Minnesota Department of Education

Fresh Fruit and Vegetable Program

Instructions for School Year 2014-2015

CONTENTS

General Information……..page 2

Application Instructions……page 3

Frequently Asked Questions……page 12

TIPS:

- Start early to ensure that your complete and signed application is submitted by the due date and time of **May 2, 2014, Midnight, Central Time**.
- Keep all instructions as a reference.
- Only one application may be submitted for each district or organization.
- Follow ALL directives.
- Complete the application and submit it via the Cyber-Linked Interactive Child Nutrition System (CLiCS) website.

FOR QUESTIONS PLEASE CONTACT:

Sami Beilke, Fresh Fruit and Vegetable Program Coordinator
samantha.beilke@state.mn.us
651-582-8376 / 1-800-366-8922

OR

Food and Nutrition Service
mde.fns@state.mn.us
651-582-8526, toll free at 1-800-366-8922
TTY: 651-582-8201
1500 Highway 36 West
Roseville, MN 55113-4266

The USDA is an equal opportunity provider and employer.

GENERAL INFORMATION

The Minnesota Department of Education (MDE)-Food and Nutrition Service is soliciting applications for the Fresh Fruit and Vegetable Program (FFVP) from school food authorities of elementary schools. Eligible applicants must:

- Be an elementary school; **and**
- Participate in the National School Lunch Program; **and**
- Have at least **50 percent** or more of its student's eligible for free or reduced-price meals.

This notification of the availability of funds is made for the purpose of providing fresh fruits and vegetables as healthy snack options to elementary school children during the school day. The purpose of the program is to address the creation of healthier school environments by providing healthier food choices, expanding the variety of fruits and vegetables children experience, increasing children's fruit and vegetable consumption, and making a difference in children's diets to impact their present and future health.

Funds are made available through the Consolidated Appropriation Act of 2008, Public Law 109.97; CFDA 10.582 to expand the FFVP operations to all states. This notification does not obligate the state to make an award. The state reserves the right to cancel this notification if it is considered to be in the state's best interest or if funding is terminated.

Each application must contain the required elements. Please read all instructions for important information on preparing and submitting your application.

Additional information related to this program may be found at:

U.S. Department of Agriculture Fresh Fruit and Vegetable Program
(http://www.fns.usda.gov/ffvp)

U.S. Department of Agriculture Fresh Fruit and Vegetable Program Handbook
(http://www.fns.usda.gov/sites/default/files/handbook.pdf)

Minnesota Department of Education Fresh Fruit and Vegetable Program Web page
(http://education.state.mn.us/MDE/SchSup/FNS/SNP/FreshFruitVegProg/index.html)

SCHOOL SELECTION

Priority will be given to schools with the highest level of free and reduced-price enrollment. Districts applying for more than one school may or may not receive funding for all sites on their application depending on the free and reduced-price enrollment at each school.

October 2013 Minnesota Automated Reporting Student System (MARSS) data will be used to determine enrollment of free and reduced-price meal percentages. These numbers will be automatically calculated and uploaded into the CLiCS application. Please contact MDE with any questions regarding eligibility.

AWARD AMOUNTS

It is the intention of MDE to award funds to the maximum number of schools possible. As in prior years, when application requests exceed the funds available, priority is given to the schools with the highest percentage of free and reduced-price enrollment. Award amounts are determined by MDE which are based on school enrollment and are expected to be within the range of $50-$65 per student per year. School enrollment will be verified using MARSS data.

FUNDING PERIOD

The award period is anticipated to be July 1, 2014, through June 30, 2015.

EXPECTATIONS

Selected schools will sign an Addendum to the district's School Food Authority Agreement for Child Nutrition Programs.

The Addendum gives authority for the school food authority to participate in the FFVP as authorized by Section 4303 of Public Law 110-234, the Food, Conservation, and Energy Act of 2008.

Selected schools will be expected to:

- Provide free fresh fruits and vegetables to students at times other than meal service periods and not after-school. Schools must offer the FFVP a minimum of two times per week.
- Start the FFVP no later than the week of October 1 (schools are encouraged to start in September).
- Collaborate with key community stakeholders or other regional partners to promote and provide nutrition education integrated within the school day.
- Share strategies, activities and outcomes with MDE and other educational entities as requested.
- Have a minimum of one staff member attend an FFVP training for school-year 2014-2015. Training options may include in-person meetings or online recorded trainings.
- Submit monthly reimbursement claims consistent with the approved budget. Claims must be submitted electronically through CLiCS.
- Cooperate with MDE during any required on-site monitoring visit(s) and comply with MDE's request for documentation, before, during and/or after the visit(s).

APPLICATION INSTRUCTIONS

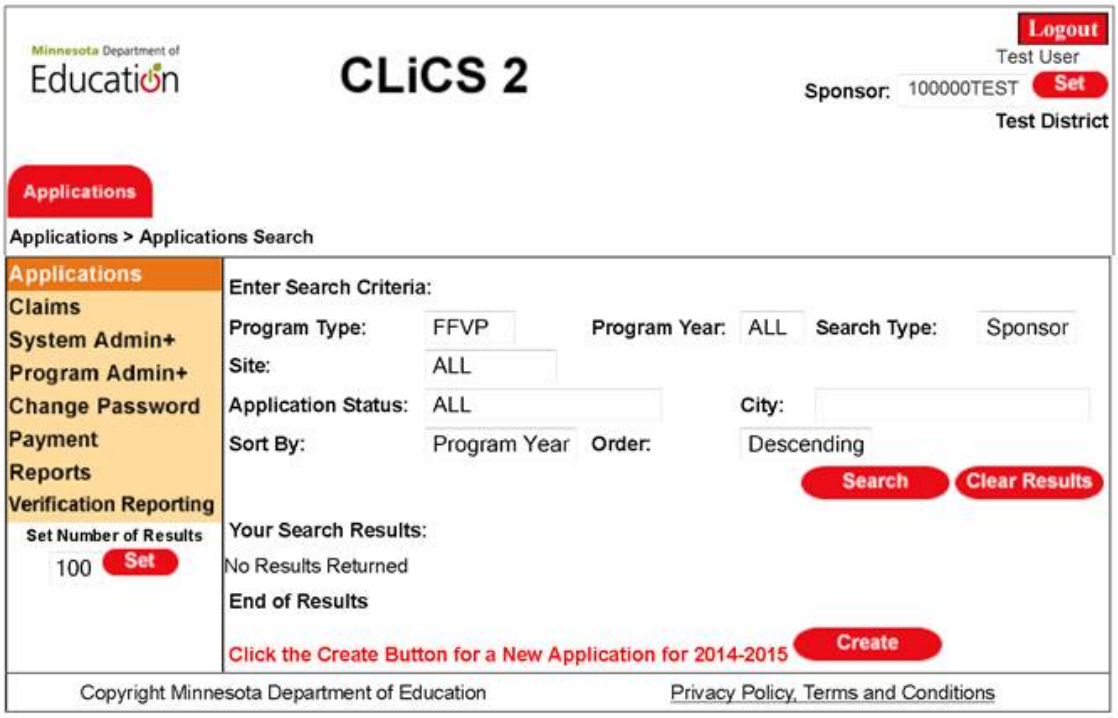
School food authorities must complete a new application electronically through CLiCS. Any document(s) that you may have used in previous years or any paper applications will not be accepted. Each district or organization must complete one sponsor application. However, a separate application must be submitted for each site applying within the district or organization.

1. Log into CLiCS (2010 and later). If you do not already have a CLiCS User Identification (ID) and password, complete the CLiCS User ID/Password Request Form.

2. Select FFVP as the Program Type.

3. Select Search. A Create button will appear.

4. Select Create to create a new ***sponsor application***. A sponsor application must be completed and submitted prior to completing any site applications.



5. Complete the ***sponsor application*** by entering all the required information.

6. Upload the Sponsoring Authority Certification and Signatures document after the required signatures are obtained. Locate the FFVP Sponsoring Authority Certification and Signatures document on the MDE FFVP Web page.

Minnesota Department of Education

CLiCS 2

Logout

Test User

Sponsor: 100000TEST

Test District

Applications

Applications > Ffvp Sponsor Maintenance

- **Applications**
- **Claims**
- **System Admin+**
- **Program Admin+**
- **Change Password**
- **Payment**
- **Reports**
- **Verification Reporting**

Changes have been accepted

Sponsoring Authority Information:

Sponsor	100000TEST - Test District		
Address	999 Test, Test, MN 55102; Ramsey County		
Previous Incidence of Noncompliance with Civil Rights Requirements for any Federal Program:	☐		
Status	◉ Submitted for Approval ○ Approve ○ Reject		
Program Year	2014-2015	**Stop Payment**	☐

District Superintendent Information:

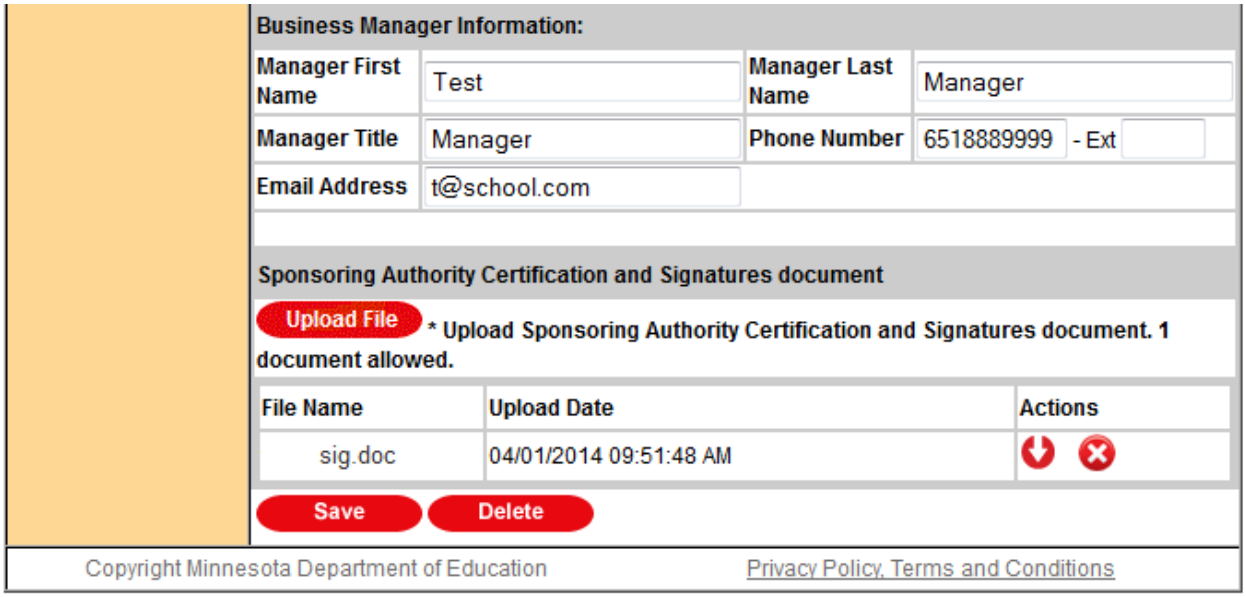
Superintendent First Name	Test	**Superintendent Last Name**	Superintendent
Superintendent Title	Superintendent	**Phone Number**	6518889999 - Ext
Email Address	t@school,.com		

Food Service Director Information:

Director First Name	Test	**Director Last Name**	Director
Director Title	Director	**Phone Number**	6518889999 - Ext
Email Address	t@school.com		

Program Contact Information:

Contact First Name	Test	**Contact Last Name**	Program Contact
Contact Title	Program Contact	**Phone Number**	6518889999 - Ext
Email Address	t@school.com		



Business Manager Information:

Manager First Name	Test	**Manager Last Name**	Manager
Manager Title	Manager	**Phone Number**	6518889999 - Ext
Email Address	t@school.com		

Sponsoring Authority Certification and Signatures document

Upload File * Upload Sponsoring Authority Certification and Signatures document. 1 document allowed.

File Name	Upload Date	Actions
sig.doc	04/01/2014 09:51:48 AM	

Save Delete

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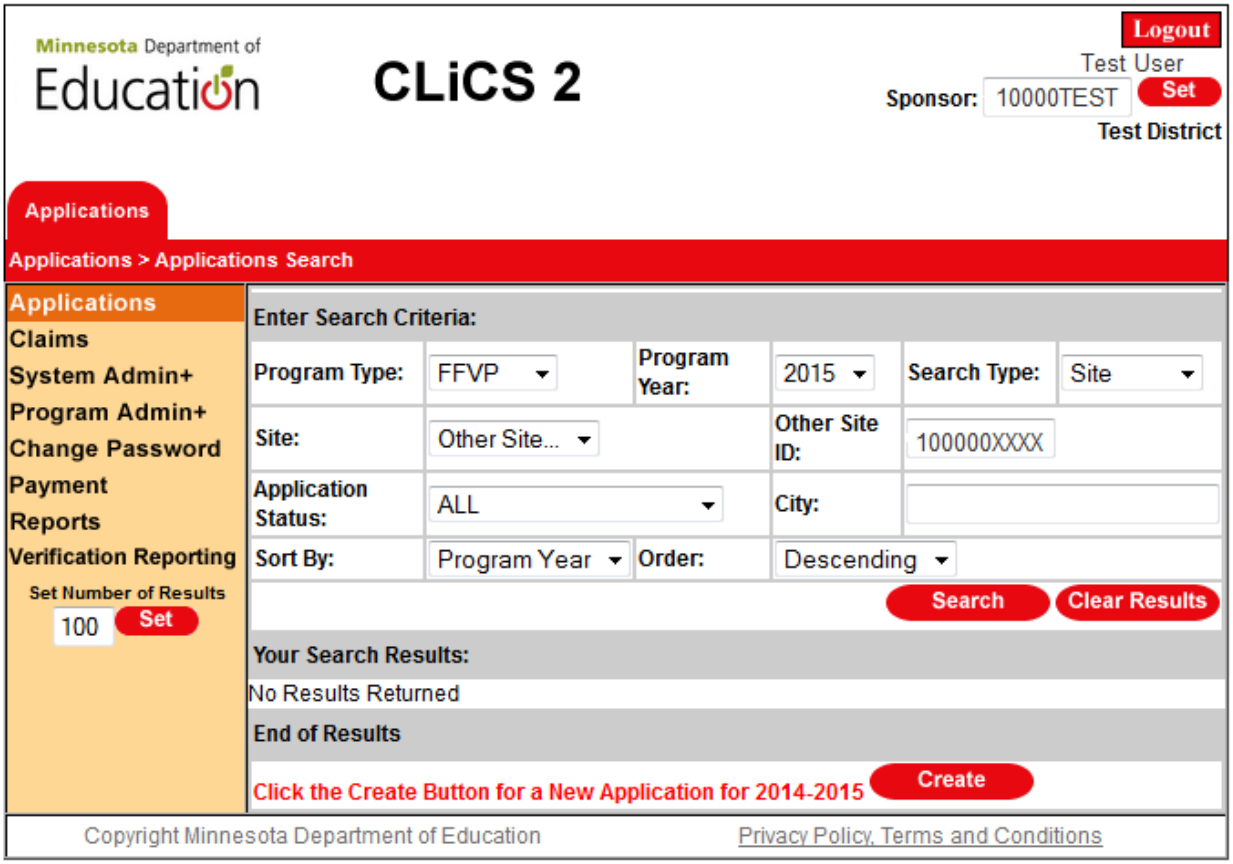
7. Select Save. If any warning messages appear, ensure any missed information is completed.

8. Begin completing the ***site application*** by selecting Program Type as FFVP, Program Year as 2015, Search Type as Site, Site as Other Site…, and then enter your actual Site ID number you are applying for.

9. Select Search. A Create button will appear.

10. Select Create to create a new ***site application***.



11. Complete the ***site application*** by entering all the required information.

12. Upload the FFVP Site Certification and Signatures document after the required signatures are obtained. Locate the FFVP Site Certification and Signatures document on the MDE FFVP Web page.

13. Upload the FFVP Partnerships and Nutrition Education document after the required information has been completed. Locate the FFVP Partnerships and Nutrition Education document on the MDE FFVP Web page.

Minnesota Department of Education

CLiCS 2

Logout
Test User
Sponsor: 100000TEST
Test District

Applications

Applications > Ffvp Site Maintenance

- Applications
- Claims
- System Admin+
- Program Admin+
- Change Password
- Payment
- Reports
- Verification Reporting

Sponsoring Authority Information:

Sponsor	100000TEST - Test District

Site Information:

Site	100000XXXX- Test Elementary School		
Site Address	100 Test Ave , St. Paul, MN 55117-0000; Ramsey County		
Program Year	2014-2015	**Stop Payment**	☐

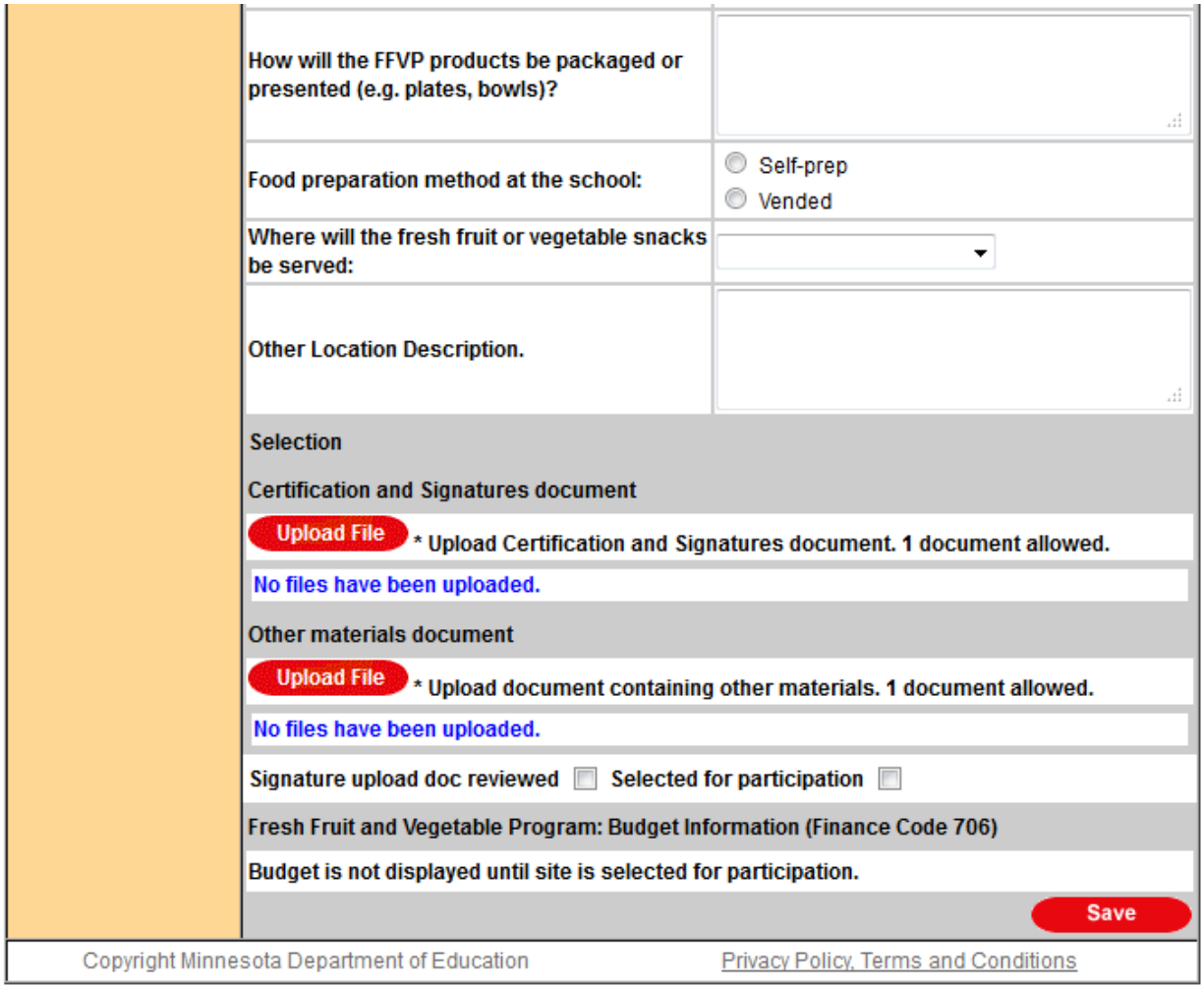
School Principal Information:

Principal First Name	Test	**Principal Last Name**	Principal
Principal Title	Principal	**Phone Number**	6517779999 - Ext
Email Address	p@school.com		

School Food Manager Information:

Manager First Name	Test	**Manager Last Name**	Manager
Manager Title	Manager	**Phone Number**	6517779999 - Ext
Email Address	M@school.com		

MARSS Information:			
October Enrollment	453	Free/Reduced Percentage	88.52
Grade Levels in School	KG,01,02,03,04,05,		
Site Participation Information:			
Participating in FFVP during July-August 2014?	☐		
Serving Preschool Students?	☐	Preschool Enrollment	0
If not all grades will participate in FFVP, explain why			
Logistics:			
Where do you plan to purchase your fruits and vegetables from (e.g. local farms, produce supplier, grocery store)?			
What time(s) of the day will you serve FFVP products? Snacks must be served outside of meal times and not after school.	○ Mid-morning ○ Mid-afternoon ○ Both		
How many days per week on average will you serve FFVP products?			
If food is not served in cafeteria, how is it moved to the students?			



How will the FFVP products be packaged or presented (e.g. plates, bowls)?	
Food preparation method at the school:	Self-prep Vended
Where will the fresh fruit or vegetable snacks be served:	
Other Location Description.	

Selection

Certification and Signatures document

Upload File * Upload Certification and Signatures document. 1 document allowed.

No files have been uploaded.

Other materials document

Upload File * Upload document containing other materials. 1 document allowed.

No files have been uploaded.

Signature upload doc reviewed Selected for participation

Fresh Fruit and Vegetable Program: Budget Information (Finance Code 706)

Budget is not displayed until site is selected for participation.

Save

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14. Select Save. If any warning messages appear, ensure any missed information is completed. The application will not be submitted until the application is free of all error or warning messages.

15. Check to ensure the application has been submitted for approval by returning to the search screen. Search by Site ID and check the status of the application.

16. If selected for participation, sponsors and sites will be notified by e-mail in mid-May. Each site will need to complete a budget and sign an Addendum to the district's School Food Authority Agreement for Child Nutrition Programs.

SUBMITTING AND SIGNING APPLICATIONS

It is important that you allow adequate time to obtain signatures prior to the due date and time. MDE only considers applications to be complete after signatures have been obtained. Districts need to obtain signatures from the school principal and food service manager at EACH school for which they are applying, in addition to the district superintendent and food service director. Please print the supplemental application documents located on the MDE FFVP Web page, obtain the signatures and then scan and upload the completed documents into the CLiCS application prior to submission.

FFVP applications are due to MDE **May 2, 2014, Midnight, Central Time**. ***Completed applications must be submitted via CLiCS (NOT e-mailed, faxed or mailed).*** Be sure to upload the supplemental application documents.

MDE anticipates that applicants will be notified of the results within six weeks.

SCREENING APPLICATIONS

The following items are reviewed for each application as part of the screening process and result in disqualification. However, screening is not limited to the following:

- Submitted to MDE after the due date as indicated in the instructions.
- Application does not include required signatures.
- Free/Reduced-price percentage is greater than 50 percent.

Clarifications may be necessary before final approval is granted. All funding decisions made by MDE are final.

Selected applicants must wait until they receive the official notification before providing any services and before any expenditures may be incurred. Any expenses incurred prior to the official notification are not reimbursable and are the responsibility of the applicant.

BUDGET INFORMATION

Selected schools will be notified of their award amount. When the selected schools are notified of their award amount, they will also be notified to complete the required budget section in CLiCS. The budget information will need to be completed and submitted via CLiCS to MDE within the specified time frame. Districts that apply for more than one school will submit budget information for each individual school in which they are approved.

Keep in mind the majority of a school's FFVP funds must go toward purchasing fresh fruits and vegetables. Non-food costs, such as labor and supplies, cannot exceed 20 percent of the school's total award. Refer to the FFVP Handbook for reimbursable costs.

FREQUENTLY ASKED QUESTIONS

Question: How many days per week are schools required to serve fruits and vegetables to students for the FFVP?

Answer: We expect schools to offer fresh fruits and vegetables as many times as possible during the school week as repeated exposure to new foods is a key to acceptance. The U.S. Department of Agriculture requires schools to serve students for the FFVP a minimum of twice a week.

Question: Must fresh fruits and vegetables be offered the entire school year or can schools choose to offer the program a limited number of months?

Answer: We expect that the FFVP be offered through the entire school year and not limited to certain months. Selected schools should begin serving the FFVP snacks at the start of the school year. One goal of the program is to effect a change in eating habits and a continual exposure to fresh fruits and vegetables is beneficial in making this change.

Question: Do we choose the amount of funding or is that determined by MDE?

Answer: Funding decisions are made by MDE after the application due date and based on the number of eligible applications submitted. Award amounts are calculated according to the number of students enrolled at each school and the number of serving days per week.

Question: What if one's school is a K-12 site? Can we apply for the FFVP for the elementary grades only?

Answer: The FFVP is intended for elementary students. CLiCS will automatically generate all grade levels at your site. Please indicate the grade levels in your school that will actually participate in the FFVP. If you have a special circumstance related to grade level configurations at your school, please contact MDE prior to the application due date.

The legal definition from Minnesota Statutes, section 120A.05 of an elementary school: *"Elementary school" means any school with building, equipment, courses of study, class schedules, enrollment of pupils ordinarily in prekindergarten through grade 6 or any portion thereof, and staff meeting the standards established by the commissioner*.

Question: Does elementary include pre-K students?

Answer: It is allowable to serve FFVP snacks to pre-K. If you intend to include pre-K in your program, you must indicate that in your application.

Question: If my school is awarded, how will I plan the FFVP budget for my school?

Answer: The FFVP is a reimbursable program based on your school submitting monthly claims for reimbursement. The claims are specific to the program costs including only the food and food supplies, staff time, and a small amount for equipment (if approved). Other costs like promotional materials or curriculum and teaching may not be charged to the program, but

partnerships should be identified to clarify the funding source. For additional information regarding allowable costs, partnerships and activity ideas, refer to the FFVP Handbook.

Question: How many schools within a district can apply? Is there a limit?

Answer: There is no limit on the number of schools within a district that can apply as long as the application is complete and criteria are met.

Question: Are schools allowed to serve fruit juice and/or smoothies?

Answer: No. Only fresh fruits and vegetables may be served. Low-fat dips are also allowed with vegetables. For a full list of unallowable costs, please refer to MDE FFVP Web page.

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

Answer: Yes. Year-round schools may participate during their 2014 July and August sessions as well as their 2015 June session.

Question: Are schools required to send letters of support from their partners when they submit their application?

Answer: You are not required to solicit letters of support from your partners. However, you are required to seek partners and communicate with them about the resources or services they will provide. You are encouraged to contact partners as soon as possible to begin coordination.