



Illinois State Board of Education Nutrition and Wellness Programs Division

Fresh Fruit and Vegetable Program in Illinois School Year 2017–2018

The purpose of the Fresh Fruit and Vegetable Program (FFVP) is to increase fresh fruit and vegetable consumption in elementary schools participating in the National School Lunch Program (NSLP). Priority is given to elementary schools with the highest free and reduced-price eligibility percentage. FFVP funds are used to provide fresh fruits and vegetables to children at no cost, during the school day outside of the reimbursable meal(s) periods. For purposes of compliance with Section 511 of Public Law 101-166 (the “Stevens Amendment”), applicants are advised that 100 percent of the funds for the program are derived from federal sources.

This program is different from the Department of Defense (DoD) Fresh Fruit and Vegetable Program. The DoD Fresh Fruit and Vegetable Program allocates USDA Foods planned assistance level (pal) monies so that schools may acquire fresh fruits and vegetable to use during the service of reimbursable meals to students (breakfast and lunch). For more information about DoD Fresh Fruit and Vegetable Program visit http://www.isbe.net/nutrition/pdf/DoD_FreshFruitandVegProg.pdf.

If you are interested in this valuable opportunity, please submit the enclosed application to the Illinois State Board of Education (ISBE) no later than close of business on April 21, 2017.

In Illinois, to be selected as a school to participate in the FFVP, the school site must:

- ✓ Participate in the National School Lunch Program.
- ✓ Be an elementary school. (Schools with grades 8 and below)
- ✓ Have a Free and Reduced Price Eligibility Percentage of 100%. The USDA requires highest priority be given to schools with the highest percentage of low-income students. Due to the number of elementary schools in Illinois at or above the 50% free and reduced price eligibility and that there was not enough funding last year to cover all schools that applied with a 100% free and reduced price percentage, this application is being released only to elementary schools with 100% free and reduced price eligibility based upon October 2016 eligibility data. If unable to fund all schools that apply with 100% free and reduced price eligibility, the enrollment based on October 2016 eligibility data will be the deciding factor, with the smaller enrollment number being awarded. If funds remain after awarding under this application release, an additional application will be released for additional schools to apply.
- ✓ Submit the completed FFVP application, with the required signatures, no later than close of business on April 21, 2017. Incomplete applications will not be considered.

Each selected FFVP school site will:

- ✓ Receive funds based on the total enrollment of the school selected to participate in the FFVP. The USDA requires that the allocation for each selected FFVP school range from \$50–\$75 per student per year. Funds are to be used primarily to purchase fresh fruits and fresh vegetables to be provided at no charge to the students at school at times other than when the reimbursable meal is offered.
- ✓ Offer fresh fruits and vegetables to all enrolled students during the school day at times other than during the meal periods at least twice every week for the entire 2017–2018 school year (July 1, 2017–June 30, 2018).
- ✓ Not be allowed to offer FFVP fresh fruits and vegetables during meal periods.
- ✓ Receive reimbursement for allowable costs of purchasing, preparing, and serving fresh fruits and vegetables to children in the school. No more than 25 percent of the school's monthly FFVP expenditures may be used for operating labor costs and no more than 10 percent of the school's total FFVP funds for administrative costs. At least 85 percent of the school's total FFVP allocation must be spent or this site will forfeit participation in FFVP for subsequent school year.
- ✓ Follow all reporting and record keeping requirements including but not limited to the submission of the monthly Claims for Reimbursement for allowable FFVP expenses in a timely manner.
- ✓ Agree to make and advertise to enrolled students the availability of fresh fruits and vegetables without charge at times other than meal periods.
- ✓ Comply with all federal and state guidelines for the FFVP as outlined in these materials as well as the *USDA's FFVP Handbook for Schools* referenced below.

Steps to Follow When Submitting the Application

1. Each elementary school building must apply separately. Only ONE application per school building may be submitted. If duplicate applications are submitted for the same school building, such schools will not be considered.
2. You must answer ALL of the questions on the following pages and include signatures of the FFVP contact person located at the school site, food service director, school principal, and the district superintendent (or equivalent positions as determined by ISBE). The Directory of Educational Entities available at <https://www.isbe.net/Pages/Data-Analysis-Directories.aspx> should be referenced to identify the correct person. Incomplete applications including applications with incorrect or missing signatures will NOT be considered **and school personnel will NOT be contacted to correct errors**.
3. Verify the application is complete and submit via mail, fax, or electronic mail application pages 3-7 of this packet to:
Fresh Fruit and Vegetable Program, Nutrition and Wellness Programs Division
Illinois State Board of Education
100 North First Street, W-270
Springfield, IL 62777-0001
Fax: (217) 524-6124
Electronic Mail Address: cnp@isbe.net

Applications must be received at ISBE no later than close of business on April 21, 2017. If the application is submitted via electronic mail, the signature page must be scanned and sent. Retaining a copy of the application for your records is recommended.

Schools selected for the FFVP for the 2017–2018 school year will be notified via electronic mail to the district superintendent/administrator no later than May 19, 2017. ISBE will also post the selected 2017–2018 FFVP schools on the Illinois State Board of Education, Nutrition and Wellness Programs Division website (www.isbe.net/nutrition) and will include the allocated dollar amount of the FFVP per selected school. Such funds may be obligated beginning on July 1, 2017.

For detailed information about the FFVP, we encourage you to access the USDA's FFVP Handbook for Schools available at <http://www.fns.usda.gov/cnd/FFVP/handbook.pdf>.

If you have any questions, please contact Roxanne Ramage (rramage@isbe.net) at (800) 545-7892 or (217) 782-2491.

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If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](#) (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

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Illinois State Board of Education

100 North First Street, W-270
Springfield, Illinois 62777-0001

2017-18 FRESH FRUIT AND VEGETABLE PROGRAM APPLICATION

Nutrition and Wellness Programs Division

This Fresh Fruit and Vegetable Program Application is being submitted on behalf of the following school:

| | |
|--|---|
| SPONSOR/DISTRICT NAME (School Food Authority) | AGREEMENT NUMBER* (Also referred to as the Region, County, District, Type Code) |
| SCHOOL BUILDING NAME | SITE NUMBER (As assigned under National School Lunch Program) |
| SCHOOL PHYSICAL ADDRESS (Street, City, State, Zip Code) | |
| SCHOOL MAILADDRESS (Street, City, State, Zip Code) (If different from above) | |

The following person will serve as this school's primary contact person for this application:

| | |
|-------------------------------|-------------------------|
| NAME OF FFVP CONTACT PERSON | |
| POSITION | E-MAIL |
| TELEPHONE (Include Area Code) | FAX (Include Area Code) |

SCHOOL DATA

Site Enrollment as of October 2016*: _____

Free and Reduced Percentage as of October 2016*: 100% (Only Schools at this Level may apply at this time)

*The agreement number, site enrollment and free and reduced priced eligibility percentage may be found at <https://www.isbe.net/Pages/Seamless-Summer-Option-Meal-Eligibility.aspx> (Click FY 2017)

Does this school contain students in grades 9-12 as of October 2016? Yes No

If yes, how many students are in grades 9-12 as of October 2016? _____
(When determining funding amount, this number will be subtracted from the site enrollment listed above.)

Is this a Residential Child Care Institution (RCCI)? Yes No

If yes, please note that a RCCI may only participate in FFVP if they operate an elementary school during the day and participate in NSLP.

PURCHASING

FFVP is a federally funded program and therefore all applicable federal and state procurement requirements must be adhered to including procurement thresholds for formal and informal procurement procedures. You are required to ensure that you are obtaining the specific products that you want for the most reasonable prices. Therefore, it is important that administrative staff of FFVP understand the following key components related to procurement:

- Product specifications must be developed
- Delivery schedule must be discussed
- Method of payment determined
- Ample storage facilities for items based on delivery schedule
- Ensure that a minimum of 3 bids/price quotes are received, depending on if formal or informal procurement procedures required.

Careful review of the requirements related to procurement has been reviewed by staff at this school and compliance with all FFVP requirements related to procurement will be met.

Please mark one: Yes No

PREPARATION AND SERVICE

Preparation and service FFVP is a critical component. Administrative staff of the FFVP must carefully review the following areas related to preparation and service of the fresh fruits and vegetables to the students at no charge during the school day, at times other than during the meal periods.

- Operational/preparatory equipment, such as knives and cutting boards, etc., should be inventoried to determine if any operational items will need to be purchased.
- Ensure that the schools Food Safety Plan has been updated to reflect FFVP standard operating procedures including information and preparation, transport, service, and clean-up of the FFVP.
- Appropriate staffing levels have been discussed and determined for FFVP. Note that operational labor is limited to 25% or less of your total monthly expenditures.
- Service plans, including delivery and staff responsible, have been determined. It must be planned for all students to receive a FFVP snack at least twice per school week when school is in session four or more days. If school is in session for three or less days in a week, service must be at least one day that week.
- Service of FFVP must begin with the first week of the school year and every attempt for service of FFVP for the entire school year will be made. ISBE reserves the right to request an official school calendar to ensure compliance.

Careful review of the requirements related to preparation and services of FFVP have been reviewed by staff at this school and compliance with all FFVP requirements related to preparation and service for the entire school year will be met.

Please mark one: Yes No

RECORDKEEPING

The FFVP requires recordkeeping which includes the submission of a monthly claim for reimbursement and budget/tracking of the use of FFVP funds. Also important is to identify the personnel, including back-up personnel, responsible for any recordkeeping tasks associated with the FFVP.

Careful review of the requirements related to recordkeeping including the timely submission of the monthly claim for reimbursement for FFVP has been reviewed by staff at this school and compliance with all FFVP recordkeeping requirements will be met.

Please mark one: Yes No

MARKETING AND PROMOTION

Marketing and promotion of the FFVP within your community is a key component related to the success of the program. There are a variety of methods that can be used to market and promote the FFVP to the students, parents, staff and overall school community. Promotional events help to keep the program exciting for the students.

FFVP staff working in this school will market and promote the FFVP to all students, parents, staff, and the overall school community to garner support for the success of the FFVP.

Please mark one: Yes No

NUTRITION EDUCATION

Nutrition education for the students is a key component of the FFVP as well as a requirement of this program. While introducing students to healthy fresh fruits and vegetables as snacks, teaching them about healthy eating habits is also important. Providing nutrition education may also help schools to reach their goals of a healthier school environment. Please select at least three (3) nutrition education activities that this school will conduct if the FFVP is awarded to you.

- Classroom Activities - Examples include graphing, experiments, story problems, reading, art projects, geography, trivia questions, nutrition facts, weighing and measuring, etc.
- Point of Service Education Materials
- Student Taste Testing/Food Demonstrations
- School Announcements
- Bulletin Boards throughout the School Building
- Nutrition Loan Library for Teachers and/or Students
- All School Assembly Activities
- Other, please explain **(Please limit to space provided.)**

PARTNERSHIPS

Partnerships are an important component of this program. Please select at least three (3) potential partners that you would work with to implement the FFVP in your school to ensure a successful program.

- School Administrators/Teachers
- Parents/Students
- School Wellness Committee
- Community Partners
- University of Illinois Cooperative Extension
- Ag in the Classroom
- Grocery Store/Farmer's Market/Orchards
- Media/Newspaper
- Health Associations
- Area Businesses/Farmers/Growers
- Other, please explain

PERSONNEL

A successful FFVP requires the commitment of staff throughout the school. Please identify, by title, the person(s) responsible for each task listed below.

| Responsibility | Title of Staff Person Responsible |
|--|-----------------------------------|
| Procurement of fresh fruits and vegetables | |
| Preparation of fresh fruits and vegetables | |
| Service of fresh fruits and vegetable | |
| Clean-up | |
| Claims for Reimbursement/Recordkeeping | |
| Marketing/Promotion | |
| Planning Nutrition Education | |

Fresh Fruit and Vegetable Program Agreement

Agreement Number: _____ **Name of District/Sponsor:** _____
Site Number: _____ **Name of Site:** _____

This agreement is between the Illinois State Board of Education (ISBE) and the sponsor and site identified above and covers the period of July 1, 2017, through June 30, 2018.

The undersigned has the authority to enter this Agreement to participate in the Fresh Fruit and Vegetable Program (FFVP) as authorized by Section 19 of the Richard B. Russell National School Lunch Act.

- A. It is mutually agreed between ISBE and the SFA that:
1. The SFA agrees that the funds will only be used for the purposes authorized by Section 19 of the Richard B. Russell National School Lunch Act.
 2. The SFA agrees to abide by all requirements for applying and administering the FFVP as stated in Section 19 of the Richard B. Russell National School Lunch Act, failure to meet any requirements of the program may lead to removal of funds for the current year and/or denial of program applications in the future.
 3. The SFA agrees to provide funds to the approved school, listed above, under its jurisdiction for the service of approved fresh fruits and vegetables in accordance with Local, State, and Federal regulations and requirements.
 4. The SFA agrees that the school(s) identified section 3 of this outline will implement the program in accordance with the plan outlined in this program application for the FFVP.

- B. General Conditions
1. This agreement is non-transferable.
 2. Neither ISBE nor the SFA has an obligation to renew this agreement.

- C. Stevens Amendment
- Successful applicants will be subject to the provisions of Section 511 of Public Law 101-166 (the "Stevens Amendment") due to the use of federal funds for this program. All announcements and other materials publicizing this program must include statements as to the amount and proportion of federal funding involved.

THIS ARRANGEMENT does not constitute the entire agreement between the parties with respect to subject matter thereof.

Signatures

We have reviewed this program application and attest to the information provided. If selected, we agree to implement the program as outlined above and to implement the project in a manner consistent with the policies and procedures established by the United States Department of Agriculture (USDA). Further, we agree to participate in any USDA- sponsored evaluations and to provide the information requested by the specified deadlines.

| | | |
|--|-------|------------|
| FFVP Contact | _____ | Date _____ |
| School Principal* | _____ | Date _____ |
| Food Service Director or Equivalent | _____ | Date _____ |
| District Superintendent (Public School) / Administrator (Nonpublic School) | _____ | Date _____ |

*The Directory of Educational Entities (<https://www.isbe.net/Pages/Data-Analysis-Directorries.aspx>) will be referenced when identifying the correct individual.

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|---|
| ISBE USE ONLY: |
| State Child Nutrition Director Signature _____ Date _____ |