



Fresh Fruit and Vegetable Program Grant Award Requirements

The Nebraska Department of Education Nutrition Services (NDE-NS) appreciates the exceptional effort of school food service operators working to meet the nutritional needs of children during the novel coronavirus (COVID-19) public health emergency. The Fresh Fruit and Vegetable Program (FFVP) will provide participating Nebraska schools the opportunity to expand options for a variety of fresh fruits and vegetables to students, and increase their consumption of healthy snack options.

The FFVP funds are awarded in separate allocations because the state's fiscal year runs July 1st through June 30th while the Federal fiscal year runs October 1st through September 30th. Please note: Any funds remaining from the first FFVP allocation period (July through September) do not roll over into the second allocation period (October through June). However, keep in mind that the first allocation of funds can be spent on operating expenses including plates, napkins, utensils, containers, etc. that will be needed for the year.

Schools must ensure they appropriately plan their FFVP budget and are adequately spending down funds each month. To help with the planning process, schools are encouraged to create a monthly budget. A sample budget form is available on the Nutrition Services website (<https://www.education.ne.gov/ns/nslp/fresh-fruit-and-vegetable-program/>).

FFVP expenditures are broken down into two categories:

1. Operating costs include those expenses associated with the purchase, delivery, preparation and service of the FFVP.
2. Administrative costs include the purchase or lease of equipment over \$100 in cost, and may include the labor associated with planning and managing the program. Administrative costs are limited to 10% of the participating site's total allocation.

Additional guidance on operating FFVP during COVID-19 is provided by [USDA FNS Memo SP 23-2020](#).

Accepting Invite to Participate in FFVP

The FFVP invitation to participate is included with the district's annual application, which may be entered online on or after **September 8, 2020**. To accept the FFVP invitation to participate, complete the following steps:

1. Access the CNP System (<https://nutrition.education.ne.gov>) using the appropriate login credentials. The School Nutrition Program page displays.
2. Click **Applications** in dark blue navigation bar located at the top of the page. The Applications page displays.
3. In the "Item" column, click **Application Packet**. The Select School Year page displays.

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Application Manager Dashboard	Application Management Tool
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Second Review of Applications	FNS-874 report for Sponsors selected to conduct a second review of applications.
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Financial Report	School Food Annual Revenues and Expenditures Report
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Expired Licenses	Generate list of email addresses for sponsors with Expiring/Expired Licenses
Direct Certification	Direct Certification
Direct Verification	Direct Verification screens
Direct Certification / Direct Verification	Link to verify Direct Certification / Direct Verification
Download Forms	Forms Available for Downloading

4. In the “School Year” column, click **2020-2021**. The 2020-2021 Application Packet displays.

School Year	Date Range	Application Packet
NEW! 2020 - 2021	07/01/2020 - 06/30/2021	Application Packet on File
2018 - 2019	07/01/2018 - 06/30/2019	Application Packet on File
2017 - 2018	07/01/2017 - 06/30/2018	Application Packet on File

Note: If the sponsor has not yet completed the annual application, click **Enroll**. The “You have clicked the Enroll button” box displays.

5. In the “Action” column, click **Add** in the “Fresh Fruit and Vegetable Program Application” row. The FFVP Application page displays.

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > School Year: 2019 - 2020

2019 - 2020 Application Packet

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Original	Pending Validation
Add	➔ Fresh Fruit And Vegetable Program Application		Not Started
Details	Checklist Summary		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	1	0	0	0	0	1

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[Show Packet History](#)

6. Complete the following:
- In the “Contact Information” section, enter the appropriate information in the **Name**, **Email Address**, **Phone**, and **Title** text boxes for the person who enters the FFVP claim(s).
 - In the “Invited Sites” section, select the check boxes for all applicable sites.
 - In the “Certification” section, check the box to verify you have reviewed the application and grant agreement.
7. Click **Save**. The “FFVP Application has been processed” message will display.
8. Click **Finish**.
9. If your NSLP application packet is in “Approved” status, no further action is necessary and the FFVP piece of your application packet will be approved by NDE. Your screen will show “Submitted” status for the Fresh Fruit and Vegetable Program Application and the “Submit for Approval” button will remain gray:

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
View Modify	Fresh Fruit And Vegetable Program Application		Submitted
Details	Checklist Summary		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	1	3	0	0	0	0	4

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[Submit for Approval](#)

If your NSLP application packet is not in "Approved" status, please complete remaining portions and click the red "Submit for Approval" button at the bottom. The Fresh Fruit and Vegetable Program Application will be "Submitted."

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Rev. 1	Not Submitted
View Modify	Fresh Fruit And Vegetable Program Application		Submitted
Details	Checklist Summary		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	1	3	0	0	0	0	4

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Grant Award Notification

After the school district's online application for SY2020-21 has been approved by Nutrition Services, the district will be able to print the FFVP Grant Award Notification (GAN). The GAN identifies the grant, includes the Catalog of Federal and Domestic Assistance number (CFDA#), indicates the grant amount, and includes the terms and conditions of the grant. The GAN is located online under the "Claims" tab in the CNP System. Please print and file with other FFVP program documentation.

Item	Description
Claim - SNP	School Nutrition Program Claims
Claim - FFVP	Fresh Fruit and Vegetable Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor
<u>Grant Award Notification</u>	Grant Award Notification

Note: The grant award period is set to the federal fiscal year. Grant funds can only be utilized after award notification has been sent from Nutrition Services; purchases made prior to grant award cannot be reimbursed.

FFVP Claim Submission

School districts are required to submit a monthly online claim to be reimbursed for the FFVP expenses incurred each month. Districts are encouraged to submit the FFVP claim by the 10th day of the following month. All claims for reimbursement must be submitted within 60 days of the last day of the claim month. A table outlining payment deadlines and claim payment dates can be found on the [Nutrition Services website](#). FFVP purchases made prior to **September 8, 2020** will not be reimbursed.

If administrative funds are used to purchase equipment over \$100, such as a delivery cart or refrigerator, written justification must be submitted to support the purchase. This justification is submitted online via the CNP System > Claims > Claim - FFVP > Sponsor Comments (# 5).

In the Sponsor Comments section, the following information must be provided:

1. The need for the additional equipment;
2. Why current equipment is not sufficient;
3. The frequency of use, and;
4. Any other information which will support the purchase. If other school meal programs will be using the equipment, then the cost must be prorated among all programs using the equipment.

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2018 - 2019

VIEW | MODIFY | DELETE

Fresh Fruit and Vegetable Program Site Claim for Reimbursement

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
May 2019	0	07/24/2019			

Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs				
3. Operational Costs	no items			
4. Administrative Costs	no items			
Claim Totals				

Claim Comments

5. Sponsor Comments

Misc Information

6. What nutrition education activities were offered this month?

7. How did you promote the FFVP in your school this month?

Sponsor Comment

Save Cancel

While administrative costs are based on the site's total allocation for the year, there must be enough money in a particular allocation to pay for the item; funds cannot be transferred from one allocation to another. For example, if a school was approved for \$1000 in administrative costs and wants to purchase a \$750 refrigerator in September but only \$500 remains in the July-September allocation, the district would be paid \$500 assuming the funds were not spent on the purchase of fruits, vegetables or other supplies. If you have questions regarding the use of administrative funds, please contact our office.

FFVP Training

Schools may begin serving the FFVP once they have received official NDE notification of their award. Schools, and will operate their program through the end of their school year and no later than June 30, 2021. As a reminder, fresh fruits and vegetables served to students through the FFVP cannot be served as meal components in the National School Lunch and/or Breakfast Program, After School Snack Program, or a summer school program.

Online training for the FFVP is available on the Nutrition Services website (<https://www.education.ne.gov/ns/nslp/fresh-fruit-and-vegetable-program/video-training/>). The NDE encourages the program's Authorized Representative for the lunch program, school principal, person responsible for submitting the monthly FFVP claim, and the food service manager participate in the training. Each district can decide if there are others who would also benefit from the training. The videos will address program requirements in different sections, including:

- Program Management
- Administrative and Operating Costs
- Planning, Purchasing and Serving
- Recordkeeping
- Educational and Promotional Resources – *coming Fall 2020*
- Tutorial for Completing the FFVP Claim- *coming Fall 2020*

The FFVP Guidance Manual, Policy Memos, and other resources are available at <https://www.education.ne.gov/ns/nslp/fresh-fruit-and-vegetable-program/>.

FFVP Addendum

Enclosed you will find the FFVP Addendum to the Permanent Agreement between your school district and Nutrition Services. Completion and return of the addendum is required to participate in the Fresh Fruit and Vegetable Program and must be signed by the district's Authorized Representative. Once the addendum has been signed by both parties, a scanned copy will be emailed back to the Authorized Representative. Please return the signed addendum by postal mail, email, or fax to the NDE Nutrition Services no later than **October 5, 2020**:

Mail:
Fresh Fruit and Vegetable Program Grant
NDE Nutrition Services
P.O. Box 94987
Lincoln, NE 68509-4987

Email:
nde.nsweb@nebraska.gov

Fax:
402-471-4407

We look forward to working with you this school year. If you have any questions, please contact the Nutrition Services office at 800-731-2233 or 402-471-2488.

