

# Fresh Fruit and Vegetable Program: The Basics

*Program goal: Create healthier school environments by providing healthier food choices.*

## Application

Schools must apply annually via Wisconsin Child Nutrition Programs Online Services.

## School Eligibility

To participate, schools must be an elementary school with  $\geq 50\%$  of children eligible for free and reduced price benefits. **Schools with the highest free and reduced price enrollment will be given priority.** Free, fresh fruits and vegetables must be made available within the school day to all enrolled students outside of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal periods. There must be documented support from the food service manager, principal, and superintendent.

## Purchasing Fresh Fruits and Vegetables

Participating schools are required to follow proper procurement procedures. Schools may purchase from food wholesalers/brokers, local grocery stores, farmers' markets, orchards, and local growers. The Buy American provision applies to the Fresh Fruit and Vegetable Program (FFVP).

## Serving Fresh Fruits and Vegetables

### *Who?*

FFVP must be offered to all elementary students who are considered enrolled members of the school and who are present during service. Only one teacher or teacher's aide who is directly responsible for each serving location of the fruit or vegetable may partake.

### *When?*

Fresh fruits and vegetables must be served at least twice per week from the first full week of school until the end of the school year or when funding runs out. Service can be anytime during the school day outside of reimbursable meal service times.

### *Where?*

Service may take place anywhere children can easily consume fruits and vegetables (classrooms, hallways, kiosks, etc.).

### *What?*

Fruits and vegetables need to be served in their fresh, natural state—not canned, dried, or frozen. There is not a minimum or maximum portion size requirement. A serving of  $\leq 2$  tablespoons of low-fat ( $\leq 3$  grams of fat per serving) or non-fat dip may be offered occasionally with vegetables. Fresh vegetables that are not normally eaten raw may be served cooked once per week. If a cooked vegetable is served, a nutrition education lesson related to the vegetable is required. Schools must provide disability accommodations as they would for other school meals.

For more information, including forms, resources, and templates, please visit the Wisconsin DPI FFVP Webpage at [dpi.wi.gov/school-nutrition/programs/fresh-fruit-vegetable](https://dpi.wi.gov/school-nutrition/programs/fresh-fruit-vegetable)

Questions? E-mail: [ffvp@dpi.wi.gov](mailto:ffvp@dpi.wi.gov)

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## Menu Planning

When menu planning, focus on serving a variety of fresh fruits and vegetables in their natural state. Serve your students' favorites but continue efforts to introduce new items. Ask your vendors about new varieties and if they offer local or seasonal produce. Budget to allow service through the end of the school year.

## Reimbursable Costs

### *Operating Costs*

Operating costs can cover fruits, vegetables, low-fat or non-fat dip (for vegetables only), and non-food items such as napkins, paper plates, serving bowls and trays, cleaning supplies, trash bags, and delivery charges. Operating labor includes salaries and fringe benefits for employees who prepare and serve FFVP snacks.

### *Administrative Costs*

Large equipment  $\geq$ \$250 that has been approved using the Equipment Justification Form may be covered. Administrative labor includes salaries and fringe benefits for employees who perform administrative tasks for the program, such as planning and ordering.

## Allocations A & B

Budgets must be submitted for each allocation. Schools receive their FFVP sub awards in two parts, or allocations:

- Allocation A – July 1<sup>st</sup> to September 30<sup>th</sup>
- Allocation B – October 1<sup>st</sup> to June 30<sup>th</sup>

## Claims

Schools have 60 calendar days after the last day of the claim month to complete and submit their monthly FFVP reimbursement claim. Only costs related to FFVP should be included. Schools are responsible for ensuring that all claims are correct and appropriate.

## Food Safety

Train food service employees who prepare or serve food how to properly wash and store fresh fruits and vegetables. Follow State and local public health requirements and establish procedures for receiving and storing fresh produce.

## Nutrition Education & Program Promotion

FFVP grant funds may **not** be used for nutrition education and promotion. However, nutrition education should be included whenever possible and is required be offered on days when a cooked, fresh vegetable is offered. Promote the program by utilizing student address systems, monthly menus, newsletters, bulletin boards, etc. and encourage cooperation and commitment from administrators, teachers, parents, food service staff, school nurses, custodial staff, PTA, and student government.

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