

SCHOOL SELECTION & FUNDING PROCEDURE
for
FRESH FRUIT AND VEGETABLE PROGRAM

PURPOSE: To describe the school selection process conducted by the State Agency (SA)

PROCEDURE:

1. Determine eligible schools for participation in FFVP annually from the most recent ED534 report in NEO
2. In spring of each year notify schools of application availability and deadline via Thursday Update and Child Nutrition list serve.
3. Review applications in NEO and contact schools for missing information
4. Review FFVP applicants for:
 - a) Schools with less than 25% usage of funds by midpoint review or 50% usage by year end during the prior year of the grant.
 - b) SA concerns with the school's administration of another child nutrition program (such as during an administrative review).
 - c) The district failed to complete a corrective action plan to the SA
 - d) Schools fitting one or more of the criteria mentioned above are at risk of not receiving the grant, which is at the discretion of the FFVP coordinator along with the 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.
 - e) Schools meeting the above criteria will be placed in an "alternate 2" list.
5. Develop a list of schools for the staff accountant to determine the number of late claims for the current school year
 - a) Schools with four or more late claims will submit a corrective action plan to the SA indicating who, when and how it will be fixed.
 - b) If late claims are a repeat finding the following school year, after a corrective action plan was submitted, the school will not be awarded at the FFVP coordinators discretion. This will also be discussed with the Child Nutrition Director.
6. A final potential list will be sorted in Excel by the highest percent of free and reduced eligible students
7. Approve applications in NEO based on highest percent of free and reduced eligible students and once corrective action plans have been submitted for late claims
 - a) This will include alternate schools to be placed in the "alternate 1" list.
 - b) Partially funding a school will be considered if remaining funds are not enough to fund 100% of the school.
8. Verify school participation and enter allotment in NEO

- a) Add “back up” schools to participation with enrollment set as zero for potential schools added mid-year (cannot add schools after October 31st or the system will pick up most current enrollment data)
 - i) Schools will be selected from the “alternate 1” list and “alternate 2” list
- b) Adjust enrollments as needed (such as for situations mentioned in #9 below)

9. Special circumstances:

- a) Enrollment changes- elementary (such as schools combined or new school)
 - i) Use the free and reduced percent from the most recent ED 534 report to be consistent
 - ii) Adjust enrollment numbers if known prior to awarding
- b) Enrollment changes- combination middle/high school (such as schools combined or new school)
 - i) Use K-8 numbers submitted on most recent October claim to be consistent
 - ii) Adjust enrollment numbers if known prior to awarding