

Issue Date: July 2, 2024

## 2024-2025 Fresh Fruit and Vegetable Program (FFVP) Application Packet Overview

### Complete the Application Packet

The School Year 2024-2025 (SY 24-25) Fresh Fruit and Vegetable Program (FFVP) Application Packet 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 Packet consists of a “Site Applications” tab, that lists all sites within the SFA, and a “Certification” tab, used to certify and submit the entire SFA-level application packet.

On the “Site Applications” tab, you will see “Start” next to each site that serves elementary grades and is above the current free and reduced eligibility (F&R) percentage. Typically, this is based on your Site Enrollment Data Collection from the previous school year. In School Year 24-25, we will be using the December 2023 free and reduced percentages as reported on your December 2023 claim for reimbursement. Please note for SFAs eligible for District Wide CEP, eligibility for FFVP is based on the individual school level identified student percentage (ISP), multiplied by 1.6, not the district-wide ISP. Any sites that are under the threshold or do not include elementary grades will display as ineligible. If there are still state funds available after funding all sites over the current threshold, the State agency will drop the percentage threshold and additional sites may become eligible to apply for FFVP. At the start of the 2024-2025 school year, the threshold is set at 50% free and reduced eligible students. It will likely drop lower later in the school year. Once you have started an application, the “Site Applications” tab will show you the options to “open” the application or “delete” the application for that site.

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 2024-2025, please complete a Site Application for each eligible site applying for FFVP.

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, so please be sure to update any necessary information to be current for the 2024-2025 school year.

## **Building Information**

Enter the grade levels and enrollment for students participating in FFVP this school year.

## **Preparation**

The "Preparation" tab will populate with the prior year's FFVP site application information. Please ensure this information is current for the 2024-2025 school year. If meals are prepared by a Food Service Management Company (FSMC) at that site, select "Vended". If they are prepared by a FSMC at another kitchen, select "Vended Satellite" and indicate the name of the Production Kitchen. If there is no contract for meals and they are prepared at that site, select "Self-Prep". If there is no contract for meals and they are prepared in another kitchen, select "Self-Prep Satellite".

## **Operation**

For Month(s) of Operation, please select only the months that the site will actually be operating the FFVP. If August or September are selected, 10% of the total allocation will be automatically set aside for those months because they are in a different federal 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 ensure this is up-to-date for school year 2024-2025.

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 tab will populate with the prior year's information. Please make sure this information is current for the 2024-2025 school year.

## Documentation

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

## Budget

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.

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 & Submit" to finish the Site Application. **Only an Authorized Representative can Accept & Submit the Site Application and save the "Acknowledgement and Certification" tab.**

## Return to FFVP Application Packet

Once a Site Application has been completed, certified, and submitted by an Authorized Representative, a message will pop up asking "Do you want to submit your overall application now?". If you are still working on site applications, click "No" and it will bring you back to the site list page. If you have finished all your site applications and are ready to submit the packet for review, click "Yes" and it will bring you to the application packet "Certification" tab.

## 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.