



## Nebraska Fresh Fruit and Vegetable Program Grant Application School Year 2022-2023

The USDA's Fresh Fruit and Vegetable Program (FFVP) provides funding to elementary schools to serve fresh fruits and vegetables to children throughout the school day, at no cost to the students. The program is designed to help create healthier school environments and combat childhood obesity. The FFVP expands the variety of fruits and vegetables children experience, increases their fruit and vegetable consumption, and can positively impact their present and future health. Funds provided to each school cover the costs associated with administering the program, including the cost of food, labor, supplies, and equipment.

Funding for the FFVP will be available for the 2022-2023 school year through the Food, Conservation and Energy Act of 2008 (Public Law 110-234). Nebraska will be awarded a specified amount for the grant period of July 1, 2022 through June 30, 2023. The grant will be awarded to schools in two parts: July 1 - September 30, 2022 and October 1, 2022- June 30, 2023. To be eligible to participate, an elementary school, as defined in NDE Rules 10 & 14, must have 50% or more of their students eligible for free or reduced-price meals. Priority will be given to schools with the highest free and reduced enrollment. See the [SY 2022-2023 FFVP Eligible Site List](#) for the list of buildings eligible to apply.

Awarded schools must offer fresh fruits and vegetables to students **a minimum of two days a week** during the school day, **separate from breakfast and lunch service**. Schools must establish an implementation plan that includes service methods and frequency, integration of nutrition education, FFVP marketing and promotion and overall program administration and monitoring. Funding to each school will be based on the school's enrollment for the participating grades. Per-student allocation will be \$50-54 for the 2022-2023 school year.

To learn more about the program, or to review the USDA's FFVP: Handbook for Schools, visit [NDE's Office of Nutrition Service's FFVP webpage](#).

Application Deadline: **All applications must be complete and submitted by 11:59 p.m. on Friday, April 22, 2022.**

It is highly advisable that you review the application prior to submission and have all your responses ready at the time of online submission. You may access a copy of the application in its entirety below.

All school districts that apply will be notified of the results once NDE has received USDA announcement of total State funding allocations.

## Fresh Fruit and Vegetable Program Grant Eligibility Criteria

The USDA has identified the following criteria for schools to participate in the FFVP:

- Be an elementary school (students up to grade eight may participate).
- Represent the highest percentage of students certified for free and reduced-price benefits, with at least 50% or more of the students eligible.
- Participate in the National School Lunch Program.
- Each eligible site within a district that wishes to participate in the FFVP must complete an annual application.
- See the [SY 2022-2023 FFVP Eligible Site List](#) for the list of Nebraska school sites eligible to apply.

The NDE reserves the right to remove a school's application from consideration when:

- The school fails to meet the deadline for application completion.
- The school does not have the support of its administration. Each school will be required, as part of the application process, to attest to support by the food service manager, school principal and district superintendent (or equivalent position) for participation in the FFVP.
- NDE has concerns with the school's administration of another child nutrition program.
- NDE believes the school cannot properly operate the FFVP, despite previous support from NDE. *Schools must ensure they appropriately plan their FFVP budget and are adequately spending down funds each month. A school that consistently claims less than the adequate budgeted amount monthly, and two years in a row returns greater than 50% of the site's allocated FFVP funds, will be ineligible to participate in the FFVP in the subsequent year.*

## **Fresh Fruit and Vegetable Program Grant Requirements**

### **In addition to the Eligibility Criteria listed above, awarded schools must:**

- Make fresh fruits and vegetables available for free to all enrolled children
- Begin service at the start of the school year
- Serve fresh fruits and vegetables a minimum of twice a week; this application requires you accurately state the frequency you will serve FFVP. Sites are required to report the number of days FFVP is served each month
- Provide fresh fruits and vegetables only during the school day but not during breakfast or lunch service, and not before or after school or during summer school
- Widely publicize the availability of free fresh fruits and vegetables to students
- Have documented support of the food service manager, principal and district superintendent
- Provide written justification for the purchase of equipment over \$100, such as a refrigerator, cooler, portable kiosk, cart or portable food bar; all purchases over \$100 are purchased with administrative funds
  - This justification must be submitted online under the “SFA Comment” section of the claim. It must explain the need for additional equipment, the frequency of use and any other information that will support the purchase. If the equipment will be used in other meal service programs, its cost must be prorated among the programs.
  - Follow procurement guidelines when purchasing equipment with administrative funds
  - Discuss the purchase of any equipment with the district’s food service director
- Purchase fresh fruits and vegetables according to procurement guidelines, including the Buy American provision
- Certify the invitation that will be available through the district’s online annual school lunch application, once awarded sites are announced
- Participate in annual online training for the FFVP, which will be made available in the fall and throughout the school year

## Claim for Reimbursement

- Schools will submit a monthly claim for reimbursement by accessing the Nutrition Services' Claims and Application website at <https://nutrition.education.ne.gov>. Claims must be submitted within 60 days of the last day of the claim month.
  - The person identified in the application as being responsible for submitting the monthly online FFVP claim must have a User ID and Password assigned to them to access the system. The person who currently submits the monthly school lunch claim may be assigned the FFVP claim responsibility, or the Authorized Representative may assign another person.
- Schools receive reimbursement for costs of purchasing, preparing, and serving fresh fruits and vegetables to children in your school. The FFVP claim reflects expenses incurred on a monthly basis and are divided into two categories:
  - **Operational Costs** include the cost of the fresh fruits/vegetables, low fat/fat free vegetable dip only, small supplies and labor hours associated with preparing and serving the fresh fruits and vegetables.
  - **Administrative Costs** include personnel costs not related to the preparation and service of fresh fruits and vegetables, and the purchase or lease of equipment. No more than 10 percent of the school's total grant can be used for administrative costs.

## Fresh Fruit and Vegetable Program Grant Application

Applications must be fully completed and submitted by the April 22, 2022 deadline. Incomplete or inadequate responses will not be accepted. Use clear, concise sentences.

Upon submission, an automatically generated confirmation email will be sent to the person submitting the application. There will also be an opportunity to request that another contact also receive the email confirmation. Please forward this confirmation email to additional staff at the site or district that will be tracking completed site applications.

### NOTE:

- If multiple school buildings in a single district are applying, answers should reflect the unique aspects of implementing the program in each building, even though some information may be common to all.
- Each eligible school site interested in applying for the Fresh Fruit and Vegetable Program (FFVP) must apply separately. The application may be completed by the school building or by the district's central office on behalf of the school.
- The application requires certification that the school food service manager, school principal and district superintendent (or equivalent position) support participation in the FFVP. The person responsible for submitting the application must have documentation attesting to support of the program from the food service manager, principal and superintendent.

Schools may refer to the below reference copy of the grant application in order to gather the information necessary to complete the online grant application. Only online applications submitted through the provided survey link will be accepted; no hard copy or electronic grant applications will be accepted. Only one application per site is allowed.

### **Fresh Fruit and Vegetable Application**

School District Information (Agreement Number can be found on the [SY 2022-2023 FFVP Eligible Site List](#)):

- District Name \_\_\_\_\_
- District Agreement Number (6 digits) \_\_\_\_\_
- Street Address \_\_\_\_\_
- City \_\_\_\_\_
- Zip Code \_\_\_\_\_

### School Site Information:

(Information must be listed as it appears in the CNP system. Site Number can be found on the [SY 2022-2023 FFVP Eligible Site List](#))

- Site Name \_\_\_\_\_
- Site Number (3 digits) \_\_\_\_\_
- Street Address \_\_\_\_\_
- City \_\_\_\_\_
- Zip Code \_\_\_\_\_
- Telephone Number \_\_\_\_\_

Has this site participated in the FFVP in the past?

Yes

No

Please upload the Site Certification Document with accompanying signatures (school principal and school food service manager, or equivalent positions). In order to do this, please complete [this form](#), save it as a PDF document, and upload the document here.

Please upload the Sponsoring Certification Document with accompanying signatures (district superintendent and district food service director, or equivalent positions). In order to do this, please complete [this form](#), save it as a PDF document, and upload the document here.

Select the elementary grades at this site that will be participating in FFVP:

PreK

K

1

2

3

4

5

6

7

8

REFERENCE ONLY

What is the current *total* enrollment of the grades that will participate at this site?

\_\_\_\_\_

Contact information for FFVP Coordinator. This is the person responsible for implementing the FFVP at this site.

Name \_\_\_\_\_

Title \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Contact information for Claim Contact. This is the person responsible for submitting the monthly online FFVP claim to NDE.

Name \_\_\_\_\_

Title \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

REFERENCE ONLY

**Fresh Fruit and Vegetable Service Plan**

a. How, where and when does your school plan to serve the fresh fruits and vegetables? Describe how they will be served: on carts or tables in the hallways, in the classroom or cafeteria or from vending machines, etc.

See hints and tips in the [FFVP: A Handbook for Schools](#), page 12.

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b. Participating schools are required to serve fresh fruits and vegetables a minimum of two days a week. Select the number of days you will offer the FFVP at your school. Schools will receive a minimum of \$50 a student per year.

- 2
- 3
- 4
- 5

**Nutrition Education Plan**

Describe how the FFVP will be incorporated into your school’s educational efforts to promote good health, nutrition, and physical activity.

*Nutrition education is a component of several important programs and initiatives including your school's required Wellness Policy nutrition education and promotion goals; becoming a Team Nutrition School; and participating in farm to school activities. See hints and tips in the [FFVP: A Handbook for Schools](#), page 21.*

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**Partnership Plan**

Discuss existing or potential partners that may assist your school with the FFVP. For example: Nebraska Extension, grocery stores, food distributors, local health departments, local colleges, non-profits, hospitals, etc.

See *hints and tips* in the [FFVP: A Handbook for Schools](#), pages 29-30.

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**Marketing Plan**

Describe how your school will publicize the FFVP to students, parents and the community.

*Consider bulletin boards promoting fruits and vegetables, [Nebraska Harvest of the Month](#) newsletters home to families that align with the FFVP product sampled, PA announcements led by students about the product, a press release once the school receives notification of the award, etc.*

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REFERENCE ONLY

I have reviewed this application and attest to the truth and accuracy of the information provided. If selected, we, the Sponsor, agree to implement the program in a manner consistent with the policies and procedures established by USDA and NDE. We agree to participate in any USDA-sponsored or NDE-sponsored evaluations and to provide the information requested by the specified deadlines.

I have also confirmed support of this program with the following officials: School Food Service Director, School Principal, and Authorized Representative/district Superintendent, or those individuals in equivalent positions.

By selecting this box, I certify this application based on the above review and confirmation information.

Please select your title at the school district or institution:

- Authorized Representative
- District School Food Service Director
- Site Food Service Manager
- School Principal
- Other (please specify): \_\_\_\_\_

As the submitter of this SY 2022 FFVP Grant Application, please provide the following information. Note that the email address provided will receive a copy of the application submission.

- First name \_\_\_\_\_
- Last name \_\_\_\_\_
- Email \_\_\_\_\_

Optional: If there is another individual whom you would like to receive a copy of the application submission, please provide the following information.

- First name \_\_\_\_\_
  - Last name \_\_\_\_\_
  - Email \_\_\_\_\_
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(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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