



DEPARTMENT OF EDUCATION


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Mark A. Holodick, Ed.D.
Secretary of Education
(302) 735-4000
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July 26, 2023

MEMORANDUM

TO: School Nutrition Supervisors
Single Unit and Special School Administrators

FROM: Aimee F. Beam, MS, RD 
Education Associate, Nutrition Programs

RE: **SY 2023-2024 Operational Memo #3**
Fresh Fruit and Vegetable Program Application

The *Fresh Fruit and Vegetable Program* (FFVP), under Section 19 of the Richard B. Russell National School Lunch Act (NSLA), has been a nationwide program since 2008 and operates in selected elementary schools in the 50 States, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands. Participating schools must offer fresh fruits and vegetables as a snack to students during the school day. FFVP food items cannot be served at breakfast, at lunch, or in an afterschool program. Because the FFVP targets low-income students, schools will be selected based on the percentage of students who are eligible for free and reduced-price meals. The number of schools selected will be based upon the amount of funding awarded to Delaware.

Elementary schools* will be selected from those applications submitted to the state agency based on guidance in this letter and oversight by the United States Department of Agriculture, Section 19 of the National School Lunch Act. Please note, only grades K-6 are eligible to participate in the FFVP. Application data should reflect enrollment and free/reduced data for elementary students (K-6) only.

**“Elementary School”, for purposes of this regulation, shall mean a school with a grade configuration including any of the following: Kindergarten, grade 1, grade 2, grade 3, grade 4, grade 5, or grade 6. However, a school that has grade 6 as its lowest grade level may be considered a Middle School or Secondary School as those terms are defined in this regulation herein (Delaware Code, Title 14, Regulation 103.1.2).*

There is one grant allocation for FFVP that will cover the period of July 1, 2023 – June 30, 2024. The level of funding provided to any one school will be a minimum of \$50 per student per year. **To ensure that all awarded schools provide a minimum of \$50 per student, our office will no longer grant requests to move funds from one school to another school, even within a School Food Authority (SFA).**

Please note that FFVP grant awards are contingent on the availability of funding and Clearinghouse approval.

The Delaware Department of Education (DDOE) will use October 2022 free/reduced eligibility data on file to rank applications upon submission. SFAs do not need to enter any free/reduced data on the application this year.

To be considered for this program, completed application packages (paper or electronic copies) must be received by 4:00 p.m. on August 24, 2023. Please refer to the FFVP application package for submission options.

New applicants must complete pages 5-8 of the application to be considered. However, to streamline the application process, renewal applicants should only complete pages 5-7 (Grant Application Cover Sheet through School Site Grant Team Support Form) provided your site implementation plans have not changed. If you should have any additional questions, please contact Chaneya Edwards at Chaneya.edwards@doe.k12.de.us or Melissa Sayers at melissa.sayers@doe.k12.de.us or (302) 857-3356.

Attachment: SY 2023-24 FFVP RFA & Application_FINAL.docx

cc: Nutrition Team
Erika Martine-Duquette, Education Associate, Financial Reporting & Contracting



APPLICATION PACKAGE

DELAWARE Fresh Fruit and Vegetable Program Grants

Funding Period: July 1, 2023 through June 30, 2024

Public Notice Date: July 26, 2023

Questions Due Date: August 4, 2023

Answers Provided by Date: August 8, 2023

Applications must be received by **4:00 p.m.**
August 24, 2023

Applicants selected to participate in the Fresh Fruit and Vegetable Program will be notified in August 2023.

This project is funded with federal funds from the United States Department of Agriculture (USDA), Food and Nutrition Service.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

About the Program

The *Fresh Fruit and Vegetable Program (FFVP)*, under Section 19 of the Richard B. Russell National School Lunch Act (NSLA) has been a nationwide program since 2008. Participating schools must offer fresh fruits and vegetables as a snack to students during the school day. FFVP food items cannot be served at breakfast, at lunch, or in an afterschool program. In order to benefit low-income students, schools will be selected based on the percentage of students who are eligible for free and reduced-price meals. FFVP funding is available from July 1, 2023 through June 30, 2024. The level of funding provided to any one school will be no less than \$50 per student per year and no more than \$75 per student per year.

Selection Criteria

Schools will be selected from those applications submitted to the State Agency (SA) based on guidance in this letter and oversight by the United States Department of Agriculture (USDA). Section 19 of the NSLA requires the following selection criteria for participating schools:

- **Elementary school*** - must operate the National School Lunch Program (NSLP). The highest priority will be given to schools with the highest percentage of children eligible for free and reduced-price meals. (Note: Only grades K-6 are eligible to participate in FFVP.)
- Each school must agree to serve fresh fruits and vegetables free to all enrolled children and to publicize the availability of the FFVP within the school.
- Each school that is applying for funding must complete a certification of support with original signatures of the school nutrition supervisor, food service manager, school principal, and district superintendent or equivalent positions as determined by the school.

- New schools must submit a plan for implementation of the program to provide a team approach within the school and district. The plan should integrate the FFVP with other efforts to promote sound health and nutrition, reduce overweight and obesity, and encourage physical activity. Current FFVP grant recipients may waive this portion unless implementation plans have changed.
- Priority will be given to SFAs with the highest percentage of free/reduced-eligible students.

*In Delaware, an *elementary school* is defined as a school with any, or all, of grades kindergarten through grade 6; however, a school that has grade 6 as its lowest grade level may be considered a Middle or Secondary School” (Delaware Code, Title 14, Regulation 103.1.2).

Use of Funds

Funds are to be used primarily to purchase fresh fruits and vegetables to serve at no cost to all enrolled students. A maximum of 10% of awarded funds may be used for operating and administrative costs such as preparation and distribution of fruits and vegetables. The proposal narrative should specify the types of anticipated equipment expenditures a school might incur for use in the FFVP. Claims for reimbursement will be processed through the School Nutrition Program application in DE-NARS. As with all Federal grant funds, procurement regulations at 2 CFR Part 200.317-327 apply, and items competitively procured using these grant funds must be necessary, reasonable, and allocable” would be sufficient.

How to Apply

Completed application packages (paper or electronic copies) must be received by 4:00 p.m. **August 24, 2023**. No late applications can be accepted. Each school that is interested in applying for the FFVP must apply separately. If your Local Education Agency (LEA) has multiple schools, each school must submit a separate application. You must answer all of the questions on the following pages. ***THIS APPLICATION MUST BE USED; PLEASE DO NOT USE APPLICATIONS FROM PREVIOUS YEARS OR ALTER THIS APPLICATION IN ANY WAY.*** Applications that have been altered will not be considered for award. If questions are left unanswered, the application will be deemed incomplete and will not be considered for award. The supervisor or program designee must also complete the FY 23 SNP Fresh Fruit & Vegetable Training in PDMS (Course # 26531, Section # 73183) and submit the certificate of completion with the application packet. If you have any questions or require assistance, please contact Chaneya Edwards or Melissa Sayers, Field Agents, Nutrition Programs at (302) 857-3356, or chaneya.edwards@doe.k12.de.us or melissa.sayers@doe.k12.de.us. We hope that you will consider participating in the FFVP to help your students develop lifelong healthy eating habits.

Schools selected to participate in the Fresh Fruit and Vegetable Program will be notified in **August 2023**.

Miscellaneous Information

a. Funding Out Clause

In the event funding fails to be appropriated as necessary to enter into or continue the grant, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

b. Fiscal Agent

Each applicant must have a fiscal agent designated who will serve as the primary business agent for funds allocated through this grant opportunity.

c. Appeals Process

In the event an applicant is not satisfied with the outcome of the RFA process, they may appeal within 15 days, in writing to the DDOE Director of Finance:

Jennifer Carlson, Director of Finance

401 Federal Street, Suite 2
Dover, DE 19901

Grant Application Checklist Fresh Fruit and Vegetable Program Grant SY 23-24

School Food Authority: _____

Use this checklist to ensure submission of a complete Application package.

All eligible agencies who are interested in receiving a SY 23-24 FFVP grant must complete this application package. This includes:

- A School Food Authority who is applying to be a FFVP grantee for the first time
- A current FFVP grantee that wishes to participate in the SY 23-24 FFVP with either existing school sites or any new school sites

All applicants should read page 2 prior to filling out this grant application package.

Please note that you must submit **an original application (paper or electronic copy)** by the due date (see below). **If sending electronically, please scan each site application separately.** Failure to include any of the following elements may result in disqualification of the application. Electronic copies must be submitted to schoolnutrition@doe.k12.de.us.

Please compile the application in the following order:

- Grant Application Cover Sheet (one per LEA)**
- School Site Profile Form (one for each school site applying)**
NOTE: Only grades K-6 are eligible to participate in FFVP. Application data should reflect enrollment and free/reduced data for elementary students (grades K-6) only.
- Grant Team Support Form (for each school site applying)**
- School Site Implementation Plan**
(For each new school site applying, limit two pages per school site)
- Certificate of Completion for FY 23 SNP FFVP Training in PDMS**
(Course #26531, Section # 73183)

Deadline to apply: 4:00 p.m. on August 24, 2023.

**Grant Application Cover Sheet
Fresh Fruit and Vegetable Program SY 23-24**

Submit (1) Original copy	
<u>TO</u>	
* Electronic submission (preferred) schoolnutrition@doe.k12.de.us	
<u>OR</u>	
Mail	Delaware Department of Education School Nutrition Programs 35 Commerce Way, Suite 1 Dover, DE 19904 ATTN: Chaneya Edwards

PLEASE PRINT OR TYPE ALL INFORMATION

School Food Authority:	
Address:	
City, Zip:	
County:	
SLC Code:	
Number of school sites applying for a grant: _____	
Names of school sites:	
Name of program contact for grant:	Telephone: ()
Title:	FAX: ()
	E-mail:

**School Site Profile Form
Fresh Fruit and Vegetable Program
Grant Period
July 1, 2023 through June 30, 2024**

Submit one form for ***EACH*** school site

School Food Authority:

School Site Name:

Grades:

K-6 Enrollment as of October 2022:

Address:

City, Zip:

Is school site a current FFVP grantee? (2022-2023 school year) Yes No

2023-2024 school year start date (month/day):

2023-2024 school year end date (month/day):

For DDOE use only

School Site Grant Team Support Form

Submit one form for *EACH* school site that is applying for a grant.

Signatures (all are required)

We have reviewed this application and attest to the information provided. If selected, we agree to implement the program as outlined above and to implement the project in a manner consistent with the policies and procedures established by USDA. Further, we agree to participate in any USDA-sponsored evaluations and to provide the information requested by the specified deadlines. Please provide the contacts shown below or equivalent positions as determined by the school.

The School Nutrition Supervisor, or designee, must complete a mandatory on-line training module, regardless of previous participation in the FFVP.

School Nutrition Supervisor:	School Principal:
REQUIRED	REQUIRED
Name: _____	Name: _____
Phone: () _____	Phone: () _____
Fax: () _____	Fax: () _____
E-mail: _____	E-mail: _____
<i>Signature</i>	<i>Signature</i>
Superintendent or Designee:	
REQUIRED	
Name: _____	
Phone: () _____	
Fax: () _____	
E-mail: _____	
<i>Signature</i>	

School Site Implementation Plan

***Submit one form for EACH school site that is applying for a grant.
The implementation plan is required for all new FFVP sites. Current FFVP grant recipients may waive this portion unless implementation plans have changed.***

Briefly answer the following FFVP Implementation Plan questions (must not exceed two pages):

1. Please explain how your school site will implement the FFVP.

Your plan should include:

- Snack distribution examples, method, and location
- Snack service time and frequency per week (twice per week minimum)
- Fresh fruit and vegetable procurement method(s)
- Nutrition education (method, frequency, location)

2. Please describe your school site partnership activities (undertaken or planned) which will assist your school to implement the FFVP.

- Include organizations that will assist your school with fruit and vegetable acquisition, handling, promotion, distribution, nutrition education, and/or other activities that contribute to the goals of the FFVP.