

Fresh Fruit and Vegetable Program



Self-Study Guide

Program Overview

The Fresh Fruit and Vegetable Program (FFVP) is administered at the federal level by the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) and at the state level by the Colorado Department of Education School Nutrition Unit.

FFVP began as a pilot program authorized by Congress in 2002. It was intended to identify best practices for increasing fruit and vegetable consumption among students and to determine program effectiveness and student interest. By 2005, the pilot program operated in 14 states and several Indian Tribal Organizations. The Food, Conservation, and Energy Act of 2008 (otherwise known as the Farm Bill) converted the pilot program into a permanent nationwide program.

Fresh Fruit & Vegetable Program Goals

Expand the variety of Fruits & Vegetables children experience.

Increase children's fruit and vegetable consumption.

Make a difference in children's diets to impact their present and future health.

Who can participate in FFVP?

FFVP is intended for elementary school-aged children. Any child who is considered a member of the school and who is present during meal service may receive FFVP. This includes children attending a childcare, Head Start program, pre-kindergarten or a split-session kindergarten class located in a participating school. PK-8 schools may apply and operate the FFVP but can only serve FFVP to PK-5 students.

Teachers responsible for serving fruits and vegetables to their students are also encouraged to participate in the program and taste the produce alongside their students to model positive eating habits. Other adults who are not directly involved in the program may not participate.



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Fresh Fruit and Vegetable Program



Grantee Responsibilities

- Comply with all program regulations.
- Participate in annual FFVP training.
- Provide fresh fruits and vegetables to all enrolled students at no cost during the school day.
- Advertise and promote the program throughout the school.
- Provide nutrition education.
- Spend all grant funding.

Service Requirements & Locations

- FFVP must be served during the school day and may not occur during any other child nutrition program (i.e., cannot be served at the same time as the National School Lunch, School Breakfast, or Afterschool Snack Program).
- FFVP can be served anywhere on the school campus. Best practice is to serve FFVP where children can easily consume the fruits and vegetables. Factors to consider include grade level, maturity of students, time available to eat, clean-up required and staffing available.
 - If FFVP is served in the afternoon, ensure there is a process in place for picking up leftovers, documentation, and cleanup.
- There are no minimum serving sizes for the FFVP. Best practice is to adjust serving sizes based on the age-grade group of the students served.
- FFVP must always be monitored.

Nutrition Education

For many children, the produce they see in school may be their first exposure to certain fresh fruits and vegetables. Best practices for providing nutrition education:

- Develop nutrition education activities that fit your students.
- Include nutrition education whenever possible.
- Consult with FFVP partners and volunteers to obtain no-cost promotional materials and to assist with the development of nutrition education.
- Involve students in the creation of FFVP posters and nutrition education lessons.

Food Safety

Produce safety is a top priority when serving fresh produce in schools. Food preparation, storage, and service areas must be cleaned and sanitized on a regular basis. All involved with the preparation and storage of the program produce must ensure proper personal hygiene is maintained, hands are washed frequently, and gloves used appropriately.

Hand-washing:

- Wash hands prior to assembling and/or distributing produce.
- Use gloves or utensils; do not handle produce with bare hands.
- Encourage students to wash hands prior to consuming the produce.



Fresh Fruit and Vegetable Program



Service:

- Serve fresh produce within 1 hour of delivery or removal from refrigeration.
- If service does not occur within 1 hour of delivery, return items to kitchen staff or refrigerate to keep produce below 41° F.

Storage:

- Store refrigerated produce below 41° F.
- Whole pieces of fruit that can be washed or that have peels can be kept at room temperature.
- Store food off the floor; do not leave bags or containers on the floor.

Clean Up:

- Ensure proper disposal of all items.
- Promptly return all remaining FFVP bags, containers, leftovers and other items to the FFVP lead as soon as possible.
- Do not leave items overnight in the classroom or other serving locations.

Contact your local health department or governing agency with questions concerning state and local compliance.

Financial Management

- FFVP is a grant-based program and funds are awarded per school site. Schools operating the program receive two allocations:
 - First allocation funding must be spent between July 1 to September 30. Funds do not roll into the next month.
 - Second allocation funding must be spent between October 1 through June 30 or the end of the school year, whichever comes first.
- FFVP expenses are broken into two categories: operational and administrative expenses.
 - Operating costs: produce preparation, service, small-ware purchases.
 - Administrative costs: staff time spent planning, overseeing, and managing the FFVP in addition to large equipment purchases. Administrative costs cannot exceed 10% of the school's total site allocation.
- All non-food costs must be carefully reviewed and deemed reasonable given the extent of program operations. Labor costs should be minimal in both the operating and administrative categories and only cover time spent on FFVP related costs. Typically, FFVP labor hours should not average more than 1-2 hours per FFVP service day.

Fresh Fruit and Vegetable Program



What can be served in the FFVP?

ALLOWABLE ITEMS*	UNALLOWABLE ITEMS
<ul style="list-style-type: none"> • Administrative Costs (wages & salaries for staff labor spent on financial reporting, writing menus, coordinating nutrition education activities) • Allowable equipment** (refrigerators, coolers, kiosks, carts) • BOCES fee • Condiments can only be served with <i>vegetables</i>. • Cooked fresh vegetables must be limited to service once a week and must always include nutrition education. • Delivery fees • Fresh Cactus • Fresh Figs • Low-fat***, yogurt-based dip****, or non-fat dips for <i>vegetables only</i> • Non-food items such as serving bowls, napkins, trays, trash bags, gloves. • Operational Costs (fresh produce, wages & salaries for physical staff labor) • Raw garlic or whole bulb garlic • Salsas are allowable as a prepared item but must be accompanied with nutrition education. • Transportation or fuel costs • Whole or pre-sliced fresh fruits and vegetables. 	<ul style="list-style-type: none"> • Candies or marshmallow • Carbonated fruit • Coconut in any form • Decorative items or décor • Dips for fruit or cottage cheese • Edible flowers • Fruit or vegetable pizza • Fruit that has been injected with flavorings. • Fruit baskets • Fruit or vegetable juice • Fruit leather or jellied fruit • Fruit seeds or vegetable seeds • Ginger root • Grapples • Herbs (Mint, Thai Basil, Cilantro, etc.) • Nut butters or nuts • Nutrition education materials • Peanut Butter • Pickles • Popcorn • Processed or preserved fruits and vegetables (i.e., canned, frozen, vacuum-packed, or dried). • Sending fruits/vegetables home • Serving FFVP outside of school hours • Smoothies • Trail mixes • Yogurt

*Allowable items are whole or sliced fresh fruits and vegetables that are prepared in a way that makes them easily recognizable.

**Equipment purchases exceeding \$250.00 must receive CDE approval prior to purchase. The cost of equipment must be prorated if used in other child nutrition programs. Use the [FFVP Equipment Justification Form](#)

Low fat means items that are less than 3g fat per serving. *Dips are only allowable for vegetables and must not exceed a serving size of 1 to 2 tablespoons.

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Fresh Fruit and Vegetable Program



Program Oversight & Monitoring

FFVP grantees must maintain proper oversight of all FFVP sites. Program monitors must:

- Review FFVP claims for reimbursement submitted by participating schools to ensure accuracy.
- Spent the majority of funding on fresh produce.
- Ensure all non-food and labor costs are reasonable.
- All equipment purchases must be reviewed and prorated, if applicable.
- Conduct on-site visits to ensure the program is being implemented compliantly with program regulations.

Recordkeeping

All FFVP documentation must be kept on file for at least 3 years plus the current school year. FFVP documentation can include purchase orders, invoices, receipts, staff timesheets, training records, production records, menus, nutrition education materials, contracts/addendums, promotion and outreach materials, food safety logs and documentation, and claim submission confirmation.



Statement of Certification

I certify that I have read the FFVP self-study guide and understand program requirements.

Signature: _____ Date: _____

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