Best Practices for FFVP & After School Snack

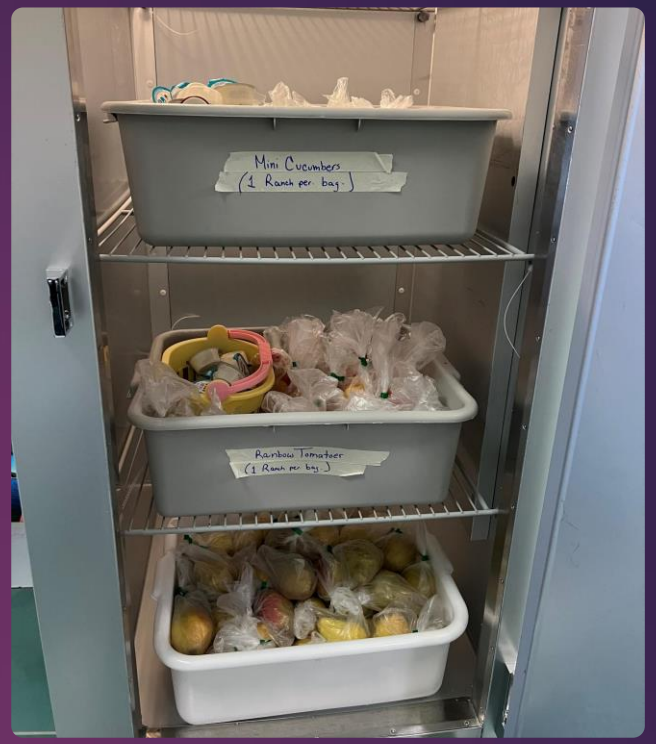
Maine Department of Education

Child Nutrition
Maine Department of Education

Agenda- Best Practices

- Fresh Fruit and Vegetable Program (FFVP)
  - Serving methods
  - Getting the word out
  - Equipment & Budgeting
- After School Snack Program- NSLP
  - Eligibility (area vs. non-area eligible)
  - Snack components & menus
  - Accountability and monitoring

Fresh Fruit and Vegetable Program (FFVP)



FFVP Student Market

RIDGE VIEW COMMUNITY SCHOOL- DEXTER

Mesalonskee Middle School- Oakland Fruit/Veggie Carts

From Barbara Bonnell, Nutrition Director- RSU 18 schools:

"There was lots of skepticism from admin, but we have shown them how great this program is. The kids love it! They are eating more fruit and veg then expected and the kids are asking for more!"

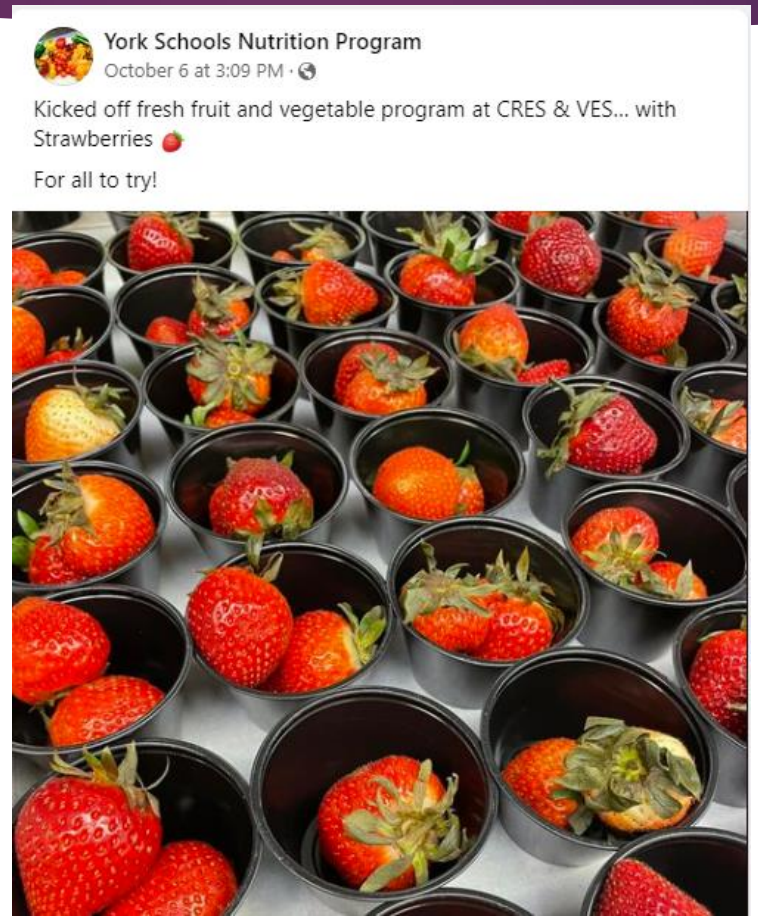
From MMS school nurse:

"These children are choosing these healthy snacks over coming to my room…It's also providing nutritious foods to children that may be experiencing covert and overt food insecurity. We don't always know who is struggling. This allows kiddos to discreetly grab and go so to speak… As a parent and peer, I appreciate everything you guys do to give our children nutritious meals to give them the adequate calories they need each day."

Getting the Word Out

- School board meetings
- Posters in cafeteria/ hallways
- Email blasts to parents/school staff
- School/district website
- Social media (Facebook, Twitter, Instagram)

York School Department Social Media



School Website Examples

RSU 23 Old Orchard Beach Schools

Home • Schools • Curriculum & Instruction • District Info • Superintendent • School Board • News & Events • Human Resources

Home › Food & Nutrition Services › Fresh Fruit and Vegetable Program (FFVP)

Explore More

- Free and Reduced Application
- Free & Reduced Information- Press Release
- Allergies
- Charges
- Fresh Fruit and Vegetable Program (FFVP)
- Wellness Policy and Wellness Committee

Fresh Fruit and Vegetable Program (FFVP)

Fresh Fruit and Vegetable Program (FFVP)

We are pleased to share that we were awarded the Fresh Fruit and Vegetable Grant this school year at Jameson Elementary School and Loranger Memorial School. Starting October 1, students at both schools will receive a fresh fruit or vegetable Tuesdays through Thursdays for the remainder of the school year. Fruits and vegetables will be a mix of both local produce as well as some very unique items that may be new to many students.

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, audiotape, 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

NUTRITION

FREE AND REDUCED MEALS APPLICATION

ONLINE PAYMENT SYSTEM

WELCOME BACK!

FROM THE NUTRITION DIRECTOR

Welcome back to another exciting year at RSU 18! Our talented Nutrition staff strive to prepare healthy, nourishing meals for our district's students and staff each day. Watch the menus for new entrées this year. Breakfast is the most important meal of the day. Start your day the right way with a healthy breakfast. At the Middle School and High School, we will offer more entrée and a-la-cart choices.

I am pleased to announce the district will be receiving federal funds from USDA to operate a Fresh Fruit and Vegetable program in seven of our schools! The program is to increase the availability of free healthy snacks to the students each day. Atwood, Williams, China Primary, and China Middle School will continue their programs from last year and begin serving snacks on September 6th. James Bean, Belgrade Central, and Messalonskee Middle School are new to the program and will begin offering the snacks on October 1st.

See you all at breakfast and lunch! Have a wonderful school year!

Barbara Bonnell, Nutrition Director

Nutrition Director
RSU No.18
41 Heath Street
Oakland, ME 04963

FFVP Equipment

- Use FFVP funds to purchase equipment
- Large equipment is an administrative cost
  - Limited to 10% of the total grant per school

Request for Equipment Purchased in the Fresh Fruit and Vegetable Program

Instructions:

- Complete one form and email to stephanie.stambach@maine.gov
- Do not purchase equipment until approval is received from the Maine Department of Education
- Retain signed copy for your files
- **This form is only needed for large equipment purchases (such as refrigerators, coolers, portable kiosks and carts). Approval is not needed for small wares.**

District:

School (s):

School FFVP Contact Name:
Email:
Phone:

1. What is the piece of equipment to be purchased? Please describe what it is and its function.

2. What is the estimated cost of the requested equipment? Make sure to follow proper procurement procedures when purchasing equipment.

3. Why is the equipment needed and why is current equipment not sufficient?

4. If the purchase is to be split among other Child Nutrition Programs, state which programs and the percentage paid by each (cost must be prorated among all programs using the equipment).

5. How many times do you serve fresh fruits and vegetables each week?

Name of person completing request: _____
Date: _____

For Maine DOE Use Only:
Date Approved: _____ Maine DOE Staff Signature: _____

Budgeting Tool

Fresh Fruit and Vegetable Program Budget Form (Monthly Tracking)

School Year:	2023
District Name:	**XYZ School District**
School Name(s):	**ABC School**
Allocation Amount:	**$5,000.00**

Month	**Monthly Budgeted Amount *(optional)***	**Fruit & Vegetable Costs**	**Labor Costs**	**Small Supplies/Other**	**Admin Costs**	**Total**	**Days of Operation**	**Over/Un**
October		$ 200.00	$ 100.00		$ 30.00	$ 330.00		$
November						$ -		$
December						$ -		$
January						$ -		$
February						$ -		$
March						$ -		$
April						$ -		$
May						$ -		$
June						$ -		$
July						$ -		$
August						$ -		$
September						$ -		$
Totals	**$ -**	**$ 200.00**	**$ 100.00**	**$ -**	**$ 30.00**	**$ 330.00**	**-**	**$**

Total Funds Spent to Date	**$ 330.00**
Total Funds Remaining	**$ 4,670.00**
Administrative Cost Percent to Date*	**9.09%**

***Please note administrative expenses cannot exceed 10% of the total grant award**

Monthly Budget Tool | Weekly Budget Tool

Other Best Practices

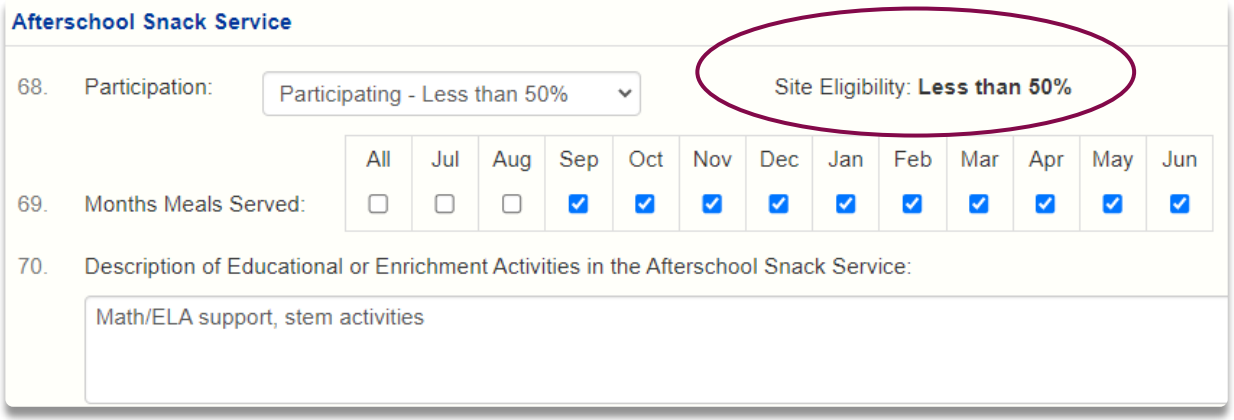
- Support your local farmers and growers
  - Note: can't double dip with SCA funds or local foods fund
- If labor is an issue, serve pre-packaged fruit/veggies
- Be creative and think outside the box!
- Get buy in from teachers and administration

Spooktacular Idea for Halloween!

NSLP After School Snack Service

Eligibility

- **Area eligible**
  - Schools that have at least 50% students that qualify for F/R price meals
  - All snacks claimed at free rate
- **Non-area eligible**
  - Schools with < 50% students that qualify for F/R price meals
  - Snacks claimed by free, reduced and paid
- Listed on the SNP application for each site participating



Afterschool Snack Service

68. Participation: Participating - Less than 50%

Site Eligibility: **Less than 50%**

	All	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
69. Months Meals Served:	☐	☐	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑

70. Description of Educational or Enrichment Activities in the Afterschool Snack Service:

Math/ELA support, stem activities

Non-area Eligible

- Claiming snacks based on free, reduced and paid
- Can offer snacks free of charge if other funding source is used to cover the cost
  - Food service account cannot absorb the cost
- Charge the difference between the cost of providing the snack and reimbursement

Category	Reimbursement
Paid	$0.09
Reduced	$0.54
Free	$1.08

Snack Food Components

- Snack must consist of <u>two different</u> meal components:

Milk	8 oz
Fruit/Vegetable	**¾ cup**
Grains	1 oz eq
M/MA	1 oz eq

Snack Cycle Menus- USDA

Mon	Apple juice (3/4 c.) Whole wheat crackers (.7 oz.)
Tue	Chicken salad sandwich (E-07): *Chicken salad (1/4 c.) w/ whole wheat bread (0.9 oz.) Water
Wed	Lowfat chocolate milk (8 oz.) Bagel (0.9 oz.) w/ light cream cheese (1 oz.)
Thu	Pita Bread (0/9 oz) & Refried Beans (I-13) (1/4 c.) Water
Fri	Lowfat milk (8 oz.) Banana (1 med.)

Mon	Tortilla Roll-up (F-07) Water
Tue	Red or green grapes (3/4 c.) Mozzarella string cheese (1 oz.) Water
Wed	Lowfat milk (8 oz.) Blueberry Muffins (A-03) (1.8 oz.) w/ light cream cheese (1 tbsp.)
Thu	Lowfat chocolate milk (8 oz.) *Pear (1 med.)
Fri	Lowfat milk (8 oz.) Cereal (3/4 c.)

Staff Responsibilities

- Food service staff
  - Provide the snack
  - Complete and maintain production records
  - On-site monitoring visits and claim for reimbursement
- Afterschool care staff
  - Serving the snacks
  - Keeping attendance roster
  - Counting and recording snacks served
  - Must be trained to ensure compliance with USDA requirements

Accountability

- Make sure site staff are trained on how to properly count snacks
  - Two different components= reimbursable snack
  - Count taken once snack is received

- Not acceptable methods:
  - Counting the number of snacks prepared minus left over snacks
  - Using attendance or head count

Today's Snack Menu- Graham Crackers and Milk

Serving Snacks

- Child must take all items offered for snack (2 packs graham crackers AND milk)
  - 2 pack crackers= 1 oz eq. grain
- If student does not want the milk:

  1. Ask to take the milk and place on share table

  2. Choose not to take snack

Accountability

- As each child takes a complete snack, a checklist by name is used to account for each snack taken by a child
- At the end of service, unserved graham crackers and milk are returned to the program that provided the snacks.

On-site Monitoring

- Completed twice per year
  - Once within the first 4 weeks of operation
  - Second review during the program's operation
- More frequent visits strongly encouraged
- Train, train, train!

After School Snack Program On-Site Monitoring Review

Review must be completed School Food Authority (SFA) twice per year.
The first review must occur within the first 4 weeks of snack service. Maintain form locally.

Agency/District:	**Date of First Review:** **Date of Second Review:**
Site/School:	**Arrival Time:** **Departure Time:**
What time does school end?	**What time are snacks served?**

Today's Snack Menu (Record All Food Items Served and Serving Sizes)

	YES	NO
1. Are the snacks claimed only in approved after school programs? Specify the after-school program(s):		
2. If the site has less than 50% free/reduced price eligible, are snacks claimed in the correct eligibility category?		
3. If applicable, does the After School Snack Program have the appropriate free and reduced-price meal documentation?		
4. Does the meal counting system prevent overt identification of students' eligibility status?		
5. Is there an accurate point of service accountability system for counting snacks?		
6. Are snacks counts recorded at the time they are served? Is only one snack per day per child allowed?		
7. How many snacks are provided on the day of the visit? _____ What is the reviewer's count on the day of the visit? _____ If there are significant differences in the counts, why is this occurring?		
8. Does the snack menu meet the snack meal pattern requirements? Does the planned snack menu meet snack meal pattern requirements?		
9. Are production records complete for each day?		
10. Do all snacks claimed for reimbursement on the day of visit meet meal pattern requirements?		

Resources

Programs
- CACFP
- CNPWeb/NEO
- Student Eligibility & Applications
- Financial
- Legal References
- Webinars and Training
- Contacts and Events

Programs - Child Nutrition

USDA Programs Monitored by Maine Department of Education

The Maine Department of Education oversees several USDA Food and Nutrition Services programs and initiatives that provide healthy food to children. Each of these programs helps fight hunger and obesity.
Below are brief descriptions of the programs and initiatives.

If you have any questions regarding any of the Child Nutrition Programs, please contact a member of the Child Nutrition Staff

Afterschool Snack Service

Provide after school snacks to children participating in structured educational programs. Schools with more than 50% free and reduced students provide the snacks free to any participating student.

Breakfast Program

The School Breakfast Program helps to increase breakfast participation and acknowledge the importance of breakfast in improving learning.

Maine CACFP
Child and Adult Care Food Program
Healthy habits that last a lifetime!

Child and Adult Care Food Program

This program ensures that nutritious meals and snacks are served to eligible children and adults in qualifying care facilities.

Culinary Classroom

The Culinary Classroom promotes scratch cooking throughout all Child

Farm and Sea to School

Fresh Fruit and Vegetable

Maine Department of Education

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Afterschool Snack Service

The Afterschool Snack Service is supported by cash reimbursement from the National School Lunch Program to schools providing after school activities aimed at promoting health and well being of children and youth in our community. A school must provide an organized, structured and supervised environment including educational or enrichment activities. Competitive interscholastic sports teams are not an eligible after school program.

For more information or questions about the Afterschool Snack Service please contact a member of the Child Nutrition staff.

Eligibility

Guidance

Afterschool Snack Service Quick Guide (pdf)

Program Planning and Operations

- Afterschool Snack Service Fact Sheet link to USDA
- Daily record form
- Frequently Asked Questions link to USDA
- Meal Pattern
- On-Site Review Form To be completed twice a year, within the first 4 weeks of program operation and again before the end of the year.

Recordkeeping

Questions?

THANK YOU!