

Instructions for Completing the Arkansas Fresh Fruit and Vegetable Program Application – SY 2016-2017

One application for each school that is applying for a Fresh Fruit and Vegetable Program (FFVP) grant in the district is required.

Completing an application does not guarantee funding. Funding will be based on Free/Reduced percentages and a complete application.

Complete the header portion of BOTH pages of the application, including district name, school name, LEA, and county.

Complete the top portion that includes the elementary school name, the address of the FFVP Contact Person, and the school's grade levels, including marking yes or no for any changes to grade configurations in SY 2016-17.

For the Certification of Approval, include the name of the school in the statement. Then, have the School FFVP Contact Person, School Cafeteria Manager, School Principal, Child Nutrition Director, and Superintendent sign and date the Certification of Approval. Also include each person's printed name, email address, phone and fax numbers.

The gray box at the bottom of page one will be completed by ADE, CNU.

Page two is a check-sheet of criteria which are highly encouraged by the United States Department of Agriculture and ADE, CNU for successful implementation of FFVP. As the school discusses and plans for each criterion to be achieved if the school receives a FFVP grant, simply check mark the box next to that criterion. Additionally, the school should document their planned procedures for implementing FFVP and keep the documentation on file to be reviewed during personnel training and Administrative Reviews by ADE, CNU (do NOT send this documentation with your grant application, simply keep it on file). The goal is to ensure that all criteria have been discussed and preparations have been made in the event the school does receive a FFVP grant.

The following is an explanation of each section of criteria.

Effective and Efficient Use of Resources –

Identify the use of project resources (including those from the district and FFVP funds), for example: facilities, labor, funds, etc. for the purchase, storage, preparation and distribution of fresh fruits and vegetables, nutrition education materials, or other use.

Detail the responsibilities of each person (school food service, school administration, teachers, volunteers, etc.) who will assist in the implementation of the program, including planning, purchasing, storage and distribution.

Identify any potential barriers to success and how they will be overcome.

Means of Delivery and/or Service of Fruits and Vegetables to Students –

Identify how fresh fruits and vegetables will be provided to students.

Identify the times of day the fruits and vegetables will be made available.

Identify a start date for FFVP (Must begin on or before September 1, 2016).

Identify which days of the week FFVP will be served (must be at least two days per week in order to successfully spend funds).

Identify the methods of serving FFVP (Kiosk, classroom, hallways, free vending machines, during nutrition education activities/lessons, other)

Identify any potential barriers to success and how they will be overcome.

Develop a plan for maintaining food safety, including training staff and/or teachers on proper hand-washing and serving methods. Do teachers have proper supplies in classrooms if they will be serving (tongs, gloves, etc.)?

Partnerships –

Develop non-federal partnerships (civic organizations, service organizations, small businesses, major corporations, non-profit organizations, Parent/Teacher Organizations, student organizations, etc.) and connect with other programs that may help support the school in its acquisition, handling, promotion or distribution of produce made available by FFVP.

Non-federal resources include community organizations and entities representing the fruit and vegetable industry.

Promotion of Fruits and Vegetables to Students –

Plan how the school will promote and market the program.

Detail what methods will be used to notify students, parents, and the community about the program.

Nutrition Education Activities –

Plan how the Fresh Fruit and Vegetable Program will be incorporated into nutrition education and activities to promote good health for all grade levels participating in the school.

Detail anticipated collaboration among teachers, parents, food service personnel, wellness committee and Arkansas Consolidated School Improvement Plan (ACSIP) personnel assigned to the Wellness Priority and communicate the responsibilities to key personnel.

Review application for completeness and mail to the address listed by the deadline.