Orientation Webinar
Wednesday, August 20, 2014
The webinar will begin at 2pm

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Zoom Housekeeping

• If your screen isn't lined up correctly on your monitor, click on “More at the top of your screen:

• You can hover your mouse at the base of your screen to unmute your microphone, to test your mic (audio), or to enter a question into chat.
Training Objectives

• Introduction
• Program Requirements
• Allowable Costs
• Purchasing/Procurement
• FFVP Promotion
• Partnerships
• Claims Process
• Budget
• Food Safety
• Nutrition Education Resources

Goal of FFVP

Increase children’s fruit and vegetable consumption
Create healthier school environments by providing healthier food choices
Expand the variety of fruits and vegetables children experience
Make a difference in children’s diets to impact their present and future health

Fresh Fruit and Vegetable Program

• Provides all children a variety of free fruits and vegetables
• Introduces fresh fruits and vegetables as healthy snacks
• Develop partnerships
FFVP in Iowa

- Funding increases every year!
  - 2010-11: $1,625,893 State grant
  - 2014-15: $2,570,745 State grant
  - 110 schools
  - Reaching almost 45,000 students
- Schools selected based on:
  - Completed application
  - Must be an elementary school
  - Priority to highest free/reduced
  - Iowa Grant awarded at $50-$61.50 per student
  - Based on number of days served per week

USDA Evaluation of FFVP

- Increased consumption for fruits/vegetables
  - 1/3 cup per day
- A majority of FFVP students took the fruit and vegetable snack when offered
  - 85% took the fruit snack most of the time
  - 63% took the vegetable snack most of the time
- Students had a more positive attitude towards fruits & vegetables.

USDA Evaluation of FFVP

- FFVP schools offered nutrition education more frequently
- A majority of FFVP schools served fruit & vegetable snacks 3-5 times per week
- FFVP snacks were most often served in the classroom.
- Participating schools reported a positive opinion of the FFVP
How it Works

• Receive Reimbursement
  – Cost of purchasing, preparing, & serving fresh fruits & vegetables
• Monthly Claims
• No more than 10% of school’s total claim for administrative costs
• Schools decide on when, where, and how
• Nutrition Education is strongly encouraged

Who CAN Have a FFVP Snack?

• All children who normally attend
• Not given as a reward or withheld for punishment
• Teachers under the following conditions:
  – Directly responsible for serving snack
  – Strongly encouraged to include a nutrition education component
  – Role modeling potential
  – No additional funds will be provided

Who CANNOT have a FFVP Snack

• School staff not directly serving students
• Parents, grandparents, aunts, uncles
• Other community residents
• Junior & Senior High students
Serving Fruits and Vegetables

- During the school day
  - Not before or after school
  - Not during breakfast or lunch
  - Not during summer school
- School decides on time of day and days of week
- Must be provided from beginning to end of school year, at least 2 days per week
- Distribution method
  - In classrooms
  - In hallways
  - At kiosks

In the Classroom

- Helps reduce messes
- Makes the most of learning time
- Nutrition education component

Which fruits and vegetables?

- Variety
- New and different
- Produce should be easily identified
- Enjoy fruits and vegetables as they are
- Exotic fruits and vegetables are allowed
- Mix it up! Unique with familiar
- No required portion size
Examples

- Yam Sticks
- Strawberries
- Clementine
- Grapes
- Plums
- Yellow baby carrots
- Sugar snap peas
- Red Bananas
- Jicama sticks
- Turnip Sticks
- Mango
- Cucumber slices
- Cherry tomatoes
- Grape tomatoes
- Peaches
- Blood oranges
- Star fruit
- Red pears
- Pineapple
- Apple Slices
- Bananas
- Broccoli
- Raspberries
- Zucchini
- Ugli Fruit
- Black Berries
- Kohlrabi
- Honeydew melon
- Green Peppers
- Radishes
- Watermelon

Not Allowed

- Processed or preserved fruits or vegetables
  - Canned, frozen or dried
  - Dates that are picked then dried are not
- Dip for fruit
- Fruit or vegetable juice
- Trail Mix
- Cottage Cheese
- Smoothies
- Pickles
- Coconut
- Fruit that has added flavorings
  - Ex. – Grapples
- Non-reimbursable items with the FFVP snack, even if other funds used to cover the cost

Limited Items

- Dip for vegetables
  - Must be low-fat or fat-free & noted on claim that way
  - 1 – 2 Tablespoons
- Fresh vegetables can be cooked
  - Limited to once a week
  - Always include a nutrition education component
- Leftovers
  - Utilize on another FFVP snack
  - Use in NSLP or SBP, only to avoid waste
  - May not be sent home or given to staff
Maintaining the Program

- Adjust your selection to serve more of the student's favorite
- But still introduce new items
- Be sure fruits and vegetables are appealing
- Introduce students to different varieties
  - Pears, apples, peppers, etc.
- Balance use of whole fruit or pre-cut, prepackaged items against higher production items

Purchasing Fruits & Vegetables

- Follow the same procurement procedures used in the NSLP
- **ALL** purchases must be competitive and offer free and open competition
  - 3 bids
- Purchasing avenues:
  - Current produce vendor
  - Local Grocery Store
  - Farm to School Initiative
  - Local producers
  - DoD-Fresh (cannot claim)

Formal and Informal Purchasing

- Informal requirements
  - Small purchase threshold:
    - below $150,000
    - Quotes (email, fax, phone)
    - Specifications
- Formal requirements
  - Large purchase threshold:
    - above $150,000
    - Competitive sealed bids
    - Competitive negotiations
    - Specifications
Procurement of Locally Grown

- Unprocessed locally grown or locally raised agricultural products
- Can only be minimally processed
  - Cannot alter the inherent character
  - Are allowed to be washed, sliced, & bagged
- Use the geographic preference option is a local decision
- USDA does not define the geographic area that is considered local

Buy American Provision

- All produce is to be grown in the U.S.
- Unless:
  - Produce is only grown outside of the US
  - Produce is out of season
  - Demand exceeds supply
  - Competitive Bids reveal that the costs of a U.S. product are significantly higher
  - Check origin of purchase
- Include the Buy American provision on your procurement documents

Reimbursable Costs

- FFVP is unique as reimbursement is based on actual costs – must document thoroughly
- Majority must go towards purchasing fresh fruits and vegetables
- All non-food costs must be carefully reviewed and deemed reasonable
- Labor costs must be minimal & well documented
  - Actual time via timecard (preferred)
  - Time study
Operating Costs

- Fruits, vegetables, low/no fat dip
- Napkins, paper plates, serving bowls, cleaning supplies and trash bags
- Value added services such as pre-cut produce, delivery charges, etc.
  - Include delivery fees under operational costs
- Small equipment
- Labor hours to prepare and deliver the produce

Administrative Costs

- Limited to 10% of your total grant
- Purchasing or leasing of large equipment
- Salaries of staff who compile and maintain records, submit claims, write menus, order and coordinate nutrition promotion activities

Equipment Purchases

- Must provide written justification
  - Need for equipment
  - Why current equipment is not sufficient
- Equipment purchased can be used for other Child Nutrition Programs but must be prorated
- Form available – submit prior to claim
Paperwork Requirements

- Participate in State Agency Training
- Submit monthly claims on IowaCNP
- Maintain full and accurate FFVP records
  - Menus
  - Procurement documentation
  - Invoices
  - Timecards/Time study

Best Practice

Keep an FFVP Binder that contains:
- Grant award and addendum
- Contact information
- Invoice copies
- Monthly claims copies
- Purchase order information
- Vendor/local farmers receipts & invoices
- Hours being claimed for Administrative and operational salaries (timesheets or time study data)

FFVP Promotion

- Required to widely publicize your participation in the program
  - Via Banners & posters
  - In school newsletters
  - On district website
  - On back of menu calendar
  - Via Social media
    - Facebook & Tweets
  - Via PTO/PTA meetings
  - Partner with local grocery store
    - FFVP Feature of the week
Partnerships within the School

• Essential elements of FFVP success
  – Administrators
  – Teachers
  – Food service staff
  – School nurses
  – Custodial staff
  – Parents
  – Parent Teacher Association
  – Student government

Partnerships within the Community

• Community Health Agencies
• Dietitians/ Dietetic Interns
• Extension Specialists
• Grocery Stores
• Food Corp
• Etc……..

Claim Submission

• Claims must be submitted:
  • Timely manner
  • Deadline: by 3pm on the 15th of each month
  • 60 days
Monthly Claim

Fruit & Vegetable Costs

Operational Costs
Administrative Costs

Tell Your Story!
• What’s working or not
• What successes or challenges do you have
• Explain your claim

SFA Comments
• Provide staff/student feedback
• Examples of Nutrition Ed Assistance that you may need

Claim Submission
Budget Goal

- To fully expend the FFVP grant allocated to your school
  - Implement a weekly/monthly process to monitor expenditures
  - Determine an average fruit & vegetable cost
  - Offset more expensive fruits & vegetables with lower cost fruits & vegetables
  - Open communication between ordering & submitting of the claim

FFVP Awards

- 1st Allocation: July 1 – September 30
- 2nd Allocation: October 1 – June 30
- Grant funds cannot be transferred from 1 allocation to the other
- If an award cannot be spent – notify the state agency.

Monthly Budget Tool
Tips For Better Monitoring and Tracking

Enhancing the Food Safety Program

- SP37-2013
- Standard Operating Procedures must be in place to include any facility or part of a facility where food is stored, prepared, and served
  - Includes areas outside of the cafeteria such as kiosks or classrooms
  - Applies to the Fresh Fruit & Vegetable Program

Safe Purchasing & Receiving

- Ensure that vendors follow safe storage and handling procedures
- Purchase specifications should include food safety requirements
- Establish procedures for inspecting deliveries that includes when to accept or reject
Washing & Preparation

- Inspect produce for signs of soil or damage prior to cutting, slicing, or dicing
- Wash produce under continuous running water prior to serving or cutting
  - Produce with rough outer skins should be scrubbed with a vegetable brush
- Clean equipment, utensils, and food contact surfaces with hot, soapy water
  - Includes cutting boards & knives

Hand Hygiene

- Wash hands thoroughly before handling fresh produce
- Rewash hands after:
  - Breaks
  - Visiting restrooms
  - Sneezing
  - Coughing
  - Handling trash or money
  - Anytime hands become soiled or contaminated
- Use gloves when handling ready-to-eat produce

Serving Safely

- Keep cold foods at or below 41F
- Clean and sanitize food contact surfaces
  - Including desks and tables in classrooms
- Prevent cross contamination
- Ensure that bare hands do not touch food and that utensils do not drop into the serving container
- Follow proper hand washing procedures
- Clean up spills promptly
- Avoid potential pest problems
Safe Storage

- Maintain recommended temperature for the variety of produce being used
- Store at least 6 inches off of the floor
- Store in a covered container above other items that might cause contamination
- Follow manufacturer’s instructions
- Wash before preparation, not before storage

Specific Recommendations - Melons

- Melons
  - Do not use if rinds show signs of decay or damage
  - Wash the outer surface prior to cutting
  - Hold at 41°F or lower once cut
  - Consume or discard cut melon within 7 days

Specific Recommendations - Tomatoes

- Tomatoes
  - Do not wash in cold water
  - Do not use if tomato shows signs of soil and skin damage
  - Hold at 41°F or lower once cut
  - Consume or discard cut tomatoes after 7 days
Specific Recommendations – Leafy Greens

- Leafy Greens
  - Do not use if visible signs of decay or damage are present
  - Do not rewash packaged produce labeled:
    • “Ready-to-eat”
    • “Washed”
    • “Triple Washed”
  - Store and hold at or below 41°F

Food Safety Resources

- ISU Extension
  - http://www.extension.iastate.edu/foodsafety
  - http://www.schoolhaccp.org
- NFSMI
  - http://www.nfsmi.org/producesafety
- Best Practices Handling Fresh Produce in Schools

Nutrition Education

- Important to the program’s success
- Nutrition education that fit your school
  - Nutrition tips via morning announcements
  - Nutrition fact sheet delivered with daily snack
  - Geography lesson regarding where crop is grown
- Utilize FREE resources
Team Nutrition Project

- Fruit and Vegetable Promotion Resource
  - Iowa Department of Agriculture
  - Iowa Nutrition Network
  - Fresh Fruit and Vegetable Program
- On-line One Stop Shop!
  - Sample Tasting Schedule
  - Taste Test Strategies
  - Fruit & Vegetable Fact Sheets
  - Fruit and Vegetable Lessons
  - Morning Announcements
  - Parent Newsletter Templates

Posters to be Sent to FFVP Schools

Food Tasting Instructions
- Trying a new food can be fun!
- When offered food, be polite and say, “Yes, thank you” or “No, thank you.”
- Try it! At least one small bite.
- If you like it, think of other ways you could eat the food at school and at home.
- If you don’t like it, you may politely remove the food with a napkin.
- It is OK not to like something, but be polite. No yucky faces or mean words.
- Be willing to try the food again! Sometimes it takes a while to like a new food.
Sample Morning Announcements

- **What am I?** I am bright red, heart-shaped fruit with seeds on the outside and a green cap. I am a tender, sweet fruit packed with vitamin C. I am a member of the Fruit Group. I grow on a plant in a garden, a pot, or on a farm. California grows 83 percent of the crop in the United States. Every one, no matter the size, has about 200 seeds. **Today's snack are Strawberries!**

- **What am I?** My name comes from the Latin word brachium, which means “branch” or “arm.” My tree-like stalks are topped with umbrella-shaped clusters of purplish green florets. I am packed with vitamin C and a good way to add fiber to your meal or snack. I am a member of the Dark Green Vegetable Subgroup. I grow in nearly every state, including Alaska and Hawaii. California is the state that grows that most. Eating me raw with low-fat ranch dip is a great snack! **Today's snack is Broccoli!**

For More Information:

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Pick-a-Better Snack

- [http://www.idph.state.ia.us/INN/PickABetterSnack.aspx](http://www.idph.state.ia.us/INN/PickABetterSnack.aspx)
- Family newsletter
- Recipe cards
- Nutrition education lessons
- Bingo cards
- Fact sheets
- Graphics

**Pick a better snack**

[Team Nutrition Iowa](http://www.idph.state.ia.us/INN/PickABetterSnack.aspx)
Tips for Success

- Establish a monthly budget
- Pay attention to program logistics
- Establish partnerships
- Incorporate nutrition education
- Food Safety
- Follow proper procurement procedures
- Promote your program
- Provide a variety of fruits & vegetables

Reminders

- FFVP Agreement is due
  - Please submit to me, if you have not already done so
- IowaCNP Access Form
  - Needed for new FFVP schools
  - New staff working with FFVP claims

Questions?

- Stephanie Dross
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  - 515-281-4760
- FFVP Survey – please go to this link to complete a quick survey and to document your attendance at this webinar.
  - https://www.surveymonkey.com/s/NHH5CPY