Program Webinar
Wednesday, October 5, 2016

The webinar will begin at 2pm

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515-281-4760

Training Objectives

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

- Create healthier school environments by providing healthier food choices
- Increase children's fruit and vegetable consumption
- 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
  - 2016-17: $2,713,549 State grant
  - 35 districts & 126 schools
  - Reaching almost 52,000 students
- Schools selected based on:
  - Completed application
  - Must be an elementary school
  - Priority to highest free/reduced
  - Iowa Grant awarded at $50-$55 per student
  - Based on number of days served per week

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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

Cedar Rapids – Garfield Elementary

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
- Blueberries
- Grapefruit
- Cabbage
- Kale
- Mango
- Cucumber slices
- Cherry tomatoes
- Grape tomatoes
- Peaches
- Blood oranges
- Star fruit
- Red pears
- Pineapple
- Apple Slices
- Bananas
- Cantaloupe
- Cauliflower
- Celery
- Broccoli
- Raspberries
- Zucchini
- Ugli Fruit
- Tangelos
- Blackberries
- Kohlrabi
- Honeydew melon
- Green Peppers
- Radishes
- Watermelon
- Kiwi
- Pumelos
- Mini Sweet Peppers
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
Procurement/Purchasing

- A systematic multi-step approach to acquire goods, supplies, and services.
- Informal Procurement
  - Micro-Purchase
    - Purchases between $0 - $3,500
    - Must distribute purchases equitably
  - Small Purchase
    - Purchases between $3,500 - $150,000 or local threshold, most restrictive
    - ALL purchases must be competitive and offer free and open competition
- Formal Procurement
  - Purchases over $150,000 or local threshold, most restrictive
  - Invitation for Bids
  - Request for Proposals

Micro-purchase and Small Purchase (Informal)

<table>
<thead>
<tr>
<th>Micro-Purchase</th>
<th>Small Purchase (Informal)</th>
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</thead>
<tbody>
<tr>
<td>Procurement event &lt;$3,500 or local purchase threshold. Use most restrictive threshold</td>
<td>Procurement event =&gt; $3,500 and &lt;$150,000 or local purchase threshold. Use most restrictive threshold</td>
</tr>
<tr>
<td>Written specification not required but encouraged</td>
<td>Written specification required</td>
</tr>
<tr>
<td>Not procured competitively</td>
<td>Obtain price quotes from at least two vendors. Encourage obtain prices from three vendors</td>
</tr>
<tr>
<td>Divide purchases equitably among vendors, prices should be reasonable</td>
<td>Lowest, most responsive and responsible vendor</td>
</tr>
<tr>
<td>Documentation – receipts and invoices that are itemized</td>
<td>Documentation – Specifications, vendors and price quotes, itemized receipts and invoices</td>
</tr>
</tbody>
</table>

Purchasing Fruits & Vegetables

- FFVP schools must follow proper procurement procedures.
- Identify produce & supply items not already procured through NSLP & SBP
- Purchasing avenues:
  - Current produce vendor
  - Local Grocery Store
  - Farm to School Initiative
  - Local producers
  - DoD-Fresh (cannot claim)
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 a FFVP Binder that contains:
- Grant award and FFVP Agreement
- Contact information
- Monthly claim copies
- Invoice copies & purchase orders
- Vendor/local farmers receipts & invoices
- Timesheets and/or time study data for administrative and operational labor costs
- FFVP Promotion activities
- FFVP Budget Tool

FFVP Promotion

- Required to widely publicize your participation in the program
  - Article in local paper
  - 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
- Iowa Nutrition Network
- 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 Claims

2016 - 2017 Fresh Fruit and Vegetable Claim Summary

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Year to Date Total: $1,294.00

Monthly Claim

2016 - 2017 Fresh Fruit and Vegetable Claim Details

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<tr>
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Monthly Claim

2016 - 2017 Fresh Fruit and Vegetable Claim Site List

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<tr>
<th>Site ID</th>
<th>Site Name</th>
<th>Requested Amount</th>
<th>Current Amount</th>
<th>Previous Amount</th>
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### Monthly Claim

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<tr>
<th>Claim Expenditures</th>
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<td>Fruit &amp; Vegetable Costs</td>
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<tr>
<td>Operational Costs</td>
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<tr>
<td>Administrative Costs</td>
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<table>
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<td>Internal Fee Only Comments</td>
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### Fruit & Vegetable Costs

<table>
<thead>
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<tbody>
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<table>
<thead>
<tr>
<th>Fresh Vegetables</th>
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<tbody>
<tr>
<td>Product Description</td>
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### Operational Costs

<table>
<thead>
<tr>
<th>Operational Costs - Preparation and Service</th>
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<tr>
<td>Hourly / Daily / Weekly / Annual Rates</td>
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<table>
<thead>
<tr>
<th>Nutritional Value</th>
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</tbody>
</table>
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
### Monitoring & Tracking

#### 2016 - 2017 Fresh Fruit and Vegetable Claims Month Details

<table>
<thead>
<tr>
<th>Claim Month August 2016</th>
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<tr>
<td>Action</td>
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**Total Claimed**: $1,275.38

#### 2016 - 2017 Fresh Fruit and Vegetable Program Claim Summary

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<thead>
<tr>
<th>Site Name</th>
<th>Adjustment</th>
<th>Date Received</th>
<th>Date Processed</th>
<th>Amount</th>
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<td>$1,314.58</td>
</tr>
</tbody>
</table>

**Site Claim Total**: $1,314.58
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 41°F
- 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

- Iowa Department of Education
  - https://www.educateiowa.gov/pk-12/nutrition-programs/fresh-fruit-vegetable-program
- ISU Extension
  - http://www.extension.iastate.edu/foodsafety
  - http://www.schoolhaccp.org
- Institute of Child Nutrition

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
  - https://www.educateiowa.gov/fruit-and-vegetable-resource
  - Sample Tasting Schedule
  - Taste Test Strategies
  - Fruit & Vegetable Fact Sheets
  - Fruit and Vegetable Lessons
  - Morning Announcements
  - Parent Newsletter Templates
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!**

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
FFVP Questions?

- Stephanie Dross
  - stephanie.dross@iowa.gov
  - 515-281-4760
- Keerti Patel
  - keerti.patel@iowa.gov
  - 515-281-3353
- Sandy Fiegen
  - sandra.fiegen@iowa.gov
  - 515-681-5750