



FRESH FRUIT AND VEGETABLE PROGRAM

# Online Application Instructions School Year 2024-25

# Fresh Fruit and Vegetable Program (FFVP)

Developed by

**Michelle Zvonar**  
Nutrition Program Consultant  
School Nutrition Team

**Molly Gregory, RDN, CD**  
Public Health Nutritionist  
School Nutrition Team



**Wisconsin Department of Public Instruction**

Jill K. Underly, PhD, State Superintendent  
Madison, Wisconsin

This report is available from:

School Nutrition Team  
Wisconsin Department of Public Instruction  
125 South Webster Street  
Madison, WI 53703  
<https://dpi.wi.gov/school-nutrition>

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Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
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(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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## INTRODUCTION

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The Fresh Fruit and Vegetable Program (FFVP) application for school year 2024-25 will be open from **March 14 to April 12, 2024**. Applications must be submitted online, with the signed participant agreement form. Schools will not be able to submit an application or upload the signed participant agreement form after this date.

As a reminder, the FFVP grant must be applied for annually. Multiple schools from a district may apply; however, a separate application must be submitted by each school and not all applicants are guaranteed to be awarded.

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## GENERAL APPLICATION INFORMATION

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### Application Content

A plan for implementation and operation of the FFVP that includes a partnership with one or more entities that provide non-federal resources for the acquisition, handling, promotion, or distribution of fresh fruits and vegetables; or other support that contributes to the purposes of the program, such as nutrition education.

An agreement form signed by the food service director, the school principal, and the district superintendent or equivalent positions, as determined by the school. The signed form will need to be uploaded to each application for every school in the SFA that is applying for the grant. Please allow time for gathering the signatures.

An example/s of how student health and wellness are prioritized in your school.

### Reminders

Before applying, schools are advised to read through the [USDA's FFVP Handbook](#). A variety of other program resources can be found on DPI's [FFVP webpage](#).

You may exit the application at any time and re-enter it prior to the deadline. The information that is entered into the application is saved automatically after selecting "Continue" at the bottom of each page.

Once submitted, the application may be modified prior to the application due date. To make changes contact [ffvp@dpi.wi.gov](mailto:ffvp@dpi.wi.gov) to have the application unlocked.

The Online Services site will timeout if you are inactive as a security measure. If that happens, you will lose the information entered on that screen and will need to log back in and re-enter the information. Please use these instructions to plan responses before logging into the online application.

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## PROGRAM QUALIFICATIONS

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### Eligibility Qualifications

At least 50 percent of enrolled students must be eligible for free or reduced-price meals, or Community Eligibility Provision (CEP) equivalent. The DPI School Nutrition Team will use eligibility data from **October 2023** for the purposes of FFVP eligibility.

### Additional Qualifications

Schools must operate the National School Lunch Program (NSLP) and be an elementary school or be able to separate out elementary students.

### Operation Requirements

Schools must agree to begin the FFVP the first full week of school and offer fresh fruits and vegetables:

- to all enrolled students
- free of charge
- during the school day, at a time other than meal service periods
- a minimum of two days per week

Schools must develop budgets for the first and second allocation of the grant and submit monthly claims for reimbursement of program expenses each month.

Schools must agree to abide by all requirements as stated in Section 19 of the Richard B. Russell National School Lunch Act, as well as adhere to all guidance and regulations of the United States Department of Agriculture (USDA) and the Wisconsin Department of Public Instruction (DPI).

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## WISCONSIN CHILD NUTRITION PROGRAMS ONLINE SERVICES

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### Login

1. Go to the [Wisconsin Child Nutrition Programs Online Services](#) webpage.
2. Select the “Online Services Log-in” button.
3. You will be taken to a log-in screen where you will enter your agency code (*do not use hyphens or spaces*) and your agency specific password. If you do not know your agency code and/or password, contact your Food Service Director or Authorized Representative as listed on the school nutrition contract.

### Menu Options

1. Select the “School Nutrition Program” tab,
2. Select the “Grants” tab,
3. Select the “Fresh Fruit Vegetable” tab,
4. Select the “Application/Budget 2024-2025” tab.

A list of all elementary schools on the School Food Authority’s (SFA) school nutrition contract will be displayed. Multiple schools from the same SFA can apply, but a separate application is required for each school.

### Entering the Application

1. Select the radio button next to the school you want to submit an application for and select “Continue.”
2. Select the “Submit Site Application” tab to start the application.
3. The first page of the application gathers general information about your SFA. Some of this information will auto-populate directly from your SFA’s 2023-24 online school nutrition contract. If any of the information that auto-populates is incorrect, the online contract may need to be updated. When a drop-down list is available, select your response from the list provided.
  - **District/SFA Administrator:** Enter contact information for your District/SFA Administrator or equivalent. Note: The District/SFA Administrator may be different than your SFA’s Authorized Representative.

- **Program Coordinator:** Enter contact information for the FFVP Program Coordinator. This will be the main contact for the FFVP in your SFA. If several schools in your SFA are applying for the program, you will have the opportunity to designate a site-specific program coordinator later in the application.
  - Enter the remaining information and then select “Continue” to proceed.
4. On the next page, fill in the contact information for the person that is submitting the application. A valid email address is required. Automatic emails related to the status of the school’s application will be sent to the email address provided here. Select “Continue” to proceed.
5. The next page gathers general information about the site that is applying.
- **Site Information:** The site name and address will auto-populate from your online school nutrition contract. If this information is changing in school year 2024-25, you have the option to enter changes under “Site Information if different from contract (optional).” Note: This area should be left blank if there are no changes.
  - **Principal Information:** Enter contact information for the site’s principal.
  - **Program Coordinator Information:** The Program Coordinator information that was entered on the district general information page will auto-populate. If you would like to designate a different Program Coordinator for this school, you will be able to replace the information with different contact information. Select “Continue” to proceed.
6. The next page collects meal details for the applicant school.
- **Building Type** - This information will auto-populate from the online contract.
  - **Building Grade Levels Served** - This information will auto-populate from the online contract.
  - **Building Enrollment** – This information will auto-populate from the October 2023 claim and should not be changed. **Please take note of this enrollment number, as you will use it when calculating your Allocation A funds on the upcoming Budget Summary page.**
  - **Are the grade levels served FFVP at this site the same as the building grade levels?** From the grade levels and enrollment that auto populated, determine which grades are considered elementary.
    - If the building grade levels are the same grade levels that will be served FFVP, check this box. The building grade levels, and enrollment will automatically populate, and the “Explanation” box should be left blank.
    - If the building grade levels are different than grade levels that will be served FFVP, **do not check this box.** Manually enter grade levels and the enrollment of these grade levels that will be served FFVP. Provide an explanation of why the FFVP grade levels and enrollment are different than the building enrollment.
  - **Does this site participate in the Community Eligibility Provision (CEP)?** Select the appropriate button. More information about CEP can be found on DPI’s [Community Eligibility Provision](#) webpage.
  - **Do you participate in NSLP?** Select the appropriate button. If “No” is selected, you will not be able to continue. NSLP participation is required to receive the FFVP grant.
7. The next page requires you to enter information for the other personnel associated with the FFVP at the applicant school. Include any persons that will be responsible for completing financial paperwork as well as

those that will be responsible for menu planning, purchasing, preparation, distribution, nutrition education, and promotional activities. You must add at least one contact person.

To add personnel, select “New Record.” Continue adding new contacts using the “New Record” option. Select “Continue” to proceed.

8. The next page requests information about large equipment which is defined as a single piece of equipment costing \$250 or more. **Leave this page blank if no large equipment purchases are anticipated.**
  - If your school anticipates purchasing any large equipment with FFVP funds, list the equipment item(s) on this page. Add equipment by selecting the “New Record” button. Enter the name of the equipment and the anticipated cost and do not include a dollar sign. Select “Save” after filling in the requested information. Use the “New Record” option to add additional equipment. To remove equipment, select the Equipment Name and select the “Delete” button.
  - **Entering equipment information on this page is for application review purposes only and does not indicate that the equipment will be approved for purchase with grant funds.** Note: Once you have been notified that you will receive the FFVP Grant, an Equipment Justification Form must be submitted to DPI for equipment purchased with FFVP funds costing \$250 or more. Obtaining pre-approval is strongly recommended prior to purchase of equipment to ensure the purchase is allowable. Equipment resources can be found on DPI’s [FFVP webpage](#). Select “Continue” to proceed.
9. The next section requests information about the plan for the FFVP and the current school environment.
  - **Service Days** – The FFVP must be served a minimum of two days per week. Indicate which days FFVP will be served at the applicant school.
  - **Service Time** – This must be at a time other than the SBP and NSLP and cannot be served before or after school. If some grades will be served in the morning and some will be served in the afternoon, you can select both.
  - **Delivered By** – Check who will deliver the snack or if students will come to a central location.
  - **Program Start Date** – Use the calendar icon to select the date you anticipate starting FFVP snack service at the school that is applying. **Schools are expected to start serving no later than the first full week of school.**
  - **Indicate activities planned for advertising and promoting the program** – Check all that apply. It is a requirement that the program be advertised and promoted in the school community (e.g., *principals, teachers, school staff, students, and parents*).
  - **Indicate activities planned for nutrition education in the program** – Check all that apply. Please note, nutrition education is critical to the program’s success; however, grant funds cannot be used to pay for it. Free resources are available on the DPI [FFVP Promotions webpage](#) and through the [USDA’s Team Nutrition](#).

We recommend preparing what you want to type into the following boxes before reaching this page.

**The page will timeout after an extended period of inactivity and typed responses are not automatically saved until you select the “Continue” button.** Consider typing answers in a blank word document and then copy/paste the responses into the application. Note: These text boxes are limited to 4,000 characters each.



- **Describe how your school is currently fostering a healthy school environment including any partnerships your school has (at least one)** – For the FFVP to be successful, it needs to be fully supported by school officials and staff who believe in working towards a healthy school environment. Describe how your school is nurturing a healthy school environment, how it evaluates its progress, and how the FFVP will help take your healthy school environment to the next level.

In addition, list non-federal entities that your school will work with to implement and operate the FFVP. Non-federal resources include, but are not limited to, PTA/PTO, local produce companies or grocery stores, culinary and/or life skills students, local dietitians, fruit or vegetable bureaus, and Cooperative Extension Agents. Local farmers and growers are a non-federal resource, and the USDA highly encourages schools to work with local growers to procure fruits and vegetables.

- **Additional Information:** If there is any additional information you would like us to know and did not already enter, provide it here. This is an optional field and does not have to be completed. Select “Continue” to proceed.

10. On the next page, you must complete a budget request for the first allocation of the program (Allocation A). Budgets will be reviewed with the submitted application, and schools will be notified if revisions are required.

Allocation A will be awarded for July 1-September 30, 2024. Due to the majority of the first allocation period occurring during the summer, the first allocation is limited to no more than **15 percent** of the school’s total grant award.

To estimate the Allocation A grant award for the Allocation A budget, multiply the number of students enrolled at the applicant school (**as indicated on the Meals Details page**) by \$60. Multiply this number by 15 percent to estimate the Allocation A award amount. **Note:** If you enter an amount higher or lower you will receive an error.

**Calculation:  $FFVP\ Enrollment \times \$60 \times 0.15 = Allocation\ A\ Budget$**

- As you plan your budget, remember that administrative costs must be kept below 10 percent of your total grant award, and all non-food costs (including administrative costs) must be kept below 20 percent of your total grant award.
- Do not use dollar signs and decimals when entering budget amounts.
- Enter “0” for budget lines where you do not anticipate using grant funds for Allocation A.
- A budget request for the second allocation of the program (allocation B) is not submitted until after the applicant site is awarded the grant.

Select “Continue” to proceed.

11. Next, read the certification statement then select the box next to “I agree to Certification”. Select the “Submit” button and you will receive an Application Successfully Submitted message. **Note:** This is not the final step.
12. Once the application has been submitted, you must upload the signed Participant Agreement Form for your application to be considered complete.

## PARTICIPATION AGREEMENT FORM

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**Find the Participant Agreement Form in one of the following places:**

1. At the link provided upon successfully submitting your application

2. In Online Services
  - Select School Nutrition Program → Grants → Fresh Fruit Vegetable → Application/Budget 2024-25 → Upload/Download Site Agreement Form
3. On the [FFVP](#) webpage.

### Agreement Form Instructions

To ensure you are using the correct form, the 'Grant Period' box on the agreement form should read **07/01/24-06/30/25**.

Only one form is required per SFA. However, the principal from every school in the SFA that is applying for the program will need to sign the form. The signed form will need to be uploaded to each application for every school in the SFA that is applying for the grant. Please allow time for gathering the signatures. **Following the completion steps are options for electronic signatures.**

Steps for completing the agreement form:

1. Complete section I with general information about your SFA (school district).
2. Read sections II., III., IV., and V. carefully.
3. Complete section VI. This includes a signature from the SFA Administrator.
  - In public districts, the SFA Administrator is your District Administrator or Superintendent. In private schools, the SFA Administrator will likely be your School Administrator.
4. Complete section VII. This includes signatures from the Authorized Representative and Food Service Director.
5. Complete Attachment A.
  - For each school applying for FFVP, provide school name, address, and the name of the school's principal. **The principal from each applicant school must sign this form for it to be considered complete.**
  - Attachment A can be copied for districts with more than 9 schools. All copies must be scanned and uploaded as one document.

### Collecting Signatures

There are a few options for collecting signatures for the Participation Agreement Form.

1. Collect signatures by hand.
  - Print the agreement form
  - Ask the applicable officials to sign the form
  - Scan and save the completed form to your computer
  - Upload the completed form to Online Services
2. Collect signatures by email.
  - Email the applicable officials the Participation Agreement Form.
  - Ask them to read sections II., III., IV., and V. and reply that they agree to operate within the FFVP guidelines.
  - Keep a copy of each email reply.
  - Note next to each principal's name that "signature was received by email and is kept on file".
3. Collect signatures electronically by using DocuSign or saving the form as a PDF and using the PDF signature function.

4. Collect signatures electronically by using a Google Survey or similar.
  - Note next to each principal's name that "signature was received by a google survey and is uploaded".
  - Upload the google spreadsheet of responses along with the Participation Agreement Form. All copies must be scanned and uploaded as one document.

### Uploading the Participation Agreement Form

Once the form is complete, save it as a PDF file.

To upload the agreement form, log into [Online Services](#)

- Select School Nutrition Program → Grants → Fresh Fruit Vegetable → Application/Budget 2024-25 → select the elementary school --> Upload/Download Site Agreement Form
- Select the "Choose File" button to find the completed agreement form on your computer. After selecting the file, select "Upload."

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## COMPLETED APPLICATION

Your application is considered complete when:

1. The online application has been submitted AND
2. The completed Participation Agreement Form has been uploaded to Online Services

Once the application has been submitted, it may be modified prior to the application due date. To make changes contact [ffvp@dpi.wi.gov](mailto:ffvp@dpi.wi.gov) to have the application unlocked.

The deadline to submit the FFVP Application and the completed Participation Agreement Form is **April 12, 2024**. Applications cannot be considered after this date.

