

# **Instructions for Submitting the Fresh Fruit and Vegetable Program (FFVP) Grant Application School Year 2024-25**



Connecticut State Department of Education  
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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](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](mailto: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:

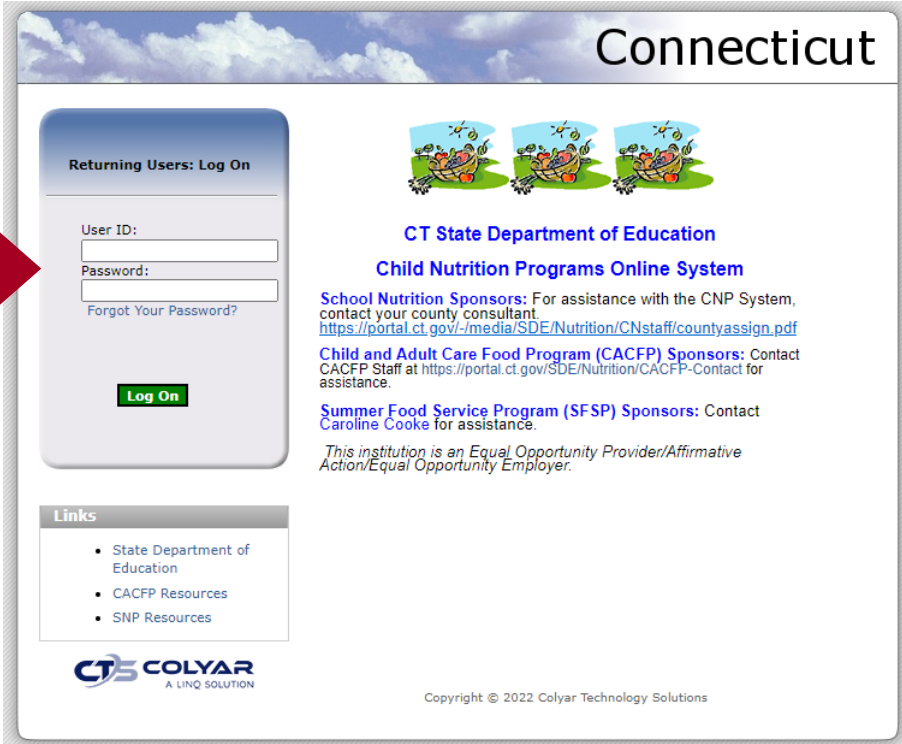
- create healthier school environments by providing nutritious food choices;
- expand the variety of fruits and vegetables children experience;
- increase children's fruit and vegetable consumption; and
- make a difference in children's diets to impact their present and future health.

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 2024-25. 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 7, 2024**.

For questions regarding this information, please contact Andy Paul at 860-807-2048 or by email at [andrew.paul@ct.gov](mailto:andrew.paul@ct.gov) or Jen Bove at 860-807-2044 or by email at [jennifer.bove@ct.gov](mailto:jennifer.bove@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 page for the Connecticut Child Nutrition Programs Online System. The page has a header with the word "Connecticut" and a background image of a sky with clouds. Below the header, there are three small illustrations of children sitting at a table. The main content area is divided into two columns. The left column contains a "Returning Users: Log On" form 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>", "Child and Adult Care Food Program (CACFP) Sponsors: Contact CACFP Staff at <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 form, there is a "Links" section with three bullet points: "State Department of Education", "CACFP Resources", and "SNP Resources". At the bottom left of the page, there is the logo for "CT COLYAR A LINQ SOLUTION". At the bottom right, there is the 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**.



The screenshot displays the 'School Nutrition Programs Connecticut' website interface. At the top, there is a navigation bar with links for 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. Below this, a secondary navigation bar includes 'Programs', 'Year', 'Help', and 'Log Out'. The main content area is titled 'Applications >' and shows a table with two columns: 'Item' and 'Description'. The 'School Year: 2024 - 2025' is indicated in the top right corner of the table area. A red arrow points to the 'FFVP Application Packet' item, which is highlighted with a red box. The table lists various items such as 'Sponsor Manager', 'Application Packet', 'Meal Pattern Compliance Summary', 'Verification Report', 'Food Safety Inspections', 'FFVP Grant Overview', 'FFVP Grant Allocations', 'FFVP Invitations and Approvals', 'Financial Report', 'Capital Expenditure Request Form', 'Site Enrollment', 'Community Eligibility Provision', 'USDA Waivers', 'USDA Waiver Manager Dashboard', 'Download Forms', 'Healthy Food Certification', and 'Healthy Food Certification Summary'.

Item	Description
<a href="#">Sponsor Manager</a>	SNP Sponsor's Profile, Site and Hold Information
<a href="#">Application Packet</a>	Applications Forms (Sponsor and Site)
<a href="#">Meal Pattern Compliance Summary</a>	Number of Menu Pattern Certifications by Sponsor Summary
<a href="#">Verification Report</a>	Mandatory Annual Verification Report
<a href="#">Verification Summary</a>	Mandatory Annual Verification Report (FNS-742) Summary
<a href="#">Food Safety Inspections</a>	Number of Food Safety Inspections by Site
<a href="#">Food Safety Inspections Summary</a>	Number of Food Safety Inspections by Site Summary
<a href="#">Food Service Management Contracts</a>	Manage Food Service Management Contract and Sponsor to Sponsor Agreements
<a href="#">FFVP Grant Overview</a>	Fresh Fruit and Vegetable Program Grant Information by Site Overview
<a href="#">FFVP Grant Allocations</a>	Fresh Fruit and Vegetable Program Grant Allocations
<a href="#">FFVP Invitations and Approvals</a>	Fresh Fruit and Vegetable Program Invitations and Approvals
<a href="#">FFVP Application Packet</a>	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
<a href="#">Financial Report</a>	School Food Annual Revenues and Expenditures Report
<a href="#">Financial Report Summary</a>	School Food Annual Revenues and Expenditures Report Summary
<a href="#">Capital Expenditure Request Form</a>	Capital Expenditure Request
<a href="#">Site Enrollment</a>	Site Enrollment and Eligibility
<a href="#">Community Eligibility Provision</a>	Enrollment and Eligibility for Community Eligibility Provision
<a href="#">USDA Waivers</a>	USDA Waivers available for participation
<a href="#">USDA Waiver Manager Dashboard</a>	USDA Waiver Participation, Tracking, and Reporting
<a href="#">Download Forms</a>	Forms Available for Downloading
<a href="#">Healthy Food Certification</a>	Healthy Food Certification
<a href="#">Healthy Food Certification Summary</a>	Healthy Food Certification Summary

# Instructions for Submitting the FFVP Grant Application

5. 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
<a href="#">Detail</a>	2024 - 2025	100.00			
<a href="#">Detail</a>	2023 - 2024	50.00	5/11/2023	9/8/2023	4
<a href="#">Detail</a>	2022 - 2023	0.00	9/8/2022	10/4/2022	4
<a href="#">Detail</a>	2021 - 2022	0.00	5/20/2021	11/9/2021	3
<a href="#">Detail</a>	2020 - 2021	50.00	5/6/2020	10/1/2020	3
<a href="#">Detail</a>	2019 - 2020	50.00	5/1/2019	5/31/2019	3
<a href="#">Detail</a>	2018 - 2019	50.00	5/18/2018	7/2/2018	3
<a href="#">Detail</a>	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: 2024 - 2025

### FFVP Application Packet For School Year 2024 - 2025

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

Action	Form Name	Status
<a href="#">Add</a>	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: 2024 - 2025**

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**

1. Name:	Salutation	First Name	Last 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 eligibility lists (refer to [section 5](#)):

- List of Area Eligible Schools for the Fresh Fruit and Vegetable Program;
- List of Site Eligible Schools for the Fresh Fruit and Vegetable Program.

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



<b>Action</b>	<b>Site ID</b>	<b>Site Name</b>	<b>% Enroll Free/Redc Oct 2023</b>	<b>CEP Reimburse % Free</b>	<b>Approved</b>	<b>Status</b>
<a href="#">Add</a>	01	ABC School	N/A	100.0	No	Not Started
<a href="#">Add</a>	02	DEF School	N/A	100.0	No	Not Started
<a href="#">Add</a>	03	HIJ School	N/A	100.0	No	Not Started
<a href="#">Add</a>	04	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.

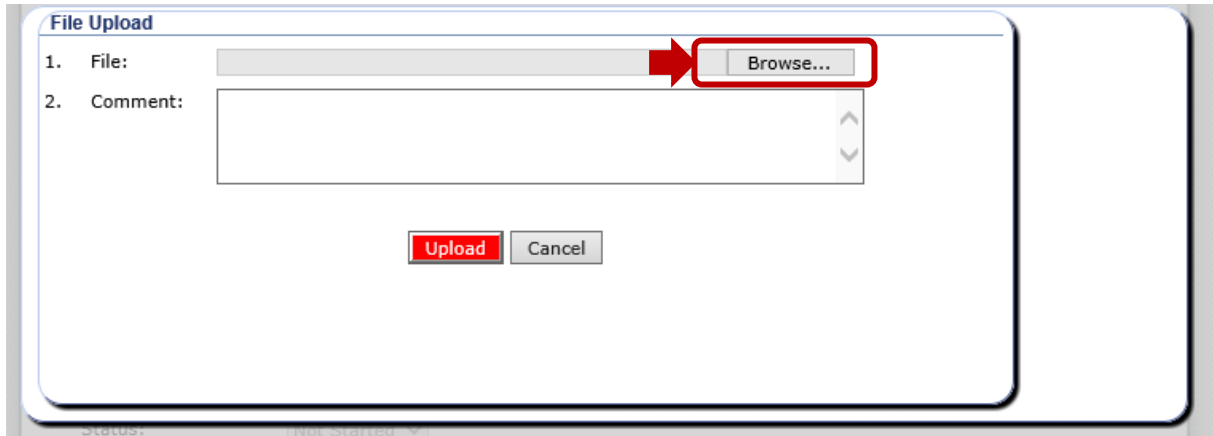
## Instructions for Submitting the FFVP Grant Application

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.

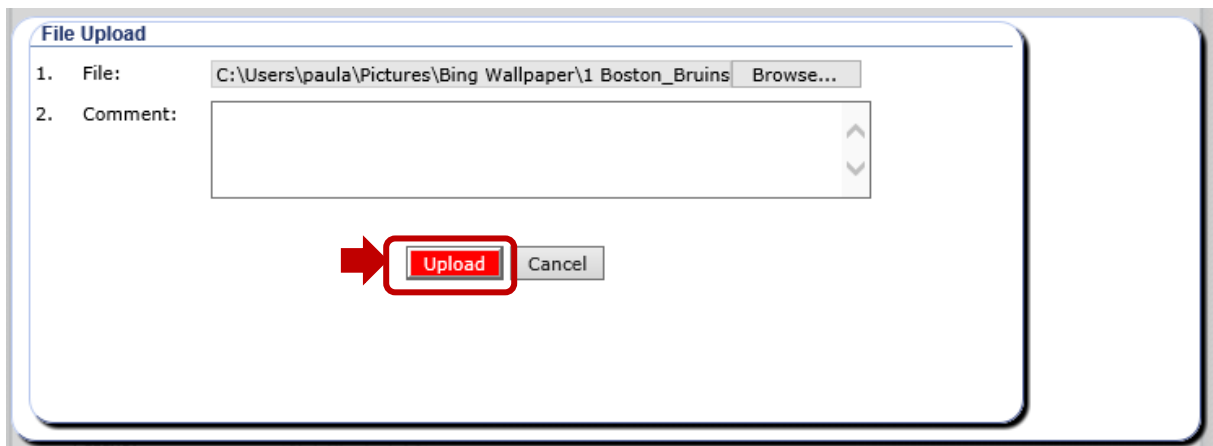
- a. Select **Add**:



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



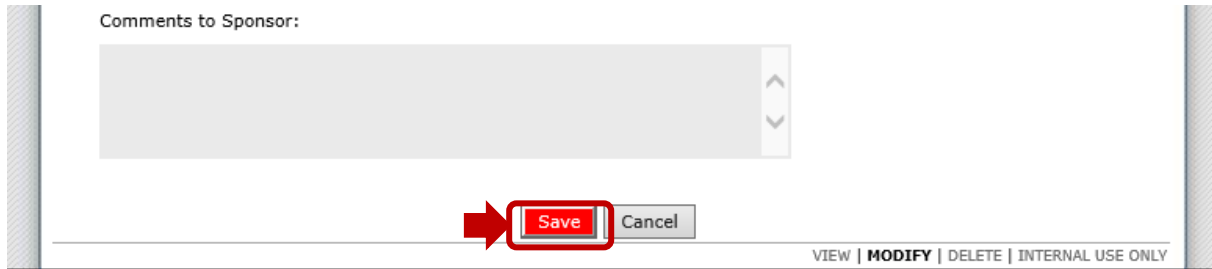
- c. Select **Upload** once you have chosen the file to upload:



## Instructions for Submitting the FFVP Grant Application

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

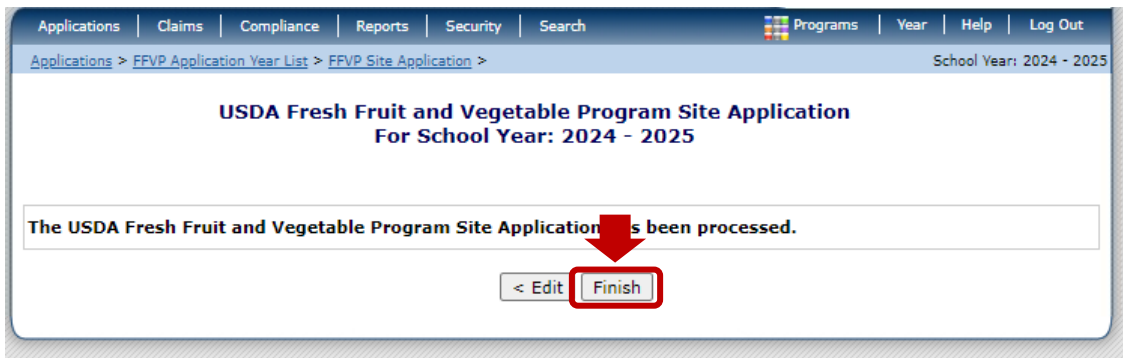
a. Select **Save** at the bottom of the Site Application:



Comments to Sponsor:

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

b. Select **Finish**:



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

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

**USDA Fresh Fruit and Vegetable Program Site Application  
For School Year: 2024 - 2025**

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.

### 3 — Final Step

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

School Nutrition Programs Connecticut

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

**FFVP Application Packet  
For School Year 2024 - 2025**

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

Action	Form Name	Status
<a href="#">View</a> <b><a href="#">Modify</a></b> <a href="#">Admin</a>	Fresh Fruit And Vegetable Sponsor Application	Submitted

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

**Invited Sites**


Select	Site ID	Site Name	Status
<input checked="" type="checkbox"/>	01	ABC School	Active
<input checked="" type="checkbox"/>	02	DEF School	Active
<input checked="" type="checkbox"/>	03	XYZ 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



[VIEW](#) | [MODIFY](#) | [DELETE](#)

**School Nutrition Programs** **Connecticut**

[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#)    [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Applications](#) > [FFVP Application Year List](#) > [FFVP Application](#) >    School Year: 2024 - 2025

**FFVP Application  
For School Year: 2024 - 2025**

The FFVP Application has been processed.

### 4 — Resources

Fresh Fruit and Vegetable Program Application Certification (CSDE):

[https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp\\_application\\_certification.pdf](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 2023 Data (CSDE):

[https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp\\_area\\_eligible\\_schools.pdf](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 2023 Data (CSDE):

[https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp\\_area\\_eligible\\_schools.pdf](https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp_area_eligible_schools.pdf)

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

[https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp\\_announcement.pdf](https://portal.ct.gov/-/media/sde/nutrition/ffvp/ffvp_announcement.pdf)

## Instructions for Submitting the FFVP Grant Application