

Fresh Fruit and Vegetable Program Annual Training 2023-24

September 19, 2023

Connecticut State Department of Education
Bureau of Child Nutrition Programs

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A Little About Me...

Andy Paul – 13 years at CSDE

- Fresh Fruit and Vegetable Program
- Procurement – Procurement Reviews
- Food Service Management Company Contracts

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Housekeeping

- Training will be recorded and posted
- PowerPoint will be provided
- Please keep yourself on mute to minimize background noise
- Please ask questions – throughout the presentation
 - Chat function
 - Raise hand button

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Congratulations to FFVP Sponsors

20 School Districts • 138 Schools

- ACES
- Bridgeport
- Bristol
- Chaplin
- Children's Community School
- East Hartford
- East Haven
- Hamden (New)
- Meriden
- Middletown
- Naugatuck
- New Beginnings Family Academy
- New Britain
- New Haven
- New London
- Norwalk
- Norwich
- Stratford
- Waterbury
- Windham

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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 Goals


- Connecticut's \$3,859,053 allocation includes state administration
- SFA funding October 2023 – June 2024
- Per school funding calculated based on **enrollment** figures and number of serving days per week

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Funding

Application/Selection CSDE may choose not to select if


- High need schools
- 2023-24 100% to 74.02%
- SFAs fail to meet application deadline
- 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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Funding


- Per student allocation of \$50-75 per year
- Actual for 2023-24 prorated based on number of serving days
 - 5 days: \$63
 - 4 days: \$60
 - 3 days: \$57
 - 2 days: \$54



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Funding

- 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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Funding

Spending all funds?

- Utilize budget
- CSDE follow-up January/March
- Consequences
 - Students lose out on snacks
 - Must return funds
 - Jeopardize future participation



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Publicize

Must be publicized within the school

- Menus
- Posters
- Calendars
- Media Boards
- Morning Announcements

Can be publicized outside of the school


- Press Releases
- Newsletters
- Social Media



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Who Can Participate?

- Free for all students including children with special dietary needs
- Classroom teachers



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Who Can Participate?

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, or using baby food
- Fresh vegetables may be cooked and pureed
- School's obligation to inform parents/guardians



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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

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 to Provide Children Easy Access to Fresh Fruits and Vegetables

- Inside classrooms
- In hallways (e.g., farm stand)
- Carts
- Inside nurse's office or school office
- 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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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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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

Other foods/items

- Trail mix
- Nuts
- Cottage cheese
- Dip for fruits
- Most nonfood items except allowed under administrative and operation costs

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Purchasing Fruits and Vegetables






- Must follow proper procurement procedures (2 CFR 200 Subpart D)
- Formal or informal procurements must occur (USDA Memo SP 25-2014)
 - Cannot purchase directly from Department of Defense (DOD) vendor
- Can purchase from local farmers and growers


https://www.ecf.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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Purchasing Fruits and Vegetables

- FFV purchased with FFVP funds cannot be used to replace FFVs in SBP and NSLP
- May choose to apply geographic preference when procuring unprocessed fresh, locally grown or locally raised agricultural products
- Pages 17-19 in FFVP Handbook



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

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Purchasing Fruits and Vegetables






- Must follow Buy American requirement when using FFVP funds (NSLP)

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

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Buy American Requirements






- Limited exceptions (USDA Memo SP 38-2017)
 - Product not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality
 - Competitive bids reveal cost of a U.S. product is significantly higher than the foreign product

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Procure/Buy_American_Form.pdf
USDA Memo SP 38-2017: https://www.fns.usda.gov/nslp/compliance-enforcement-buy-american

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Buy American Requirements

- 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

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Buy American Requirements

- Include **Buy American clause** in all procurement documents, such as
 - product specifications
 - bid solicitations
 - requests for proposals
 - purchase orders
- Must complete** CSDE's Buy American Justification Form
- Monitor** contractor performance

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

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Buy American Requirements

- 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!

<https://portal.ct.gov/-/media/SDE/Nutrition/FFVP/FVJokes.pdf>

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Reimbursable Costs

Two Categories

- Operating
- Administrative




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Reimbursable Costs

Operating

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

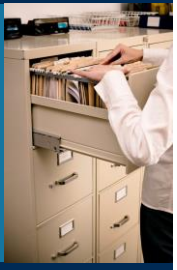


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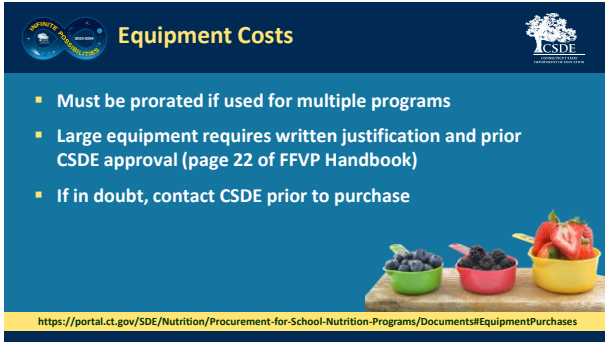
Reimbursable Costs

Administrative

- Less than 10% of each school's allocation, not grant as a whole
- Must keep documentation
 - Must be actual



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Equipment Costs

- 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/Procurement-for-School-Nutrition-Programs/Documents/EquipmentPurchases>

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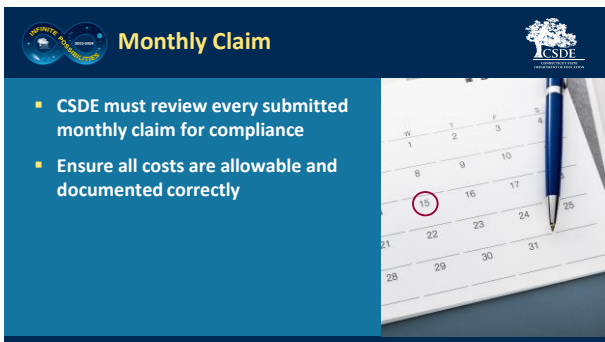


Monthly Claim

- Complete and submit **accurate** monthly claim
- Due date follows NSLP claims submission schedule
 - Generally, the 15th of each month

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

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Monthly Claim

- CSDE must review every submitted monthly claim for compliance
- Ensure all costs are allowable and documented correctly

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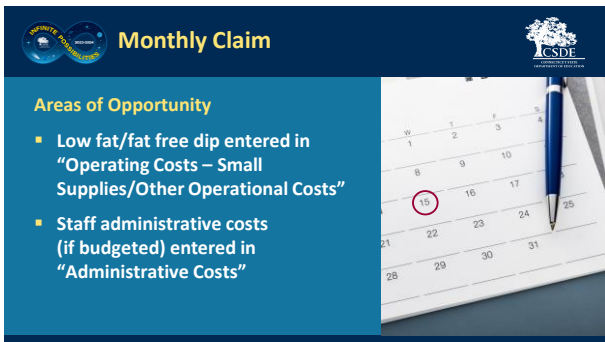


Monthly Claim

Areas of Opportunity

- Ensuring claim submitted in CNP System shows “pending approval”
- Fruits entered in Fruit Section
- Vegetables entered in Vegetables Section

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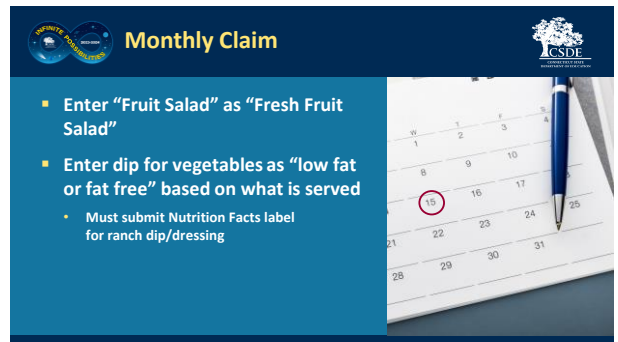


Monthly Claim

Areas of Opportunity

- Low fat/fat free dip entered in “Operating Costs – Small Supplies/Other Operational Costs”
- Staff administrative costs (if budgeted) entered in “Administrative Costs”

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Monthly Claim

- Enter “Fruit Salad” as “Fresh Fruit Salad”
- Enter dip for vegetables as “low fat or fat free” based on what is served
 - Must submit Nutrition Facts label for ranch dip/dressing

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Monthly Claim

- Review FFVP Handbook or contact CSDE with questions regarding allowable fruit/vegetable/dip/dressing prior to purchase
- Number of service days must be FFVP service days
 - Not NSLP days or days in a month



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




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Budget Due Date

September 22, 2023


- Budget due to CSDE for October-June funds
- Budget worksheets attached to congratulatory email



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Required Paperwork


- Maintain full and accurate records on file for
 - a period of 3 years after end of fiscal year to which they pertain
 - or longer if there are any audit findings



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Maintain on File


- 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



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NSLP Administrative Review

- On-site review of service
- Review paperwork
- Verify a claim
 - All produce, labor, administrative costs
- Review with food service director



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Produce Safety


- Storing
- Preparation
- Serving
- HACCP



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Produce Safety Resources

- Institute of Child Nutrition's (ICN) Produce Safety Resources



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

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Produce Safety Resources

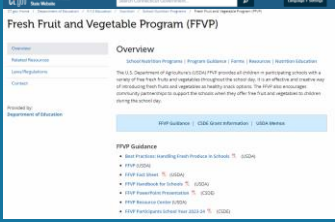
- Fight Bac! Partnership for Food Safety Education



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

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CSDE Fresh Fruit and Vegetable Program Webpage




<https://portal.ct.gov/SDE/Nutrition/Fresh-Fruit-and-Vegetable-Program>

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Nutrition Education and Resources

Relate FFVP to

- ChooseMyPlate: Half your plate is fruits and vegetables
- School lunch meal pattern
- More fruits and vegetables matter!




<https://www.myplate.gov/eat-healthy/fruits>

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Nutrition Education and Resources

- University of Rhode Island Fresh Fruit and Vegetable Nutrition Curriculum




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

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Nutrition Education and Resources

- Eastern Highlands Health District Produce of the Week



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

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Nutrition Education and Resources

- Team Nutrition Resources for Schools




<https://www.fns.usda.gov/tj/school>

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Nutrition Education and Resources

- Team Nutrition print materials




<https://pueblo.gpo.gov/TN/TNPubs.php>

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Nutrition Education and Resources

- Pages 20-21 in FFVP Handbook



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

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Nutrition Education and Resources

- Activities should fit your students and school community
- Plan assemblies and health fairs
- Taste tests with graphing results
- In-school farm market



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Nutrition Education and Resources

- Consult with FFVP partners to obtain low-cost or no cost promotional items
 - informational fliers
 - pamphlets
 - posters
 - banners
 - buttons



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Nutrition Education and Resources

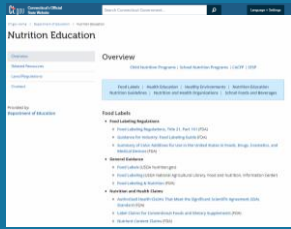
- Promote FFVP in monthly menus or newsletters for parents
 - Include students by having them create and publish the newsletter
- Create posters, banners, fliers as part of art/nutrition lessons



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Nutrition Education and Resources

- CSDE's Nutrition Education webpage



<https://portal.ct.gov/SDE/Nutrition/Nutrition-Education>

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Nutrition Education and Resources

- USDA's FFVP webpage

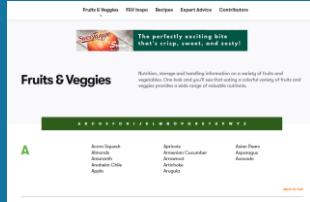


<https://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program>

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Nutrition Education and Resources

- FruitsandVeggies.org




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

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School Gardens

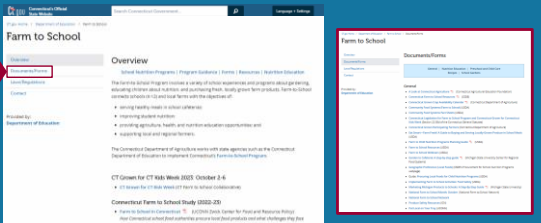
- Must follow USDA's guidance
 - USDA Memo SP 32-2009
 - USDA Memo SP 06-2015



USDA Memo SP 32-2009: <https://www.fns.usda.gov/cn/school-garden-gas>
 USDA Memo SP 06-2015: <https://www.fns.usda.gov/cn/farm-school-and-school-garden-expenses>

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CSDE's Farm to School Webpage



<https://portal.ct.gov/SDE/Nutrition/Farm-to-School>

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UConn's Put Local on Your Tray Webpage

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

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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/DOAG>

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What's Happening in Your District?

- We want to know all the great things you are doing!
- Remember to take pictures of students

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Final Takeaways

- Submit monthly reports as early as possible
- Follow your application plan
- Plan and monitor to spend **all** FFVP funds
- Increase vegetable servings
- Increase nutrition education component

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FFVP Contact Information

Andy Paul
860-807-2048
andrew.paul@ct.gov

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Questions

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CSDE Child Nutrition Programs

School Nutrition Programs Staff	
County	Consultant
Fairfield County (Includes Region 9) Litchfield County (Includes Regions 1, 6, 7, 12, and 14)	Fionnuala Brown 860-807-2129, fionnuala.brown@ct.gov
Hartford County (Includes Region 10) Middlesex County (Includes Regions 4, 13, and 17)	Teri Dandaneau 860-807-2079, teri.dandaneau@ct.gov
New Haven County (Includes Regions 5, 15, and 16)	Greg King 860-713-6804, greg.king@ct.gov
New London County Tolland County (Includes Regions 8 and 19) Windham County (Includes Region 11)	Susan Alston 860-807-2081, susan.alston@ct.gov

<https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf>

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CSDE Child Nutrition Programs

Other Nutrition Programs Staff	
Program	Consultant
<ul style="list-style-type: none"> Afterschool Snack Program (ASP) Community Eligibility Provision (CEP) National School Lunch Program (NSLP) School Breakfast Program (SBP) 	Contact your school nutrition team member
<ul style="list-style-type: none"> Fresh Fruit and Vegetable Program (FFVP) Food service management companies NSLP procurement 	Andy Paul 860-807-2048, andrew.paul@ct.gov
<ul style="list-style-type: none"> Food Distribution Program (USDA Foods) 	Allison Calhoun-White 860-807-2008, allison.calhoun-white@ct.gov
<ul style="list-style-type: none"> Farm to school and school gardens Food Distribution Program (USDA Foods) NSLP procurement 	Monica Pacheco 860-807-2086, monica.pacheco@ct.gov

https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/CN_Staff_Responsibilities.pdf

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CSDE Child Nutrition Programs

Other Nutrition Programs Staff, continued	
Program	Consultant
<ul style="list-style-type: none"> Seamless Summer Option (SSO) of NSLP Summer Food Service Program (SFSP) <p>Hartford County (Includes Region 10) Litchfield County (Includes Regions 5, 6, 7, 12, and 14) Tolland County (Includes Regions 8 and 19) Windham County (Includes Region 11)</p>	Caroline Cooke 860-807-2144, caroline.cooke@ct.gov
<ul style="list-style-type: none"> Child Nutrition Programs websites Healthy Food Certification (HFC) Nutrition education and resources School Lunch Tray and CATER Updates Special diets (meal modifications) 	Susan Fiore 860-807-2075, susan.fiore@ct.gov

https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/CN_Staff_Responsibilities.pdf

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CSDE Child Nutrition Programs

Other Nutrition Programs Staff, continued	
Program	Consultant
<ul style="list-style-type: none"> Grants and contracts NSLP Equipment Assistance Grant Summer EBT for Children 	Sean Fogarty 860-807-2055, sean.fogarty@ct.gov
<ul style="list-style-type: none"> Special Milk Program (SMP) Summer Food Service Program (SFSP) <p>Fairfield County (Includes Region 9) Middlesex County (Includes Regions 4, 13, and 17) New Haven County (Includes Regions 5, 15, and 16) New London County</p>	Terese Maineri 860-807-2145, terese.maineri@ct.gov

https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/CN_Staff_Responsibilities.pdf

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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/USDA-OAS-CASCN2019-Complaint-Form-0108-0002-308-11-28-17FaxMail.pdf>, from any USDA office, by calling (866) 632-6992, 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) 256-1665 or (202) 690-7442; or
3. email: program.inh@usda.gov

This institution is an equal opportunity provider.

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