



Fresh Fruit and Vegetable Program Application (FFVP) Instructions

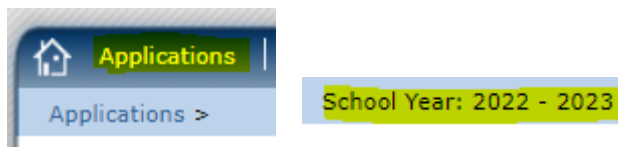
1. Login to the Colorado Nutrition Portal

Login to the [Colorado Nutrition Portal](#) with your username and password.

If you do not have a username and password, request system access via the [New User Request form](#).

2. Navigate to the FFVP application packet

Select '**Applications**,' on the top blue bar and ensure you're working in the correct school year:



Then select, '**FFVP Application Packet**,':

Item	Description
Sponsor Manager	SNP Sponsor'
Application Packet	Applications F
Verification Report	Mandatory Ar
Verification Summary	Mandatory Ar
Food Safety Inspections	Number of Fo
Food Safety Inspections Summary	Number of Fo
Annual Audits	Annual Audits
Annual Audit Status Summary	Annual Audit
FFVP Grant Overview	Fresh Fruit ar
FFVP Application Packet	Fresh Fruit ar

Select, '**Detail**,' for the current school year:

Action	School Year	Min Free/Redc %	Open Date	Close Date
Detail	2022 - 2023	50.00	5/19/2022	6/30/2022



FFVP Requirements:

1. Be an elementary school
2. Participate in the National School Lunch Program or School Breakfast Program.
3. [Have 50%, or more, students who are eligible for free or reduced-price school meals.](#) Preference will be given to those schools with the highest eligibility percentage.

School Year 2022-23 application due dates:

- Application opens: Thursday, May 19
- Application closes: Thursday, June 30



You now have access to the FFVP sponsor and site applications. All eligible sites will populate. If you see any discrepancies with the sites, or if a site is eligible to apply but is not populating, please contact Vivien Skrupskis at Skrupskis_v@cde.state.co.us or 720-672-4243.

Select 'Add,' next to the Fresh Fruit and Vegetable Program Sponsor Application:

Action	Form Name	Status
Add	Fresh Fruit And Vegetable Sponsor Application	Not Started

3. Complete the Sponsor Application

- Enter the contact information for the FFVP contact. This includes name, email address, phone number, and title. FFVP Contact information must be provided.
- Under 'Invited Sites,' select the sites applying to operate FFVP:

Invited Sites

Select	Site ID	Site Name	Status
<input type="checkbox"/>	00099	Academy 360	Active
<input checked="" type="checkbox"/>	00220	AMESSE ELEMENTARY SCHOOL	Active
<input type="checkbox"/>	00418	ASHLEY ELEMENTARY SCHOOL	Active
<input checked="" type="checkbox"/>	00520	BARNUM ELEMENTARY SCHOOL	Active

- Check the certification box and select 'Save.'

4. Complete the Site Applications

- Select, 'Add,' next to the site applying to operate the FFVP.
- *Section A: Information Provided on SNP Applications*
 - Contact information for the Child Nutrition Director will populate based on the National School Lunch Sponsor application. Complete the fields for the FFVP contact. FFVP contact information must be provided.
- *Section B: Grades at the Site and Participating in the FFVP*
 - Indicate which grades participate at the site by checking all boxes that apply.
- *Section C: Free & Reduced-Price Meal Data for October 2021 Eligibility File*
 - Free and Reduced-Price percentages will populate based on the current eligibility file from the current PK-12 October count data. This file can be found on the [CDE Pupil Membership webpage](#).
- *Section D: School Profile*
 - Complete questions 1-6
- *Section E: School Proposal*
 - Complete questions 7-9. Incomplete or inadequate answers will not be accepted and CDE School Nutrition may request additional detail be provided.
- Document Attachments: optional



- Attach any additional or supporting documents if desired.
- Repeat this process for all sites applying to the FFVP.

5. Submit the application

- Select 'Save,' at the bottom of the site application once all information is complete.
- Select 'Finish,' if you're finished applying for all sites, or select 'Next Site,' to complete additional site applications.
- Completed site applications will show a *Submitted* status:

View Modify	00099	Academy 360	69.4836	N/A	No	Submitted
---	-------	-------------	---------	-----	----	-----------

- If you need to adjust or update an application, select 'Modify.'

6. Application Review

CDE School Nutrition will review all submitted FFVP applications within two weeks of submission.

Once approved to participate in FFVP, an award letter will be sent to the SFA with the FFVP grant award amount included. The award letter will not be sent until CDE School Nutrition allocates all FFVP funding; this typically occurs in July or August but can vary.

Please note, schools may not be awarded FFVP funds if the:

- School fails to submit a completed FFVP application by the deadline: **Thursday, June 30, 2022.**
- School does not have the support of its administration
- CDE has determined noncompliance with the administration of other child nutrition programs.
- CDE determines that a school cannot properly operate FFVP.

For questions, contact:

Vivien Skrupskis

Senior Nutrition Consultant

skrupskis_v@cde.state.co.us or 720-672-4243

For more information about the FFVP, visit the [FFVP webpage](#).