



# Fresh Fruit and Vegetable Program

## Frequently Asked Questions

*This institution is an equal opportunity provider.*



Florida Department of Agriculture and Consumer Services

# Fresh Fruit and Vegetable Program

## Frequently Asked Questions

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audio-tape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- 2. fax:** (833) 256-1665 or (202) 690-7442; or
- 3. email:** [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

# Frequently Asked Questions and Answers

Updated 8/16/2018

## *Funding*

### **1. What are the Fresh Fruit and Vegetable Program (FFVP) funds obligation timeframes on a fiscal year or school year basis?**

FFVP operates on a school year however, funds are provided to the State Agency on a Federal Fiscal Year Basis. Therefore, July 1 FFVP funds: must be obligated by September 30 of that year and October FFVP funds: must be obligated by the following June 30.



### **2. How much funding is received by an awarded school?**

The annual allocation is mandated to be from \$50 to \$75 per student. In order to reach as many students as possible, \$50 per student is awarded. Enrollment is based upon prior year's October data, with adjustments for any students that are not eligible.

### **3. Should schools develop a budget for the FFVP?**

It is prudent for schools to develop a budget in order to assist in the timely expenditure of funds and FNW strongly encourages schools to do so. When selecting awardees FNW takes into consideration the FFVP fund balances from the past three years. Please make every effort to spend all available funds, and as always, contact FNW if assistance is needed.

### **4. During the FFVP SY, can some funds from one FFVP school be transferred to another FFVP school within the same district?**

No. The annual allocation is mandated to be from \$50 to \$75 per student. Since Florida allocates at \$50 per student so that more schools can participate in the program, funds cannot be transferred among schools because the allocation would then go below \$50 per student. Additionally, the next eligible site listed may not be for the same sponsor, transfers to less eligible sponsors is not permitted.

# Eligibility and Participation

## 5. Who can receive Fruits and Vegetables?

-All students who are enrolled in an elementary school. If the school is not an elementary school, such as a charter or K-8 school; then students enrolled in K-5 are eligible.

-Teachers that are directly responsible for serving fruits/vegetables to the students.

Note: FFVP cannot be used for gifts/rewards, and cannot be withheld as part of discipline procedures.

## 6. Can a school that educates only Pre-K and Kindergarten students participate in FFVP?

This program is for students receiving an elementary-level education only, Pre-K and Kindergarten do not meet this definition by themselves. If a school serves Pre-K, Kindergarten and other elementary grades, then the school is eligible.

## 7. An elementary school is a K-6, can the 6th grade participate in the FFVP?

Yes, 6th grade students enrolled in the elementary school can participate.

## 8. Is it possible for a school already on the program to only have PreK – 2nd grades participating if the principal makes the request?

No. The program has to be given to all children in the school and not just select grades.



## 9. What is specifically the selection process of the FFVP for selecting schools?

The most important criteria to be used for selecting schools for the FFVP should be high free and reduced-price eligibility percentages.

## 10. Can residential child care institutions (RCCIs) participate in the FFVP?

RCCIs can participate provided they operate an elementary school program during the day and participate in the NSLP.

## 11. In addition to choosing those schools that have the highest free and reduced-price eligibility percentages, what other factors can be taken into consideration, at the discretion of the state office, for the school selection process?

FNW can choose not to select a high-need school if:

- The school fails to meet the deadline for application completion.
- The school does not have the support of its administration.
- FNW has concerns with the school's administration of another child nutrition program.
- FNW believes the school cannot properly operate the FFVP
- The school has exhibited an inability to adequately spend FFVP funds within the prior three years.



## 12. May adults participate in the program?

Teachers may participate under the following conditions:

- Only teachers who are directly responsible for serving the fruit or vegetable to their students in a classroom setting may partake of the fruit/vegetable;
- The FFVP is not available to the general teacher population and other adults in the school;
- Teachers choosing to participate with their students are strongly encouraged to include a nutrition education component to enhance their positive role modeling; and
- No additional FFVP funds will be provided; schools must stay within their per-student allocation.



## Operation

### 13. What are the FFVP hours of operation?

The program is only available during the school day and not before or after regular school hours. Fruits and Vegetables must be served outside of the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

### 14. Can the fruits and vegetables be served at the same time as NSLP/SBP but in a separate part of the cafeteria?

No. The FFVP cannot be provided at the same time as the service of NSLP or SBP.

### 15. How many times during the school week must fruit and vegetables be offered?

Schools should offer fruit and vegetables as many times as possible during the school week. USDA strongly encourages schools to serve a minimum of two days per week.

### 16. Must the fruits and vegetable be offered the entire school year or can schools choose to offer the program for a limited number of months?

The program should be offered through the entire school year and not limited to certain months. One goal of the program is to affect a change in eating habits, and a continual exposure to fruits and vegetables is necessary and beneficial in making this change.



### 17. The FFVP cannot be provided during summer school. However, can year-round schools serve FFVP in the summer months?

Yes. Year-round schools may participate during their June, July, and August sessions. Ensure that fundings is bugeted for these months.

# Allowable and Non-Allowable Costs



## **18. Is full-strength/freshly squeezed fruit or vegetable juice allowed with the FFVP?**

No, juice is not allowed as part of the FFVP.

## **19. When cooking down a fresh vegetable (which is allowable once a week), can the vegetable be cooked with seasonings (salt, pepper, oil, etc.) and does it have to be in its original form after being cooked (such as eggplant parmesan)?**

The idea with cooking a vegetable is not to smother it in unhealthy choices like lots of oil, and schools should stay away from a lot of cheese. The FFVP Handbook states the item should be in a low-fat offering. Yes, adding small amounts of oil, salt and pepper in the preparation process of steaming or baking is allowable.

No, the vegetable doesn't have to be in its original form but that comes into play with bringing in the nutrition education component. They should see what a vegetable looks like in its original form before it is cooked as part of the learning process. A good example would be an eggplant or an artichoke.

## **20. Are seasonings/spices (e.g. salt, pepper, oil, basil, oregano) an allowable cost under the FFVP?**

No, seasonings are not an allowable cost.

## **21. If a school wants to cook green peanuts as one of their cooked vegetables for the week, would this be allowable?**

No, green peanuts are still counted as nuts and are not allowable.

## **22. Can we use trail mix, nuts or dried fruit?**

No, only fresh fruit and vegetables can be purchased.

## **23. Can fruit smoothies, veggie pizzas and fruit pizzas be provided under the FFVP?**

No, smoothies, and veggie/fruit pizzas are not allowed.

## **24. Are dips allowed?**

Dips may not be used for fruits. However, in the interest of promoting the consumption of vegetables, the judicious use of low-fat and non-fat dips for vegetables in a serving size quantity is allowed.



**25. Are delivery/freight fees associated with the delivery of the FFVP fruits/vegetable an allowable cost?**

Yes, delivery fees can be covered by the operating cost of FFVP. However, it is encouraged to find a vendor that does not charge delivery fees.

**26. Can FFVP funds be used to purchase nutrition education materials?**

No, schools should find other methods to fund the cost of nutrition education materials. FNW has Nutrition Education materials available, including short slide presentations about a specific fruit or vegetable. Contact FNW for more information.

**27. Can schools use FFVP funds for promotional costs?**

No, costs associated with promotional activities cannot be funded by the FFVP.

## *Training*

**28. Who can participate in state agency-provided FFVP training?**

The training should be for those in the food service directly responsible for the FFVP operations and may also include the principal or vice principal.

**29. Do returning schools need to participate in the state annual FFVP training?**

Yes, each year FFVP training offers updates, reminders, and vital information. Therefore, each sponsor should have at least one representative participate in the annual FFVP training. FNW will be offering additional informative trainings throughout the year as well.



## *Hazard Analysis and Critical Control Points (HACCP) and Leftovers*

**30. What type of HACCP logs should the schools/districts keep for the FFVP?**

The same logs should be kept as you would for the SBP/NSLP.

### **31. What can we do with FFVP leftovers?**

- Extra produce can be given to students who request seconds.
- Increase portion size if there are always leftovers.
- Those providing the FFVP may participate in the FFVP tasting.
- Plan for one day a week to serve leftovers.
- As long as the students receiving the leftovers are part of the FFVP school, it is permissible to provide a share table for leftovers after distribution to the children, at breakfast or lunch and free.



### **32. Are schools allowed to send the leftover FFVP foods home with kids?**

No, it is recommended to use the leftovers on the following day.

### **33. There are two schools that share a kitchen. One school is on FFVP; the other is not. There is a share table in the cafeteria (that both schools use). May the leftover FFVP fruits and vegetables be placed on the share table where children from both schools can have them?**

No, because the other school is not a FFVP school.

### **34. Can the school/district donate excess FFVP leftovers to organizations that feed the hungry?**

There should not be any leftovers in FFVP. However, in the rare occasion that there is, the school must first try to serve leftovers through the FFVP either by making an extra serving during the day or when possible, the next day. If there are leftovers that cannot be utilized in FFVP, the school/district must correct the problem and ensure it does not occur again.

If leftovers have been attempted to be utilized for FFVP, a one-time community organization donation may occur. However, if left-overs are available for donation more than once, schools need to consider making adjustment(s) to ordering processes.



### **35. If a student was at the nurse's station, because of a diabetic condition, or the student is waiting on their parent to get them and they are hungry, etc., would it be permissible to allow any leftover FFVP items in the nurse's station?**

No, it is recommended to use the other methods and adjust accordingly to use up the leftovers.

## Miscellaneous

### **36. Are there limits on the type of benefits that schools can claim for reimbursement for those employees also working under the FFVP?**

Schools can claim for reimbursement a prorated share of employee benefits for those that work on the FFVP.

### **37. What are the requirements for schools to provide nutrition education?**

It is strongly encouraged for schools to provide nutrition education as a component of the FFVP. Providing nutrition education is part of helping schools create a healthier school environment.



### **38. Can a school serve fruit or vegetables to students on a field trip?**

The FFVP can be served on a field trip if the children on the field trip would miss the regular FFVP service. An example would be if the field trip bus was leaving just before FFVP service. It would be okay for the school to give the children some FFVP items on the field trip.

However, if the field trip is a planned FFVP event and there is no regular service that day at the school, then FFVP fruits or vegetables should not be served.

### **39. Are schools required to have separate purchase orders/invoices for the FFVP?**

No, this is not required provided that they can demonstrate on the orders which purchases pertain to the FFVP.

### **40. What are the requirements of the FFVP during early dismissal days? Some schools state that they might not be able to offer the program on those days because there is such limited time to provide the fruits and vegetables to the students.**

Since school weeks differ, it is acceptable for schools not to provide FFVP on certain days, as long as the normal FFVP scheduled continued the following normal school week.

However, if possible FFVP should still be offered on early release days. If not possible, schools should consider switching the serving of the fruits/vegetables to another day that week.



# Florida Department of Agriculture and Consumer Services

Division of Food, Nutrition and Wellness

Fresh Fruit and Vegetable Program

*FDACS.gov*

