



State of New Jersey

DEPARTMENT OF AGRICULTURE
Division of Food & Nutrition
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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 8, 2019

Re: 2019-2020 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 2019-2020 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 2019-2020 school year.

- Enclosed with this letter is an Application Packet that you must complete and **have in the NJDA office by Monday, April 15, 2019** if you are interested in being considered for this program. **Applications that are received in our office after 3:42pm will be eliminated.**

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 140 schools are participating in the FFVP. The funding for 2019-2020 will range from \$50 - \$75 per student for the school year.

Any schools currently participating in the FFVP may apply again by submitting an application. **These schools will receive consideration based on selection criteria for the 2019-2020 school year and their current demonstration of compliance with 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 #12 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 on Attachment "A" 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.

- 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 2018-2019 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 2019-2020 Application Packet is enclosed and **must be in the NJDA office by Monday, April 15, 2019**, for consideration to participate in the 2019-2020 FFVP. **Applications received in our office after April 15, 2019 will be eliminated.**
- If you have any questions, please contact Janet Celi at 609-744-3562 or Jackie Bricker at 609-984-0692.

E- PROGRAM TIMELINE

- | | |
|--|--|
| • April 15, 2019 | FFVP Application Packet Due |
| • May 20, 2019 | Notification of Selected Schools |
| • August & September, 2019
(<i>Tentative</i>) | Mandatory orientation for schools new to FFVP
(<i>Specific dates & locations to be announced</i>) |
| • September 2019 | FFVP Webinar (<i>Specific date to be announced</i>) |

Application packets must be in our office by Monday, April 15, 2019. 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*)
NOTE: Data Must Be Accurate!
- Attachment B; Completed Certification of Support (*1 page*)
NOTE: Original Signatures are Required
- Attachment C; Completed Questionnaire (*Questions 1-16; 4 pages*)
- Any additional information to support the application (*optional*)

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, 3rd 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. Communicate with your Food Service Director to insure data is accurate for “Attachment A”.

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:
Street Address:
City, State, Zip Code:
Name of School Food Authority/District (SFA):
County:
Child Nutrition Program Agreement Number:

****The NJ Department of Agriculture will notify the Food Service Director 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 2019; **MUST BE ACCURATE DATA**)*

NOTE: Free & Reduced numbers will be taken from your March 2019 School Lunch Reimbursement Voucher. Be sure your voucher is submitted on a timely basis or your FFVP application could be eliminated.

Grades: _____
Meals offered <i>(check all that apply)</i> : 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 2019-2020? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what is your estimated 2019-2020 enrollment increase? _____
SBP - School Breakfast Program *FSMC - Food Service Management Company **NSLP - National School Lunch Program ****CEP - Community Eligibility Provision **ASSP - After School Snack Program

The following information will be completed by the state:

Enrollment: _____
Free #: _____
Reduced #: _____

**NEW JERSEY APPLICATION PACKET FOR
THE FRESH FRUIT AND VEGETABLE PROGRAM
2019 – 2020**

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)/District: _____

**Person to Coordinate the FFVP (Cannot be from Food Service Department!!
Coordinator Must be from the Applying School.)**

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
2019 – 2020**

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/Produce Cart
- 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. All schools **MUST ANSWER question #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. **If not currently purchasing local produce, answer N/A and question 8a MUST be answered.**

OR

8a. Indicate how you plan to start receiving local produce and using it in 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 for September, October, November, April, May and 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 carry on implementing to make or continue to make this program a success? **Duplicate responses to question #12 that are submitted for several schools will result in the elimination of each of these schools' applications.**

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 #16 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 $\leq 10\%$ of the grant award.

Describe Large Equipment Required to Implement & Operate the FFVP:

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.

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