

## USDA Administrative Review: Fresh Fruit and Vegetable Program (FFVP)

On-Site Questions: <u>Review Period</u>	
1900.	<p>Is the school on track to spend no more than 10% of its total grant on administrative costs?</p> <p><b>Tips:</b> 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 the FFVP that are not related to the preparation and service of fruits and vegetables.</p> <p>Ensure your expenses are reasonable and support the Program's goal, a majority of the FFVP funds go toward purchasing fresh fruits and vegetables and administrative costs are minimal. All equipment purchases over \$250 must receive approval from the CDE OSN, prior to purchase. Complete the <a href="#">FFVP Equipment Justification form</a> prior to purchasing equipment over \$250.00.</p> <p><b>Resources:</b></p> <p><input type="checkbox"/> FFVP Resources: <a href="http://www.cde.state.co.us/nutrition/fresh-fruit-and-vegetable-program">http://www.cde.state.co.us/nutrition/fresh-fruit-and-vegetable-program</a></p>
1901.	<p>Did the cost documentation provided support the school's FFVP claim for reimbursement?</p> <p><b>Tips:</b> FFVP schools must follow proper procurement procedures. Documentation should be available to support the Program's claim for reimbursement. Keep invoices, purchase receipts, delivery receipts, etc. for the purchase of items related to the FFVP. Ensure these items are separated or identified for the use of the FFVP only. Equipment purchases may need to be prorated if shared use amongst other Child Nutrition Programs.</p> <p><input type="checkbox"/> Does the total cost claimed for reimbursement match the total cost established by the supporting cost documentation?</p> <p><input type="checkbox"/> Are majority of FFVP funds used to purchase fresh produce?</p> <p><input type="checkbox"/> Are equipment purchases carefully reviewed? For equipment purchases over \$250, was approval received prior to purchase- justification form signed?</p> <p><input type="checkbox"/> Are labor costs and all other non-food costs minimal?</p> <p><input type="checkbox"/> Invoices and receipts need to clearly identify what was purchased for the FFVP. Production records are a great tool to track FFVP production, serving amounts, and leftovers.</p> <p><b>Resources:</b></p> <p><input type="checkbox"/> If purchasing through DOD, see <i>SP 25-2014 SFAs Purchasing Produce from US DOD Vendors using Section 4 and 11 or FFVP funds</i>: <a href="https://www.fns.usda.gov/usda-fis/school-food-authorities-sfas-purchasing-produce-us-department-defense-dod-vendors-using-section-4">https://www.fns.usda.gov/usda-fis/school-food-authorities-sfas-purchasing-produce-us-department-defense-dod-vendors-using-section-4</a></p> <p><input type="checkbox"/> <i>SP 33-2012 Fresh Fruit and Vegetable Program Fees in FSMC Contracts</i>: <a href="https://www.fns.usda.gov/cn/fresh-fruit-and-vegetable-program-fees-fsmc-contracts">https://www.fns.usda.gov/cn/fresh-fruit-and-vegetable-program-fees-fsmc-contracts</a></p>

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	<p><input type="checkbox"/> FFVP Justification Form: <a href="https://app.smartsheet.com/b/form/e2c42ab8493f465383563d86b88d9405">https://app.smartsheet.com/b/form/e2c42ab8493f465383563d86b88d9405</a></p>
1902.	<p>Is the cost documentation for allowable FFVP costs?</p> <p><b>Tips:</b> Ensure all expenses are reasonable and support the Program's goals. If you question if a specific cost is allowable, contact CDE School Nutrition to discuss this cost prior to incurring the cost. Recommend organizing invoices, receipts, production records, menus, and the FFVP claim for the week and/or month together. This will help identify items specific to the FFVP program.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allowable vs. Unallowable items: <a href="http://www.cde.state.co.us/nutrition/ffvpallowableandunallowableitems">http://www.cde.state.co.us/nutrition/ffvpallowableandunallowableitems</a></li> <li><input type="checkbox"/> FFVP Handbook P.G. 23: <a href="https://fns-prod.azureedge.us/sites/default/files/resource-files/handbook.pdf">https://fns-prod.azureedge.us/sites/default/files/resource-files/handbook.pdf</a></li> <li><input type="checkbox"/> FFVP Resources: <a href="http://www.cde.state.co.us/nutrition/fresh-fruit-and-vegetable-program">http://www.cde.state.co.us/nutrition/fresh-fruit-and-vegetable-program</a></li> </ul>
<b>On-Site Questions: <u>Day of Review</u></b>	
1903.	<p>Is the FFVP available to all enrolled children at no cost?</p> <p><b>Tips:</b> The Fresh Fruit and Vegetable Program provides <i>all</i> children, enrolled in participating elementary schools with a variety of <i>free</i> fresh fruit and vegetables. <i>Refer to the FFVP Handbook pg. 10-11</i></p> <p>Sponsors that participate in any Child Nutrition Program must be in compliance with federal civil rights requirements.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> FFVP Resources: <a href="http://www.cde.state.co.us/nutrition/fresh-fruit-and-vegetable-program">http://www.cde.state.co.us/nutrition/fresh-fruit-and-vegetable-program</a></li> <li><input type="checkbox"/> USDA FFVP: <a href="http://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program">http://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program</a></li> <li><input type="checkbox"/> FFVP Handbook: <a href="https://fns-prod.azureedge.us/sites/default/files/resource-files/handbook.pdf">https://fns-prod.azureedge.us/sites/default/files/resource-files/handbook.pdf</a></li> </ul>
1904.	<p>Is the FFVP offered during the school day, but outside the meal service times of the NSLP and/or SBP?</p> <p>Adequate program oversight and monitoring is required to ensure program integrity and intent. Program oversight includes all aspects of the FFVP including preparation, delivery, service, clean-up, and recordkeeping.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> FFVP Handbook: <a href="https://fns-prod.azureedge.us/sites/default/files/resource-files/handbook.pdf">https://fns-prod.azureedge.us/sites/default/files/resource-files/handbook.pdf</a></li> </ul>

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	<input type="checkbox"/> USDA Memo SP 35-2008: <a href="https://www.fns.usda.gov/ffvp/frequently-asked-questions">https://www.fns.usda.gov/ffvp/frequently-asked-questions</a>
1905.	<p>Is the FFVP widely publicized within the school?</p> <p><b>Tips:</b> Schools must widely publicize within the school the availability of free fresh fruits and vegetables. Publicizing the FFVP is a great way to market the Program and gain community &amp; stakeholder involvement as well as build partnerships. Consider the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Menus, posters, flyers are posted throughout the school and sent home</li> <li><input type="checkbox"/> Newsletters are sent home to families informing them of the program</li> <li><input type="checkbox"/> Parents &amp; community partners are involved with creating FFVP materials, volunteering with service, nutrition education, etc.</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> FFVP Handbook P.G. 7: <a href="https://fns-prod.azureedge.us/sites/default/files/resource-files/handbook.pdf">https://fns-prod.azureedge.us/sites/default/files/resource-files/handbook.pdf</a></li> </ul>
1906.	<p>Were any of the following unallowable products offered during the FFVP meal service: frozen, canned, and other types of processed fruits/vegetables; fruit/vegetable juice, nuts, cottage cheese, trail mix, fruit/vegetable pizza, smoothies, fruit strips, fruit drops, fruit leather, jellied fruit, or carbonated fruit?</p> <p><b>Tips:</b> Documentation such as production records, invoices, menus, etc. must be available and show only allowable items being served. Reference the FFVP Allowable vs. Unallowable chart to verify compliance.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allowable vs. Unallowable items: <a href="http://www.cde.state.co.us/nutrition/ffvpallowableandunallowableitems">http://www.cde.state.co.us/nutrition/ffvpallowableandunallowableitems</a></li> <li><input type="checkbox"/> FFVP Resources: <a href="http://www.cde.state.co.us/nutrition/fresh-fruit-and-vegetable-program">http://www.cde.state.co.us/nutrition/fresh-fruit-and-vegetable-program</a></li> </ul>
1907.	<p>a. Did the school choose to offer dip with the day's offering?</p> <p>B. If YES, was it fat-free or low-fat, no greater than 2 tablespoons, and provided for vegetables only?</p> <p><b>Tips:</b> 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 amounts used should be what is commonly noted as a "serving size" for condiments, as shown on Nutrition Facts Labels: 1 to 2 Tablespoons. *Dips or dressings are not allowed to be served with fresh fruits.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allowable vs. Unallowable items: <a href="http://www.cde.state.co.us/nutrition/ffvpallowableandunallowableitems">http://www.cde.state.co.us/nutrition/ffvpallowableandunallowableitems</a></li> <li><input type="checkbox"/> FFVP Handbook: <a href="https://fns-prod.azureedge.us/sites/default/files/resource-files/handbook.pdf">https://fns-prod.azureedge.us/sites/default/files/resource-files/handbook.pdf</a></li> </ul>

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1908.	<p>a. Is a cooked vegetable offered today? If YES, answer b and c.</p> <p>b. Is it included as part of a nutrition education lesson?</p> <p>c. Is this the only offering of a cooked vegetable this week?</p> <p><b>Tips:</b> Fresh vegetables that are cooked must be limited to once-a-week and must always include a nutrition education lesson related to the prepared item. Ensure documentation is available to show the nutrition education lesson presented with the prepared/cooked item. The prepared/cooked item should also be listed on the production record or production documentation.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> FFVP Production Record template: <a href="http://www.cde.state.co.us/nutrition/ffvpproductionrecords">http://www.cde.state.co.us/nutrition/ffvpproductionrecords</a></li> </ul>
1909.	<p>Are teachers who are in the classroom with students during the FFVP meal service the only adults provided with fresh fruits and vegetables?</p> <p><b>Tips:</b> Teachers directly involved in the service of the FFVP may participate as it is encouraged for teachers to set a positive example for the children. The FFVP is not available to the general teacher population and other adults in the schools. 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.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> USDA Memo SP 08-2011: <a href="https://www.fns.usda.gov/cn/teacher-modeling-fresh-fruit-and-vegetable-program">https://www.fns.usda.gov/cn/teacher-modeling-fresh-fruit-and-vegetable-program</a></li> </ul>
1910.	<p>Did the FFVP meal service follow HACCP principles and applicable sanitation and health standards?</p> <p><b>Tips:</b> Preventing or reducing the risk of food-borne illness or injury by contaminated fruits and vegetables is a priority in the FFVP. Establish written procedures for receiving, preparing, serving, and storing fresh produce. Follow state and local public health requirements. <i>Refer to the SOPs outlined in your Food Safety HACCP Plan.</i></p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Produce Safety University Training Power Points: <a href="http://www.fns.usda.gov/food-safety/take-home-training-professional-standards">http://www.fns.usda.gov/food-safety/take-home-training-professional-standards</a></li> <li><input type="checkbox"/> SP 37-2013: <i>Enhancing the School Food Safety Program Frequently Asked Questions:</i> <a href="http://www.fns.usda.gov/enhancing-school-food-safety-program-faqs">http://www.fns.usda.gov/enhancing-school-food-safety-program-faqs</a></li> </ul>