


**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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**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

**Andy Paul – 14 years at CSDE**

- Fresh Fruit and Vegetable Program
- Procurement Reviews
- Food service management company contracts

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**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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**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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**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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**Congratulations to FFVP Sponsors**

**Application/Selection**

- High need schools
- 2024/25 = 100% to 69.92% Free/ Reduced

**CSDE may choose not to select if**

- SFAs fail to meet application deadline
- School does not have support from administration
- Concerns with other Child Nutrition Programs (CNP)
- Cannot properly operate FFVP despite previous support

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### 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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### FFVP Funding




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### 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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### 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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### 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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### 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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### 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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### 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@cde.gov](mailto:jennifer.bove@cde.gov) by September 20, 2024



[https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp\\_buy\\_local-bonus\\_pledge.docx](https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp_buy_local-bonus_pledge.docx)

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### 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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### Publicize

<p><b>Must be publicized within the school</b></p> <ul style="list-style-type: none"> <li>▪ Menus</li> <li>▪ Posters</li> <li>▪ Calendars</li> <li>▪ Media boards</li> <li>▪ Morning announcements</li> </ul>	<p><b>May be publicized outside of the school</b></p> <ul style="list-style-type: none"> <li>▪ Press releases</li> <li>▪ Newsletters</li> <li>▪ Social media</li> </ul>
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### Show Off Your Program

- Promote FFVP in monthly menus or newsletters for parents
  - Include students by having them create and publish the 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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### Eligibility for Participation



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### 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

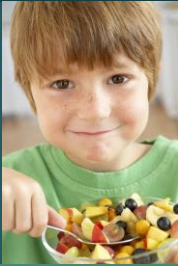


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### Accommodating Children with Special Dietary Needs

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




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### Who Cannot Participate

- Parents
- Random staff entering classroom or accessing hall kiosks



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### Serving Fresh Fruits and Vegetables




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### When and How Often

- During the 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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### 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

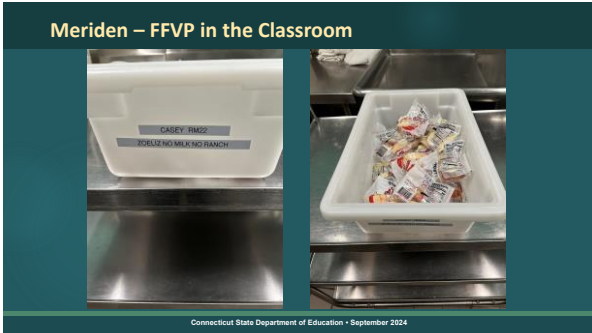


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### Allowable Fruits and Vegetables

**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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### Prohibited Foods

<p><b>Fruits and Vegetables</b></p> <ul style="list-style-type: none"> <li>Canned, frozen, vacuum-packed or dried fruits and vegetables (no processed or preserved)</li> <li>Fruit/vegetable pizza</li> <li>Fruit injected with flavorings</li> <li>Fruit or vegetable juice</li> <li>Carbonated fruit</li> <li>Jellied fruit</li> <li>Snack-type fruits, e.g., leathers, strips, dross</li> <li>Smoothies</li> <li>Cooked fruits or vegetables unless only once per week and with education</li> </ul>	<p><b>Other foods/items</b></p> <ul style="list-style-type: none"> <li>Trail mix</li> <li>Nuts</li> <li>Cottage cheese</li> <li>Dip for fruits</li> <li>Pickles</li> </ul>
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### 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(f)(1), of all nutrients per reference amount customarily consumed, the per 50-g criterion refers to the "as prepared" form)

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## Purchasing Fruits and Vegetables



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## 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
  - Purchase locally from farms, food hubs, produce distributors or main-line distributors




<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#subpart-D>  
<https://www.fns.usda.gov/usda-fis/school-food-authorities-sfas-purchasing-produce-us-department-defense-dod-vendors-using-section-4>

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## 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>
  - 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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## 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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## 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/nslp/procure/buy\\_american\\_form.pdf](https://portal.ct.gov/-/media/sde/nutrition/nslp/procure/buy_american_form.pdf)

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## Include Buy American Clause in Procurement Documents

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



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### 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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### A Few Jokes...

- Why do mushrooms get invited to all the vegetable parties?  
*Because they are such fungus!*
- 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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### Monthly Claim




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### Three Categories of Reimbursable Costs on Claims

- Fresh Fruit and Vegetable Costs
- Operational
- Administrative



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### Fresh Fruit and Vegetable Costs

- Food cost only
- Remember, must be fresh





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### 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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### 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/CapitalExpenditureRequests/EquipmentApprovals>

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### Monthly Claim

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



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

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### 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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### 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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### 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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### Monthly Claims Checklist

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




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### Due Dates

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



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### Documentation and Review



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### 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 EDO99
- 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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### 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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### Produce Safety




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### Four Key Areas

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



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### Institute of Child Nutrition (ICN)

- Produce Safety Resources

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

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### Fight Bac! Partnership for Food Safety Education

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

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### Nutrition Education and Resources

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### Nutrition Education

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

#### URI SNAP-Ed Fresh Fruit and Vegetable Program (FFVP) History

Began in 2010 as a master's thesis project for two students

2014 (89 youth)

Data from its early stages showed the education component improved fruit and vegetable consumption

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### CSDE's Fresh Fruit and Vegetable Program Webpage

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

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### Fresh Fruit and Vegetable Nutrition Curriculum

- University of Rhode Island

**Fresh Fruit and Vegetable Program Rainbow Challenge**

red  
orange  
yellow  
green  
blue or purple  
white, tan or brown


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

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**Eastern Highlands Health District**

- Produce of the Week



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

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**New Jersey FFVP Toolkit**




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

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**FFVP Handbook**

- Pages 20-21



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

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**Team Nutrition Resources for Schools**

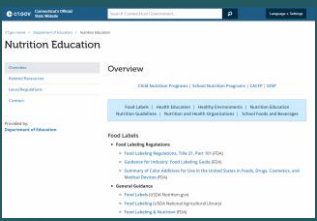


<https://www.fns.usda.gov/tn/schools>

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**CSDE's Nutrition Education Webpage**



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

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**USDA's FFVP Webpage**



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

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### FruitsandVeggies.org



**Fruits & Veggies** Nutrition, disease and longevity information on a variety of fruits and vegetables. This tool will help you find the right number of servings of fruits and vegetables to eat each day of school activities.

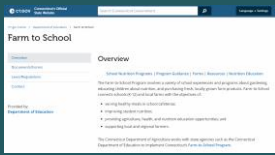
Apple	Avocado	Asparagus
Apricot	Artichoke	Arugula
Asian Pear	Beet	Bitter Melon
Banana	Berry	Bok Choy
Basil	Bell Pepper	Blackberry
Basil	Bell Pepper	Blackberry
Basil	Bell Pepper	Blackberry

<https://fruitsandveggies.org/fruits-and-veggies/>  
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### 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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### UConn's Put Local on Your Tray Webpage



<https://putlocalonyourtray.uconn.edu/>  
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### We Need Your Help



- Send us your Educational Resources
  - Editable Format (Not PDF if possible)
  - Include who we should give credit to (your district, Food Corp, a website you pulled them from)

[Jennifer.bove@ct.gov](mailto:Jennifer.bove@ct.gov)  
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### 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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### 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](mailto:jennifer.bove@ct.gov)  
860-807-2044
- Andy Paul  
[andrew.paul@ct.gov](mailto:andrew.paul@ct.gov)  
860-807-2048



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**FFVP Contest Award**



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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2800 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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/USDA-OASCR%20Complaint-Form-0508-0002-508-11-22-1122a2b34a1.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, and 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) 750-1645 or (202) 696-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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