



Fresh Fruit and Vegetable Program (FFVP)

Annual Training School Year 2024-25

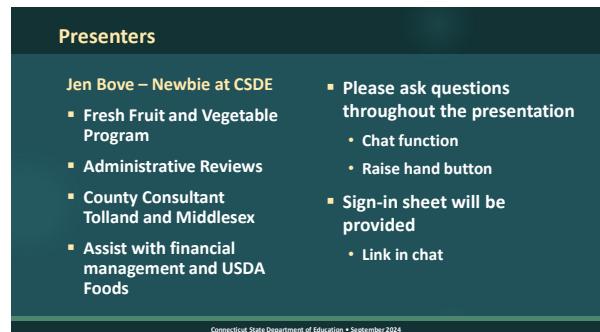
Thursday September 5, 2024

CONNECTICUT
Education

Connecticut State Department of Education
Bureau of Child Nutrition Programs

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1

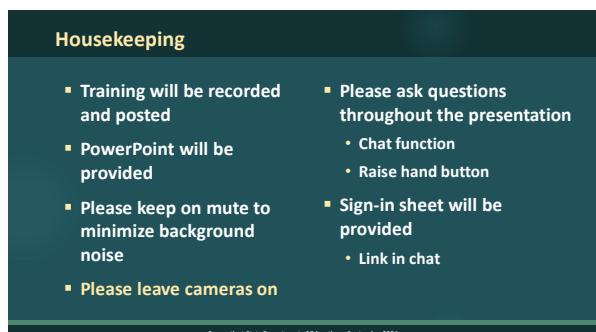


Presenters

- Jen Bove – Newbie at CSDE
- Fresh Fruit and Vegetable Program
- Administrative Reviews
- County Consultant Tolland and Middlesex
- Assist with financial management and USDA Foods
- Please ask questions throughout the presentation
 - Chat function
 - Raise hand button
- Sign-in sheet will be provided
 - Link in chat

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2



Housekeeping

- Training will be recorded and posted
- PowerPoint will be provided
- Please keep on mute to minimize background noise
- Please leave cameras on
- Please ask questions throughout the presentation
 - Chat function
 - Raise hand button
- Sign-in sheet will be provided
 - Link in chat

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3



Congratulations to FFVP Sponsors

- ACES
- Bridgeport
- Bristol
- East Hartford
- Groton (New)
- Hamden
- Highville Charter School (New)
- Integrated Day Charter School (New)
- Klingberg Family Center (New)
- Meriden
- Middletown
- Naugatuck
- New Beginnings Family Academy
- New Haven
- New London
- Norwalk
- Park City Prep Charter School (New)
- Putnam (New)
- Stafford (New)
- Stamford (New)
- Stratford
- Vernon (New)
- Waterbury
- Waterford Country School (New)
- Windham

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4

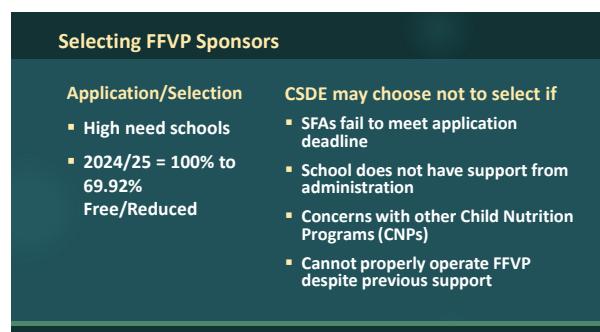


Who's Willing to Help?

- Have you been doing FFVP for a few years?
- Do you remember what it was like to be a newbie?
- Enter your name, district and email in the chat if you're willing to answer questions from new FFVP sponsors!

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5



Selecting FFVP Sponsors

Application/Selection	CSDE may choose not to select if
▪ High need schools	▪ SFAs fail to meet application deadline
▪ 2024/25 = 100% to 69.92% Free/Reduced	▪ School does not have support from administration
	▪ Concerns with other Child Nutrition Programs (CNPs)
	▪ Cannot properly operate FFVP despite previous support

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6

FFVP Goals

- Make a difference in children's diets to impact their present and future health
- Increase children's fruit and vegetable consumption
- Create a healthier school environment
- Expand variety of fresh fruits and vegetables (FFVs) that children experience



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7

FFVP Funding



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8

Overview of FFVP Funding

- Per student allocation of \$50-75 per year
- Funding to schools prorated based on number of serving days

Serving Days	Funding
5	\$68
4	\$61
3	\$55
2	\$50



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9

FFVP Funding Restrictions

- Cannot use nonprofit school food service account (NSFSA) funds to extend program
- Cannot move funds from one participating school to another without CSDE approval



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10

Spend Your Funds

- Utilize budget
- CSDE follow-up January/March
- Consequences
 - Students lose out on snacks
 - Must return funds
 - Jeopardize future participation
- Reach out early if having difficulty with spending down funds
 - New London



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11

New London Serving in a 6-12 school

- What to do with all that money
 - Reached out early
 - Spread some of the money to other schools in the district within regulations
 - Developed a plan to serve older students
 - Developed a plan to purchase equipment within the 10% limit
 - Possible FFVP event



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12

New Buy Local Bonus

- Additional funds available to schools who commit to
 - Hosting local activity during CT Grown for CT Kids Week (October 7-11, 2024)
- Featuring local fruit or vegetable 12 times during school year
 - 3 times must be CT grown
 - Other 9 times may be regional (New England or New York)
 - Must denote "local" or "regional" beside item on the claim
 - Must retain invoices of local items

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13

New Buy Local Bonus, continued

- Approximately \$22,000 to split among schools signing pledge
 - School allocation cannot exceed \$75 per student
- Sign the Buy Local Bonus Pledge and email to jennifer.bove@csde.gov by September 20, 2024



https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp_buy_local-bonus_pledge.docx

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14

Fun and Fabulous FFVP Event

May use FFVP funds for one event per year

- Activities should fit students and school community
- Fit into another school-wide event
 - Assemblies
 - Health fair
 - Taste test
 - Pop-up farm market/ farm day
- Incorporate school garden
- Think local
 - Local farmers
 - Local partners (gardening club, PTA, Nurseries)

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15

Publicize

Must be publicized within the school

- Menus
- Posters
- Calendars
- Media boards
- Morning announcements

May be publicized outside of the school

- Press releases
- Newsletters
- Social media



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16

Show Off Your Program

- Promote FFVP in monthly menus or newsletters for parents
 - Include students by having them create and publish newsletter
- Create posters, banners, fliers as part of art or nutrition lessons
- Post on social media
- Send educational and promotional materials to teachers to send home to parents
- Tell CSDE!



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17

Eligibility for Participation



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18

Who Can Participate

- Free for all students in the school who are eligible to participate in NSLP, including children with special dietary needs
 - Serving older students
- Classroom teachers
 - Modeling



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19

Accommodating Children with Special Dietary Needs

- Must accommodate children with disabilities based on medical statement
- May need to modify texture
- Consider pureeing fresh fruits and vegetables whenever possible instead of
 - pureeing canned or frozen fruits and vegetables
 - using baby food



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20

Accommodating Children with Special Dietary Needs

- Fresh vegetables may be cooked and pureed
- School's obligation to inform parents/guardians
- Maintain documentation on file



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21

Who Cannot Participate

- Parents
- Random staff entering classroom or accessing hall kiosks



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22

Serving Fresh Fruits and Vegetables



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23

When and How Often

- During regular school day
 - Outside of any meal service
 - Not before or afterschool
 - Cannot send home with students
- Per school's application details



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24

Best Places for Distribution

- Inside classrooms
 - Meriden
- Inside cafeteria (not during meal service)
 - ACES
- In hallways, e.g., farm stand
- Carts
 - New London
- At kiosks
- In free vending machines
- As part of nutrition education activities



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25

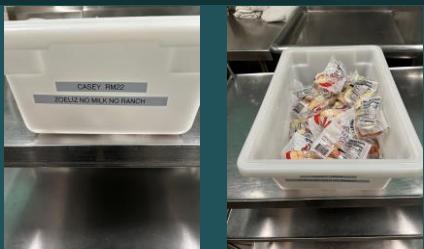
New London – on carts



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26

Meriden – FFVP in the Classroom



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27

ACES – The Cart of Many Choices



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28

Allowable Fruits and Vegetables

Fresh

- Whole
- Cut, diced, sliced
- Domestic or exotic
- Properly procured
 - Meets Buy American
 - Must complete CSDE's Buy American Justification Form



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29

Prohibited Foods

Fruits and Vegetables

- Canned, frozen, vacuum-packed or dried fruits and vegetables (no processed or preserved)
- Fruit/vegetable pizza
- Fruit injected with flavorings
- Fruit or vegetable juice
- Carbonated fruit
- Jellied fruit
- Snack-type fruits, e.g., leathers, strips, drops
- Smoothies
- Cooked fruits or vegetables unless only once per week and with education

Other foods/items

- Trail mix
- Nuts
- Cottage cheese
- Dip for fruits
- Pickles



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30

What's the Deal with Dips?

- Only with fresh vegetables
- Must be low fat or nonfat
- **Low Fat Guidance 21 CFR 101.62(b)**

(B) The food has a reference amount customarily consumed of 30 g or less or 2 tablespoons or less and contains 3 g or less of fat per reference amount customarily consumed and per 50 g of food (for dehydrated foods that must be reconstituted before typical consumption with water or a diluent containing an insignificant amount, as defined in §101.9(l)(1), of all nutrients per reference amount customarily consumed, the per 50-g criterion refers to the "as prepared" form)

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31

Purchasing Fruits and Vegetables



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32

Procurement Requirements

- Must follow proper formal or informal procurement procedures (2 CFR 200 Subpart D)
 - USDA Memo SP 25-2014
- Cannot purchase directly from Department of Defense (DOD) vendor without additional procurement



<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-ii/part-200#subpart-D>

<https://www.fns.usda.gov/usda-fls/school-food-authorities-sfas-purchasing-produce-us-department-defense-dod-vendors-using-section-4>

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33

Must Follow Buy American Requirements

- Limited exceptions defined in
 - USDA Memo SP 38-2017: Compliance with and Enforcement of the Buy American Provision in the NSLP



<https://www.fns.usda.gov/nslp/compliance-enforcement-buy-american>

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34

Must Follow Buy American Requirements

- Limited exceptions defined in
 - USDA Memo SP 23-2024: Buy American Provisions Related to the Final Rule - CNP Meal Patterns Consistent with the 2020-25 DGAs



<https://www.fns.usda.gov/cn/buy-american-provisions>

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35

Limited Exceptions to Buy American Requirements

- Product not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality
- Competitive bids reveal cost of U.S. product is significantly higher than foreign product
- Listed on Federal Acquisitions Regulations Non-available articles list



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36

CSDE's Buy American Justification Form

- SFAs must have CSDE's Buy American Justification Form on file
- Pages 18-19 in FFVP Handbook



https://portal.ct.gov/-/media/sde/nutrition/nsip/procure/buy_american_form.pdf

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37

Include Buy American Clause in Procurement Documents

- Product specifications
- Bid solicitations
- Requests for proposals
- Purchase orders



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38

Monitor Deliveries and Contractor Performance

Buy American Compliance

- Require suppliers to certify origin of product
- Examine product packaging for identification of country of origin
- Ask supplier for specific information about percentage of U.S. content in the food product



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39

A Few Jokes...

- Why do mushrooms get invited to all the vegetable parties?
Because they are such fungi!
- What did the lettuce say to the celery?
Quit stalking me!
- What do you get if you cross a sweet potato and a jazz musician?
A yam session!
- How do you fix a broken tomato?
Tomato paste!
- What's the difference between boogers and broccoli?
Kids don't eat broccoli!
- What do you call a sad strawberry?
A blueberry!
- Why did the tomato get embarrassed?
It saw the chickpea!



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40

Monthly Claim



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41

Three Categories of Reimbursable Costs on Claims

1. Fresh Fruit and Vegetable Costs
2. Operational
3. Administrative



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42

Fresh Fruit and Vegetable Costs

- Food cost only
- Remember, must be fresh




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43

Operational Costs = Costs of Running FFVP

- Expenses incurred for delivering, preparing, and serving FFVs
- Buying nonfood items such as napkins, paper plates, bowls, cleaning supplies, trash bags, small-wares
 - Also dip
- Salaries/benefits (prep/serve)
 - Must be actual
 - Keep documentation



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44

Administrative Costs

- Less than 10% of each school's allocation, not grant as a whole
- Must keep documentation
- Must be actual
- Includes equipment costs (durable supplies)
 - Must be prorated if used for multiple programs
 - Large equipment requires written justification and prior CSDE approval (page 22 of FFVP Handbook)
 - If in doubt, contact CSDE prior to purchase

<https://portal.ct.gov/sde/nutrition/financial-management-for-school-nutrition-programs/documents#CapitalExpenditureRequestsEquipmentApprovals>

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45

Completing Monthly Claim

- Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System)



<https://ct.cnpus.com/prod/Splash.aspx>

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46

Monthly Claim

- Complete and submit accurate monthly claim
- Fruits and vegetables claimed in month they are delivered
- Due date follows NSLP claims submission schedule
 - Generally, the 15th of each month
- Ensure all costs are allowable and documented correctly
- Maintain documentation including invoices and personnel costs

<https://portal.ct.gov/SDE/Nutrition/Claim-Submission-Schedule#schools>

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47

Monthly Claims Checklist

- Check to make sure number of serving days = number of actual FFVP serving days
- Fruits entered in Fruit Section, Vegetables in Vegetable Section
 - Local or regional foods noted for Buy Local Bonus
- Fruit salad entered as "Fresh Fruit Salad"



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48

Monthly Claims Checklist

- Vegetable Dip entered under “Operational Costs – Small Supplies/Other Operational Cost
 - List as low fat or nonfat
 - Retain Nutrition Facts label for dip or dressing
- Administrative salary costs for staff doing menus, claims etc. and large equipment purchases (if budgeted) entered under “Administrative Costs”
 - Cannot exceed 10% of school budget

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49

Monthly Claims Checklist

- Ensure authorized signer has submitted claim in CNP System and shows “pending approval”

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50

Due Dates

- **August – September**
Budget worksheet due today, September 5, 2024
- **October – June**
Budget due Friday, September 20, 2024

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51

Documentation and Review



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52

Maintain on File

- Full and accurate records
 - for a period of 3 years after end of fiscal year to which they pertain
 - or longer if there are any audit findings
- Application
- Agreement ED997: Addendum to the ED099
- Payroll records (prep/serve and administrative)
- Monthly claims
- Invoices
- Purchase order information
- Procurement documentation (formal or informal procurements)
- Nutrition education materials
- Vendors/local farmers
- Copy of FFVP Handbook
- Buy Local Bonus Documentation

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53

NSLP Administrative Review

- On-site review of service
- Review paperwork
- Review Buy Local Bonus documentation if applicable
- Verify a claim
- All produce, labor, administrative costs
- Documentation of Buy American exceptions

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54

Produce Safety



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Four Key Areas

- Storing
- Preparation
- Serving
- Hazard Analysis Critical Control Points (HACCP)



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56

Institute of Child Nutrition (ICN)

- Produce Safety Resources



<https://theicn.org/icn-resources-a-z/produce-safety-resources/>

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57

Fight Bac! Partnership for Food Safety Education



<http://www.fightbac.org/food-safety-education/safe-produce/>

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58

Nutrition Education and Resources

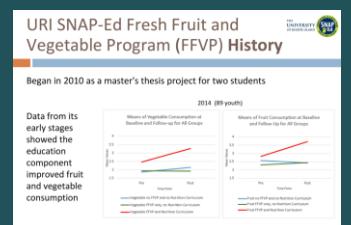


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59

Nutrition Education

- Not required (except with cooked vegetables), but SO impactful!



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60

CSDE Webpage

Fresh Fruit and Vegetable Program



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

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61

Fresh Fruit and Vegetable Nutrition Curriculum

University of Rhode Island



<https://web.uri.edu/community-nutrition/nutrition-education-and-resources/curriculums/rainbow-challenge/>

<https://web.uri.edu/wp-content/uploads/sites/1241/FFVP-Fun-Facts.pdf>

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62

Eastern Highlands Health District

▪ Produce of the Week



<http://www.ehhd.org/content/103/145/151/default.aspx>

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63

New Jersey FFVP Toolkit



<https://www.nj.gov/agriculture/farmtoschool/schools/fresh-fruit-vegetab>

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64

USDA Resource

FFVP Handbook Pages 20-21



<https://www.fns.usda.gov/ffvp/fresh-fruits-and-vegetable-program-handbook-schools>

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65

USDA Resource

Team Nutrition Resources for Schools



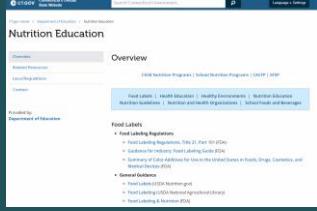
<https://www.fns.usda.gov/tn/schools>

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66

CSDE Webpage

Nutrition Education



<https://portal.ct.gov/sde/nutrition/nutrition-education>

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67

USDA Webpage

Fresh Fruit and Vegetable Program



<https://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program>

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68

FruitsandVeggies.org



<https://fruitsandveggies.org/fruits-and-veggies/>

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69

Connecticut Farm to School

- CSDE**
Monica Pacheco
860-807-2086
- Connecticut Department of Agriculture**
Bryan P. Hurlburt, Commissioner
450 Columbus Boulevard,
Suite 701
Hartford, CT 06103
860-713-2500
1-800-861-9939



<https://portal.ct.gov/sde/nutrition/farm-to-school>

<https://portal.ct.gov/doag/adarc/programs/farm-to-school-overview>

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70

UConn's Put Local on Your Tray Webpage



<https://putlocalonyourtray.uconn.edu/>

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71

We Need Your Help

- Coming soon**
- CT FFVP and F2S Toolbox**



Send us your educational resources

- Editable format (not PDF if possible)
- Include who to credit (your district, Food Corp, a website you pulled them from)

jennifer.bove@ct.gov

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72

School Gardens

- Incorporate into FFVP
- Must follow USDA's guidance
 - USDA Memo SP 32-2009 Q4 and Q5
 - USDA Memo SP 06-2015
- Incorporate a gardening activity into a lesson
- Taste different types of lettuce/ plant lettuce
- Use school garden club, DoAg program, or local garden club as education resource

<https://www.fns.usda.gov/cn/school-garden-qas>
<https://www.fns.usda.gov/cn/farm-school-and-school-garden-expenses>

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73

What's Happening in Your District?

- FFVP Newsletter Spotlight
 - We want to know the great things you are doing!
 - Send us pictures, videos, resources
 - Invite us out to see your program
- Jen Bove
 jennifer.bove@ct.gov
 860-807-2044
- Andy Paul
 andrew.paul@ct.gov
 860-807-2048



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74

FFVP Contest Award

Stay tuned



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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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76

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77