**Fresh Fruit and Vegetable Program (FFVP)**

**Application Instructions**

**Child Nutrition**

**Maine Department of Education**

Step #1: Log into NEO with your ID and password: <https://neo.maine.gov/DOE/neo/core/>. Click on the Nutrition module.

* Under Reimbursement select “FFVP Participation Listing”
* Note: you must have permissions to access the Reimbursement section



Step #2: When you get to the FFVP Listing screen select your district, Fiscal Year 2021 and “New” under Status.

* Note: this will be slightly different then what you see on your screen.



Step #3: You should see your school/s listed on the screen. Select “Create” under Action for the schools you will apply for.



**Note: although all schools will populate, only apply for those schools that are eligible to participate in FFVP.**

Schools selected for participation must:

* Participate in the National School Lunch Program; however, the FFVP must operate outside of breakfast and lunch times.
* Be an elementary school or have a combination of grades K-8
* Have 50% or more students eligible for free and reduced-price meals, based on the most recent ED 534 report (October 31st numbers). **Preference is given to schools with the highest percentage.**
* Submit a complete application by the deadline

Step #4: Answer all questions on the application. **All questions must be answered to be considered a complete application.**

**School Information**:

* This is pre-populated from NEO

**Staffing Information**:

* Enter contact information for those involved in the FFVP

**School Data**:

* Free and Reduced percentage and enrollment is pre-populated from the ED 534: Free and Reduced by District report.

**Proposal**:

* Be sure to answer all questions. Keep in mind this is your plan and things change.
* Under question #7, make sure the serving time is outside breakfast and lunch times.
* Under question #8, if you need to purchase equipment, an attachment must be uploaded. An equipment request form can be found on the [FFVP website](https://www.maine.gov/doe/schools/nutrition/programs/ffvp).

**Other things to keep in mind while completing the application**:

* As you work on the application the status will change. It is best to click on “select status” every time you log in so it takes you to the correct status.
	+ For example: “in progress” status means it has been started but not completed.
* Be brief when answering questions as some boxes have a word limit.
* You must fill in all boxes and hit “submit” on the application before moving on to the signature section.

Step #5: When you have completed all sections of the application click on the “submit” button at the bottom. The application will change to “submitted” status.

* **Important note: hitting the “save” button will keep the application in “in progress” status. You must “submit” before you can move onto the signature section, which is required for the application to be complete.**



Step #6: Upload signature pages for the Project/Site Manager and School Principal.

* A sample signature page is provided on the [FFVP website](https://www.maine.gov/doe/schools/nutrition/programs/ffvp).



Note: these files must either be a PDF or picture attachment (i.e. JPEG). Once uploaded the file cannot be deleted.

Step #7**:** Food Service Director must select the “approve” button.

* When this step is complete the application will change to “FSD Approved” status.

Step #8: Unit Superintendent must select the “approve” button (this can only occur once the Food Service Director has approved). **Application is complete!**

* Note: a date stamp will appear next to each approval.
* When this step is complete the application will change to “Unit Superintendent” status.



**Application Review:**

* Once the FFVP Coordinator reviews submitted applications, the “approve” button will be selected under DOE approval. A date stamp will also appear.

Please note, schools **may not** be awarded, if the:

* School fails to meet the deadline for submission of a complete FFVP application
* School does not have support from administration
* Maine DOE has determined noncompliance with administration of another Child Nutrition Program during an administrative review
* Maine DOE determines the school cannot operate the program properly, including not using funds properly.

**For questions, please contact:**

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