



## State of New Jersey

DEPARTMENT OF AGRICULTURE  
Division of Food & Nutrition  
PO Box 334  
TRENTON NJ 08625-0334

CHRIS CHRISTIE  
*Governor*  
KIM GUADAGNO  
*Lt. Governor*

DOUGLAS H. FISHER  
*Secretary*

To: Elementary Schools with 50% or More Students Eligible for Free or Reduced Price Meals, that Participate in the National School Lunch Program

From: Arleen Ramos-Szatmary, Coordinator  
Division of Food and Nutrition

Date: March 30, 2017

Re: 2017-2018 Fresh Fruit and Vegetable Program

**Please pass this along to Food Service Directors and any other appropriate school staff, such as wellness committee coordinators, school nurses, or teachers.**

The USDA Fresh Fruit & Vegetable Program (FFVP) will continue for the 2017-2018 school year. The New Jersey Department of Agriculture is now accepting applications from New Jersey **elementary schools with 50% or more students eligible for free or reduced price meals** to participate in this program for the 2017-2018 school year.

Enclosed with this letter is an Application Packet that you must complete and have postmarked **by Friday, May 5, 2017** if you are interested in being considered for this program.

The FFVP provides funding for schools to serve free fresh fruits and vegetables to students during the school day, outside of regular meal times. The goals of the FFVP are to:

- Create healthier school environments by providing healthier food choices;
- Expand the variety of fruits and vegetables children experience;
- Increase children's fruit and vegetable consumption;
- Make a difference in children's diets to impact their present and future health.

This school year over 200 schools are participating in the FFVP. The funding for 2017-2018 will range from \$50 - \$75 per student for the school year.

Any eligible schools participating in the 2016-2017 program may apply again and must submit an application. **These schools will receive consideration based on the selection criteria for the 2017-2018 school year and their current demonstration of compliance with the FFVP regulations.**



All eligible schools within a district can apply. Applications should be submitted by individual schools as they are listed on their Child Nutrition Program's Schedule "A". It is IMPORTANT that you check with your Food Service Director to find out how your school is listed on the Schedule "A". This is essential if your school is an Annex. Each school listed on the Schedule "A" must complete and submit a separate application based on their specific needs. Schools will be selected based on the following criteria:

#### A- SELECTION CRITERIA

To be selected for the Fresh Fruit and Vegetable Program, a school must:

- **Have 50 percent or more of its students eligible for free or reduced price meals.**  
(USDA requires that priority must be given to schools with the greatest percentages of low-income students.)
- **Be an elementary school.**
  - ✓ *Early Childhood Schools are eligible if they participate in the National School Lunch Program.*
  - ✓ *K-8 Schools are eligible.*
  - ✓ *Middle Schools and High Schools are not eligible.*
- **Operate the National School Lunch Program (NSLP) in good standing.**
- **Be in compliance with all NJDA grants and program regulations and procedures.**
- **Submit a complete application packet, separate and specific for each school.**  
(Applications should be submitted by individual schools as they are listed on their Child Nutrition Program's Schedule "A". The information provided should be tailored to the specific school applying for the program. Duplicate responses to question #18 that are submitted for several schools will result in the elimination of each of these schools' applications.)
- **Submit a certification of support from each school,** signed by the project coordinator, the school food service director, the school principal and the administrator ((e.g.: *Business Administrator, Certifier or Alternate Certifier designated in SNEARS*) responsible for the program.
- **Schools meeting the above criteria will be selected by a committee from the NJ Department of Agriculture based on:**
  1. **Their percent of free/reduced price eligible students**
  2. **Their questionnaire responses indicating their ability to successfully implement the program and fully utilize the funding. All questions must be answered. All information requested must be complete and accurate. Missing information or unanswered questions will result in the elimination of the application.**
  3. **Their compliance to the FFVP guidelines if currently in the program.**

#### B- EXPECTATIONS OF PARTICIPATING SCHOOLS

- Selected schools must provide **fresh** fruits and vegetables **free to all students at times other than at meal service periods.** (*Fruits and vegetables are not permitted to go home with students or be served for Afterschool Snack Programs.*)
- Participating schools must submit information monthly about participation, purchases, and costs, to the New Jersey Department of Agriculture through SNEARS, the web based reporting system used for the school lunch program. All cost documentation must be kept on file for review. The Child Nutrition Program Agreement will be amended for the districts in which schools are selected.

- Schools interested in applying for the FFVP are strongly encouraged to read USDA's Fresh Fruit and Vegetable Program Handbook for Schools, which is available online at: <http://www.fns.usda.gov/sites/default/files/handbook.pdf>
- **Selected schools that have never been in the program before MUST attend an orientation or your school will be eliminated.** (*specific date & location to be announced*)
- Selected schools that were in the FFVP for school year 2016-2017 must have at least one person register for and view an online webinar in September, date to be announced.

#### C- USE OF FUNDS

- Funds are to be used primarily to purchase **fresh** fruits and vegetables to be made available at no charge to students. A small percentage of funds may be used for operating and administrative costs, such as labor for preparation and distribution of fruits and vegetables, equipment and administrative costs to manage the program.

#### D- HOW TO APPLY

- A 2017-2018 Application Packet is enclosed and **must be postmarked by Friday, May 5, 2017,** for consideration to participate in the 2017-2018 FFVP.
- If you have any questions, please contact Janet Celi at 609-744-3562 or Jackie Bricker at 609-984-0692.

#### E- PROGRAM TIMELINE

- |  |  |
|--|--|
| • May 5, 2017                                      | Application Packet Due   |
| • June 5, 2017                                     | Notification of Selected Schools   |
| • August & September, 2017<br>( <i>Tentative</i> ) | Mandatory orientation for schools new to FFVP<br>( <i>Specific date &amp; location to be announced</i> ) |
| • September, 2017                                  | FFVP Webinar ( <i>Specific date to be announced</i> )  |

**Application packets must be postmarked by Friday, May 5, 2017. Faxed or emailed copies will not be accepted; original signatures are required.**

**Application Packet Must Include the Following Three (3) Attachments (*Incomplete packets will be disqualified*):**

- Attachment A; Completed School Information and School Data (*1 page*)
- Attachment B; Completed Certification of Support (*1 page*)
- Attachment C; Completed Questionnaire (*Questions 1-18; 4 pages*)
- Any additional information to support the application (*optional*)

**NOTE: Original Signatures are Required**

#### MAILING/DELIVERY ADDRESSES:

Regular or Priority or  
Overnight through the US Postal Service  
NJ Department of Agriculture  
Division of Food and Nutrition  
School Nutrition Programs  
PO Box 334  
Trenton, NJ 08625-0334  
Attn: Janet Celi

Delivery Using FedEx, UPS, DHL...  
NJ Department of Agriculture  
Division of Food and Nutrition  
School Nutrition Programs  
22 South Clinton Avenue  
Building 4, 3<sup>rd</sup> Floor  
Trenton, NJ 08609-1212  
Attn: Janet Celi

## Attachment A

All information requested on this form must be complete and accurate. Applications that are incomplete and/or contain incorrect data will be eliminated.

### I. SCHOOL INFORMATION *(Submit separate application for each school)*

**NOTE:** Please indicate all names used to refer to the school.

e.g. PS #1/Abraham Lincoln

School Building/Site Name:	<input type="text"/>
Street Address:	<input type="text"/>
City, State, Zip Code:	<input type="text"/>
Name of School Food Authority (SFA):	<input type="text"/>
County:	<input type="text"/>
Child Nutrition Program Agreement Number:	<input type="text"/>
*Contact for Notification of Award:	<input type="text"/>
*Contact's E-Mail for Notification of Award:	<input type="text"/>

*\*The NJ Department of Agriculture will notify this contact person and the Business Administrator or Administrator Responsible for the Program with the results of the grant award. No other school staff will be notified.*

### II. SCHOOL DATA *(As of March 2017; MUST BE ACCURATE DATA)*

**NOTE:** Free & Reduced numbers will be taken from your March 2017 School Lunch Reimbursement Voucher. Be sure your voucher is submitted on a timely basis or your FFVP application could be eliminated.

Grades:	<input type="text"/>
Meals offered (check all that apply):	SBP** <input type="checkbox"/> NSLP** <input type="checkbox"/> ASSP** <input type="checkbox"/>
Type of Kitchen:	Prep <input type="checkbox"/> Satellite <input type="checkbox"/> Vended <input type="checkbox"/>
FSMC***: Yes	<input type="checkbox"/> No <input type="checkbox"/>
CEP School****: Yes	<input type="checkbox"/> No <input type="checkbox"/>
Is your School anticipating an enrollment increase of 50 students or more for 2017-2018?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what is your estimated 2017-2018 enrollment increase?	<input type="text"/>

***The following information will be completed by the state:***

Enrollment:

Free #:

Reduced #:

\*\*SBP - School Breakfast Program

\*\*NSLP - National School Lunch Program

\*\*ASSP - After School Snack Program

\*\*\*FSMC - Food Service Management Company

\*\*\*\*CEP - Community Eligibility Provision

**NEW JERSEY APPLICATION PACKET FOR  
THE FRESH FRUIT AND VEGETABLE PROGRAM  
2017 – 2018**

**Attachment B**

**CERTIFICATION OF SUPPORT**

**NOTE: Must Be Original Signatures**

We have reviewed this application and attest to the information provided. If selected, we agree to implement the program as outlined in the questionnaire and to execute the project in a manner consistent with the policies and procedures established by USDA and New Jersey Department of Agriculture (NJDA). Further, we agree to participate in any federal or state sponsored evaluations and to provide the information requested by specified deadlines. **If chosen as a Fresh Fruit and Vegetable School, we will provide free fresh fruits and vegetables to all students, throughout the school year, frequently enough to use all of the designated funds.**

School Name:

Name of School Food Authority (SFA):

**Person to Coordinate the FFVP**

Name:  Title:

Phone:  Email:

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

**School Principal's Name:**

Phone:  Email:

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

**School District Food Service Director's Name:**

Phone:  Email:

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

**Administrator Responsible for the Program** (e.g.: *Business Administrator, Certifier or Alternate Certifier designated in SNEARS; The person listed below should be responsible for signing School Food Authority, SFA, documents.*)

Name:  Title:

Phone:  Email:

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

**NEW JERSEY APPLICATION PACKET FOR  
THE FRESH FRUIT AND VEGETABLE PROGRAM  
2017 – 2018**

**Attachment C**

**FFVP QUESTIONNAIRE (4 pages)**

Include responses to the following questions. **The information provided should be tailored to the specific school applying for the program. SUBMIT ONE APPLICATION PER SCHOOL. ALL QUESTIONS MUST BE ANSWERED or APPLICATION WILL BE ELIMINATED.**

*Note: If selected, you are expected to follow the answers your school lists in the plan below. Deviations from the proposal, once awarded, require pre-approval.*

**A. Service of Fresh Fruits and Vegetables**

**1.** Where will fresh fruits and vegetables be served? *(check all that apply):*

- Classrooms (served by teachers)
- Cafeteria (note: FFVP may not be served during meal periods)
- Hallways (tables, carts, stands, kiosks, etc.)
- No-Charge Vending Machines
- Other (describe): \_\_\_\_\_

**2.** How will fresh fruits and vegetables be obtained/prepared? *(check all that apply):*

- Pre-Packaged, individual portions
- Bulk, prepared by staff or volunteers
- Bulk Pre-Cut, distributed by staff or volunteers
- Other (describe): \_\_\_\_\_

**3.** What time during the day do you plan to serve the fruits/vegetables? *(check all that apply)*

- Early Morning
- Late Morning
- After Lunch
- Late Afternoon before school ends (Students cannot take produce home with them)
- Other (describe): \_\_\_\_\_

**4.** How will you deliver or distribute fruits/vegetables? *(check all that apply)*

- Basket/Container/Bag
- Salad Bar/Kiosk
- Carts
- Vending Machine
- Other (describe): \_\_\_\_\_

**5.** Who will deliver or distribute fruits and vegetables? *(check all that apply)*

- Students
- Food Service Staff
- Teachers/Teachers' Aides
- Volunteers/Parents
- Other (describe): \_\_\_\_\_

6. How many days per week do you plan to serve the fruits/vegetables to all students?  
*(Program must be offered a minimum of 2 times/week to all students.)*

- 2 days
- 3 days
- 4-5 days
- Other (describe): \_\_\_\_\_

7. How will the leftover fruits/vegetables be handled? *(check all that apply)*  
*(Orders should be planned to minimize leftovers.)*

- Seconds will be offered to students
- Will send to soup kitchen or community food bank
- Will send to nurse's office
- Will use in school meal programs
- Other (describe): \_\_\_\_\_

## **B. Utilization of Locally Grown Produce**

8. A priority of the FFVP grant is to use locally grown produce. Please provide the names of the produce suppliers/vendors/farmers you are currently purchasing locally grown produce from:

\_\_\_\_\_

**OR**

If currently not using any locally grown produce, indicate how you plan to incorporate it into your FFVP grant?

\_\_\_\_\_

9. NJDA will be providing **additional funds** to schools that are willing to use locally grown fruits and vegetables in their FFVP program.

**Schools MUST provide the following:**

- **Jersey Fresh Produce** to students a minimum of 2 days per month from September – November and from April – June
- **Verification of location** of locally grown produce being purchased *(e.g. Farm locations printed on invoice; Summary of farm locations by vendor)*
- **Documentation of purchases** to state upon request
- **Staff to work with Farm to School** State or Network representative

*Note:* FFVP Coordinator will visit these sites during the school year.

*(If school is noncompliant during review process, the additional funding will be withdrawn.)*

**Is your school willing to comply with requirements listed above?**

*(Replying “No” to this question will not affect your opportunity to be awarded this grant.)*

YES

NO

### **C. Communication & Promotion of Fruits and Vegetables**

**10.** How will the FFVP be promoted to students? *(check all that apply)*

- Teachers' Classroom Lessons
- Morning Announcements
- Incorporation into Existing Curriculum
- Other (describe): \_\_\_\_\_

**11.** How will the FFVP be promoted to families? *(check all that apply)*

- School Newsletters
- School Website
- School Local TV
- Parent Teacher Conferences
- PTA/PTO Meetings
- Social Media (Facebook, Twitter, Instagram, etc.)
- Other (describe): \_\_\_\_\_

**12.** List at least one strategy, innovation or activity your school plans to implement or will continue to implement to make or continue to make this program a success? \_\_\_\_\_

### **D. Partnerships and Nutrition Education Activities**

**NOTE: FFVP funds cannot be used for nutrition education.**

**13.** Select the partnerships your school has established or contacted to provide resources to support and implement the FFVP: *(check all that apply)*

- PTA/PTO
- Health Department or Agency
- Rutgers' Cooperative Extension; SNAP-Ed
- Local Chef
- Local Farm
- Culinary Schools (vocational schools, county colleges, etc.)
- Other (describe): \_\_\_\_\_
- None

**14.** Who will provide nutrition education to support the FFVP program? *(check all that apply)*

- |   |   |
|---|---|
| <input type="checkbox"/> Teachers                           | <input type="checkbox"/> School Nurse/Health Teachers |
| <input type="checkbox"/> Food Service Director or Dietitian | <input type="checkbox"/> Rutgers/SNAP-Ed              |
| <input type="checkbox"/> Volunteers                         | <input type="checkbox"/> Other (describe): _____      |



## **E. Labor and Equipment**

**15.** If labor will be necessary to implement the FFVP, who will be used to staff these hours?

*(check all that apply)*

- Food Service Staff
- School Nurse
- Teachers/Teachers' Aides
- Volunteers/Parents
- Other (describe): \_\_\_\_\_
- No Labor will be claimed for reimbursement

**16.** Does the school have sufficient storage equipment to operate the FFVP?

***(Question #15 must be answered.)***

- Yes
- No ***(If No, information below MUST be completed.)***

List any **large** equipment needed to implement and operate the FFVP; e.g. coolers, tables, refrigerators, etc. **NJDA pre-approval must be obtained prior to purchase.**

Including the item on this application is not considered pre-approval.

Equipment purchases are limited to 10% of the grant award.

**Describe Large Equipment Required to Implement & Operate the FFVP:**

_____
_____
_____
_____

## **F. Other Information**     ***(Questions #17 & 18 must be answered.)***

**17.** What month is best for your school to send a representative for the FFVP orientation?

*(check all that apply)*

- August
- September *(First full week)*
- September *(Second week)*
- September *(Third week)*
- September *(Fourth week)*
- Other *(Indicate specific suggested dates):* \_\_\_\_\_

**18.** What days are best for your school to send a representative for the FFVP orientation?

*(check all that apply)*

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

