

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

School Year 2023-24



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

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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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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:

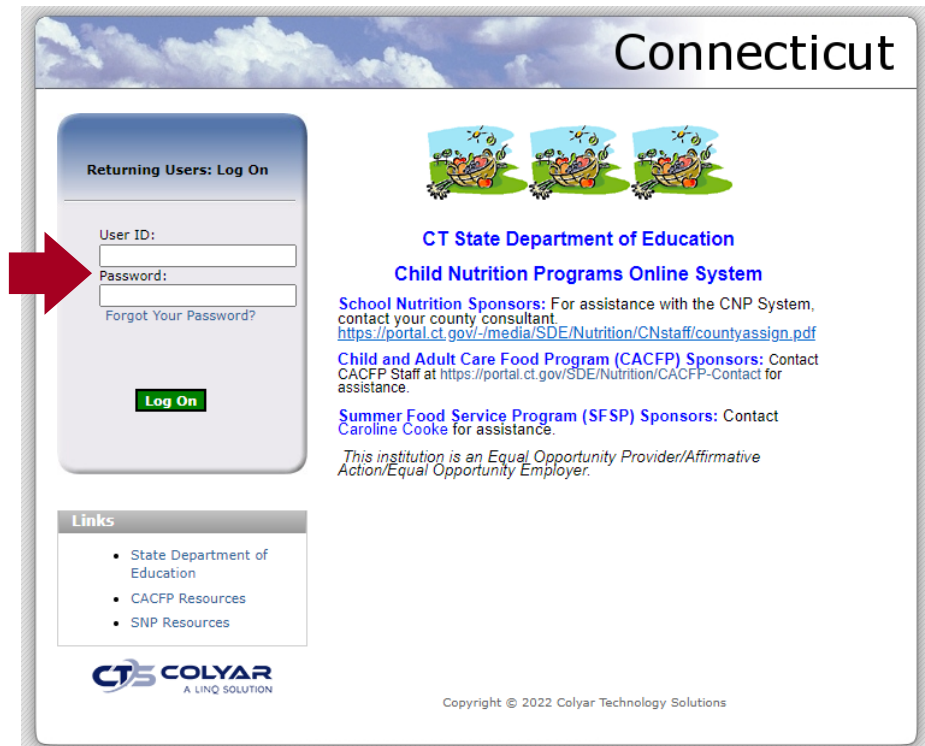
- create healthier school environments by providing nutritious food choices;
- expand the variety of fruits and vegetables children experience;
- increase children's fruit and vegetable consumption; and
- make a difference in children's diets to impact their present and future health.

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 2022-23. 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 **June 5, 2023**.

For questions regarding this information, please contact Andy Paul at 860-807-2048 or andrew.paul@ct.gov. For information on the FFVP, visit the CSDE's [FFVP](#) webpage.

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 interface for the Connecticut Child Nutrition Programs Online System. The page has a header with the word "Connecticut" and a background image of a blue sky with clouds. 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 "Returning Users: Log On" section with fields for "User ID:" and "Password:", a "Forgot Your Password?" link, and a green "Log On" button. A red arrow points to the "Log On" button. The right column contains the title "CT State Department of Education Child Nutrition Programs Online System" and three sections of text: "School Nutrition Sponsors", "Child and Adult Care Food Program (CACFP) Sponsors", and "Summer Food Service Program (SFSP) Sponsors". Each section provides contact information and a link to a PDF document. At the bottom of the page, there is a "Links" section with three links: "State Department of Education", "CACFP Resources", and "SNP Resources". The footer includes the "CT COLYAR A LINQ SOLUTION" logo and the text "Copyright © 2022 Colyar Technology Solutions".

Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

CT State Department of Education
Child Nutrition Programs Online System

School Nutrition Sponsors: For assistance with the CNP System, contact your county consultant.
<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> for assistance.

Summer Food Service Program (SFSP) Sponsors: Contact Caroline Cooke for assistance.

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Links

- State Department of Education
- CACFP Resources
- SNP Resources

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Instructions for Submitting the FFVP Grant Application

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



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



Instructions for Submitting the FFVP Grant Application

5. Under **Action**, select **Detail** for school year 2023-2024

School Nutrition Programs Connecticut

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

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

FFVP Application Packet

043000
Ea
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 Ea:
 11:
 Ea:

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

Action	School Year	Min Free/Redc %	Open Date	Close Date	Approved Sites
Detail	2023 - 2024	50.00	5/1/2023	6/6/2023	
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](#)

6. 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: 2023 - 2024

**FFVP Application Packet
For School Year 2023 - 2024**

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

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: 2023 - 2024

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 three CSDE eligibility lists (refer to [section 5](#)):

- 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.

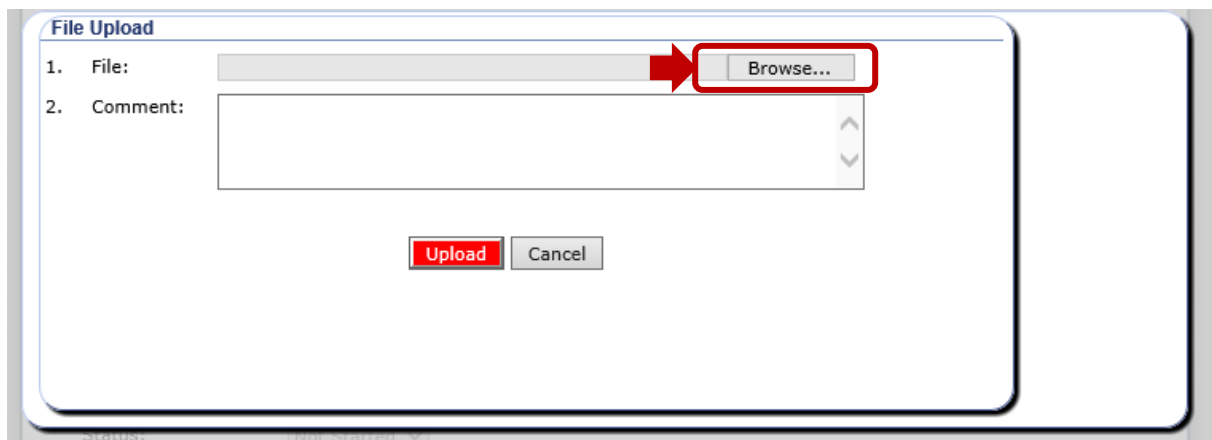
Instructions for Submitting the FFVP Grant Application

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.

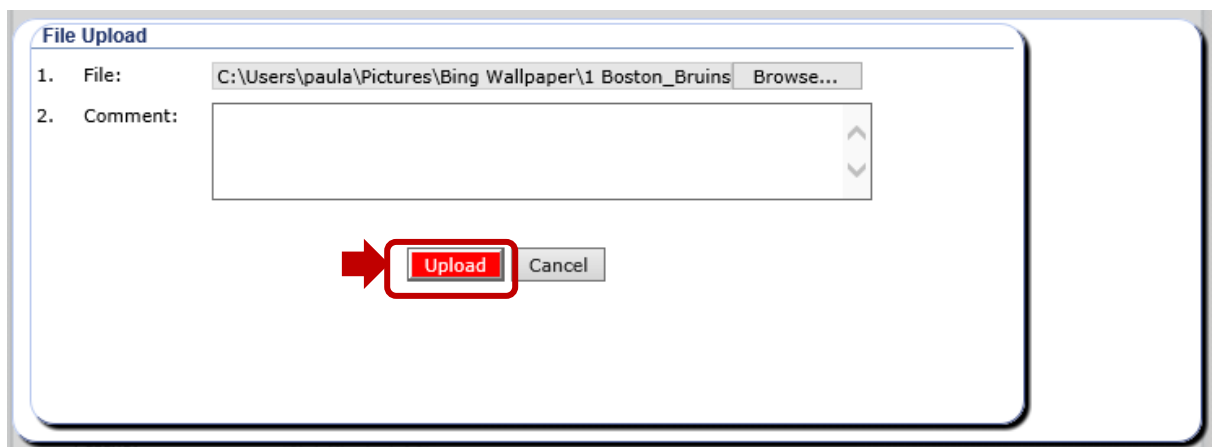
- a. Select **Add**:



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



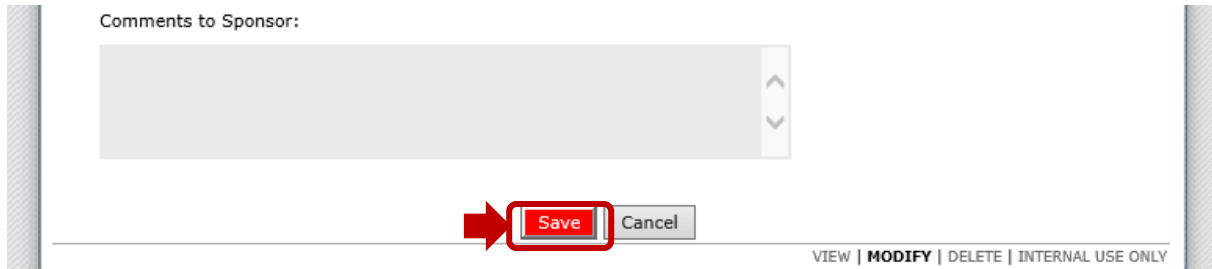
- c. Select **Upload** once you have chosen the file to upload:



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.

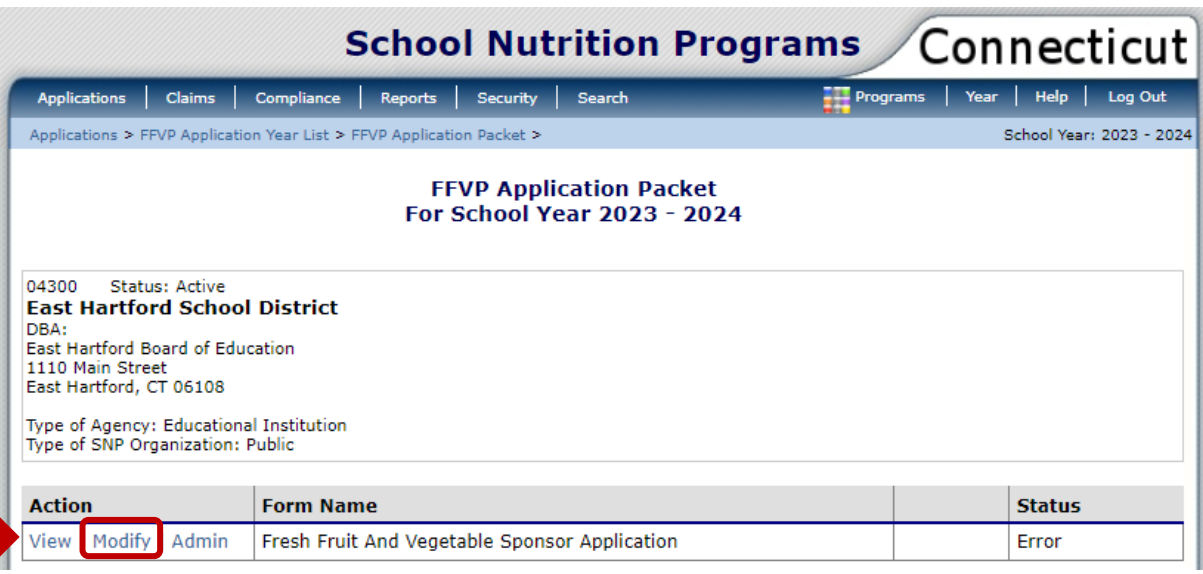
< Edit **Finish**

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

Instructions for Submitting the FFVP Grant Application

3 — Final Step

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



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: 2023 - 2024

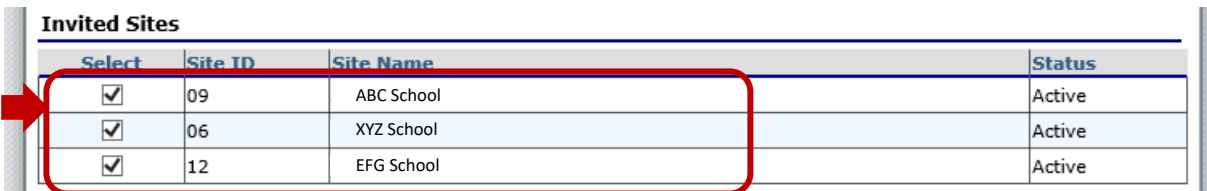
**FFVP Application Packet
For School Year 2023 - 2024**

04300 Status: Active
East Hartford School District
DBA:
East Hartford Board of Education
1110 Main Street
East Hartford, CT 06108

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

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.

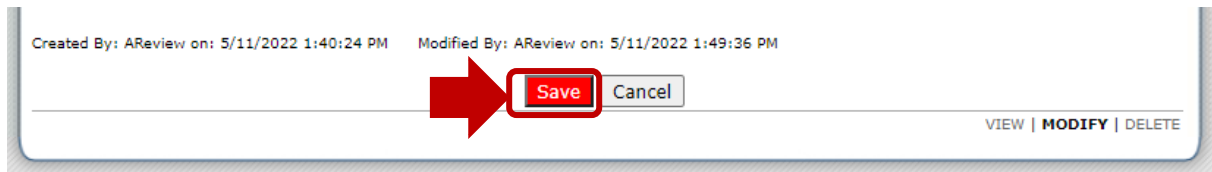


Select	Site ID	Site Name	Status
<input checked="" type="checkbox"/>	09	ABC School	Active
<input checked="" type="checkbox"/>	06	XYZ School	Active
<input checked="" type="checkbox"/>	12	EFG School	Active

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

Instructions for Submitting the FFVP Grant Application

17. 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: 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**

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 2019 Data (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/FFVP/FFVP_Area_Eligible_Schools.pdf

List of Residential Child Care Institution (RCCI) Eligible Schools for the Fresh Fruit and Vegetable Program: October 2019 Data (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/FFVP/FFVP_RCCI_Site_Eligible_Schools.pdf

List of Site Eligible Schools for the Fresh Fruit and Vegetable Program: October 2019 Data (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/FFVP/FFVP_Area_Eligible_Schools.pdf

The Fresh Fruit and Vegetable Program (FFVP) 2022-23 Grant Announcement (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/FFVP/FFVP_Announcement.pdf

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