

Instructions for Submitting the Fresh Fruit and Vegetable Program (FFVP) Grant Application

School Year 2025-26



Connecticut State Department of Education
Bureau of Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

March 2025

Instructions for Submitting the Fresh Fruit and Vegetable Program (FFVP) Grant Application

https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp_application_instructions.pdf

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1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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Instructions for Submitting the FFVP Grant Application

Introduction

The U.S. Department of Agriculture's (USDA) [Fresh Fruit and Vegetable Program \(FFVP\)](#) provides funding directly to schools for use in purchasing a variety of fresh fruits and vegetables to serve to students during the school day. Participating schools can distribute fruits and vegetables in a variety of ways, including kiosks throughout the school, in the classroom, and free vending machines. With the distribution of fresh fruits and vegetables, nutrition education activities are highly encouraged to support the program's goals. The goals of the FFVP are to:

- create healthier school environments by providing nutritious food choices;
- expand the variety of fruits and vegetables children experience;
- increase children's fruit and vegetable consumption; and
- make a difference in children's diets to impact their present and future health.

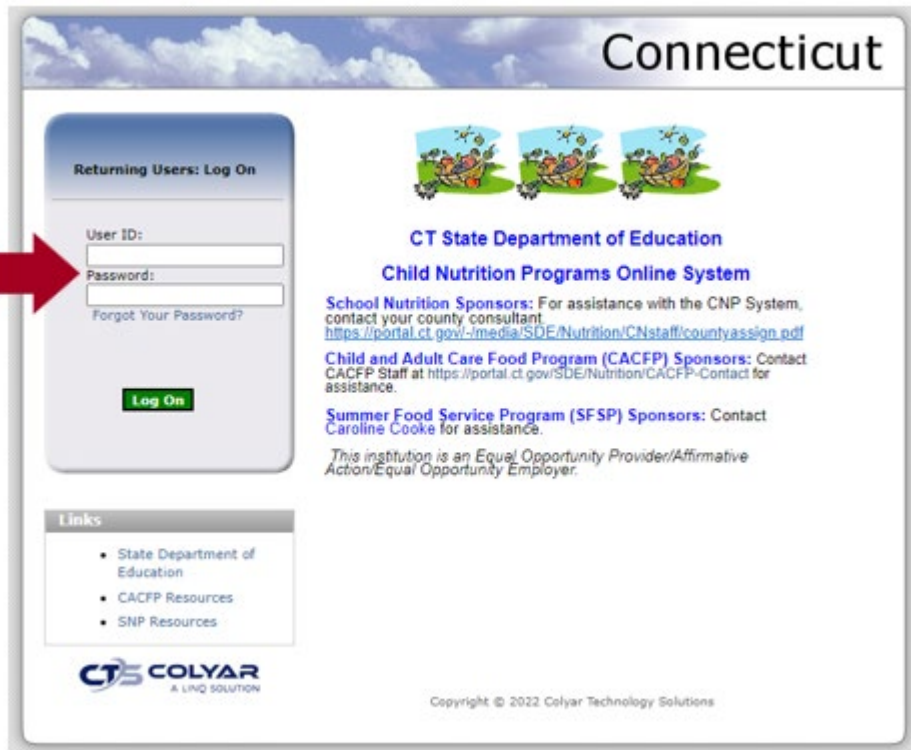
This document provides instructions for school food authorities (SFAs) on how to submit applications to the Connecticut State Department of Education (CSDE) to participate in the FFVP for school year 2025-26. SFAs must submit this information in the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System). Applications are due to the CSDE by **May 2, 2025**.

For questions regarding this information, please contact Jen Bove at 860-807-2044, Jennifer.bove@ct.gov. For information on the FFVP, visit the CSDE's [FFVP](#) webpage.

Instructions for Submitting the FFVP Grant Application

1 — Starting the District Application

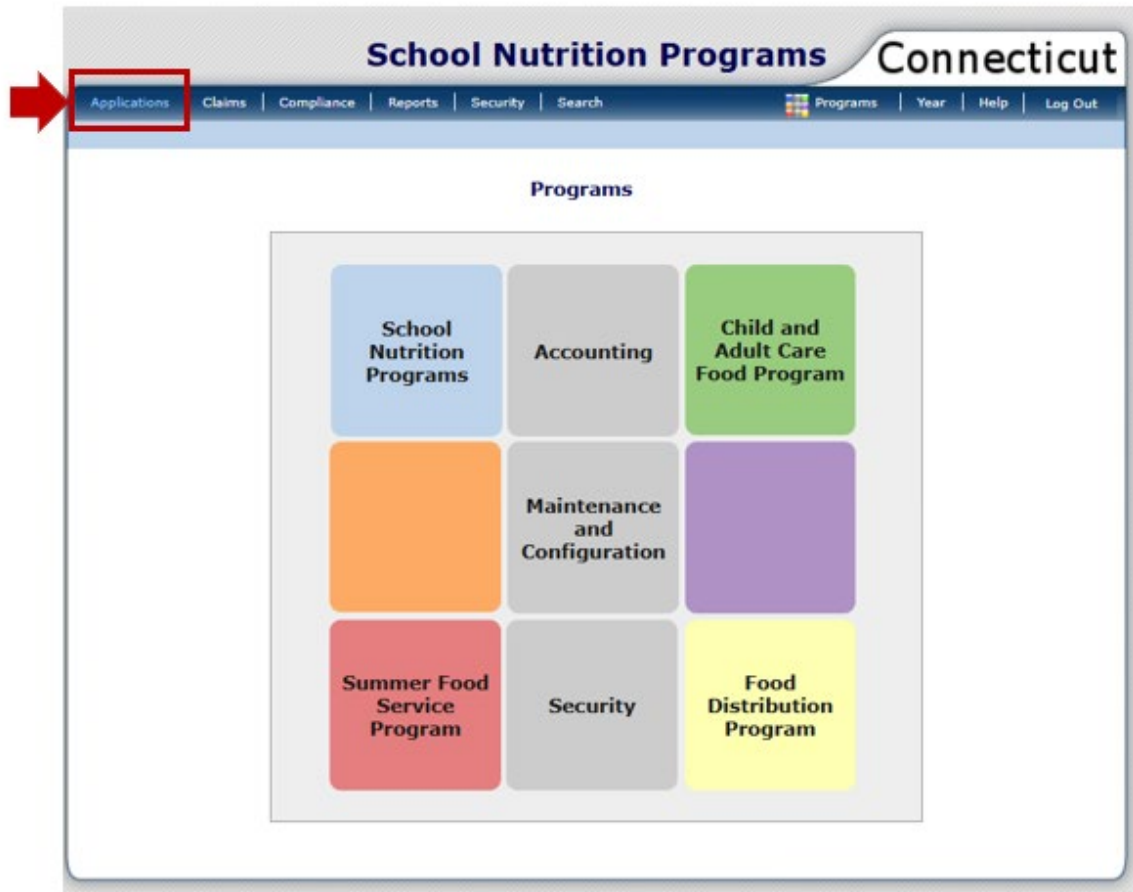
1. Access the CSDE's Online Application and Claiming System for Child Nutrition Programs (**CNP System**) at <https://ct.cnpus.com/prod/Splash.aspx>.
2. Log in with your **User ID** and **Password**.



The screenshot shows the login page for the Connecticut Child Nutrition Programs Online System. The page has a header with the word "Connecticut" and a background image of a landscape. Below the header, there are three small illustrations of baskets of fruit. The main content area is divided into two columns. The left column contains a login box titled "Returning Users: Log On" with fields for "User ID:" and "Password:", a "Forgot Your Password?" link, and a "Log On" button. A red arrow points to the "Log On" button. The right column contains the text "CT State Department of Education" and "Child Nutrition Programs Online System". Below this, there are three sections of text: "School Nutrition Sponsors: For assistance with the CNP System, contact your county consultant. [https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf](\"https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf\")", "Child and Adult Care Food Program (CACFP) Sponsors: Contact CACFP Staff at [https://portal.ct.gov/SDE/Nutrition/CACFP-Contact](\"https://portal.ct.gov/SDE/Nutrition/CACFP-Contact\") for assistance.", and "Summer Food Service Program (SFSP) Sponsors: Contact Caroline Cooke for assistance." At the bottom of the right column, there is a statement: "This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer." Below the login box, there is a "Links" section with a list of links: "State Department of Education", "CACFP Resources", and "SNP Resources". At the bottom of the page, there is a logo for "COLYAR A LINQ SOLUTION" and a copyright notice: "Copyright © 2022 Colyar Technology Solutions".

Instructions for Submitting the FFVP Grant Application

3. Select **Applications** from the top navigation bar.



Instructions for Submitting the FFVP Grant Application

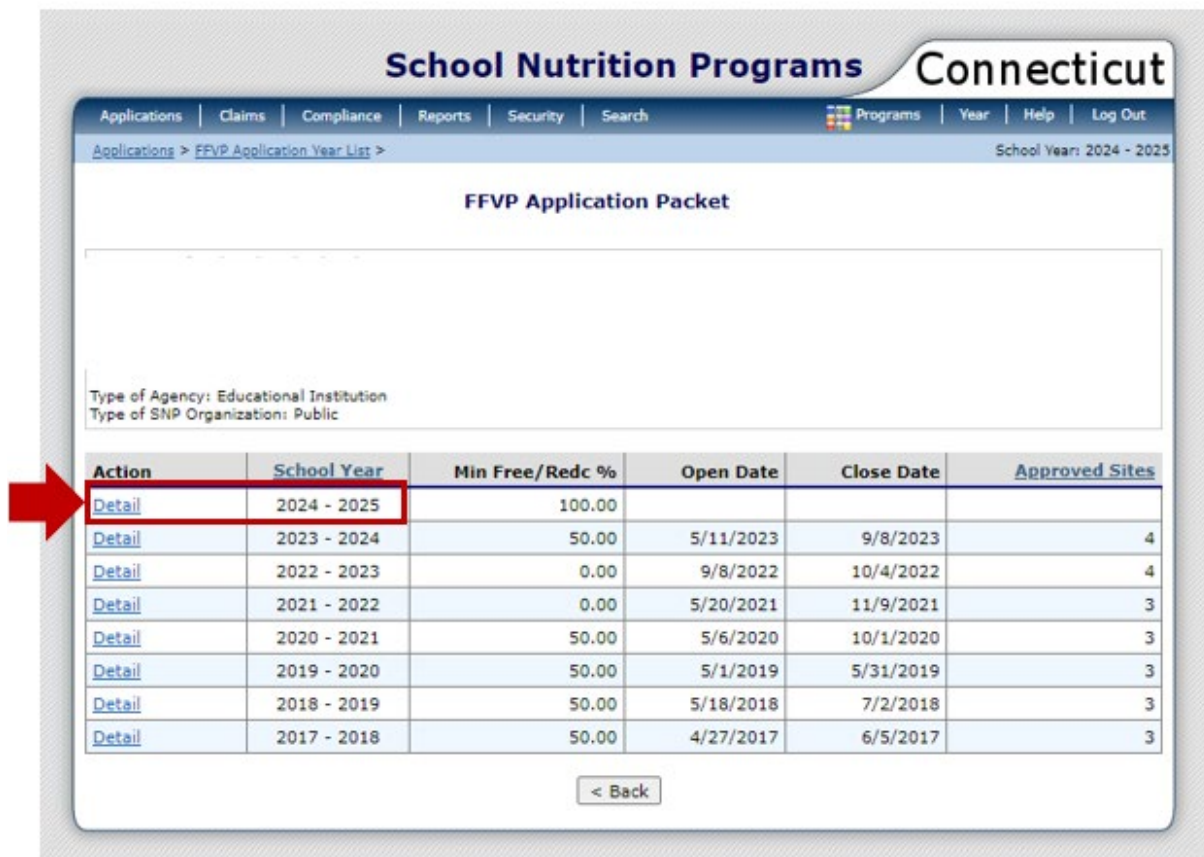
4. Under **Item**, select **FFVP Application Packet**.



School Nutrition Programs Connecticut	
Applications Claims Compliance Reports Security Search	
Programs Year Help Log Out	
Applications > School Year: 2025-2026	
Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
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
Food Service Management Contracts	Manage Food Service Management Contract and Sponsor to Sponsor Agreements
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)
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
Capital Expenditure Request Form	Capital Expenditure Request
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
USDA Waivers	USDA Waivers available for participation
USDA Waiver Manager Dashboard	USDA Waiver Participation, Tracking, and Reporting
Download Forms	Forms Available for Downloading
Healthy Food Certification	Healthy Food Certification
Healthy Food Certification Summary	Healthy Food Certification Summary

Instructions for Submitting the FFVP Grant Application

- Under **Action**, select **Detail** for school year 2024 – 2025.



School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > FFVP Application Year List > School Year: 2024 - 2025

FFVP Application Packet

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

Action	School Year	Min Free/Redc %	Open Date	Close Date	Approved Sites
Detail	2024 - 2025	100.00			
Detail	2023 - 2024	50.00	5/11/2023	9/8/2023	4
Detail	2022 - 2023	0.00	9/8/2022	10/4/2022	4
Detail	2021 - 2022	0.00	5/20/2021	11/9/2021	3
Detail	2020 - 2021	50.00	5/6/2020	10/1/2020	3
Detail	2019 - 2020	50.00	5/1/2019	5/31/2019	3
Detail	2018 - 2019	50.00	5/18/2018	7/2/2018	3
Detail	2017 - 2018	50.00	4/27/2017	6/5/2017	3

< Back

- Select **Add** next to **Fresh Fruit and Vegetable Sponsor Application**.



School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > FFVP Application Year List > FFVP Application Packet > School Year: 2025-2026

FFVP Application Packet For School Year 2025-2026

2025-2026

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

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

Instructions for Submitting the FFVP Grant Application

2 — Completing the District Application

7. Under **Contact Information**, complete information for numbers 1-4.

FFVP Application
For School Year: 2025-2026

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

By submitting this application, you are indicating that you understand your selection as a potential FFVP participant is based on prior year site information submitted under the National School Lunch Program. Any significant changes to site operations, including, but not limited to: grade levels served and percentage of free and reduced-price children, may affect eligibility for this program.

Contact Information

	Salutation	First Name	Last Name
1. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Email Address:	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Title:	<input type="text"/>		

8. Under **Certification**, read, agree to, and check box after number 5.

Certification

5. ☒ We have reviewed this application and attest to the truth and accuracy of the information provided. If selected, we the Sponsor, agree to implement the FFVP as outlined above in a manner consistent with the policies and procedures established by the USDA, the CSDE and outlined in the USDA Fresh Fruit and Vegetable Program Handbook. Furthermore, we agree to participate in any USDA or CSDE sponsored evaluations and to provide requested information by the specified deadlines. The following officials have been consulted and pledge support for this program: Food Service Director, School Principal, School Site Manager, Business Manager and Superintendent/Authorized Representative, or those individuals in equivalent positions.

9. When application is complete, click **Save** then **Finish**.

Note: Errors are acceptable until you enter your site applications.


Instructions for Submitting the FFVP Grant Application

10. Decide which sites will submit applications for the FFVP. Before submitting site applications, make sure each site is listed on one of the CSDE's three eligibility lists (refer to "[FFVP Eligibility](#)" in the "FFVP Application" section of the CSDE's FFVP webpage).

- List of Area Eligible Schools for the Fresh Fruit and Vegetable Program;
- List of Residential Child Care Institution (RCCI) Eligible Schools for the Fresh Fruit and Vegetable Program; or
- List of Site Eligible Schools for the Fresh Fruit and Vegetable Program.

11. Under **Action**, select **Add** for the specific site.

Minimum Percentage of Free and Reduced Lunches for Eligibility 50.0000 %

Action	Site ID	Site Name	% Enroll Free/Redc Oct 2022	CEP Reimburse % Free	Approved	Status
 Add	04	ABC School	N/A	97.8	No	Not Started
Add	05	EFG School	N/A	96.2	No	Not Started
Add	06	XYZ School	N/A	100.0	No	Not Started

12. Complete questions 1-12 for each Site Application and edit questions 13-16 if necessary.

Instructions for Submitting the FFVP Grant Application

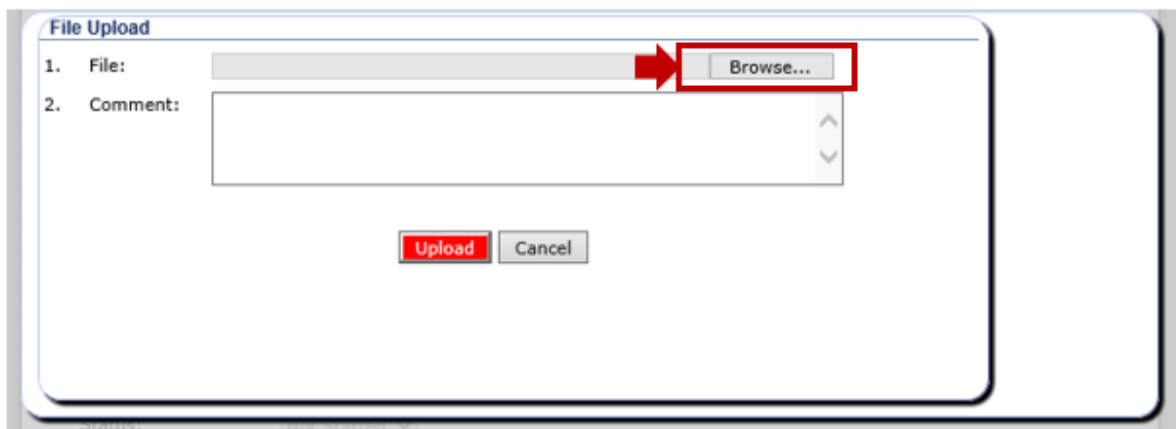
13. Upload your signed FFVP **Application Certification** form, which includes the nondiscrimination statement (refer to [section 5](#)). Digital signatures are acceptable.

Note: If you bundle all sites into one PDF scan, you may upload the **same** file under each site.

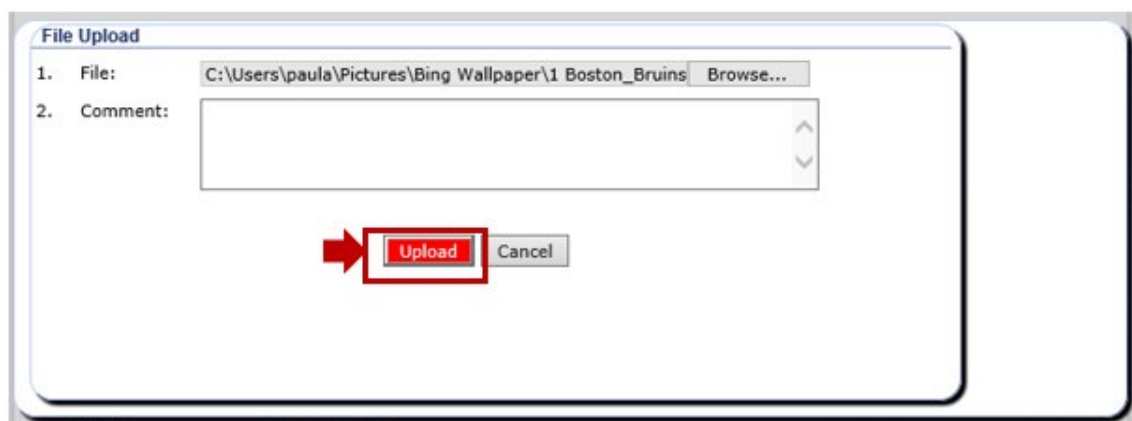
- a. Select **Add**:



- b. Select **Browse** and choose the file to upload:



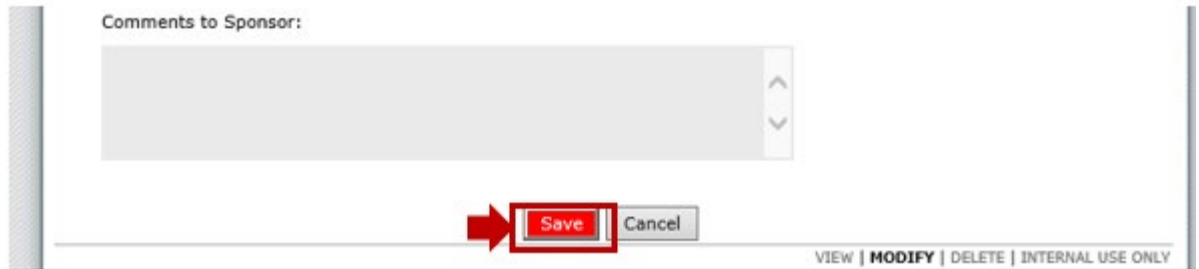
- c. Select **Upload** once you have chosen the file to upload:



Instructions for Submitting the FFVP Grant Application

14. When complete, click **Save** and **Finish**.

a. Select **Save** at the bottom of the Site Application:



Comments to Sponsor:

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

b. Select **Finish**:



School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > FFVP Application Year List > FFVP Site Application > School Year: 2023 - 2024

**USDA Fresh Fruit and Vegetable Program Site Application
For School Year: 2023 - 2024**

The USDA Fresh Fruit and Vegetable Program Site Application has been processed.

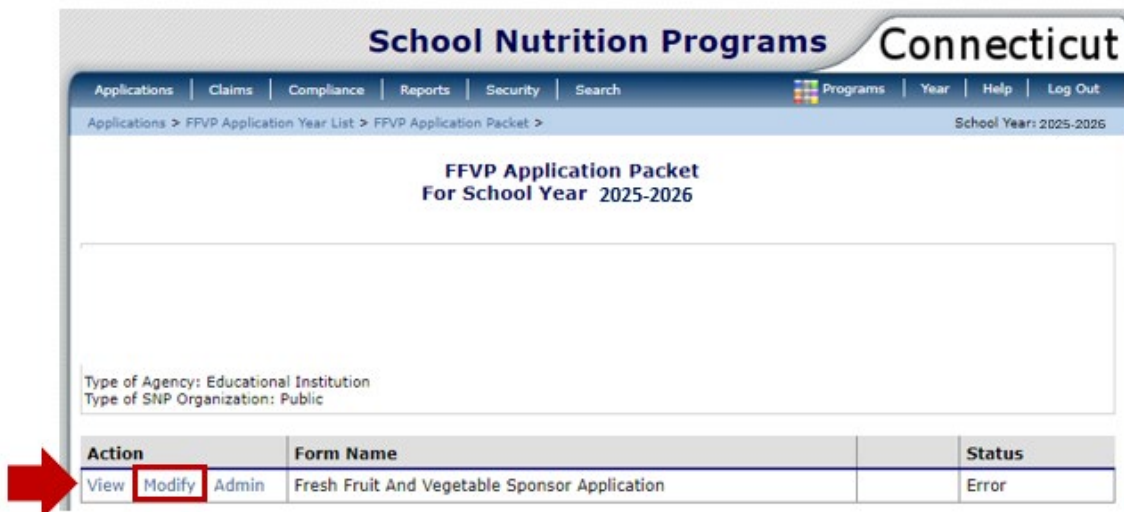
< Edit **Finish**

15. Repeat steps 10-13 until all sites submitting applications for the FFVP are complete.

Instructions for Submitting the FFVP Grant Application

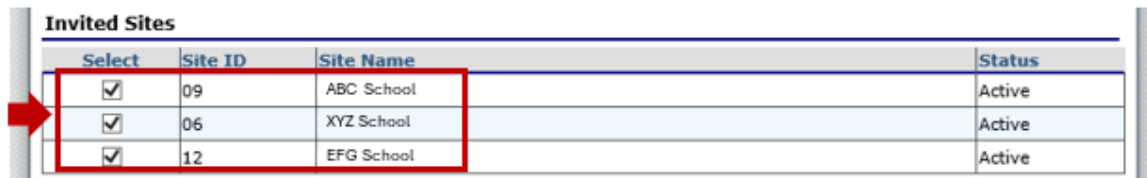
3 — Final Step

16. Return to the **District Application**. Under **Action**, select **Modify**:



Action	Form Name	Status
View Modify Admin	Fresh Fruit And Vegetable Sponsor Application	Error

a. Review all submitted sites to ensure they are listed and checked off.

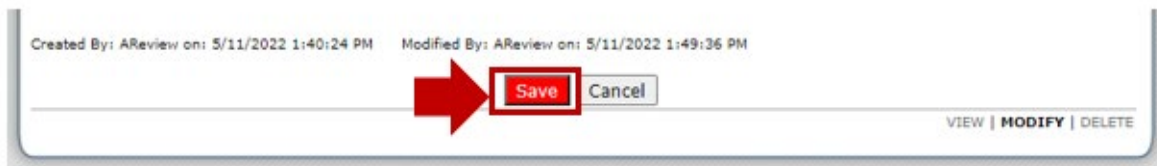


Select	Site ID	Site Name	Status
<input checked="" type="checkbox"/>	09	ABC School	Active
<input checked="" type="checkbox"/>	06	XYZ School	Active
<input checked="" type="checkbox"/>	12	EFG School	Active

b. Review the application to make sure there are no errors.

Instructions for Submitting the FFVP Grant Application

18. When complete, click **Save** and **Finish**.



Created By: AReview on: 5/11/2022 1:40:24 PM Modified By: AReview on: 5/11/2022 1:49:36 PM

Save Cancel

VIEW | **MODIFY** | DELETE



School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > FFVP Application Year List > FFVP Site Application > School Year: 2025-2026

**USDA Fresh Fruit and Vegetable Program Site Application
For School Year: 2025-2026**

The USDA Fresh Fruit and Vegetable Program Site Application has been processed.

< Edit **Finish**

Instructions for Submitting the FFVP Grant Application

4 — Resources

Fresh Fruit and Vegetable Program Application Certification (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp_application_certification.pdf

Fresh Fruit and Vegetable Program (FFVP) (CSDE website):

<https://portal.ct.gov/sde/nutrition/fresh-fruit-and-vegetable-program>

List of Area Eligible Schools for the Fresh Fruit and Vegetable Program: October 2024 Data (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp_area_eligible_schools.pdf

List of Site Eligible Schools for the Fresh Fruit and Vegetable Program: October 2024 Data (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp_area_eligible_schools.pdf

The Fresh Fruit and Vegetable Program (FFVP) 2025-26 Grant Announcement (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp_announcement.pdf

Instructions for Submitting the FFVP Grant Application