Introduction

Why should we educate children on the importance of eating fresh fruit and vegetables?

How can we promote the consumption of fresh fruit and vegetables to children?

What barriers exist?

FFVP Goal

Create healthier school environments by expanding the variety of fruits and vegetables children experience and consume, therefore making a difference in their present and future health.

Welcome!
Workshop Goals

- Utilize the FFVP handbook to effectively manage the program
- Provide assistance with implementation and program management
- Encourage collaborations and promote nutrition education

Objectives: Segment One
Introduction to the FFVP Program

- Discuss school requirements for implementation
- Use the USDA Fresh Fruit and Vegetable Program Handbook as a critical reference tool
- Demonstrate knowledge of key information found on your school’s application

Objectives: Segment Two
Fruit and Vegetable Focus

- Recognize allowable fruits and vegetables
- List specific times, places and methods to serve fruits and vegetables
- Describe how to purchase fruits and vegetables
- Ensure food safety in your program implementation plan
Objectives: Segment Three
*The Business Side*

- Describe documentation best practices
- Discuss Operating & Administrative expenses
- Analyze reimbursement scenarios

Objectives: Segment Four
*Education and Partnerships*

- Incorporate nutrition education activities
- Encourage school/business partnerships
- Discuss helpful program resources
- Review and update implementation plan

Learning Materials

- Participant Guide/PowerPoint
- Activity Workbook

Posted online at:
http://www.squaremeals.org
For Child Nutrition Professionals
Fresh Fruit and Vegetable Program
Segment One

Introduction to the Fresh Fruit and Vegetable Program

USDA FFVP Guidance

- Use fresh, different fruits and vegetables during school
- Provide healthy and tasty alternatives to sugary snacks
- Educate elementary-age students about fresh fruits and vegetables
- Encourage business partnerships

Program Administration and School Selection

- Administered by:
  - USDA Food and Nutrition Service (National)
  - Texas Department of Agriculture (State)
- Invited if more than 96% of students meet free and reduced price meal eligibility
- Applications are accepted by elementary schools, not districts
- Program year runs from July 1 through June 30
Who Receives Fruits and Vegetables?

- Enrolled school children
- Teachers who act as role models
- Students on site. NEVER take items off site.

Students with Disabilities

- Accommodations must be provided if student disability prevents consumption of FFV as prepared
- Schools must ensure parents are aware of the program
- Medical requirements as allowed by physician must be followed
- Avoid pureeing canned or frozen FFV and consider starting with fresh items

Different from Other Child Nutrition Programs

- Each participating school receives a pre-determined allocation
- Submit monthly claims for expenditures
- Each school year:
  - Forfeit remaining unspent funds
  - If approved, receive new funds for upcoming school year
Participating School Requirements

- Make fresh fruit and vegetables available to all enrolled children at least twice per week
- Notify children and parents about program
- Document all staff/administrative support
- Submit program changes to klaik.katselnick@texasagriculture.gov

Participating Schools:

- Ensure school staff understand the FFVP.
- Integrate FFVP into existing wellness programs, such as CATCH.
- Incorporate daily nutrition education.
- Partner with businesses and the community.
- Be familiar with fresh produce purchasing.
- Know handling, storage, and sanitation practices.
- Submit timely claims and retain all records

School Benefits

- Flexibility – Schools can develop own implementation plan and internal procedures
- Schools plan schedule and choice of foods
  - A minimum of two times per week
- Reimbursement for:
  - Purchasing, preparing, and serving fresh fruits and vegetables to school children
  - 10% of total allocation ONLY for administrative costs
Activities

- Implementation Plan
- Scavenger Hunt

Implementation Plan Activity

Provide detail about how your school intends to implement the program.

The FFVP must be integrated with the school’s other efforts to promote sound health and nutrition, reduce overweight and obesity, or promote physical activity. How will the FFVP be integrated with other efforts to promote good health?

Under the FFVP, free fresh fruit and vegetable snacks must be provided to students at least two days per week, during the school day but not during lunch or breakfast service. When (days of week and times of day) will the fresh fruit and vegetable snacks be available to students?

Schools can offer the FFVP to children through a variety of distribution methods, including inside classrooms, in hallways, inside the nurse’s and school’s office, at kiosks, in free vending machines, or as part of nutrition education activities. Where will fresh fruit and vegetable snacks be available to students?

Schools are encouraged to develop partnerships to help implement the program, such as with local universities, extension services, and local grocers. Who (if anyone) will partner with your school to implement the program?

Scavenger Hunt Activity

- Work in groups.
- Use the FFVP Handbook to find the answers to the Scavenger Hunt clues.
Scavenger Hunt Hint #1

List at least two ways that schools can distribute fresh fruits and vegetables to students.

*Inside classrooms, hallways, nurse’s office, school’s office, kiosks, free vending machines or as part of nutrition activities.*

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Scavenger Hunt Hint #2

What time of day can fruits and vegetables be served?

*Multiple distribution times during school day. Not before or after school or during NSLP or SBP food services.*

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Scavenger Hunt Hint #3

How do school/business partnerships benefit your program?

*Helps to better manage FFVP, resolve logistical challenges, obtain educational materials.*

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Scavenger Hunt Hint #4

How can schools incorporate nutrition education in their program?
Develop activities that fit the students, use free resources from USDA and other partners, schedule the serving in conjunction with a nutrition topic, adapt lesson plans to include nutrition education, have students create posters to decorate their classroom or serving areas, use the school newsletter to address nutrition education.

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Scavenger Hunt Hint #5

How often can you cook fruits and vegetables?
Fresh vegetables that are cooked must be limited to once a week and always as part of a nutrition education lesson.

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Knowledge Check:
True or False
1. You can operate the FFVP without operating the NSLP.
   FALSE. You must operate the NSLP to operate the FFVP.
2. Adults can eat fresh fruits and vegetables that are provided to the children.
   FALSE... Teachers are the exception.
3. Enrolled children younger than five years of age can participate in the program.
   TRUE.
Segment Two

Fresh Fruit and Vegetable Focus

Exercise Time!

Select the items that are allowable by answering TRUE or FALSE to the following statements.

What Is Allowable? Juice

Schools can use freshly squeezed juice, whether it is squeezed by hand or store purchased.

FALSE. You must squeeze or juice it onsite.
What Is Allowable? Herbs

Fresh herbs are great to use but cannot be purchased with program funds.

TRUE. Herbs may be used as a garnish or in juices but are not reimbursable.

What Is Allowable? Pizza

Veggie pizzas and/or fruit pizzas can be served as part of this program.

FALSE. Nothing cooked can be served as part of this program.

What Is Allowable? Dried, Canned or Frozen FFV

Schools can be reimbursed for dried apricots and frozen peach slices.

FALSE. Only fresh fruits and vegetables are allowed.
What Is Allowable? Dips

Low-fat dipping sauces such as yogurt or ranch dressing are reimbursable items.

TRUE. If only used for vegetables, not fruit.

FFVP Does Not Allow

- Processed/preserved fruits or vegetables
- Dips for fruits
- Fruit leathers or dried fruits
- Nuts and/or trail mix
- Peanut butter
- Smoothies

Selecting Fruits and Vegetables
Selecting Fruits/Vegetables

- Any type of fresh fruit or vegetable can be used in this program.
- The goal is to introduce new and different fruit and vegetable items to educate children on possibilities open to them.
- If it can be eaten raw, you can use it in the FFVP. (Exception: Cooking once a week option)

Purchasing Fruits/Vegetables

- Follow proper procurement procedures.
- Produce must be graded and inspected according to local, state, and federal guidelines.
- Select locally grown and raised produce.
- Use unprocessed agricultural products.
- Use reliable vendors.

Guide to Purchasing

- Seek out a variety of vendor sources to provide a reliable supply.
- Procurement is competitive, allows for free and open competition
- USDA encourages you to support local farmers
- Geographic preference may be applied with unprocessed produce
- “Buy American” requirement to the maximum extent possible
**Bidding Procedure**

- **Under $100,000 by category**
  - Identify product specifications
  - Contact multiple vendors (3 vendor minimum)
  - Document vendor name, price quote, date of contact, reason for selection

- **Over $100,000**
  - Formal Bid
  - Invitation to Bid (ITB)
  - Request for Proposal (RFP)

**Why Bid?**

- Bid purchasing may secure better pricing
- Allows for budget management and cost forecasting
- May secure additional vendor services
- Ensures that vendors continue to provide the lowest price

**Buy American**

- USDA requires schools to purchase products of “domestic origin” when purchasing products with federal funds
- Domestic food products are processed in the United States using domestic agricultural commodities
- Schools may not purchase the cheaper product if it is produced in a foreign country
Geographical Preference

- Support local producers such as farmers markets, orchards, and growers in the community.
- Must obtain bids from multiple sources (e.g., Farmer Jones, Farmer Smith, and Farmer Grant).
- Only allowed for unprocessed, locally grown produce.
- Fruits and vegetables may be rinsed, washed, cut, chopped, sliced, diced, shucked, and bagged.

Local Purchasing

- High quality
- Better flavor
- More varieties
- Seasonality
- Longer shelf life
- Support local economy

Best Practices

- Plan ... to prevent leftovers.
- Follow local health guidelines for handling leftovers.
- Only allowable expenditures can be charged to the program.
- Tap the Department of Defense (DoD) Fresh resource.
- Commit to a farm-to-cafeteria project with local growers.
Ensuring Food Safety
Follow best practices and standard procedures for handling fresh produce in schools.

Sanitation Practices
Additional Resources:
- NFSMI Resource Center
- Serving It Safe, 3rd Edition
- FoodSafety.gov

What could be done to make this scenario safer?
Best Places to Serve

- Anytime other than during scheduled meals
- Not before or after school
- Can be multiple times daily
- At least two times per week

Best Time to Serve

- Anytime other than during scheduled meals
- Not before or after school
- Can be multiple times daily
- At least two times per week

Best Ways to Serve

- You have a lot of flexibility but must be documented in implementation plan
- In the cafeteria is acceptable outside of meal times
- Combined with a nutrition lesson
- Never as an incentive or discipline
- Classroom, hallways, picnic areas, nurse’s office—all are acceptable
- Use community and business volunteers to help
Best Ways to Serve

Introduce a variety of similar types of produce.

Best Ways to Serve

Limitations on Service

Dips for “veggies”

- Low-fat yogurt-based
- Low-fat dips in 1 to 2 Tablespoon serving sizes
Factors to Consider

- Grade level
- Maturity of students
- Time needed to serve students
- Time needed to prepare and clean up

Important Considerations

- Determine:
  - Appropriate produce to serve and serving size
  - Best methods for distributing and promoting FFVP to students (with stakeholder input)
- Anticipate needs
- Keep stakeholders informed
- Respond to reports of trash/messes

Knowledge Check: Question 1

Underline items that are NOT allowable

Peaches, trail mix, fresh strawberries, peanut butter, kumquats, rutabagas, parsley, low-fat dip, carrot, apples, apple sauce, sautéed yellow squash, store-bought juice, 100% fresh orange juice prepared in class
Knowledge Check: Answer

Underline items that are NOT allowable
Peaches, trail mix, fresh strawberries, peanut butter kumquats, rutabagas, parsley, low-fat dip, carrots, apples, apple sauce, sautéed yellow squash, store-bought juice, 100% fresh orange juice prepared in class.

Knowledge Check: Question 2

TRUE or FALSE?
You must re-wash pre-packaged, pre-washed, ready-to-eat produce.

FALSE. It is actually unsanitary to re-wash pre-packaged, pre-washed, ready-to-eat produce.
Knowledge Check: Question 3

TRUE or FALSE?
You may only serve fruits and vegetable in one location at a time.

Knowledge Check: Answer

TRUE or FALSE?
You may only serve fruits and vegetable in one location at a time.

FALSE. Serving in multiple locations allows easier access to all children.

Segment Three

The Business Side
Identify the Fruit or Vegetable

Yellow Papaya

Kiwi Fruit
Dragon Fruit

Kiwano Melon

Artichoke
Mutatoes

Documentation

- Take time to organize a good system.
- Your program will run smoothly and more children will be able to participate!

Documentation: Best Practices

Keep a file with folders or sections labeled:

- Contact Information
- Invoices
- Monthly Claims
- Nutrition Education Materials
- School/Business Partnership Agreements
- Purchase Order Information
- Vendors/Local Farmers
Documentation: Best Practices

- Ensure claims are correct
- Include only allowable FFVP costs
- Submit claims within 30 days
- Unused funds are forfeited!

Documentation: Retention

Public and Charter Schools:

Follow Texas Education Agency (TEA) rule of five years retention for all records

Program Costs

May be different from allowable costs in the NSLP/SBP

- Operating costs
  - Expenses related to running the FFVP

- Administrative costs
  - Expenses related to program planning, documentation and other management activities
Formula for Reimbursement

Using the FFVP Allocation Exercise

FFVP Allocation = $38,700

$38,700 x .90% = $34,830
$38,700 x .10%  =  $3,870

Scenario One: Questions

- How much of the costs below will be reimbursed for produce and allowable operating costs?
- How much will be reimbursed for administrative costs?
- Is there any remaining allocation money?

| Total year’s fruit/vegetable costs | $28,000 |
| Total year’s operating labor and small supplies/other costs | $5,000 |
| Total administrative costs: | $2,000 |

Scenario One: Answers

- How much of the costs below will be reimbursed for produce and allowable operating costs?
  $33,000
- How much will be reimbursed for administrative costs?
  $2,000
- Is there any remaining allocation money?
  $3,700 but it will be forfeited by the school.

| Total year’s fruit/vegetable costs | $28,000 |
| Total year’s operating labor and small supplies/other costs | $5,000 |
| Total administrative costs: | $2,000 |
Scenario Two: Questions
- How much of the costs below will be reimbursed for produce and allowable operating costs?
- How much will be reimbursed for administrative costs?
- Is there any remaining allocation money?

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Scenario Two: Answers
- How much of the costs below will be reimbursed for produce and allowable operating costs? $34,830. Reimbursement cannot exceed 90%
- How much will be reimbursed for administrative costs? $3,870. Reimbursement cannot exceed 10%
- Is there any remaining allocation money? No. $300 balance will not be paid since the entire allocation of $38,700 was used.

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<td>Total administrative costs:</td>
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Scenario Three: Answers

- How much of the costs below will be reimbursed for produce and allowable operating costs? $36,700.
- How much will be reimbursed for administrative costs? $2,000.
- Why will the school be reimbursed more than the maximum of $34,830? Excess administrative funds were used to cover the operating costs.

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Financial Best Practices

- Separate FFVP labor from other CN Program labor costs
- Always pro-rate costs
- Budget administrative expenses carefully
  - 10% allocation limitation
- Expenses should be reasonable and support FFVP goals

Claim for Reimbursement

- Claims for reimbursement must be submitted every 30 days
- Submit claims through TX-UNPS
- The claims is delinquent after 60 days
TX-UNPS Instructional Video


District wide FFVP budget overview for the program year (2010-2011)

District wide monthly FFVP budget detail for the month of December
District wide monthly detail for the individual sites (schools)

Knowledge Check

TRUE or FALSE?

Unused funds can be used for next year’s program.

FALSE. Unused funds cannot be used for the next year’s program and will be forfeited.

Knowledge Check

FILL IN THE BLANK

Claims for reimbursement must be submitted every ____ days using TX-UNPS. After ____ days the claim is delinquent.

30 days
60 days
Knowledge Check

TRUE or FALSE?

The only requirement when making revisions to your program is to keep a copy in your files.

FALSE. Revisions must also be submitted to klara.katselnick@texasagriculture.gov for approval.

Segment Four:
Nutrition Education and School/Business Partnerships

Nutrition Education in the FFVP

- The FFVP offers many children their first exposure to fresh fruits and vegetables.
- Be original, fun, colorful and unusual!
http://www.coloring.ws/fruit.htm

http://www.ksre.ksu.edu/humannutrition/freshfruitsandvegetables.htm

What can you get for $6 when buying fruits and vegetables??? -- 1 page

USDA Food and Nutrition Service
http://teamnutrition.usda.gov/resources/cnak.html
Plant an outside garden

Classroom Activities

Classroom Activities
Classroom Activities

Show and Tell

Fruit and Vegetable Display
Juice Tasting

Developing School/Business Partnerships

What is a School/Business Partnership?

- Mutual agreement to establish goals
  - Positively serve the school children.
  - Positively serve the business community.
- Connects schools and businesses
- Publicly addresses food insecurity (Texas rated 2nd in the nation)
- Formalize with a written agreement
School Benefits

- Children have a more enriching educational experience
- Defrays non-allowable costs
- Business community takes responsibility for quality of education
- Student achievement is increased through expanded opportunities.

Business Benefits

- Increase health of future work force
  - "A child who is hungry and cannot learn may become a man or woman who cannot earn."
- Influence public education
- Boost employee morale through volunteerism
- Rural communities keep kids and keep jobs local

How to Form a Partnership

- Develop wish list of partner possibilities.
- Work together to define measurable objectives.
- Develop a written agreement.
- Make sure all stakeholders are involved or communicated to.
Examples

- Business provides funds and equipment, school publicly credits business.
- Business provides educational materials and professional volunteers to teach.
- Use county extension materials and staff.
- Find interns from colleges and universities.

Examples

- Cultural center discussed cultures that do not eat processed foods.
- Local farmers’ market featured fruit/vegetable of the month.
- Dental professionals demonstrated results of sugary snacks and promoted good oral hygiene.
- City brought in exercise programs to enhance healthy lifestyles.
- Food vendors held an open house.
- Companies provided computer hardware and software promoting fruits and vegetables.

Partner Recognition

- Introduce as new “partner in education”.
- Use school newsletter.
- Have a special assembly as a kick off.
- Put signs in the hallways.
- Invite partner to special school events.
- Assist businesses in community projects.
Obtain free or low-cost promotional items

Class Resources
- Training Handout
- Activity Workbook
- Networking
  - send your program pictures to TDA
- Websites and resources

FFVP Home Page
www.squaremeals.org
Implementation:
Update Your Plan

- Manage your program according to the implementation plan on your application
- Make necessary changes to improve your program

Implementation:
Update Your Plan Activity

- What have you learned today that will enrich your program?
- What changes might you need to submit?
TDA’s Role

- Provide technical assistance
- Hold training sessions
- Process reimbursement claims
- Encourage collaborations
- Conduct onsite visits
- Promote nutrition education

Contact Information

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