

# Fresh Fruit and Vegetable Program (FFVP)

## Self-Study Guide



**COLORADO**  
Department of Education

### Program Overview

The FFVP is a grant program administered at the federal level by the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) and at the state level by the Colorado Department of Education (CDE) Office of School Nutrition (OSN).

The goal of the FFVP is to increase children’s exposure to and consumption of a variety of fresh fruits and vegetables during the school day. Teaching children healthful eating habits at an early age helps promote a healthy school environment and improves the health and wellbeing of its students.

### Program History

The Fresh Fruit and Vegetable Program (FFVP) began as a pilot program authorized by Congress in 2002. The pilot was intended to identify best practices for increasing fresh fruit and vegetable consumption among students, and to determine the feasibility and students’ interest. By 2005 the pilot program was operating in 14 states and several Indian Tribal Organizations. The Food, Conservation, and Energy Act of 2008 (Farm Bill) converted the pilot program into a permanent, nationwide program.

### Who Can Participate

The FFVP is intended for elementary school\* age children. Any child who is considered a member of the school and who is present during operation of the FFVP may participate. This includes children attending a child care center, Head Start program, pre-kindergarten or a split-session kindergarten class located in a participating school.

Teachers responsible for serving the fruits or vegetables to their students are also encouraged to participate and taste the produce alongside their students to model positive eating habits. Other adults at a school who are not directly involved in the program may not participate.

*\*Note: Elementary schools are defined as schools that provide educational services for students in grades PK-5 or PK-6.*

### Grantee Responsibilities:

- Comply with all program regulations.
- Participate in annual FFVP training.
- Provide fresh fruits and vegetables to all enrolled students at no cost to them during the school day.
- Not serve produce during any other meal service.
- Advertise and promote the program throughout the school.
- Provide nutrition education.
- Manage grant funding to ensure all funds are utilized.



Teachers can model positive eating habits by consuming fruits and vegetables alongside their students.



## Service Requirements

- The FFVP may only operate during the school day. It may not take place during any other child nutrition programs (i.e., National School Lunch Program, School Breakfast Program, Afterschool Snack Program, etc.).
- Although, there are no minimum serving sizes for the FFVP it is encouraged to adjust the serving size based on the age-grade group of the students being served.
- The FFVP must be monitored at all times.
  - If the FFVP is served in the afternoon, ensure there is a system in place for picking up leftovers, documentation and cleanup.

### Allowable Items:

- Fresh fruit
- Fresh vegetables
  - May serve cooked vegetable once a week; however, it must be accompanied with nutrition education.
  - Dips may also be served with vegetables (but not fruit) and must be low-fat or non-fat and in 1-2 tablespoon serving sizes.

### Best Practices: Types of Produce

- Provide fruits and vegetables that are appealing and easy to eat.
- Introduce different varieties.
- Try various cuts and service methods when introducing a new variety.

### Un-Allowable Items:

- Processed or preserved fruits and vegetables to include, canned, frozen and dried.
- Dips for fruit
- Juice
- Smoothies
- Fruit with added flavorings; such as grapples.

### Service Locations:

Fruits and vegetables can be served anywhere on the school campus. Consider a location where children can easily consume the fruits and vegetables. This will depend on a number of factors, including grade level, maturity of students, time available to consume the fruits and vegetables, service, clean-up and staffing.

### Special Dietary Needs:

If a child's disability prevents him/her from consuming fresh fruits and vegetables as prepared, the school must provide accommodations as it would for other child nutrition programs.

### Best Practices: Service Locations

- PE class alongside a nutrition education lesson
- On the playground
- In the cafeteria with culinary demos
- In the classroom

Visit the [Special Dietary Needs](http://www.cde.state.co.us/nutrition/nutriSpecDietaryNeeds.htm)

(<http://www.cde.state.co.us/nutrition/nutriSpecDietaryNeeds.htm>) webpage for more details.



## Nutrition Education

For many children, the produce they see in school might be their first exposure to certain fresh fruits and vegetables and the only fresh produce they see that day. This is why nutrition education is critical to the program's success.

## Food Safety

When serving fresh produce in schools, produce safety must be a top priority. Food preparation, storage, and service areas must be cleaned and sanitized on a regular basis. All involved with the preparation and storage of the program produce must ensure proper personal hygiene is maintained, hands are washed frequently and gloves used appropriately.

### Hand Washing:

- Wash hands prior to assembling and/or distributing produce.
- Use gloves or utensils; do not handle produce with bare hands.
- Encourage students to wash hands prior to consuming the produce.

### Service:

- Serve fresh produce within 1 hour of delivery or removal from refrigeration (except in the case of fruit with peels).
- If service does not occur within 1 hour of delivery, return items to kitchen staff or refrigerate to keep produce below 41°F.

### Storage:

- Store refrigerated produce below 41°F.
- Whole pieces of fruit that can be washed or that have peels can be kept at room temperature.
- Store food off the floor; do not leave bags or containers on the floor.

### Clean Up:

- Ensure proper disposal of all items.
- Promptly return all remaining FFVP bags, containers, leftovers and other items to the FFVP lead as soon as possible.
- Do not leave items overnight in the classrooms or other serving locations.

### Best Practices: Nutrition Education

- Develop nutrition education activities that fit your students
- Include nutrition education whenever possible
- Consult with FFVP partners and volunteers to obtain no cost promotional items and to assist with the development and implementation of nutrition education
- Involve students in creating posters and nutrition education lessons
- Utilize free resources and education materials

Remember to always contact your local health department or governing agency with questions concerning state and local compliance.

## FFVP Financial Management

The FFVP is a grant based program and funds are awarded per school. Schools operating the program will receive one allocation which is intended to cover all program expenses throughout the school year. Each school will be allocated a different sum based on enrollment.

FFVP program costs are broken out into two categories: operating and administrative. Both categories allow for labor and equipment costs; however, there are slight differences between the two. Operating costs include costs for running the program, such as preparation and service in addition to small ware purchases. Administrative costs include costs for planning, oversight and management in addition to large equipment purchases. Administrative costs cannot exceed 10% of the school's total allocation.

Labor hours should not average more than 1-2 hours per FFVP service day

All non-food costs must be carefully reviewed and deemed reasonable, given the extent of program operations. Labor costs should be minimal in both the operating and administrative categories and only cover time spent on FFVP related tasks.

## Recordkeeping

All FFVP documentation must be kept on file for 3 years plus the current year. FFVP documentation can include but is not limited to:

- Purchase orders, invoices and receipts
- Time sheets
- Training records
- Production records
- Menus
- Nutrition education materials
- Contracts/addendums
- Promotion and outreach materials
- Food safety logs and documentation
- Email/claim submission confirmation



## Program Oversight and Monitoring

It is critical that every effort is made to ensure FFVP is operating properly in participating schools. School food authorities (SFAs) and program monitors should:

- Review FFVP claims for reimbursement submitted by participating schools to ensure that expenditures are appropriate prior to submitting a claim for reimbursement.
- Ensure the majority of funds are used to purchase a variety of fresh produce.
- Verify labor costs and all other non-food costs are minimal.
- All equipment purchases should be carefully reviewed and prorated, if necessary.
- Conduct on-site visits to ensure the program is being implemented according to program regulations.
  - o FFVP On-Site Monitoring form: (<http://www.cde.state.co.us/nutrition/ffvponsitemonitoringform>)



## Statement of Certification

I certify that I have read the FFVP training guide and understand program requirements.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Where can I learn more?

- [CDE Office of School Nutrition Fresh Fruit and Vegetable Program Webpage](http://www.cde.state.co.us/nutrition/nutriffvpp)
  - <http://www.cde.state.co.us/nutrition/nutriffvpp>
- [USDA's Fresh Fruit and Vegetable Program Handbook](http://www.cde.state.co.us/nutrition/ffvphandbook)
  - <http://www.cde.state.co.us/nutrition/ffvphandbook>
- [USDA's Fresh Fruit and Vegetable Program Webpage](https://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program)
  - <https://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program>

