



FRESH
FRUIT &
VEGETABLE
PROGRAM

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



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
 - 1/3rd 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?





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 dried on the tree are ok
 - 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

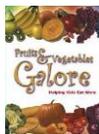
- Follow the same procurement procedures used in the NSLP
- **ALL** purchases must be competitive and offer free and open competition
 - 3 bids
- Purchasing avenues:
 - Current produce vendor
 - Local Grocery Store
 - Farm to School Initiative
 - Local producers
 - DoD-Fresh (cannot claim)



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



Tips For Better Monitoring and Tracking



School Nutrition Programs

2013 - 2014 Fresh Fruit and Vegetable Claim Year Summary

| Month | Add | Class | Date | Date | Amount |
|----------------------------|-----------|-----------|------------|------------|-------------------|
| | Processor | Station | Received | Processed | Amount |
| Jul 2013 | | | | | \$0.00 |
| Aug 2013 | | | | | \$0.00 |
| Sep 2013 | | | | | \$0.00 |
| Oct 2013 | | | | | \$0.00 |
| Nov 2013 | | | | | \$0.00 |
| Dec 2013 | | | | | \$0.00 |
| Jan 2014 | | | | | \$0.00 |
| Feb 2014 | | | | | \$0.00 |
| Mar 2014 | | | | | \$0.00 |
| Apr 2014 | 0 | Processed | 09/24/2014 | 09/14/2014 | \$2,442.00 |
| May 2014 | 0 | Pending | | | \$0.00 |
| Jun 2014 | 2 | Processed | 09/14/2014 | 09/14/2014 | \$587.75 |
| Year to Date Totals | | | | | \$2,929.75 |

| Site ID | Site Name | Order #/Contract | FVA & Equip. Amount | Admin. Amount | Balance |
|---------------|--------------------------|--------------------|---------------------|---------------|--------------------|
| 8517 | Millon Elementary School | \$10,000.00 | \$1,262.00 | \$0.00 | \$8,738.00 |
| 8588 | Nguyen Elementary School | \$5,000.00 | \$264.75 | \$0.00 | \$4,735.25 |
| Total: | | \$15,000.00 | \$1,526.75 | \$0.00 | \$13,473.25 |



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 store, 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 41F 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 41F 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 41F



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



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>
- Family newsletter
- Recipe cards
- Nutrition education lessons
- Bingo cards
- Fact sheets
- Graphics



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
 - stephanie.dross@iowa.gov
 - 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>