**FFVP School Selection & Funding Procedure**

**Implementation Date**: May 2020

**Revised Date**: September 9, 2022

 **Next Review Date**: September 2023

**Purpose**: To describe the school selection and funding procedure to participate in the Fresh Fruit and Vegetable Program (FFVP)

**Applicable Audience**:

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| Office | Division | Section | Position |
| Office of Federal Programs | Child Nutrition | NSLP | FFVP Coordinator  |
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**Definitions**:

**Fresh Fruit and Vegetable Program (FFVP)** means a USDA program under the National School Lunch Act that provides funding to States to make free fresh fruits and vegetables available in eligible elementary schools.

**Statutes, Rules or References**:

Section 19 National School Lunch Act (NSLA) [42 U.S.C. 1769a]

FFVP Handbook

**Tasks, Responsibilities and Accountabilities**: FFVP Coordinator

**School Selection Procedure:**

1. Determine eligible schools to participate in FFVP annually from the most recent ED534 report (October survey). Export to Excel to sort based on free and reduced percent.
	1. Eligible schools include elementary schools and those with PreK through 8th grade students
2. In spring of each year notify schools of application availability via the Child Nutrition list serve.
3. Review applications in CNP web and contact schools for missing information.
4. Review FFVP applicants for:
	1. Schools with less than 25% usage of funds by midpoint review or 50% usage by year end during the prior year of the grant.
	2. SA concerns with the school’s administration of another child nutrition program (such as during an administrative review).
	3. The district failed to complete a corrective action plan to the SA

Schools fitting *one or more* *of the above criteria* are at risk of not receiving the grant, which is at the discretion of the FFVP coordinator along with Child Nutrition Director approval. The benefits and risks involved will be discussed prior to a final decision with the goal of doing what is best for the students.

Schools fitting *two or more of the above criteria* will not be selected to participate in the initial allocation of FFVP funds.

1. Schools meeting these criteria may be placed in an “alternate 2” list.
2. Develop a list of schools for the finance specialist to determine the number of late claims for the current school year
	1. Schools with *four or more late claims* must submit a corrective action plan to the SA indicating who, when and how it will be fixed\*

If late claims are a repeat finding the following school year, after a corrective action plan was submitted, the school may not be awarded at the FFVP coordinators discretion. This will also be discussed with the Child Nutrition Director.

1. A final potential list will be sorted in Excel by the highest percent of free and reduced-price eligible students.
2. Approve applications in CNP web based on highest percent of free and reduced eligible students and once corrective action plans have been submitted for late claims
	1. Eligible schools not selected in the initial allocation will be placed on an “alternate 1” list.
	2. Partially funding a school will be considered if remaining funds are not enough to fund 100% of the school.

**Funding Procedure:**

1. Once school FFVP applications are approved in CNP web, FFVP funding will automatically be calculated in CNP web
	1. The amount of grant funding per school is calculated at $50-75 per student (at the FFVP Coordinator’s discretion) multiplied by school enrollment
	2. Funding amounts will be listed on the FFVP Entry screen in CNP web
2. Adjust allocations for middle/high schools (to omit high school students)
	* 1. Get K-8 enrollment from Food Service Directors
3. Adjust allocations based on special circumstances, as needed:
	1. Enrollment changes- such as schools combined
		1. Use the free and reduced percent from the most recent ED 534 report to be consistent
		2. Adjust allocation if enrollment is known prior to awarding
	2. New schools- same students but moved to a school with new name
		1. Add school as “midyear approval” in CNP web to allocate funding
4. Once the FFVP allocations have been finalized, post the FFVP awards list on Child Nutrition website, and send out notification on the Child Nutrition list serv.

**Roles**:

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| --- | --- | --- | --- |
| Key Contact | Position | Email | Phone Number |
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**Document History & Distribution**:

This document will be distributed to Maine DOE staff and posted on the Maine Department of Education Intranet.

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Date: September 9, 2022 Division Director Signature:

Date: September 9, 2022 Commissioner Signature:

 (or Commissioner’s Designee)