Packet

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by Sponsor Summary
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
Annual Audit Status Summary	Annual Audit Status Summary
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Direct Certification	Direct Certification List and Individual Student Lookup
Download Forms	Forms Available for Downloading

- Click *Detail* for the current school year

Action	School Year	Min Free/Redc %	Open Date	Close Date	Approved Sites
Detail	2016 - 2017	50.00	2/2/2016	4/30/2016	1



You will now have access to the FFVP Sponsor Application and FFVP Site applications.

FFVP Application Packet For School Year 2016 - 2017						
0020 Status: Active ADAMS 12 FIVE STAR SCHOOLS DBA: 1500 East 128th Avenue Thornton, CO 80241 Type of Agency: Educational Institution Type of SNP Organization: Public						
Action	Form Name				Status	
View Modify Admin	Fresh Fruit And Vegetable Sponsor Application				Approved	
Minimum Percentage of Free and Reduced Lunches for Eligibility 50.0000 %						
Action	Site ID	Site Name	% Enroll Free/Redc Oct 2015	CEP Reimburse % Free	Approved	Status
Add	0014	GLACIER PEAK ELEMENTARY SCHOOL	<input type="text"/>	N/A	No	Not Started

Although all SFA sites will populate, only apply for those eligible to participate in the FFVP.

Sites selected for participation for the FFVP must:

- Be an elementary school.
- Begin FFVP operations at the start of the school year.
- Have a 50 percent, or more, students who are eligible for free or reduced price lunch. Preference will be given to those schools with the highest eligibility percentage.
- To determine school percentage, SFAs must use [2016-2017 PK-12 Free and Reduced Lunch Eligibility by District, and School data](#) located at: <http://www.cde.state.co.us/cdereval/pupilcurrentschool>
- Participate in the NSLP; however, service of the FFVP must fall outside of all other meal service times
- Submit a complete FFVP application

Step 1: FFVP Sponsor Application

- To complete the Sponsor Application, click **Add**
 1. Complete the Contact Information for the FFVP contact
 2. Under **Invited Sites**, select the sites that applying for the FFVP
 3. Click **Save**

FFVP Application Packet For School Year 2016 - 2017						
0880 Status: Active DENVER COUNTY 1 DBA: 1860 Lincoln Denver, CO 80203 Type of Agency: Educational Institution Type of SNP Organization: Public						
Action	Form Name				Status	
Add	Fresh Fruit And Vegetable Sponsor Application				Not Started	



Step 2: FFVP Site Application

- To add a FFVP Site Application - Click **Add**, under the 'Action' tab

Action	Site ID	Site Name	% Enroll Free/Redc Oct 2015	CEP Reimburse % Free	Approved	Status
Add	0014	GLACIER PEAK ELEMENTARY SCHOOL		N/A	No	Not Started

Section A:

- Verify Contact information (contact information will prepopulate from the SNP applications)

Section B:

- Indicate the grades participating in the FFVP, by checking all boxes that apply

Section C:

- The free and reduced- price data will pre-populate from the current eligibility file, October 1 PK-12 data

Section D:

- Indicate School Principal Contact

Section E:

Complete questions #3-#8

- Question #7- Must reflect the number of eligible students expected to participate in the FFVP
- Question #8-
 - Ensure the FFVP is only served during the school week
 - Enter the number of FFVP service days per week

Section F:

Complete questions #9 -#20.

- Incomplete or inadequate responses will not be accepted
- Use clear, concise sentences

Document Attachments (Optional)

- Attach additional documentation (i.e. support documentation)

Submit for Approval:

- Click **Save** to submit
- Ensure site status is **Submitted**



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- Continue this process for each additional site applying for the FFVP
 - Notify the CDE OSN of your application submission

Application Review:

Once the CDE reviews submitted applications, a letter will be sent notifying the SFA of the application status.

Please note, schools **may not** be awarded FFVP funds if the:

- School fails to meet the defined deadline for the submission of a complete FFVP application.
- School does not have the support of its administration.
- CDE has determined noncompliance with the administration of another Child Nutrition Program.
- CDE determines that a school cannot properly operate the FFVP.

Questions:

Please Contact:

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