

Fresh Fruit and Vegetable Program Application Instructions



CDE School Nutrition Unit's Colorado Nutrition Portal: Fresh Fruit and Vegetable (FFVP) Application Instructions

FFVP Application

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

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



- Under 'Item', Click FFVP Application Packet



This institution is an equal opportunity provider and employer.



- Click *Detail* for the current school year

Action	School Year	Min Free/Redc %	Open Date	Close Date	Approved Sites
Detail	2021 - 2022	100.00			
Detail	2020 - 2021	50.00	6/24/2020	10/31/2020	
Detail	2019 - 2020	100.00	5/1/2019	6/3/2019	
Detail	2018 - 2019	50.00	5/1/2018	6/15/2018	
Detail	2017 - 2018	40.00	4/25/2017	6/29/2017	
Detail	2016 - 2017	50.00	4/21/2016	6/30/2017	

< Back

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

Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	Form Name	Status
Add	Fresh Fruit And Vegetable Sponsor Application	Not Started

Minimum Percentage of Free and Reduced Lunches for Eligibility 100.0000 %

Action	Site ID	Site Name	% Enroll Free/Redc Oct 2020	CEP Reimburse % Free	Approved	Status
Add	09090	VILAS ELEMENTARY SCHOOL	<input type="text"/>	<input type="text"/>	No	Not Started

Export Export All

< Back

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

Eligible schools for the FFVP must

- Be an elementary school.
- Begin FFVP operations at the start of the school year.
- Have 50%, 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 the most recent year's PK-12 Free and Reduced Lunch Eligibility by District, and School data located at: <https://www.cde.state.co.us/cdereval/pupilcurrent>
- Participate in the NSLP/SSO for school year 2021-2022

This institution is an equal opportunity provider and employer.



- Submit a complete FFVP application
 *if a site is eligible to apply but is not populating within the FFVP Application Packet please contact Erica Boyd: Boyd_E@cde.state.co.us

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. Check the **certification box**
 4. Click **Save** then **finish** on the next screen

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: Information Provided on SNP Applications

- ☐ Verify or add contact information (contact information will prepopulate from the SNP applications, if application has been completed)

Section B: Grades at Site and Participating in FFVP

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

Section C: Free and Reduced-Price Meal Data for October 2020 Eligibility File

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

Section D: School Profile

- ☐ Complete questions #1 - #6
 - Note: meal service time must be provided, if unknown please provide an estimate.

Section E: School Proposal

- ☐ Complete questions #7 -#9
 - ☐ Incomplete or inadequate responses will not be accepted

This institution is an equal opportunity provider and employer.



Document Attachments (Optional)

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

Submit for Approval:

- Click *Save*
- Click *finish* if you are done, or click *next site* to complete additional site applications
- Ensure site status is *Submitted*
- You can modify application information by clicking *modify* on the application packet screen

Application Review:

Once the CDE School Nutrition Unit 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:

Erica Boyd, MS RD
Nutrition Programs Senior Consultant
CDE School Nutrition Unit
boyd_e@cde.state.co.us