



Instructions to Apply for the **Fresh Fruit & Vegetable Program**

School Year 2024-2025

The [Fresh Fruit and Vegetable Program](#) is a federally assisted program providing free fresh fruits and vegetables to children at eligible elementary schools during the school day. The goal of FFVP is to introduce children to fresh fruits and vegetables, to include new and different varieties, and to increase overall acceptance and consumption of fresh, unprocessed produce among children. FFVP also encourages healthier school environments by promoting nutrition education.

School Year 2024-2025 FFVP applications must be completed **no later than April 30, 2024**, for consideration. Sponsors will be notified whether their schools are selected for the program and, if selected, should be prepared to begin operating FFVP at the start of school year 2024-2025.

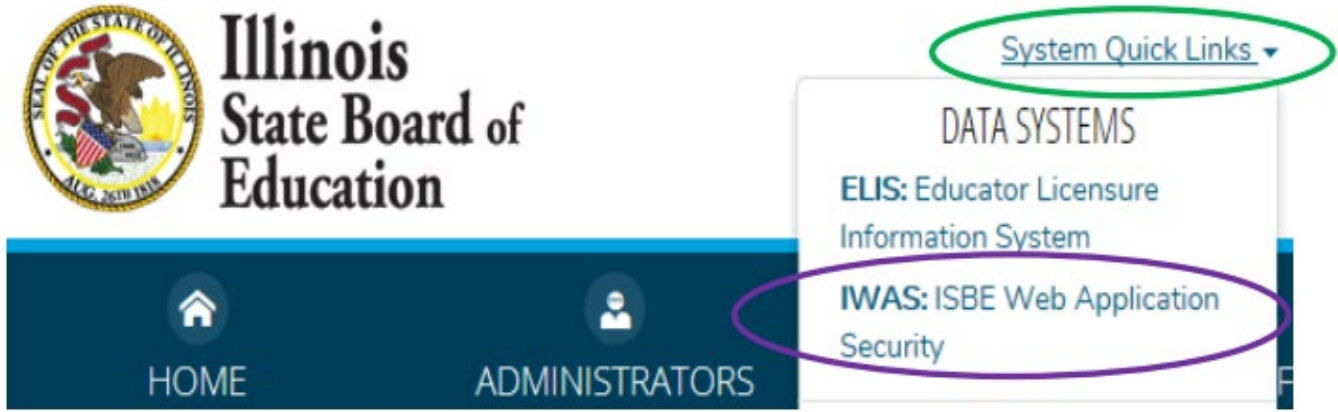
Eligible schools are those with a free and reduced-price eligibility percentage of 50% or greater, serving any grades 8 or below, that participate in the National School Lunch Program (NSLP).

Of schools that apply, selection for participation in FFVP is based on priority given to elementary schools with the highest free and reduced-price eligibility percentage. Schools having the same free and reduced-price eligibility percentage are ranked from lowest to highest enrollment to allow the maximum number of schools to be allocated funding.

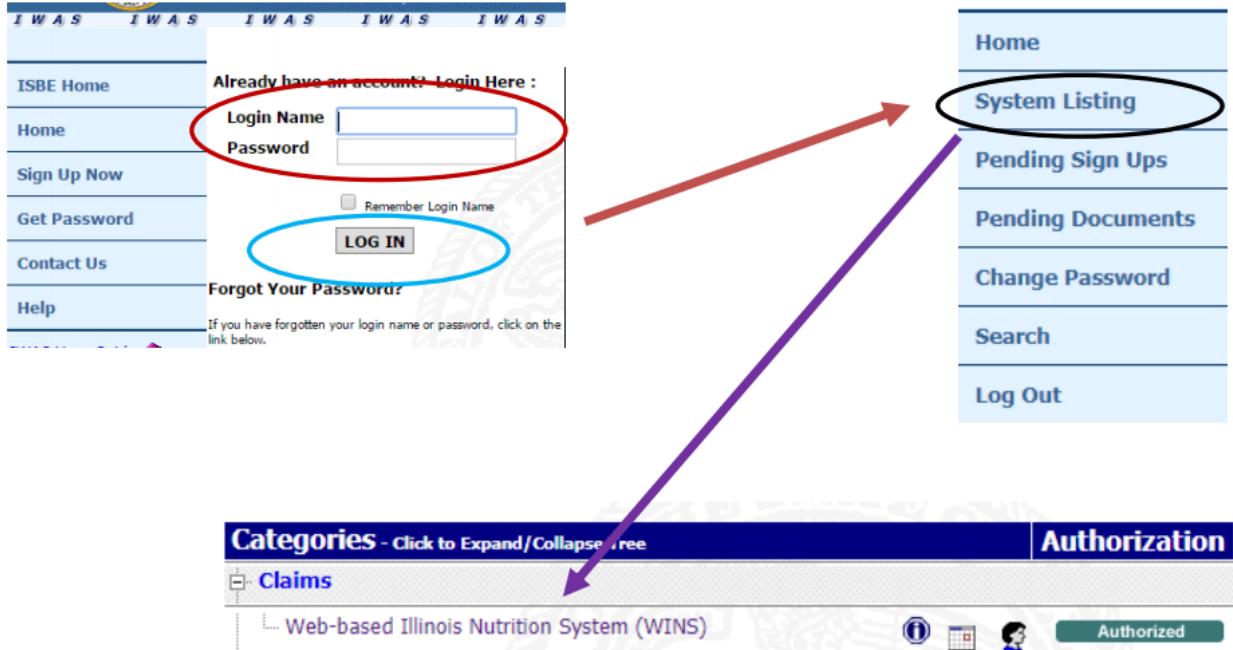
Additional information can be found on ISBE's Fresh Fruit and Vegetable Program [webpage](#). Questions about the program or the application can be directed to Emily Durbin at edurbin@isbe.net or (217) 782-2491.

Log in to WINS:

Go to Illinois State Board of Education (ISBE) webpage www.isbe.net, locate 'System Quick Links' at the top of the screen. The drop-down data systems will appear, click on 'IWAS: ISBE Web Application Security'

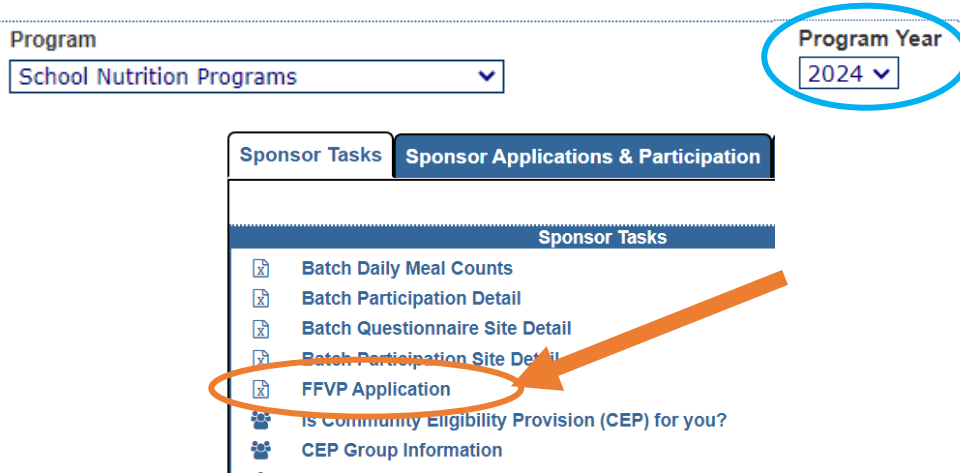


Enter your login and password and **LOG IN**. Click on System Listing and select **WINS**



Access the FFVP Application from your School Nutrition Programs program year 2024 application in the Sponsor Tasks tab:

After logging in to WINS, locate the FFVP Application under the Sponsor Tasks tab.
Click the 'FFVP Application' link.



Click the 'Apply for FFVP' link to create an FFVP application for Program Year 2025.

If you already have an application but need to make changes or updates, you will see a paper icon in the View App column – **click the icon to get back into the application.**

FFVP Sponsor Summary

Show 10 entries

Program Year	Total Number of Sites Applied	Total Number of Sites Approved	Total Sponsor Allocation	Total Sponsor Approved Claims	Total Sponsor Pending Claims	Total Sponsor Remaining Allocation	Total Sponsor Excess Claims	View Sites	View App
2025									Apply for FFVP

FFVP Sponsor Summary

Show 10 entries

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2025	4	0							

The first screen of the application provides an overview of the Fresh Fruit and Vegetable Program and includes fields to **provide contact information for the FFVP Coordinator** and an **optional secondary contact**. You must **complete all required fields**, then **click the 'Next' button** to proceed to the Requirements screen. Clicking 'Next' will save all information entered and take you to the next screen. If there is already information in the fields, you can update by typing in the new information and clicking 'Next.'

Do not include punctuation or hyphens in the name fields.



Fresh Fruit and Vegetable Program

Application for Participation

Overview

Requirements

Implementation

Contact Information

Overview of the Fresh Fruit and Vegetable Program:

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 allocate 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). Click here for more information about the DoD Fresh Fruit and Vegetable Program.

If you are interested in this valuable opportunity, please complete the application for all schools that wish to participate and are committed to operating the program next school year if selected.

Fresh Fruit and Vegetable Program Coordinator Contact Information:

To operate a successful program, each sponsor should designate an overall Fresh Fruit and Vegetable Program Coordinator. The Program Coordinator is the person designated responsible as the main point of contact for receiving program communications and providing coordination of program implementation at the sponsor level.

Please identify the FFVP Program Coordinator and provide contact information:

First Name:*

Anna

Last Name:*

Banana

Title:

Program Coordinator

Email Address:*

abanana@isbe.net

Business Phone:

(217) 782-2491

Ext:

Optional secondary contact information:

First Name:

Last Name:

Title:

Email Address:

Business Phone:

Ext:

Next

The Requirements screen provides a summary of the program requirements for FFVP. More detailed information on the program requirements can be found in the [USDA's FFVP Handbook for Schools](#). Applicants must indicate they have reviewed and agree to the program requirements by **clicking the 'Agree' button** at the bottom of the screen.

Overview

Requirements

Implementation

Program Requirements

Each school selected for participation in FFVP for the upcoming school year must implement the program in accordance with all federal and state guidelines, detailed via this application and the USDA's FFVP Handbook for Schools.

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.

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 school's 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 (July 1 through June 30). ISBE reserves the right to request an official school calendar to ensure compliance.
- Receive funds based on the student enrollment from the October claim submitted prior to this application. 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 vegetables to be provided at no charge to the students at school at times other than when the reimbursable meal is offered.

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.

- Receive reimbursement for allowable costs of purchasing, preparing, and serving fresh fruits and vegetables to children in the school.
- Use no more than 10 percent of the school's total FFVP grant for administrative costs.
- Agree to spend at least 85 percent of the school's total FFVP allocation, or potentially forfeit participation in FFVP for subsequent school year.
- Follow all reporting and recordkeeping requirements including, but not limited to, the submission of the monthly Claims for Reimbursement for allowable FFVP expenses in a timely manner.

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. Students must be made aware of the availability of fresh fruits and vegetables without charge at times other than meal periods.

Schools are encouraged to develop partnerships with one or more entities that will provide non-Federal resources, including entities representing the fruit and vegetable industry and entities working to promote children's health in the community.

Certification of FFVP Requirements:

The sponsor and all schools applying for participation in FFVP are responsible for careful review of the program requirements and agree to operate the FFVP in compliance with these requirements, as set forth within this application and any additional guidance as set forth by USDA and ISBE if selected.

Agree

The Implementation Plan screen allows you to select eligible schools to include in the FFVP application. Each school that applies must have an Implementation Plan associated with it. **Select one or more schools in the school selection grid by checking the box(es) in the left column.** Responses that are selected in the fields that follow will be applied to all schools which are selected. You may repeat this process as many times as needed to provide individualized responses for each school.

School Selection

The grid below includes all school(s) currently participating in NSLP that serve any range of grades which include grade 8 and below. School(s) that serve only grades 9 through 12 are not eligible for participation in FFVP.

School Food Authorities (SFAs) should only apply on behalf of school(s) which agree that, if selected, the school will implement the Fresh Fruit and Vegetable Program for the upcoming school year as outlined in the application and in a manner consistent with the policies and procedures established by the United States Department of Agriculture (USDA). By selecting a school below to apply for FFVP, the SFA certifies the support of the district superintendent/administrator, the school level principal/administrator, the food service director, and FFVP contact person as detailed in WINS.

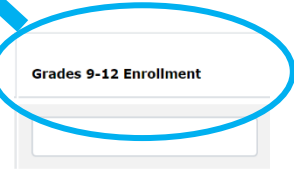
You can apply responses in this section to one or multiple schools by selecting the boxes next to the school name or selecting apply to all. When you click the submit button, all marked responses will be applied to the Implementation Plan of each school that is checked on this page. You may repeat this process as many times as needed to provide individualized responses for each school.

Search...

<input type="checkbox"/>	Name of School	Site number	Eligibility	Enrollment	Grades 9-12 Enrollment	Application Saved	Delete Application
<input type="checkbox"/>	School A	00000	100 %	455			
<input type="checkbox"/>	School B	00000	96.91 %	2512			
<input checked="" type="checkbox"/>	School C	00000	96.89 %	225			
<input type="checkbox"/>	School D	00000	95.5 %	105			
<input checked="" type="checkbox"/>	School E	00000	95.43 %	226			
<input type="checkbox"/>	School F	00000	92.74 %	390			
<input type="checkbox"/>	School G	00000	92.08 %	105	<input type="text"/>		

Note:

If there is a school for which you are applying that serves grades 8 or below, but also includes students in any grade 9-12, you must **enter the total number of enrolled students in grades 9-12**. Students in grades 9-12 are not eligible for participation in FFVP and do not count toward FFVP enrollment.



Schools should plan a weekly serving schedule for each school for which they are applying. **Indicate the days you intend to serve.** This should be the plan for a typical week, while understanding that there is flexibility to adjust these days during weeks with holidays, special events, or scheduled days off that would otherwise interfere with normal FFVP service. Schools must serve a minimum of two days per week outside of the regular meal periods.

Weekly FFVP Serving Schedule

A fresh fruit or vegetable must be served at least two days per week and outside of the meal periods. Make a selection for each day below.

Clear All

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Schools should **identify key personnel who will be responsible for administration and operation of FFVP** at each site. Selections can be made for one or more person(s) responsible for each task. Once all selections are made, **click the submit button** for at the bottom of the screen. This will save all responses and apply them to the selected sites.

Personnel

A successful Fresh Fruit and Vegetable Program requires the commitment of staff throughout the school.

Please identify, by title, the person(s) responsible for each task listed below.

Purchasing of fresh fruits and vegetables*

- Administrator (Superintendent, Principal, Assistant Superintendent, Director, etc)
- Food Service Personnel (District/Sponsor Staff)
- Purchasing Official
- School Business Administrator

Preparation of fresh fruits and vegetables*

- Food Service Management Company/Vendor Staff
- Food Service Personnel (District/Sponsor Staff)
- Outside Vendor

Service of fresh fruits and vegetables*

- Food Service Management Company/Vendor Staff
- Food Service Personnel (District/Sponsor Staff)
- Outside Vendor

Recordkeeping including submission of claims*

- Administrator (Superintendent, Principal, Assistant Superintendent, Director, etc)
- Administrator Professional Secretary
- Bookkeeper
- School Business Administrator
- Food Service Personnel (District/Sponsor Staff)
- School Nurse

Marketing/Promotion*

- Administrator (Superintendent, Principal, Assistant Superintendent, Director, etc)
- Food Service Management Company/Vendor Staff
- Food Service Personnel (District/Sponsor Staff)
- School Nurse

Coordinate Nutrition Education*

- Administrator (Superintendent, Principal, Assistant Superintendent, Director, etc)
- Food Service Management Company/Vendor Staff
- Food Service Personnel (District/Sponsor Staff)
- School Nurse

Please check at least one of the boxes below where your school will include other efforts to integrate into the FFVP: *

- Promote sound health and nutrition
- Reduce overweight and obesity
- Promote physical activity

Clicking 'Submit' will save the selected answers to each school that was selected above. If more than one school is selected at a time, answers will be applied to all schools selected.

<input checked="" type="checkbox"/>	School C
<input type="checkbox"/>	School D
<input checked="" type="checkbox"/>	School E

Submit

After submitting, you will see a **checkmark in the 'Application Saved' column** for each school that was selected. This indicates that those schools have been added to your FFVP application. Once you have added all the schools that wish to apply, your application is complete. You may continue to update, add, change, or delete any of the school's information until the FFVP application window closes. Once the application window closes, only schools that have a saved application will be considered for participation in the program.

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