

---

---

**SOUTH CAROLINA**

**FRESH FRUIT AND VEGETABLE PROGRAM**

**A HANDBOOK FOR SCHOOLS**

---

---



Administered by the

**SOUTH CAROLINA**  
**STATE DEPARTMENT**  
**OF EDUCATION**

Office of Health and Nutrition  
1429 Senate Street, Room 703  
Columbia, South Carolina 29201

**SY 2016-17**

# SOUTH CAROLINA FRESH FRUIT AND VEGETABLE PROGRAM A HANDBOOK FOR SCHOOLS

Adapted from  
USDA Fresh Fruit and Vegetable Program  
A Handbook for Schools  
United States Department of Agriculture  
Food and Nutrition Service  
December 2010



In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

USDA is an equal opportunity provider, employer, and lender.

# Table of Contents

Introduction-----	3
Program History-----	4
Program Administration-----	5
How It Works -----	8
Who Can Receive Fruits and Vegetables -----	11
Serving Fruits and Vegetables-----	12
Which Fruits and Vegetables to Purchase and Serve -----	14
How Schools Purchase Fruits and Vegetables-----	16
Allowable Supply Expenditures-----	18
Non-Allowable Expenditures for FFVP -----	19
Nutrition Education in the FFVP-----	20
Reimbursable Costs -----	22
Paperwork-----	24
Encouraging Success -----	27
Why Partnerships are Important-----	28
Food Safety-----	29
FFVP Questions and Answers -----	30
References	
USDA Memorandum - Buy American Provision-----	35
60/90 Provision-----	36
USDA Memorandum Attachment – Share Tables Food Safety -----	39
Forms	
Monthly Log for Labor Costs-----	40
Production Record -----	42
Equipment Request Form-----	46
Semi-Annual and Annual Reports -----	47
End-of-Year Report -----	49

# Introduction

---

The Fresh Fruit and Vegetable Program (FFVP) provides all children in participating schools with a variety of free fresh fruits and vegetables throughout the school day. It is an effective and creative way to introduce fresh fruits and vegetables as healthy snack options. The FFVP also encourages schools to develop partnerships at the State and local level for support in implementing and operating the program.



## **The Goal of the Fresh Fruit and Vegetable Program**

Create healthier school environments by providing healthier food choices

- Expand the variety of fruits and vegetables children experience
- Increase children's fresh fruit and vegetable consumption
- Make a difference in children's diets to impact their present and future health

This program is seen as an important catalyst for change in efforts to combat childhood obesity by helping children learn more healthful eating habits. The FFVP introduces school children to a variety of produce that they otherwise might not have had the opportunity to sample.

## **Program History**

---

### **Farm Security and Rural Investment Act of 2002**

The Fresh Fruit and Vegetable Program began as a pilot project authorized by Congress in 2002. The pilot provided funds to purchase fresh fruits and vegetables in four States (Indiana, Ohio, Michigan and Iowa) and an Indian Tribal Organization (ITO) (New Mexico) for School Year 2002-2003. The purpose of the pilot was to determine the best practices for increasing fruit (both fresh and dried) and fresh vegetable consumption.

### **Child Nutrition and WIC Reauthorization Act of 2004**

The success of the pilot led to the enactment of legislation in 2004 to expand the Fresh Fruit and Vegetable Program and to make it a permanent program under the National School Lunch Act. The law added four additional states (Washington, North Carolina, Mississippi, and Pennsylvania) and two ITOs (one in Arizona and one in South Dakota) for School Year 2004-2005.

### **The Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2006**

This Act appropriated one-time funding of \$6 million to further expand the Fresh Fruit and Vegetable Program in six additional States.

### **Consolidated Appropriations Act of 2008**

The Consolidated Appropriations Act of 2008 expanded the FFVP nationwide and provided approximately \$9.9 million to begin program operations for School Year 2008-2009.

### **The Food, Conservation, and Energy Act of 2008 (Farm Bill)**

The Food, Conservation and Energy Act of 2008 amended the Richard B. Russell National School Lunch Act by adding section 19, *the Fresh Fruit and Vegetable Program*. Section 19 permanently authorizes the program nationwide, and provides significant funding increases, beginning with \$40 million in FY 2009 and growing to \$150 million and adjusted by annual changes in the Consumer Price Index (CPI).

## **Program Administration**

---



The U.S. Department of Agriculture's Food and Nutrition Service (FNS) administers the Fresh Fruit and Vegetable Program (FFVP) at the federal level. At the State level, the FFVP is administered by the State Agency that administers the National School Lunch Program. In administering the program, States must keep in mind direction from Congress which provides that the purpose of the program is to make available free fresh fruits and vegetables to children.

Selected schools receive reimbursement for the cost of making free fresh fruits and vegetables available to students during the school day. These fresh fruits and vegetables must be provided separately from the lunch or breakfast meal, in one or more areas of the school during the official school day.

All schools that participate in the FFVP are required to widely publicize within the school the availability of free fresh fruits and vegetables.

### **Meal Accommodations for Students with Disabilities**

If a child's disability prevents them from consuming fresh fruits and vegetables as prepared, the school must provide accommodations as they would for other school meals. Schools must consider how the requirement may be applied in the operation of the FFVP. For example, in providing accommodations for the FFVP, schools may have to modify texture. In doing so, schools should consider starting with fresh items and avoid pureeing canned or frozen fruits and vegetables, including baby foods. In most instances, fresh fruits can be pureed; we recognize that this is not always the case for vegetables. Fresh vegetables should be used when feasible but may be cooked and then pureed when needed.

The pureeing of fresh produce for students with disabilities must be done within the constraints of their medical requirements as allowed by their physician. However, schools should make sure that both the parent and the child's doctor are aware of the program and its intent to provide fresh produce in order to determine if the fresh items are an acceptable choice for texture modifications.

## School Selection Criteria

Section 19 of the National School Lunch Act requires that schools with the highest free and reduced price enrollment be given priority for participation in the FFVP. This is the key selection criterion, which ensures that the Program benefits low-income children that generally have fewer opportunities consume fresh fruits and vegetables on a regular basis.

To determine the schools with the highest free and reduced price enrollment, States may use the school data reported each October. States may also choose another month provided the same month is consistently used throughout a State.

This criterion cannot be waived to give all schools in a state an equal chance to participate in the Program or to provide geographic dispersion. To be selected for the FFVP, a school must

- Be an elementary school
- Represent the highest percentage of students certified for free and reduced price benefits
- Participate in the NSLP
- Complete an annual application for the FFVP (see *School Applications* section below)

Schools electing to participate in the Community Eligibility Provision (CEP) are eligible to participate in the FFVP. Since the 1.6 multiplier is intended to provide an estimate of the total number of students eligible for free and reduced-price meals in eligible schools, the product of the Identified Student Percentage (ISP) multiplied by 1.6 will be used for the purpose of awarding FFVP funds. Schools in school districts electing Community Eligibility Provision (CEP) for the entire school district or as part of a group of schools electing CEP with a shared Identified Student Percentage (ISP) must still use the individual school CEP percentage for purposes of awarding FFVP funds.

The application review process must select schools representing the highest percent of students certified for free and reduced price benefits. An eligible high need school should be afforded every opportunity to complete an application to participate in the Program. A State can choose not to select a high need school *if* the

- School fails to meet the deadline for application completion
- School does not have the support of its administration
- State has concerns with the school's administration of another child nutrition program
- State believes the school cannot properly operate the FFVP, *despite previous support from the State*

The total enrollment of all schools selected in the State must result in a per-student allocation of \$50 - \$75 per year.

## School Applications

Each school that participates in the FFVP must submit an application that includes, at a minimum

- The total number of enrolled students and the percentage eligible for free/reduced price meals
- A certification of support for participation in the FFVP signed by the
  - School food service manager, school principal, *and* district superintendent (or equivalent position)
- A program implementation plan that includes efforts to integrate the FFVP with other efforts to promote sound health and nutrition, reduce overweight and obesity, or promote physical activity

It is recommended that each school include a description of partnership activities undertaken or planned. Schools are encouraged to develop partnerships with one or more entities that will provide non-Federal resources, including entities representing the fruit and vegetable industry and entities working to promote children's health in the community.

The application process must be conducted by the State agency every year. However, at the discretion of the State agency, schools that are reapplying and are accepted to the Program based on their continued high need would be allowed to update the information the State agency has on file rather than submit a new application package. Updates could include a new plan for program implementation, changes in enrollment numbers and free and reduced price percentages.

## How It Works

---

Reimbursement for the FFVP is similar to other Child Nutrition Programs. Schools submit a monthly claim and are reimbursed by the State Agency for purchases of fresh fruits and fresh vegetables served free to children during the school day. Within basic requirements, the FFVP gives your school flexibility to develop your own implementation plan, involve your teachers and other school staff, work out problems, and reach your own solutions. Your school decides when, where, and how you want to implement the FFVP, and what mix of fresh fruits and vegetables you want to offer your children.



### School Selection

To be selected to participate in the FFVP, your school must

- ✓ Be an elementary school
- ✓ Have a high percentage of children eligible for free and reduced price meals
- ✓ Make free fresh fruits and vegetables available to all elementary enrolled children.
- ✓ Provide fresh fruits and vegetables only during the school day (not before or after school or during summer school)
- ✓ Widely publicize within the school the availability of free fresh fruits and vegetables
- ✓ Have documented support of the food service manager, principal, and district superintendent
- ✓ Serve free fresh fruits and vegetables outside of the NSLP and SBP meal periods.

### USDA encourages:

- ✓ Every effort to provide fresh fruits and vegetables a minimum of twice a week as repeated exposure to new foods is a key to acceptance
- ✓ A variety of implementation strategies
- ✓ Complementary nutrition education

### As a participating school you:

- ✓ Receive funds based on an allocation of \$50 - \$75 per student

- ✓ Submit a **monthly** claim for reimbursement using the State’s online application South Carolina Automated Payment System (SCAPS)
- ✓ Must operate the NSLP
- ✓ May use no more than 10% of your school’s total grant for administrative costs
- ✓ Receive reimbursement for the costs of purchasing, preparing, and serving fresh fruits and vegetables to children in your school

**To ensure the FFVP runs smoothly, your school should:**

- ✓ Establish an implementation or operational plan for your school that addresses “who does what and where?” to ensure that all operational guidelines are followed.
- ✓ Establish a monthly budget to assist you in tracking funds and ensure timely expenditures of program funds. ***It is critical that expenditures be allowable and spent within the designated timeframes.***
- ✓ Pay attention to program logistics, right from the start, to make sure food service and other school staff understand how the FFVP works
- ✓ Establish partnerships on a local level with grocers, Health Departments, or extension service. State or national level partnerships can also be very helpful
- ✓ Incorporate nutrition education into the daily curriculum, preferably during the service of fresh fruits and vegetables
  - Be aware of other purchasing avenues for fresh produce; schools may use their current vendors or try other vendors such as
    - Farm to School Initiative
    - Local producers
- ✓ In all situations proper procurement procedures must be followed
- ✓ Be familiar with proper handling and storage of fresh produce to prevent spoilage and loss
- ✓ Be familiar with all Food safety and Hazard Analysis and critical control Point (HACCP) principles for fresh produce
- ✓ Process reports on time, retain records, and comply with all other paperwork and reporting requirements.

**Best Practices:**

- ✓ Anticipate the need for staff to prepare and deliver food, and to process reports and other paperwork.
- ✓ Coordinate efforts to inform principals, teachers, school staff, children, and parents about the FFVP.
- ✓ Respond to reports from custodians about trash concerns.
- ✓ Determine the appropriate types of produce to serve and the appropriate portion sizes.
  - Keep in mind the types of produce as well as the portion sizes depends on the ages and preferences of your students as well as displays and the ways you offer the fruits and vegetables to your students.
- ✓ Identify with your stakeholders the best methods for distributing and promoting fruits and vegetables to your students.
- ✓ Solicit free nutrition education materials from State, local, and federal partners

# Who Can Receive Fruits and Vegetables

---

The Fresh Fruit and Vegetable Program is for all the children who normally attend your school. Any child who is considered a member of the elementary school and who is present during the service of fruits and vegetables may participate.



Children attending a Child Care Center, Head Start Program or split-session kindergarten class located in a FFVP school may participate if they are considered enrolled in the participating school and are in school the days the program is offered.

Adults at a school including those attending school functions cannot participate in the Fresh Fruit and Vegetable Program. However, teachers can play a valuable role in modeling positive eating habits by consuming fruits and vegetables along with their students. Teachers may participate under the following conditions:

- ✓ Only teachers who are directly responsible for serving the fruit or vegetable to their students in a classroom setting may consume the fruit and/or vegetable
- ✓ The FFVP is not available to the general teacher population and other adults in the school
- ✓ Teachers choosing to participate with their students are strongly encouraged to include a nutrition education component to enhance their positive role modeling
- ✓ No additional FFVP funds will be provided; schools must stay within their per student allocation

Please note that this policy does not allow teacher or administrator fruit baskets, which were incorrectly purchased by some schools for promotional purposes when the FFVP was initially implemented. Free fruits and vegetables are intended for all children enrolled in participating schools and cannot be used as gifts or rewards. You cannot withhold fruits and vegetables as a form of discipline.

## Best Practices

Teachers serving fruits and vegetables to their students can model healthful eating habits by participating with their students and including a nutrition education lesson.

Teachers can help monitor and direct the food distribution and use the opportunity to talk with students about nutrition, health, hygiene, and manners.

# **Serving Fruits and Vegetables**

---

Your school has the flexibility to schedule fresh fruit and vegetable delivery at any time during the school day other than during the School Breakfast Program or National School Lunch Program.



## **The Best Time**

Many schools serve fruits and vegetables multiple times during the school day so different groups of students have more access to fruits and vegetables.

Fruits and vegetables may only be served during the school day (i.e., not before school or during afterschool programs). This provides an opportunity to incorporate a nutrition lesson along with the service of produce.

The FFVP cannot be served during the National School Lunch or School Breakfast Program's reimbursable meal service periods.

The FFVP cannot be served as part of summer school sessions.

The FFVP may be provided during a "year-round school's" summer session as this is considered part of the regular school year. Multiple distribution times may be used and may be the best way to maximize participation.

## **The Best Places**

The most successful distribution areas for the FFVP will be places where you can ensure that children can easily reach the fruits and vegetables.

The techniques you use to distribute fruits and vegetables will depend on a number of factors. Consider grade level, maturity of your students, time available to eat the fruits and vegetables, time required for preparation and service of fresh fruits and vegetables, extra clean-up, garbage concerns, and staffing issues.

Schools can offer the FFVP to children through a variety of distribution methods.

- ✓ Inside classrooms
- ✓ In hallways
- ✓ In free vending machines
- ✓ At kiosks
- ✓ As part of nutrition education activities

## **Best Practices**

Most schools use classrooms or a combination of classrooms and kiosks to deliver fruits and vegetables to students.

Offering fruits and vegetables to children in their classrooms helps you reduce messes, deal more effectively with disruptive behavior, and make the most of learning time. To minimize interruptions in learning time, incorporate eating with classroom activities, silent reading, or a nutrition education lesson (e.g., study the “fruit of the day” in geography, science or math).

Serving from kiosks allows you to offer more choices and allows easier access. Consider staggering access to lessen confusion in hallways. Be sure to serve fruits and vegetables that can be handled easily.

Vending machines may also optimize distribution of fruits and vegetables. Select fruits and vegetables that are suitable for vending machine distribution and allow adequate time and staff for restocking.

To help your school’s FFVP run smoothly, you can develop guidelines to remind children of good manners for when they receive and eat their fruit and vegetable snacks, and dispose of their trash. Setting up policies on trash disposal and clean-up will also improve the fruit and vegetable service.

When you plan your Program, try to create serving areas that will encourage children to enjoy eating their snacks, while lessening your concerns about the potential for messes.

Providing a nutrition education component while serving fresh fruits and vegetables is the ideal way to introduce and reinforce good eating habits.

## **Which Fruits and Vegetables to Purchase and Serve**

The FFVP introduces children to new and different fruits and vegetables, like kiwi, star fruit, pomegranate, rutabaga, and jicama. Fruits and vegetables are good low-calorie, low-fat sources of vitamins, minerals, and fiber. The FFVP shows children that fresh fruits and vegetables are healthy and tasty alternatives to snacks that are high in fat, sugar, or salt.



The produce you serve should be presented in such a manner which will be easily identified or recognized for what it is. Encourage children to enjoy fruits and vegetables in their original form. Children should be able to relate to fruits, like juicy ripe peaches and tart crunchy apples (without dips or flavor additives), or vegetables like crunchy, sweet sugar snap peas or asparagus.

Remember, when purchasing for the Program, the goal is to serve a variety of fresh fruits and vegetables in their natural state and without additives. Dicing and slicing into smaller pieces for ease of service, as well as the addition of ascorbic acid, is acceptable.

The FFVP provides schools the opportunity to purchase exotic fruits or vegetables that are not available locally or that are not domestically grown. When purchasing such items always follow proper procurement procedures and the Buy American provision.

Slicing whole fruits and vegetables may make them easier for children to eat.

### **The FFVP does not allow:**

- ✓ Processed or preserved fruits and vegetables (i.e., canned, frozen or dried)
- ✓ Dip for fruit
- ✓ Fruit or vegetable juice
- ✓ Snack type fruit products such as fruit strips, fruit drops, fruit leather
- ✓ Jellied fruit
- ✓ Trail mix
- ✓ Nuts
- ✓ Cottage cheese
- ✓ Fruit or vegetable pizza
- ✓ Smoothies
- ✓ Fruit that has added flavorings (including fruit that has been injected with flavorings)
- ✓ Carbonated fruit
- ✓ Most non-food items, except those allowed under administrative/operational costs

Please check with the State Agency if you are in doubt if a purchase is an allowable expenditure.

## **FFVP Limits:**

- Dips for vegetables
  - If you choose to serve dip with vegetables, make sure to only offer low-fat, yogurt-based or other low-fat or non-fat dips
  - The amount used should be what is commonly noted as a “serving size” for condiments, as shown on Nutrition Fact Labels: 1 to 2 tablespoons
- Service of “prepared” vegetables
  - Fresh (not canned, frozen, dried or otherwise processed) vegetables that are cooked, must be limited to once-a-week and must always include a nutrition education lesson related to the prepared item.

*If you have any questions on FFVP purchases, contact the Office of Health and Nutrition at 803-734-8193 for guidance and technical assistance **before** you make purchases.*

## **What Your School Should Do**

- ✓ Adjust your selection of fruits and vegetables to purchase and serve more of your students’ favorites, but continue efforts to introduce new items.
- ✓ Be sure fruits and vegetables are appealing and easy to grab. If necessary, pre-cut the produce to make them easier, more appetizing, and not as messy for younger children.
- ✓ If using dips for vegetables, use a “serving size” that provides only enough to encourage children to eat the vegetables.
- ✓ Introduce children to different varieties of a fruit (e.g., Bartlett, Bosc, and Seckel Pears) or a vegetable (Bell, Sweet Banana, and Poblano Peppers).
- ✓ Consider more pre-cut fruits and vegetables and pre-prepared trays to control labor costs and handle the lack of extra storage space.
- ✓ Offer whole fruits on days when staff cannot prepare trays of pre-sliced fruits or vegetables.

One goal of the FFVP is to expand the varieties of fruits and vegetables your students consume. Try “sample sizes” to introduce new items, and then adjust your ordering accordingly. To the extent possible, you should not limit the choices you offer. Find innovative and fun ways to encourage your students to try different foods.

# How Schools Purchase Fruits and Vegetables

---

FFVP schools must follow proper procurement procedures. Produce must always be graded and inspected according to existing local, State, and Federal guidelines.

Finding suitable vendors, farmers, or suppliers that will give you a reliable supply of produce has been a challenge for a number of schools. Many schools purchase fruits and vegetables from food wholesalers or brokers. The vendors deliver shipments of fresh produce directly to the schools.

Local grocery stores and other retailers are not only good suppliers of fruits and vegetables; they might also be valued partners for nutrition education and promotion activities.



You can support local agricultural producers by buying fresh produce at farmers' markets, orchards, and growers in your community. Produce purchased with FFVP funds is meant to be used in the FFVP only. They cannot be used as a replacement in the National School Lunch Program. When you are purchasing fresh produce, including produce from local vendors, proper procurement procedures must be followed.

The Food, Conservation, and Energy Act of 2008 (P.L. 110-246) amended the National School Lunch Act to allow institutions receiving funds through the Child Nutrition Programs to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products (effective October 1, 2008).

- While the legislation permits institutions to apply a geographic preference to purchase locally grown and locally raised agricultural products to the maximum extent practicable and appropriate, it does not require institutions to do so
- States cannot mandate, through law or policy, that institutions apply a geographic preference when conducting these procurements
  - This decision is left to the discretion of each local institution
- Geographic preference may *only* be applied to the procurement of unprocessed agricultural products, locally grown and locally raised
- The memorandum, SP 08-2010: Geographic Preference for the Procurement of Unprocessed Agricultural Products in the Child Nutrition Programs, issued November 13, 2009, provided additional clarification for the Child Nutrition Programs

- The geographic preference provision applies to the FFVP *only* within the framework and requirements of the FFVP (i.e., produce in the FFVP must be *fresh*)
- Schools in the FFVP can choose to apply a geographic preference in the procurement of *fresh* fruits and vegetables for the program
  - Already sliced and bagged items are permissible (but not frozen or dried)

As with other school meal programs, plan to reduce waste. Follow your local board of health/local public health department guidelines for handling leftovers. If you cannot easily use the leftovers in the FFVP, you may be able to use them in your school meal programs -- but only to avoid waste. Plan to use the fruits and vegetables purchased with FFVP funds as part of the FFVP.

### **Procurement Procedures**

The “Buy American” requirement in the National School Lunch Program (as provided in 7 CFR 210.21(d)) applies to purchases made with FFVP funds. Produce such as bananas, which are generally not available as a domestic product, may be purchased even though they are not domestic. If you receive non-domestic produce, you must secure a statement from your produce company/vendor which indicates that the produce ordered was not available as a domestic product. Keep this documentation in your FFVP file. Schools needing additional guidance on specific purchases and how an item would be affected by the Buy American provision should contact their State agency for assistance.

- Buy produce from your local grocery stores and farmers markets, or contact conventional and organic growers and distributors
- Support farm to school projects by purchasing fresh fruits and vegetables from growers and farmers in your community
  - Farm to school projects are collaborations between farmers and schools that increase your access to fresh, local farm products and expand market opportunities for family farms
  - Information on the Farm to School (F2S) initiative is found at [www.fns.usda.gov/cnd/F2S/Default.htm](http://www.fns.usda.gov/cnd/F2S/Default.htm)

# Allowable Supply Expenditures for FFVP

*Items purchased with FFVP funds must be used exclusively for the FFVP. Comingling of funds is not permitted.*

- Cutting boards
- Peelers or utensils needed for produce preparation
- Knives for produce preparation (to be used by kitchen staff)
- Sponges or rags for cleaning produce
- Strainer for cleaning produce
- Corer or Wedger
- Spiral peeler/apple peeler
- Aluminum foil
- Portion cups
- Utensils for eating
- Low-fat dips for vegetables
- Coolers to transport produce from kitchen to classroom
- Baskets to transport produce from kitchen to classroom
- Ice packs for coolers
- Dry Ice
- Bowls, trays, or serving pieces for produce
- Napkins
- Plates
- Ziploc bags for prepared produce
- Hand Sanitizer
- Wet Wipes
- Trash bags
- Paper towels
- Plastic wrap
- Cleaning products
- Containers for leftovers
- Carts
- Portable kiosks

**Note:** *Purchase of small equipment must be **pre-approved** by the State Office of Health and Nutrition.*

- Food Processor
- Refrigerator
- Portable Food Bars

# Non-Allowable Expenditures for FFVP

*For clarification about whether a specific expenditure is allowable, prior to incurring such costs, contact Diane D. Gillie (803-734-8193 or dgillie@ed.sc.gov).*



## The FFVP does not allow:

- ✓ Processed or preserved fruits and vegetables (i.e., canned, frozen or dried)
- ✓ Prepared salsa/guacamole
- ✓ Any dips or dip ingredients to accompany fruit
- ✓ Apple cider
- ✓ Fruit or vegetable juice – schools cannot purchase juice and cannot buy produce for the sole purpose of making juice out of it.
- ✓ Snack type fruit products such as fruit strips, fruit drops, fruit leather
- ✓ Jellied fruit
- ✓ Trail mix
- ✓ Seeds and nuts
- ✓ Cottage cheese
- ✓ Fruit or vegetable pizza
- ✓ Smoothies
- ✓ Yogurt covered dried fruit
- ✓ Fruit that has added flavorings (including fruit that has been injected with flavorings)
- ✓ Carbonated fruit
- ✓ Pumpkins, Gourds (used for decorations, not consumed)
- ✓ Nutrition education materials
- ✓ Promotional materials
- ✓ Office supplies – paper, pens, pencils, folders, binders
- ✓ Seeds, tools or supplies for school garden
- ✓ Most non-food items, except those allowed under administrative/operational costs

# Nutrition Education in the FFVP

---

The primary focus of the FFVP is to bring fresh produce into the school for distribution to the students. For too many children, the produce they see in school may be their first exposure to fresh fruits and vegetables and the only ones they will see all day. That is why nutrition education and promotion is critical to the Program's success.



Providing nutrition education can also help schools reach their goal of a healthier school environment and is a component of several important agency programs and initiatives such as

- A school's Wellness Policy
- Becoming a Team Nutrition School
- Meeting the Healthier US School Challenge

## What should you do in your school?

- ✓ Develop nutrition education activities that fit your students
- ✓ Use the free or low-cost resources and educational materials that are available to schools from
  - USDA's Team Nutrition (e.g., Fruits & Vegetables Galore: Helping Kids Eat More)
  - State Fruit and Vegetable Coordinators
- Check out the U.S. Department of Health and Human Services under the Centers for Disease Control and Prevention for nutrition related information focusing on children, for example, BAM!-Body and Mind
- Visit [www.TeamNutrition.usda.gov](http://www.TeamNutrition.usda.gov) and [www.fns.usda.gov/cnd](http://www.fns.usda.gov/cnd) for more information about the FFVP
- Include nutrition education whenever possible, especially during the service of fresh fruits and vegetables and even on days when the Program is not offered
- A cooked, fresh vegetable dish can only be provided once a week and must include a nutrition education component
- Adapt lesson plans to include nutrition education

- Consult with FFVP partners to obtain no cost promotional items such as informational fliers, pamphlets, posters, banners and buttons
- Have students create fruit and vegetable posters to decorate classrooms and serving areas
- Use student address systems and student broadcasts to share educational information about the importance of healthy eating
- Promote the FFVP on monthly menus that are sent to parents
- Add a monthly newsletter that addresses nutrition education and the benefits of fresh fruits and vegetables
  - Include the students by having them create and publish the newsletter
- Use FFVP nutrition education materials provided by SCDE, Office of Health and Nutrition

# Reimbursable Costs

---

Program costs are broken out into two categories: operating and administrative. However, the allowable costs under these categories may be *different* from those in the National School Lunch Program.

The operating and administrative categories each allow labor and equipment costs. Equipment listed under administrative costs should be larger equipment purchases; whereas, equipment under operating costs are smaller equipment purchases.

*Please keep in mind that most of a school's FFVP funds must go toward purchasing fresh fruits and vegetables. All non-food costs must be carefully reviewed and deemed reasonable, given the extent of program operations (e.g., daily vs. twice a week and produce that is served whole versus sliced and put in containers).*



Prior to purchasing equipment for the FFVP, schools must provide written justification to the Office of Health and Nutrition supporting the purchase. For example, the justification should explain the need for additional equipment, why the current equipment is not sufficient for FFVP operations, how many times the FFVP program will be offered each week, how many times deliveries are received each week/month, and any other information that will support the purchase.

Equipment purchased with FFVP funds that will be used in other school feeding programs must be **prorated** among the programs. The FFVP represents a small program. Therefore, the funds claimed under the FFVP should represent the smaller portion.

State agencies have the discretion to determine the level of detail they want for smaller equipment purchases, dishes, and disposable supplies such as napkins, paper plates, and plastic bags.

*Labor costs in either the “operating” or “administrative” category must be minimal. SFA/State agencies must, as part of their review process, review these costs and, as appropriate, work with schools reporting high costs in these categories. Volunteer parents or students can help to reduce these costs.*

## Operating Costs

Operating costs are the costs of running your FFVP service. These are your documented expenses for acquiring, delivering, preparing, and serving fruits and vegetables. They include the FFVP portion of the goods and services your school pays for

- Buying fruits, vegetables, and low-fat or non-fat dip (for vegetables only)

- Buying nonfood items like napkins, paper plates, serving bowls and trays, cleaning supplies, and trash bags
- Value added services such as pre-cut produce, ready-made produce trays, and delivery charges
- Salaries and fringe benefits for employees who do such tasks as washing and chopping produce, preparing trays, distributing produce to classrooms, setting up kiosks, restocking vending machines, and cleaning up

### **Administrative Costs**

School administrative costs are limited to 10 percent of your school's total FFVP grant. Schools must not exceed this limit.

School administrative costs are the documented expenses you have for planning the Program, managing the paperwork, obtaining the equipment you need, and all other aspects of FFVP that are not related to the preparation and service of fruits and vegetables.

### ***Administrative costs include the FFVP share of***

- ✓ Purchasing or leasing equipment such as refrigerators, coolers, portable kiosks, carts, and portable food bars (remember to prorate as appropriate)
- ✓ Salaries and fringe benefits for employees who compile and maintain claims for reimbursement and other financial reports, plan and write menus, order produce, track inventory, and coordinate nutrition promotion activities

### ***What should schools do to ensure that the FFVP runs smoothly?***

- Prorate costs: only the FFVP portion of expenses can be charged to the FFVP
- Budget carefully to stay within the 10 percent limit on administrative costs and 10 percent limit on operating costs.
- Make sure your expenses are reasonable and support the Program's goals
  - For example, fruit baskets distributed to families, taken home by students during breaks, or given to school personnel are not allowable expenses

### **Due Diligence**

SFAs must exercise due diligence in spending FFVP grant allocations. It is critical that a budget be established to determine frequency of service and purchase needs and limits.

Each allocation must be expended in its entirety within the designated phase (July – September and October – June). There is no carryover provision in the FFVP. If the allocation is not spent due to mismanagement, the school may not be able to participate in the FFVP during the next phase and/or school year.

# Paperwork

---

Participating in the FFVP requires you to follow reporting and record keeping requirements which are similar to those you follow for the National School Lunch Program.



## Here are some key points to remember:

- ✓ Participate in training provided by your State Agency
  - School staff must be trained on FFVP requirements and report forms before each new school year
- ✓ Wait to begin the FFVP until you have been told by our Office that FFVP funds are available.
- ✓ Complete and submit a *monthly FFVP reimbursement claim* to claim reimbursement
  - The claim form should identify monthly school purchase data for the FFVP
- ✓ You are responsible for ensuring that all claims are correct and appropriate
  - Include only those costs related to the FFVP on your claim form
  - Reminder: Administrative expenses should be charged per school and not submitted as a total for the district on one school's claim.
  - Reminder: claims should be filed on time (by the 10<sup>th</sup> of the subsequent month) in the claim month the expenses were incurred.
- ✓ States should follow FNS 60/90 day guidance when approving claims (especially late claims)
  - Claims submitted after 60 days for claim month are subject to non-payment
  - Revised claims that result in an upward reimbursement must be submitted within 90 days of the original claim month; late submissions are subject to non-payment
- ✓ Maintain full and accurate FFVP records in your files
  - Your school must keep these for a period of three years (after the end of the fiscal year to which they pertain)

- Records must be kept longer if your school has any unresolved audit findings
- ✓ Schools should follow procedures similar to those in the school nutrition programs when submitting claims for reimbursement
  - Reimbursement must be filed monthly using the South Carolina Automated Payment System (SCAPS).
  - Invoices must be maintained on file to support reimbursement claims
  - Reimbursement for salaries under administrative and operating costs must include the following:
    - Name of employee
    - Date of service
    - Hours worked
    - Payment
- ✓ A state-developed FFVP Production Record is provided for schools to complete on days of FFVP service. This form should be kept on file with other FFVP documentation. See Forms Section, page 35.
- ✓ The timesheet or an equivalent form that contains the requested information should be completed for employees paid with FFVP funds. Only individuals who are working directly with the FFVP should be paid from these funds and only for the time they work the FFVP. See Forms Section, page 33.

### **Recordkeeping**

The recordkeeping requirements for the FFVP are similar to other Child Nutrition Programs.

### **Program Oversight and Monitoring**

It is critical that State agencies and SFAs make every effort to ensure FFVP is operating properly in participating schools, especially those new to the program. State agencies and SFAs should

- Review FFVP claims for reimbursement submitted by participating schools to ensure that expenditures are appropriate prior to providing reimbursement
  - Majority of funds are used to purchase fresh produce
  - Equipment purchases are carefully reviewed and prorated. Prior approval is required for equipment purchases. See Forms Section, page 39.
  - Labor costs and all other non-food costs are minimal
- Ensure FFVP schools are reviewed as part of the Administrative Review (AR) process, or other oversight or monitoring activity related to the National School Lunch or School Breakfast Programs

- Avoid issues early on by making every effort to contact schools not scheduled for oversight activity to ensure that the Program is being implemented according to the statute and guidance issued by FNS

### **Best Practices**

Keep a file for each school that contains:

- School Applications
- Grant Award Notification (GAN)
- Assurances and Terms and Conditions
- Administrative Review (AR) documents
- Semi-Annual and End-of-Year Reports
- Email communication from State Office (program guidance)
- Policy memoranda
- Budget tracking record
- Addendum
- Contact information for each participating school
- Invoices
- Monthly claims
- Production Records
- Timesheets
- Equipment Request Form
- Purchase order information
- Bid documents, if applicable
- Vendors/local farmers communications

## Encouraging Success

---

The SCDE Office of Health and Nutrition provides considerable support and encouragement to you in administering the FFVP. Oversight refers to a variety of methods of monitoring your school's ability to successfully manage the Program, both during and between reviews. Our Office oversight includes:



- ✓ Selecting and approving your school to participate in FFVP
- ✓ Keeping in contact with you about your school's operation of FFVP
- ✓ Holding training sessions and workshops on the FFVP including workshops with partners and others who can assist you
- ✓ Conducting onsite visits to assist in implementing and running the FFVP
- ✓ Providing technical assistance to answer your questions and concerns
- ✓ Ensuring that you have received and reviewed the information you need to manage and monitor FFVP in your school
- ✓ Encouraging your efforts to collaborate with state and local affiliates of FFVP's national partners
- ✓ Encouraging your efforts to promote nutrition education as a daily feature in your school classrooms
- ✓ Reviewing reimbursement claims
- ✓ Ensuring that reimbursement claims are submitted on time in SCAPS
- ✓ Ensuring that invoices are provided to support requested reimbursement
- ✓ Ensuring that timesheets are accurate and reflect tasks completed for FFVP
- ✓ Ensuring that production records are completed for FFVP service days

# **Why Partnerships are Important**

---

Outside support, collaboration, and partnerships have been essential elements of FFVP success. State, local, and private partners have helped schools better manage FFVP funds, resolve logistical challenges of the Program, and obtain educational materials for promoting nutritious food choices in and out of the classroom.



## **Collaborate with State and local affiliates such as:**

- ✓ Fruits and Veggies More Matters (5-A-Day)
- ✓ Produce for Better Health

## **Encourage cooperation and commitment from school partners:**

- ✓ Administrators
- ✓ Teachers
- ✓ Food service staff
- ✓ School nurses
- ✓ Health coordinators
- ✓ Custodial staff
- ✓ Parents
- ✓ Parent Teacher Association/Parent Teacher Organization
- ✓ Student government
- ✓ Student activity clubs

## **Develop working relationships with outside partners:**

- ✓ State and National affiliates of the American Cancer, Diabetes, Dietetic and Heart Associations and School Nutrition Association
- ✓ Community Health Agencies
- ✓ County and State health and agriculture departments
- ✓ Dietitians and dietetic interns
- ✓ Extension agents
- ✓ Hospitals
- ✓ Local grocers and stores
- ✓ Vocational clubs
- ✓ Produce associations/commodity groups
- ✓ Nutrition trade associations
- ✓ Health associations
- ✓ Food distributors

# Food Safety in the FFVP

---

## Please review Food Safety requirements and HACCP Guidance

To prevent or reduce risk of food-borne illness or injury by contaminated fruits and vegetables best practices are:

- ✓ Train food service employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
- ✓ Wash hands using the proper procedure.
- ✓ Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
- ✓ Follow manufacturer's instructions for proper use of chemicals.
- ✓ Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
  - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
  - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
- ✓ Wash fresh produce vigorously under cool running water or by using chemicals that comply with the 2001 FDA Food Code. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
- ✓ Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
- ✓ Remove any damaged or bruised areas.
- ✓ Label, date, and refrigerate fresh-cut items.
- ✓ Serve cut melons within 7 days if held at 41 °F or below (see SOP for Date Marking, Ready-to-Eat, and Potentially Hazardous Food).
- ✓ Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
- ✓ Follow State and local public health requirements.
- ✓ All fresh fruits and vegetables should be thoroughly washed, as described above, by the cafeteria staff before distribution. Produce should be available at distribution point ready-to-eat. Do not send fresh produce to classrooms or distribution areas to be washed by teachers and/or students.



## Frequently Asked FFVP Questions

### Funding

- 1) **Question:** Should schools develop a budget for the FFVP?

**Answer:** It is prudent for schools to develop a budget in order to assist in the timely expenditure of funds and FNS strongly encourages schools to do so. While schools are not required to develop or submit a budget plan to their SA, their SFA should ensure funds are expended according to all guidance and program policy and in a timely manner.

- 2) **Question:** If we do not use all the money in the first phase, can we use it in the second phase?

**Answer:** No. Money must be expended in the designated phase awarded. You must exercise due diligence in monitoring your FFVP budget to be eligible to continue the program in the second phase.

- 3) **Question:** Can schools bid FFVP, NSLP and SBP purchases together?

**Answer:** Yes. However, schools must be able to demonstrate which items are purchased for the FFVP.

- 4) **Question:** A school purchases equipment either with 100% FFVP funds or a percentage of funds (or an SFA on the part of a school(s)) but the following year, the school no longer participates in the FFVP. What happens to the equipment?

**Answer:** It is the responsibility of the SFA to direct the disposition of equipment for those schools that no longer participate in the Program in keeping with existing guidance and the regulation at 7 CFR 3016.32(c)(1), and (e)(1) and (2). In general, when the equipment is no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency. (Please refer to the regulation, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments* at 7 CFR 3016.32 for a detailed explanation.)

Any school requesting FFVP funds for equipment must provide justification for the equipment. The justification should include an explanation on why additional equipment is needed and why current equipment cannot suffice, the extent of the program, e.g. how many days a week the program is offered, and any other information that will support the request for additional equipment.

It is the intent that selected schools participate for more than one year so the SFA is strongly encouraged to select schools that represent strong candidates for long term

participation in the Program. Schools requesting equipment that may be used in other programs must **prorate** the cost of the equipment among all programs that will use the equipment. Along with the equipment justification, schools must also indicate percent usage for the FFVP, and make sure to only claim that portion directly associated with FFVP operations.

### **Participation**

5) **Question:** May adults participate in the FFVP?

**Answer:** Teachers may participate under the *following conditions*

- Only teachers who are directly responsible for serving the fruit or vegetable to their students in a classroom setting may partake of the fruit and/or vegetable
- The FFVP is not available to the general teacher population and other adults in the school
- Teachers choosing to participate with their students are strongly encouraged to include a nutrition education component to enhance their positive role modeling
- No additional FFVP funds will be provided; schools must stay within their per student allocation

Please note that this policy does not allow teacher or administrator fruit baskets, which were incorrectly purchased by some schools for promotional purposes when FFVP was initially implemented.

6) **Question:** Can we purchase dry ice with FFVP funds?

**Answer:** Yes. To avoid water spillage, you may use dry ice to maintain produce at the correct temperature, as applicable.

7) **Question:** Can children attending Head Start Program participate in FFVP?

**Answer:** Yes, if they are considered **enrolled** in the participating school and are in school on the days and at the time the program is offered.

### **Non-Allowable Costs**

8) **Question:** Is full strength/freshly squeezed fruit or vegetable juice allowed in the FFVP?

**Answer:** No. Juice is not allowed as part of the FFVP.

9) **Question:** Can funds received through FFVP be used to purchase seeds, tools, or equipment for a school garden?

**Answer:** No. FFVP funds may not be used for the purchase of any materials for school gardens.

### **Service**

10) **Question:** Can we cook vegetables to serve to the students?

**Answer:** Vegetables that are cooked must be limited to once-a-week and must always include a nutrition education lesson related to the prepared item.

11) **Question:** Must students only take one item of the fruit/vegetable?

**Answer:** Not necessarily. There are several factors to consider. You must remember to stay within your budget. For a variety of reasons – absenteeism, students’ preferences – you may have more items available than you need on a particular day. If students can consume more than one item, this is permissible. There are no portion size requirements but the portion size should be age appropriate.

12) **Question:** What do we do with leftovers?

**Answer:** Always plan to reduce waste. Follow your local health department guidelines for handling leftovers. If you cannot easily use the leftovers in the FFVP, you may be able to use them in your school meal program – but only to avoid waste. This should not be a frequent occurrence.

### **Miscellaneous**

13) **Question:** Who can participate in State agency provided FFVP training?

**Answer:** The training should be for those in the food service department directly responsible for the FFVP operations and any other district and/or school staff that is working with the FFVP.

14) **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 June, July and August sessions.

15) **Question:** Are there limits on the type of benefits that schools can claim for reimbursement for those employees also working under the FFVP?

**Answer:** Schools can claim for reimbursement a prorated share of employee benefits for those that work on the FFVP.

16) **Question:** What are the requirements for schools to provide nutrition education?

**Answer:** FNS strongly encourages schools to provide nutrition education as a component of the FFVP. Providing nutrition education is part of helping schools create a healthier school environment. Nutrition education is a required component of several important programs and initiatives for schools such as creating a Wellness Policy, becoming a *Team Nutrition School* and, meeting the goals of the *Healthier US School Challenge*.

A nutrition education lesson must be conducted if a vegetable is cooked as part of FFVP service.

19) **Question:** Can I use our FFVP funds to buy local produce?

**Answer:** Yes. You may buy local produce from school gardens, local farmers, and distributors. However, keep the following recommendations and requirements in mind:

- Use geographic preference and ensure adequate competition when purchasing local produce. Obtain three bids from farmers, and make sure to document your bid, including contact names and phone call times.
- Ensure farmers you buy from hold adequate liability insurance and practice safe and responsible growing and harvesting practices. The South Carolina Department of Education's Office of Nutrition Programs strongly encourages you to buy from Good Agricultural Practices certified farmers when possible.
- If you choose to buy from your school's or district's garden, ensure safe growing, harvesting, and handling practices are used and that the garden has a produce traceability program in place. If your SFA used funds to support the school garden, make sure all revenue is reinvested into the nonprofit SFA account.
- Plan ahead!
  - Locating farmers and other producers to supply your Fresh Fruit and Vegetable Program can take time. Start discussions with local producers early and have a "backup" plan in case of a rainy day.
  - Begin discussions around buying local produce from your distributor early. They will be able to discuss the SC grown items they expect to carry and how often they can supply them.
  - Plan for more processing on the day you serve local produce. South Carolina has few processing plants that can slice and dice your local items.
- Sell your program. Use your FFVP, Certified SC Grown, and South Carolina Farm to School Program materials to excite children about their special snack. Consider

starting a school garden at your school to use as a both a learning tool and promotional tool for your program.

For questions and assistance in incorporating local produce into your Fresh Fruit and Vegetable Program, please contact the Office of Health and Nutrition at 803-734-8188 to speak with the Farm to School Program Coordinator.



September 24, 2001

United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

SUBJECT: Buy American Provision

TO: State Directors                      Regional Directors  
All State Agencies                      Special Nutrition Programs  
All Regions

Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 requires schools and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the contiguous United States to purchase, to the maximum extent practicable, domestic commodities or products for use in meals served under the NSLP and SBP. The legislation defines "domestic commodity or product" as one that is produced in the United States and is processed in the United States substantially using agricultural commodities that are produced in the United States. The report accompanying the legislation stipulated that "substantially" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Regulations implementing these requirements were published on September 20, 1999. Nevertheless, the domestic food industry continues to express concerns that program funds are being used to purchase foreign agricultural products. In response to this concern, report language accompanying the Agriculture Appropriations Act for Fiscal Year 2002 requires the Department to report to Congress on its activities directed toward enforcing the Buy American provision. Therefore, I am writing this memo to reiterate the requirement of the "Buy American" provision of the law.

Given the importance that Congress attaches to the "Buy American" provision and the role this provision plays in helping to stabilize the American agricultural economy, it is essential that local operators understand the need to ensure that all purchases of agricultural commodities and food products comply with this statutory provision. The provision should be included in bid specifications to ensure compliance. Local operators must also be aware that, as a result of explicit language also contained in the report noted above, this provision now applies to all funds in the food service account and not just to Federal reimbursement. Please ensure that all local operators are aware of their responsibilities in this respect.

STANLEY C. GARNETT  
Director  
Child Nutrition Division

## Fresh Fruit and Vegetable Program Reimbursement Claim Process

For purposes of these instructions, public schools, private schools, charter schools, and residential child care institutions (RCCIs) participating in the FFVP will be referred to as school foodservice authorities (SFAs).

All original and revised claims for reimbursement must be submitted electronically by the 10th of each month, using the South Carolina Automated Processing System (SCAPS) for reimbursement. Final claim for the first phase must be submitted for payment no later than October 10<sup>th</sup>. Claims submitted after 60 days for claim month are subject to non-payment.

Revised claims that result in an upward reimbursement must be submitted within 90 days of the original claim month; late submissions are subject to non-payment.

### Claim Submission Deadlines

For each claim month there is a deadline for payment within 30 days, final original claims (60 days), and final upward revised claims (90 days). The table below lists the deadlines for submitting claims.

#### 2016–17 SCHOOL YEAR CLAIM DEADLINE DATES

Claim Month	Deadline for Payment Within 30 Days	Final Original Claim Deadline	Final Upward Revised Claim Deadline
<b>July 2016</b>	August 13, 2016	September 29, 2016	October 29, 2016
<b>August 2016</b>	September 10, 2016	October 30, 2016	November 29, 2016
<b>September 2016</b>	October 11, 2016	November 29, 2016	December 29, 2016
<b>October 2016</b>	November 9, 2016	December 30, 2016	January 29, 2017
<b>November 2016</b>	December 9, 2016	January 29, 2017	February 28, 2017
<b>December 2016</b>	January 12, 2017	February 29, 2017	March 30, 2017
<b>January 2017</b>	February 9, 2017	March 31, 2017	April 30, 2017
<b>February 2017</b>	March 12, 2017	April 29, 2017	May 29, 2017
<b>March 2017</b>	April 11, 2017	May 30, 2017	June 29, 2017
<b>April 2017</b>	May 11, 2017	June 29, 2017	July 29, 2017
<b>May 2017</b>	June 11, 2017	July 30, 2017	August 29, 2017
<b>June 2017</b>	July 12, 2017	August 29, 2017	September 28, 2017

1. **Sixty-day cutoff for original claims** – National School Lunch, School Breakfast, and Special Milk Program regulations (7 CFR 210.8, 7 CFR 220.11, and 7 CFR 215.10(b)) require that original claims be submitted to SCAPS no later than 60 days following the last day of the claim month, the same applies to the Fresh Fruit and Vegetable Program.

2. ***Ninety-day cutoff for upward revised claims*** – National School Lunch, School Breakfast, and Special Milk Program regulations (7 CFR 210.8(b)(4), 7 CFR 220.11(b), and 7 CFR 215.10(b)) require that upward revised claims be submitted to SCAPS no later than 90 days following the last day of the claim month, the same applies to the Fresh Fruit and Vegetable Program.

### **Documentation**

Adequate documentation (all receipts, invoices, and other evidence of purchase) to support data reported on the claim must be retained and available for audit for a period of six years after the end of the fiscal year to which they pertain. Consult your SFA's records manager for additional retention requirements.

### **Claim Revisions**

SCAPS will accept all downward adjustments to claims, however please keep in mind that downward adjustments are monitored. If an SFA repeatedly adjusts its claims downward after the 90-day revision submission deadline, corrective action may be required.

### **Late Claims**

Original or upward revised claims submitted after the 60-day or 90-day deadlines are considered late. Late claims may not be paid unless the U.S. Department of Agriculture (USDA) determines the claim was late due to circumstances beyond the SFA's control or the SFA exercises its one-time-in-36-months exception option. Options for payment of late claims are described below.

1. **Circumstances Beyond Control** – If you believe that the situation leading up to filing a late claim was caused by circumstances beyond your control, submit a written request for exception to SCDE Office of Health and Nutrition. The request must provide a complete description of the events and circumstances that prevented timely submittal of the claim. Official documentation, if available, may be included with the request in order to further justify reasons for not meeting the claim deadline. It is important to provide as much detail as possible in order for OHN and USDA to make a fair decision.

### **Remedial Action**

If the USDA denies the exception request, the LEA will be ruled out of compliance and the claim will not be paid. The LEA must take action to correct the situation and prevent this from happening again in the future. SCDE Office of Health and Nutrition may take one or more of the following administrative actions to bring the LEA into compliance:

- a. Require the LEA to develop and carry out a corrective action plan (CAP) for ensuring future compliance with regulations regarding claim submittal. The CAP must be carried out to the satisfaction of SCDE Office of Health and Nutrition.
- b. Place the LEA on stop pay status until problems are resolved.
- c. Conduct on-site reviews of LEAs that are chronically in noncompliance.

2. **One-Time-in-36-Months Exception** – If the late claim was not due to circumstances beyond your control, the LEA may be granted a one-time-in-36-months exception.

You may request a one-time exception for submission of a late claim that does not fit under circumstances beyond control (see option 1 above). This exception is allowable only once in 36 months. For example, if an LEA is granted an exception for the October 2016 claim, they are not eligible to use an exception until the October 2017 claim.

To receive this one-time-in-36-months exception, you must submit an acceptable corrective action plan. The CAP must include:

- a. Actions you will take to prevent future late claims.
- b. A statement acknowledging that the exception is granted only once in 36 months and that future late claims will not be paid unless they are due to circumstances beyond control.
- c. The signature of the person who signed the agreement with SCDE Office of Health and Nutrition to operate the National School Lunch and/or School Breakfast Program.
- d. The signature of a school board member, superintendent, or other governing official responsible for the CAP and late claim.

The signed CAP and late claim should be sent to SCDE Office of Health and Nutrition. Upon receipt, SCDE Office of Health and Nutrition will review and approve, at its option, the CAP and payment of the late claim.

## Attachment: Share Tables Food Safety Requirements and Other Best Practices

This resource provides a list of food safety requirements and other best practices to consider when establishing a share table.

<b>Step 1 (REQUIRED): Follow Federal, State, and local health and food safety requirements:</b>	
<ul style="list-style-type: none"> <li>• Comply with FNS food safety requirements outlined in 7 CFR 210.13, 226.20(l), and 225.16(a).</li> <li>• Comply with all local and State health and food safety codes, including storage of reused items.</li> <li>• <u>Schools only</u>: Ensure policies for saving and sharing food or beverage items are consistent with the local educational agency’s Hazard Analysis and Critical Control Point (HACCP) plan.</li> </ul>	
<b>Step 2: Establish clear guidelines for food components that may and may not be shared or reused as part of a later reimbursable meal:</b>	
<ul style="list-style-type: none"> <li>• <i>Food components FNS recommends sharing:</i> <ul style="list-style-type: none"> <li>○ Unopened pre-packaged items, such as a bag of baby carrots or sliced apples stored in a cooling bin.</li> <li>○ Whole pieces of fruit, such as apples or bananas.</li> <li>○ Unopened milk, if immediately stored in a cooling bin maintained at 41°F or below.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <i>Food components FNS does not recommend sharing:</i> <ul style="list-style-type: none"> <li>○ Unpackaged items, such as a salad bowl without a lid.</li> <li>○ Packaged items that can be opened and resealed.</li> <li>○ Open items, such as an opened bag of baby carrots or sliced apples.</li> <li>○ Perishable foods, when a temperature control mechanism is not in place.</li> </ul> </li> </ul>
<b>Step 3: If sharing items that require cooling is permissible under local and State laws, establish strict food safety guidelines to prevent the risk of foodborne illness:</b>	
<ul style="list-style-type: none"> <li>• Maintain proper temperature (and temperature logs) (<i>41 degrees Fahrenheit or colder</i>) by storing food components in a temperature controlled storage bin, such as an ice tub or cooler.</li> <li>• Make note of expiration dates on packaged foods, and do not intermix reused items with items that have not yet been prepared and served yet.</li> <li>• Decide how many times a food item can be re-used (recommended just once).</li> </ul>	
<b>Step 4: Supervise the share table at all times to ensure compliance with food safety requirements:</b>	
<ul style="list-style-type: none"> <li>• Ask supervisors to make sure packaging of items placed on the share table is not open, punctured, or otherwise compromised.</li> <li>• If cooling bins are used, have supervisors monitor the bin to ensure that time and temperature control requirements are met.</li> <li>• Invite children to participate as “share table helpers,” or assistant monitors, teaching them about the importance of food safety and recycling.</li> </ul>	
<b>Step 5: Promote the share table to children and families:</b>	
<ul style="list-style-type: none"> <li>• Provide children and families with information about share table guidelines.</li> <li>• Ask for input from parents and guardians, and make sure families are comfortable with their children participating in the share table option.</li> <li>• Explain the share table concept to children, taking care to emphasize the importance of healthy eating and trying new foods whenever possible.</li> <li>• Display signage outlining share table “rules” and encouraging recycling.</li> </ul>	

SP 41, CACFP 13, SFSP 15-2016  
June 22, 2016



## Instructions for Completing Operational Costs Claimed for Labor

The United States Department of Agriculture is requiring all state agencies to carefully review any non-food costs claimed in the Fresh Fruit and Vegetable Program (FFVP). The 2016-17 SC FFVP Handbook states:

*Please keep in mind that most of a school's FFVP funds must go toward purchasing fresh fruits and vegetables. All non-food costs must be carefully reviewed and deemed reasonable, given the extent of program operations... Labor costs in either the "operating" or "administrative" category must be minimal. SFA/State Agencies must, as part of their review process, review these costs and, as appropriate, work with schools reporting high costs in these categories. Volunteer parents or students can help to reduce these costs. (p. 22)*

It is recommended that all labor claimed as an "operating cost" be documented on this form or a comparable reporting document. To avoid problems related to reimbursement, please complete all cost claimed for labor to be submitted with your monthly claim in SCAPS. Submission of detailed payroll information is not required. However, this information may be requested to support a submitted claim if questioned during a State and/or Federal audit.

Completing the form:

1. Employees are to report their time and activities related to FFVP on a daily basis.
2. All columns are to be completed.
  - a. Date work takes place.
  - b. Name of employee completing the task.
  - c. Amount of time to complete specific task.
  - d. Employee's hourly wage.
  - e. Description of task performed.
  - f. Employee's signature.
3. The District's School Food Service Director/Supervisor must sign and date this form.

Please maintain this completed form with your monthly invoices as part of your FFVP documentation.



**SOUTH CAROLINA  
STATE DEPARTMENT  
OF EDUCATION**

**Office of Nutrition Programs  
Production Record  
School Year 2016-17**



---

**School Name**

---

**School District**

## Completing the Fresh Fruit and Vegetable Program Production Record

The FFVP production record should be maintained on a daily basis. Recording as much information as possible about the day's service will serve as a valuable resource for ordering the amount of produce for your school's program.

<b>Column Heading</b>	<b>Instruction</b>
Date	Enter the date of service of the fruit and/or vegetables.
Type of Produce	Enter type of produce served. <i>Example: pineapples, tangerines, broccoli, baby carrots.</i>
Pounds, Cases, Each, etc. Served	Enter the amount of each produce item served and the weight of cases, total weight of produce, or the individual weight of packaged items. <i>Example: 20 lb. of broccoli florets, 5 cases (125 count) of apples.</i>
Leftovers Stored	Record an estimate of the amount of leftover produce stored for use on a later day. <i>Example: 25 packs of pineapples, 4 lb. of baby carrots.</i>
Produce Discarded	Record an estimate of the amount of leftover produce discarded. <i>Example: 15 apples, 2 pints strawberries, etc.</i>
Comments	Write any comments about produce served. Was the product accepted? Was it cooked? What were the teachers' comments? How much to order for next time?

## --S A M P L E--

### Fresh Fruit and Vegetable Program Production Record

<b>Date</b>	<b>Produce Item</b>	<b>Pounds, Cases, Each Served</b>	<b>Leftovers Stored</b>	<b>Leftovers Discard</b>	<b>Comments</b>
8/19/2016	Pineapples	5 cases	0	0	
8/20/2016	Jicama Sticks	4 cases	2	0	Used with 5 <sup>th</sup> graders for taste testing.
8/21/2016	Golden Delicious Apples	6 cases	0	12	Spoiled apples.
8/22/2016	Baby Carrots. packs	4 cases	1	0	Placed on share table 8/23.

## FFVP Helpful Hints

- ❖ Plan fruits and vegetables based on the breakfast and lunch menu. Look at the menu items and plan a different fruit or vegetable. If oranges are on the lunch menu, serve grapes.
- ❖ When planning, remember the shelf life of produce. Always check the ripeness of all fresh produce when it arrives. You may have to adjust what you are serving on the planned day of service.
- ❖ If you have limited storage space, remember that some produce items, such as apples, can be stored at room temperature for up to 3 weeks. Of course, bananas are always stored at room temperature. For more information on storing produce, see the Periodic Table of Produce, page 40.
- ❖ FFVP has no set portion size. About  $\frac{1}{2}$  cup of fresh produce or a whole item, like an apple, is an acceptable portion size. With new produce items, you may want to start with a smaller portion. Adjust portion sizes according to the age of your students.
- ❖ Low-fat dressings may be served with vegetables only. Do **not** serve any salad dressings or dips with fruits.
- ❖ Serve a variety of produce items. This is the opportunity to introduce students to different fruits and vegetables. When serving a new item, promote the item by sending an e-mail to teachers, announcing on the morning announcements, and/or discussing with students the day before.
- ❖ Remember that all fruit must be served in its raw form. If a vegetable is cooked, a nutrition education session must be held as part of the FFVP service. Only vegetables can be cooked and this is restricted to a maximum of once weekly.
- ❖ Pre-cut, bagged produce may be served. This is a time saver. Bring in some whole produce items occasionally so that students may see what a whole carrot or a cantaloupe looks like and be able to identify these in the grocery store.
- ❖ Your students will prefer fruits due to their sweet taste. However, since a variety is encouraged, you are strongly encouraged to serve vegetables at least once a week.
- ❖ The unit count in cases of produce may vary because of availability. Check the count when ordering. Entering accurate information in the FFVP production record will help you when you order that item again.
- ❖ Receive, store, prepare, and serve fresh fruits and vegetables in accordance with the most recent FDA Food Code and HACCP guidelines.
- ❖ If you have a question about whether an item is allowable, please refer to your SC Fresh Fruit and Vegetable Handbook or contact a State Office FFVP Coordinator.



# Fresh Fruit and Vegetable Program Equipment Request Form

*Equipment must be approved by the Fresh Fruit and Vegetable Program Coordinator PRIOR to purchase.*

District: \_\_\_\_\_ School requesting equipment: \_\_\_\_\_

Columns 1-5 to be completed by District School Food Service Office					Column 6-8 to be Completed by SCDE, Office of Health & Nutrition (FFVP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
List each equipment item requested	Justification of need: (Explain need for additional equipment and why current equipment is not sufficient.)	Number Requested	Price Each	Total this Item	Approval Status - (circle one)	Approved or Denied By	Amount Approved
					Approved or Denied		\$ _____
					Approved or Denied		\$ _____
					Approved or Denied		\$ _____

**NOTE: Equipment purchases are counted in the 10% limitation for administrative costs.**

**Please answer the following:**

How many times per week do you provide FFVP? \_\_\_\_\_ Do you receive deliveries weekly or monthly? \_\_\_\_\_

Will the requested equipment be used solely for the FFVP (check one)? \_\_\_\_\_ Yes \_\_\_\_\_ No \*If no, what percentage of the time will it be used for the FFVP? \_\_\_\_\_

**\*Please note: If equipment will be used for other programs, only a percentage of the cost will be reimbursed.**

Requested by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**For SCDE, Office of Health & Nutrition use only:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# 2016–17 Fresh Fruit and Vegetable Program

## Semi-Annual and End-of-Year Report Online Submission Instructions

Participating schools are required to submit a semi-annual and end-of-year report to the Office of Health and Nutrition that reflect the elementary schools' participation in the Fresh Fruit and Vegetable Program (FFVP) for 2016–17.

### Semi-Annual Report (Project start date through December 2016)

Each participating school will submit a semi-annual report online ([https://scde.formstack.com/forms/201617\\_ffvp\\_semiannual\\_report](https://scde.formstack.com/forms/201617_ffvp_semiannual_report)) by **January 31, 2017**. The report will include FFVP activities from the project start date through December 2016.

Screenshots of the online FFVP Semi-Annual Report are provided below in order to compile the information prior to going online. Each section is limited to 1500 words.

The screenshot shows the top portion of the online form. At the top center is the South Carolina Department of Education logo. Below it, the title "2016–17 Fresh Fruit and Vegetable Program Semi-Annual Report" is displayed in a blue box. The form contains several input fields:

- School District:** A dropdown menu with the text "- Select One -".
- Participating FFVP School:** A text input field.
- Child Nutrition Director/Supervisor:** A text input field.
- Email\*:** A text input field.
- Cafeteria Manager:** A text input field.
- FFVP District Contact Person:** A text input field.
- School Enrollment:** A text input field with the note "As of December 30, 2016" below it.
- How many days per week FFVP served?:** A text input field.

The screenshot shows a section of the form with a blue header that reads: "Please respond to each of the following questions concerning your school's current involvement in the FFVP." Below this are two questions:

- 1. When is the FFVP snack distributed daily?**
  - a. After breakfast and before lunch
  - b. After lunch and before the end of school
- 2. How is the FFVP snack being distributed?**
  - In the classroom
  - Cafeteria (for pick-up, not served in conjunction with school meals)
  - Vending machines
  - Other:

3. Which fruits and vegetables have been most popular among students at your school?

---

  

---

4. Which fruits and vegetables have been the least popular among students at your school?

---

  

---

5. List nutrition education materials/activities that are being used in conjunction with the FFVP.

---

  

---

  

---

6. Have any organization(s) provided assistance or services to your school to support the FFVP so far this year?

Yes  
 No

Name the organizations and briefly describe their activities.

---

  

---

<p>7. Has there been a noticeable increase in fruit and/or vegetable consumption in school meals since the start of school this year as a result of students participating in the FFVP?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>8. Is the allocation for the FFVP proving to be adequate for a quality program?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>9. Has the school's FFVP allocation been used to date (through December 30, 2016)?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	

10. Are there any other comments you would like to make in regard to your school's participation in the FFVP?

---

  

---

  

---

## 2016–17 Fresh Fruit and Vegetable Program

Each participating school will submit an end-of-year report online ([https://scde.formstack.com/forms/201617\\_ffvp\\_endofyear\\_report](https://scde.formstack.com/forms/201617_ffvp_endofyear_report)) by **June 30, 2017**. The report will include FFVP activities from January through June 2017.

Screenshots of the online FFVP End-of-Year Report are provided below in order to compile the information prior to going online. Each section is limited to 1500 words.



### 2016–17 Fresh Fruit and Vegetable Program End-of-Year Report

<b>School District</b> - Select One -	<b>Participating FFVP School</b> <input type="text"/>
<b>Child Nutrition Director/Supervisor</b> <input type="text"/>	<b>Email*</b> <input type="text"/>
<b>Cafeteria Manager</b> <input type="text"/>	<b>FFVP District Contact Person</b> <input type="text"/>
<b>School Enrollment</b> <input type="text"/>	<b>How many days per week FFVP served?</b> <input type="text"/>

As of May 30, 2017

Please respond to each of the following questions concerning your school's involvement in the FFVP from January through June 2017.

- When was the FFVP snack distributed daily?
  - a. After breakfast and before lunch
  - b. After lunch and before the end of school
- How was the FFVP snack distributed?
  - In the classroom
  - Cafeteria (for pick-up, not served in conjunction with school meals)
  - Vending machines
  - Other:

3. Which fruits and vegetables were most popular among students at your school?

4. Which fruits and vegetables were the least popular among students at your school?

5. List the nutrition education materials/activities that were used in conjunction with the FFVP.

6. Have any organization(s) provided assistance or services to your school to support the FFVP so far this year?

- Yes
- No

Name the organizations and briefly describe the activities they participated in.

7. Has there been a noticeable increase in fruit and/or vegetable consumption in school meals this year as a result of students participating in the FFVP for 2016-17?

- Yes
- No

8. Was the allocation for the FFVP adequate for a quality program?

- Yes
- No

9. Was the school's FFVP allocation used to date (June 30, 2017)?

- Yes
- No

10. Are there any other comments you would like to make in regard to your school's participation in the FFVP?

**Fresh Fruit and Vegetable Program  
administered by**



**SOUTH CAROLINA  
STATE DEPARTMENT  
OF EDUCATION**

Office of Nutrition Programs  
1429 Senate Street, Room 703  
Columbia, South Carolina 29201

**Phone:**

803-734-8188

**Fax:**

803-737-4148

**For additional program information,  
please contact:**

Diane D. Gillie, FFVP Coordinator  
803-734-8193 or [dgillie@ed.sc.gov](mailto:dgillie@ed.sc.gov)

Benjamin Madden, Interim Director  
Office of Health and Nutrition  
803-734-8205 or [bmadden@ed.sc.gov](mailto:bmadden@ed.sc.gov)

**For information completing your program reimbursement claim,  
please contact:**

Heather Snelgrove, Senior Accountant  
803-734-8197 or [hsnelgro@ed.sc.gov](mailto:hsnelgro@ed.sc.gov)