



# Arkansas. COMMISSIONER'S COMMUNICATION

## DEPARTMENT OF EDUCATION

4 State Capitol Mall Little Rock Arkansas 72201-1071 (501) 682-4475

Dr. Tom W. Kimbrell, Commissioner

### ***Funding Opportunity - Fresh Fruit and Vegetable Program SY 2011-2012***

<b>Title</b>	Funding Opportunity - Fresh Fruit and Vegetable Program SY 2011-2012
<b>Memo Number</b>	FIN-11-060
<b>Memo Date</b>	2/4/2011
<b>Attention</b>	Co-op Directors; Elementary Principals; Superintendents; Child Nutrition Directors
<b>Memo Type</b>	Regulatory
<b>Response Required</b>	No
<b>Section</b>	Fiscal & Administrative Services
<b>Regulatory Authority</b>	Richard B. Russell National School Lunch Act, Section 19. (a)-(i); [42 U.S.C. § 1769 a]
<b>Contact Person</b>	Alicia Casteel
<b>Phone Number</b>	501-324-9502
<b>E-Mail</b>	<a href="mailto:Alicia.Casteel@arkansas.gov">Alicia.Casteel@arkansas.gov</a>
<b>Memo Text</b>	

The Fresh Fruit and Vegetable Program is a U.S. Department of Agriculture program that provides reimbursement for fresh fruits and fresh vegetables served free to elementary students during the school day (not before school or after school) and outside the lunch and breakfast meals. The fresh fruits and vegetables **cannot be served at regular student meal periods.**

The Arkansas Department of Education (ADE) Child Nutrition Unit is accepting applications from elementary schools that want to participate in the Fresh Fruit and Vegetable Program for the 2011-2012 school year.

Schools participating in the program during 2010-2011 that want to continue to participate in it during 2011-2012 must complete and return the **Renewal Application Form by March 10.** (instead of completing the full application). Prior participation does **not** guarantee funding. – Attachment E.

To be considered for this program, complete and return Attachment B – Arkansas Fresh Fruit and Vegetable Program Application – school year 2011-2012. The application must be received by Alicia Casteel no later than 4:30 p.m. on Thursday, March 11.. Mail application to:

Alicia Casteel, Fresh Fruit and Vegetable Program Manager  
 Child Nutrition Unit, Arkansas Department of Education  
 2020 West 3rd Street, Suite 404

Little Rock, AR 72205

Faxed applications will NOT be accepted. Late and incomplete applications will be disqualified. Applications without required signatures will not be considered. **Note:** Physical location for delivery is not the ADE Arch Ford building. Applications will not be returned. Keep a copy of the application for your files. Contact the U.S. Postal Service or your delivery service for delivery confirmation options available.

GOALS OF THE FRESH FRUIT AND VEGETABLE PROGRAM 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 present and future health

SCHOOL SELECTION CRITERIA INCLUDE:

- Must be an elementary school (U.S. Department of Agriculture definition of elementary is any school with a combination of grades K-8)
- Operate the National School Lunch Program
- Submit an application for participation that meets all criteria
- Must have 50 percent or more of the school's students eligible for free/reduced price meals
- Be chosen based on the percentage of free/reduced price students with the highest priority given to schools with the highest percentages of low-income students, to the maximum extent practicable.

The selection of elementary schools will be based on applications as submitted by schools with the highest evaluation scores and using criteria required by federal regulations. This grant is for the period August 1, 2011, to June 30, 2012. The level of funding provided is based on October 1, 2010, official school enrollment at a level ranging between \$50- to \$75 per student. Please note, this federal funding level may be adjusted by the Congressional Budget process for approval of the USDA federal budget beginning October 1. Funding is contingent upon receipt of federal funds by the ADE Child Nutrition Unit from the U.S. Department of Agriculture.

Pre-school enrollment will only be funded if the pre-school program is a part of a district funded elementary school (i.e. included in the local education agency's October 1, 2010, enrollment).

EVALUATION CRITERIA – Please see Attachment C - "Arkansas FFVP Application Scoring Criteria Form" for specific scoring criteria and points distribution for each criteria.

COMMENTS ON EVALUATION CRITERIA

The federal criteria for selection of the elementary schools chosen to

participate requires that the schools have at least 50 percent of the students eligible for free or reduced price meals. The criteria gives priority to schools (to the maximum extent practicable) that have the highest percentages of low-income students. One section of the "Scoring Criteria" will be awarded based on the Free/Reduced Price Meal Eligibility. All schools concerned with the nutritional well-being of students are encouraged to submit an application. Please keep in mind that schools may be selected with lower percentages of free/reduced price eligible children if the implementation is well planned, innovative, and shows commitment.

In the application narrative, please give details about any partnerships that would provide non-federal resources for the acquisition, handling, promotion, or distribution of fresh fruits and vegetables or other support that contributes to the purposes of the program.

Letters of support should identify specifically what the supporting organization/agency will do to enhance the FFVP program and help meet the objectives. Letters of support should not merely say that the organization/agency agrees that the proposal is a good idea. If no specific resources, activities or other means of support are identified in a letter of support, no points will be awarded.

Two "extra points" will be awarded if a school returns the "USDA Team Nutrition School Enrollment Form" with the application. See Attachment D.

#### USE OF FUNDS

Funds are to be used primarily to purchase, prepare and distribute fresh fruits and fresh vegetables that will be made available at no charge to all students in the school at times other than lunch and/or breakfast. The program should be structured so that the maximum benefits go to children. Selected schools will submit a monthly Fresh Fruit and Vegetable Program Claim for Reimbursement to ADE Child Nutrition Unit as well as necessary supporting documentation of expenses.

Allowable expenses from this grant include fresh fruits and fresh vegetables, non-food supplies required to implement the program (such as napkins, paper plates, etc.), labor expenses for staff preparing, serving and cleaning up. Up to 10 percent of the school's grant award may be used to pay administrative costs including documented expenses for planning and managing the paperwork required by the program, purchasing the produce and equipment necessary to implement the program.

Funds may not be used for promotional activities, to supplement the lunch or breakfast program, for nutrition education materials and/or activities, or for indirect or other administrative costs.

#### EXPECTATIONS OF PARTICIPATING SCHOOLS

Because USDA is required to submit reports to Congress, Fresh Fruit and Vegetable Program schools will be expected to cooperate in any evaluations and be able to provide information about participation, purchases, costs and other information. A district's Child Nutrition Agreement will be amended to reflect any schools in the district that are selected to participate in the Fresh Fruit and Vegetable Program.

#### HOW TO APPLY

1) Read the "USDA Fresh Fruit & Vegetable Program Handbook, dated December 2010" – ATTACHMENT A. Review grant requirements and 'best practices' within the USDA Handbook for Fresh Fruit and Vegetable Program implementation ideas.

2) Complete an "Arkansas Fresh Fruit and Vegetable Program Application–SY 2011-2012" – ATTACHMENT B - for each elementary school applying for the program.

REMINDER – ONLY Schools participating during SY 2010-2011 may complete the Renewal Application – Attachment E.

3) Review the "Arkansas FFVP Application Scoring Criteria Form"– ATTACHMENT C.

4) Submit NO MORE than 3 letters of support.

5) Complete the "USDA Team Nutrition Enrollment Form" – ATTACHMENT D. Return the form with the completed FFVP Application for SY 2011-2012 for 2 "extra points".

Respond to the questions on the application. The answers will be used to score the application. The materials should be well presented, well organized, complete, clear, and concise. Please limit responses to the space provided. If responses are typed, font size should be no smaller than 12 point Arial. If hand written, responses must be legible and written in blue or black ink only. Applications will not be returned. Please keep a copy of the application for the school's records.

Each application narrative submitted should be specific to the individual school. The responses to questions should be school specific, address the selection criteria, grades served, resources available, and how the faculty and staff will work together to implement the grant, etc. Remember to include any information about partnerships schools may have that would support the program with non-federal funds.

**DO NOT WRITE ONE GENERIC PROPOSAL FOR THE DISTRICT.** Submit individual school applications with the staffing information and signature sheet (page 7) of the application. Applications must be completed and received by ADE Child Nutrition Unit by Thursday, March 10.

Incomplete or late applications will not be considered. Applications without required signatures will not be considered.

**TIMELINE:**

March 10: Deadline for ADE Child Nutrition Unit to receive applications

May 16: Notification of Schools Awarded Grants for SY 2011-2012

July 8: Mandatory Fresh Fruit and Vegetable Program Training for ALL SY 2011-2012 Fresh Fruit and Vegetable Program schools

For any questions, please contact Alicia Casteel, Fresh Fruit and Vegetable Program Grant Manager, at (501) 324-9502.

Please consider taking part in the Fresh Fruit and Vegetable Program as another way to help students develop lifelong healthful eating habits.

**Attachments:**

- A. USDA FFVP Handbook, December 2010**
- B. Arkansas FFVP Application - School Year 2011-2012**
- C. Arkansas FFVP Application Scoring Criteria Form - School Year 2011-2012**
- D. USDA Team Nutrition Enrollment Form**
- E. Arkansas FFVP Renewal Application – School Year 2011-2012**

Attachments

[Arkansas FFVP Application - School Year 2011-2012.doc](#)

[Arkansas FFVP Application Scoring Criteria Form - School Year 2011-2012](#)

[Arkansas FFVP Renewal Application - School Year 2011-2012.doc](#)

[USDA FFVP Handbook, December 2010.pdf](#)

[USDA Team Nutrition Enrollment Form.pdf](#)