

FFVP Grant Award Requirements

The FFVP funds, are awarded in two allocations because the USDA's fiscal year begins on October 1st. It is important to note that any funds remaining from the first allocation do not roll over into the second allocation.

Schools selected to participate in the FFVP must make a good faith effort to spend the awarded funds each year. Nutrition Services will be monitoring all schools to ensure the awarded funds are being spent throughout the year. To help with the planning process, schools are encouraged to create a monthly budget. A sample budget form is available on the Nutrition Services web site. Also, in an effort to help spend the first allocation of funds, schools may want to consider purchasing program supplies such as plates, napkins, utensils, etc., that will be needed for the year.

FFVP expenditures are broken down into two categories: Operating Costs and Administrative Costs. Operating costs include those expenses associated with the purchase, delivery, preparation and service of the FFVP. The Administrative costs include the purchase or lease of equipment and may include the labor associated with planning and managing the program. Administrative costs are limited to 10% of the participating site's total allocation.

FFVP Application Process

The district's annual Sponsor Application/Site Application(s) may be entered online on or after **July 1, 2015**. To enter the Sponsor Application/Site Application, complete the following steps:

1. Access the CNP System (<https://nutrition.education.ne.gov>) and login with the appropriate login credentials. The School Nutrition Program page displays.
1. Click **Applications** in CNP Program's top navigation bar. The Applications page displays.
2. In the "Item" column, click **Application Packet**. The Select School Year page displays.
3. In the "School Year" column, click **2015-2016**. The Sponsor has not started in the current year (2016) page displays.
4. Click **Enroll**. The "You have clicked the Enroll button" box displays.
5. Click **OK**. The 2015-2016 Application Packet displays.
6. In the "Action" column, click **Add** in the "Fresh Fruit and Vegetable Program Application" row. The FFVP Application page displays.
7. Complete the following:
 - In the "Contact Information" section, enter the appropriate information in the **Name, Email Address, Phone, and Title** text boxes.
 - In the "Invited Sites" section, select the check boxes for applicable sites.
 - In the "Certification" section, select the check box to verify that you have reviewed the application and grant agreement.
8. Click **Save**. The "FFVP Application has been processed" message displays.
9. Click **Finish**.
10. Complete the remainder of the Application and Site Application(s); submit for approval.

Grant Award Notification

Once the school district's online application for 2015-16 has been approved by Nutrition Services, the district will be able to print the Grant Award Notification (GAN). The GAN identifies the grant, includes the Catalog of Federal and Domestic Assistance number (CFDA#), indicates the grant amount and includes the terms and conditions of the grant. The GAN is located online under the "Claims" tab in the Child Nutrition Program (CNP) system (<https://nutrition.education.ne.gov>). We suggest printing the GAN and filing it with other FFVP program documentation.

FFVP Claim Submission

School districts are required to submit a monthly online claim to be reimbursed for the FFVP expenses incurred each month. Districts are encouraged to submit the FFVP claim by the 10th day of the following month. Any FFVP purchases made prior to **July 1** will not be reimbursed.

If administrative funds are used to purchase large equipment such as a delivery cart or refrigerator, written justification will need to be submitted to support the purchase. This justification, must be submitted online via the CNP System > Claims > Claim Comments > Sponsor Comments (# 5). In the Sponsor Comments section, you must explain, 1.) The need for the additional equipment, 2.) Why current equipment is not sufficient, 3.) The frequency of use and, 4.) Any other information that will support the purchase. If other school feeding programs will be using the equipment, then the cost must be prorated among all programs using the equipment.

FFVP Training

Schools may begin serving fresh fruits and vegetables when the new school year begins. The program ends on the district's last day of school in the spring. As a reminder, fresh fruits and vegetables served to students through the FFVP program cannot be served as meal components in the National School Lunch and/or Breakfast Program, After School Snack Program or Summer School Program.

Training for the FFVP will be available on our web site as videos. School districts are required to view the videos. We suggest the authorized representative for the lunch program, school principal, person responsible for submitting the monthly online FFVP claim and the food service manager participate in the training. You can decide if there are others in your school that would also benefit from the training. The videos will address program requirements in different sections. Topics include:

- Program Management
- Administrative and Operating Costs
- Planning, Purchasing and Serving
- Recordkeeping
- Educational and Promotional Resources
- Tutorial for Completing the FFVP Claim
- FFVP Update

The videos will be available **July 20, 2015** at www.education.ne.gov/ns/nslp/FFVP/FFVP.html. For monitoring purposes, each district is required to register online after viewing the training videos.

Permanent Agreement FFVP Addendum

The FFVP Addendum to the Permanent Agreement between your school district and Nutrition Services was sent with the award notification. This addendum is required to participate in the Fresh Fruit and Vegetable Program and should be signed by the district's Authorized Representative. Once Nutrition Services has received a signed the addendum, a copy will be mailed to the school district. If you have not already returned your signed addendum, please send immediately to:

Mail: Sue Gilleland OR Email: sue.gilleland@nebraska.gov OR Fax: 402-471-4407
NDE - Nutrition Services
P.O. Box 94987
Lincoln, NE 68509-4987

We look forward to working with you during the 2015-16 school year. If you have any questions, please call Nutrition Services at 800-731-2233 or 402-471-2488.