

## **2022-2023 Fresh Fruit and Vegetable Program (FFVP) Application Packet Overview**

### **Complete the Application Packet**

The School Year 2022-2023 (SY 22-23) FFVP Application will become available once your School Food Authority (SFA) has an approved School Nutrition Programs Application in the [Harvest Child Nutrition System](#).

The FFVP Application consists of a Site Application tab, that lists Sites within the SFA, and a Certification tab, used to submit the entire SFA-level application packet.

From the Site Applications tab, each site that has a 50% or greater free and reduced eligibility (F&R) percentage based on your Site Enrollment Data Collection from the previous school year will open first. A FFVP site application is open when the “Start” button appears in the action column. Any sites that are under 50% will display as ineligible. If there are still state funds available after funding all sites over 50% F&R, the State agency will drop the percentage threshold and additional sites may become eligible to apply for FFVP.

Outlined below are important reminders to School Food Authorities (SFAs) completing the FFVP Application Packet. Reference this document throughout the Application Packet process.

The system has a “Messages” tab that will display errors and show if any tabs were unvisited.

### **FFVP Site Applications**

In the FFVP Site applications, it is important to review all tabs to ensure the required fields are complete. Please save your work as you navigate through the various tabs. As you complete an individual Site, use the ‘Return to Main Application’ link (not the browser’s ‘back’ button) to return to the SFA-level, or site summary page. Other sites can be accessed from that page.

For school year 2022-2023, each site applying for FFVP, please complete a Site Application.

If the SFA operated FFVP last year, a message will pop up asking, “Would you like to preload the application with last year’s data, if it exists? Copying data from the prior year may take a while if you have a lot of sites.” Not all tabs will have information carried over. Please be sure to update any necessary information to be current for the 2022-2023 school year.

### **Building Information**

New this year: the prior year’s enrollment will display. Enter the enrollment for the elementary grades participating in FFVP this school year.



## **Preparation**

The Preparation tab will populate with the prior year's FFVP site application information. Please make sure everything is current for the 2022-2023 school year.

## **Operation**

For Month(s) of Operation, please select the months that the site will actually be operating the program. If August or September are selected, 10% of the total allocation will be automatically taken out for those months because they are in a different fiscal year. The claim system will also think a claim for reimbursement needs to be submitted for those months, and you will receive reminders on the dashboard if claims are not submitted.

All other fields need to be completed.

## **Service**

The Service tab will populate with the prior year's FFVP site application information. Please make sure this is up-to-date for school year 2022-2023.

Please note that in the Fresh Fruit and Vegetable Program, dips that are used for vegetables only must be low-fat or fat-free. Dips are not allowed for fruits. Dips are considered to be low-fat if they contain no more than 3 grams of fat per 2 Tablespoons of dip.

## **Educational Plans**

This will populate with the prior year's information. Please make sure everything is current for the 2022-2023 school year.

## **Documentation**

All fields must be completed and a proposed FFVP menu must be uploaded.

## **Budget**

New this year, there will be a note at the bottom of the Budget tab that will indicate the per-student allocation and that amount must be between the minimum of \$50, and the maximum of \$75, per student. All costs come out of the total allocation and the administrative costs cannot exceed 10% of the total allocation.

Also new this year is a question asking if you will be applying an indirect cost rate to FFVP. If the SFA plans to charge indirect costs to the FFVP, only the restricted rate may be used.

## **Staffing Information**

This will populate with the prior year's information. Please make sure this information is current for this year and all contact information fields are up-to-date.

## **Acknowledgment and Certification**

Upload a complete FFVP Application Signature Page. All signatures must be on the signature page, or the application cannot be approved. A new signature page document must be

completed each school year. Click “Accept and Submit” to finish the Site Application. **Only an Authorized Representative can save the Acknowledgement and Certification tab and Accept & Submit the Site Application.**

### **Return to FFVP Application Packet**

Once a Site Application has been completed, certified, and submitted by an Authorized Representative, click “Return to Main Application” to return to the SFA-level summary page which lists all the FFVP Site Applications. Complete and submit all eligible Site Applications.

### **Submit the FFVP Application Packet**

Once all eligible Site Applications have been completed, certified, and submitted on the site-level, Return to Main Application, and navigate to the Certification tab. Check the box to certify the FFVP Application Packet and click “Accept & Submit”. **Only an Authorized Representative can Accept & Submit the FFVP Application Packet.** Once the SFA-level Application Packet is successfully certified and submitted, the packet will be sent to the Vermont Agency of Education Child Nutrition Programs staff for review.

### **Questions**

If you need any assistance with this process, please reach out to Denise Blankenship at [Denise.Blankenship@vermont.gov](mailto:Denise.Blankenship@vermont.gov) or 802-828-2089.