



Fresh Fruit & Vegetable Program

Tips for Administering the Program

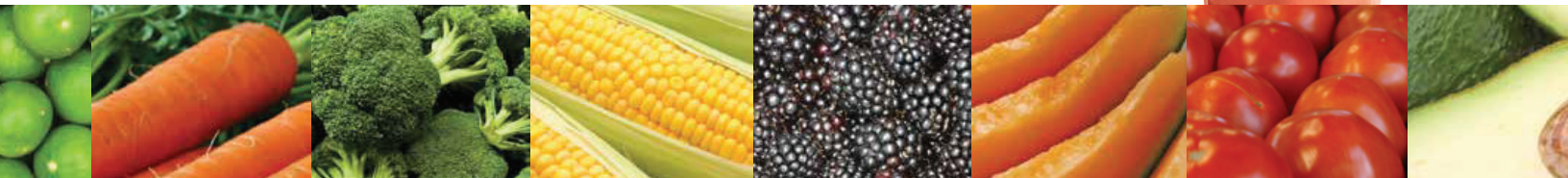
- Have one person oversee the program at the school and district level...consistency is the key.
- Start your school year with an FFVP kickoff event themed with a fruit or vegetable. This gets the principal, teachers, students, community and parents involved in the FFVP.
- Plan to serve different fruits and vegetables than those on the breakfast and lunch menus.
- Have a streamlined menu and check with the vendor ahead of time.
- Consider purchasing pre-prepared (or value-added) produce. This will make the program less labor intensive...limit the number of steps.
- Serve a variety of produce items. This is an opportunity to introduce students to different fruits and vegetables. Introduce students to different varieties of fruits and vegetables, such as for pears...Bosc, Barlett, Saturn and Seckel pears.
- The count in produce cases may vary. Check the count when ordering. Entering accurate information in the FFVP production record will help you when you order the item again.
- Always check the status of fresh produce when it arrives. Snacks can be adjusted based on the ripeness of the produce on a service day.
- If you have limited storage space, remember that some produce like apples and bananas can be stored at room temperature for a day or two.
- Portion size should depend on the student's age. Recommend sample sizes for new items and then adjust accordingly.
- Fat-free and low-fat salad dressing can be served in a 1 oz. portion size and only with vegetables!
- Dips for fruits are not allowed.
- All fruits must be served raw.
- Vegetables can not only be served raw but also cooked once a week.
- If serving precut produce as part of the nutrition education lesson, be sure to show the product as a whole so that the students can identify the produce in the grocery store.
- Keep communicating with schools! Get one person excited and that person will spread the excitement!

For more information:

www.FDACS.gov/FFVP

www.choosemyplate.gov

www.fns.usda.gov/ffvp





Fresh Fruit & Vegetable Program

Approved Operating Costs

- All fresh fruits and all fresh vegetables
- Dips (low-fat or fat-free and only served with fresh vegetables)
- Cooked vegetables (not canned, dried or frozen and only allowed once per week)
- Ready-made produce trays
- Storage bags/containers (for the fruits/vegetables)
- Baskets/bins
- Paper plates/bowls; Napkins/paper towels; Plastic cutlery
- Hand sanitizer
- Food service gloves
- Cutting boards
- Knives
- Trash bags
- Cleaning wipes
- Tape (to close the food storage bags)
- Fresh fruit sectioner/replacement blades
- Salaries and fringe benefits of operational employees

Things to Remember

- Equipment can be purchased using 10 percent of administrative funds if sufficient funds have been allocated to cover these purchases. All equipment purchases need a written justification and prior approval from the state office.
- Remember, administrative costs do not have to be spent, and the funds can be used for the operating costs.
- Keep in mind that most of a school's FFVP funds must go toward purchasing fresh fruits and vegetables.
- Reimbursement is based on the actual allowable costs

Approved Administrative Costs

- Coolers
- Refrigerators
- Work tables
- Kiosks/food bars
- Carts
- Salaries and benefits for employees who maintain financial reports, plan and write menus, order produce, track inventory and coordinate nutrition education activities

Unallowable/Nonreimbursable Items

- Processed, canned and frozen fruits and vegetables
- Dried fruits or vegetables of any kind
- Excessive amounts of dips; Regular dressings or dips; Peanut butter; Hummus
- Trail mix or nuts of any kind
- Fruit or vegetable juices
- Fruit that has added flavorings (including fruit that has been injected with flavorings)
- Smoothies
- Fruit strips, fruit drops, fruit leather
- Spices/seasonings (garlic, parsley, basil, salt/pepper, etc.)
- Candies or marshmallows
- Popcorn
- School gardens
- Nutrition education/promotional materials
- Clothing articles (hair nets, aprons, uniforms, etc.)
- Markers, scissors, paper, labels
- Fruits/vegetables served outside of the normal school hours
- Sending home fruits/vegetables
- Fruits/vegetables, baskets/trays for the school office, nurse's station, teacher's lounge, etc.



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