

**Instructions to complete the FFVP Application Packet:**

- 1) Click on the Applications Tab in the dark blue bar at the top
- 2) Then click on the FFVP Application Packet

**School Nutrition Programs** Missouri Department of Elementary & Secondary Education

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > School Year: XXXX-XXXX

Item	Description
Application Packet	Applications and Agreement Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Second Review of Applications	FNS-742A report for LEAs selected to conduct a second review of applications.
Food Safety Inspections	Number of Food Safety Inspections by Site
Annual Audits	Annual Audits (to be completed by Non-Public and Non-Public RCCIs)
Financial Report	School Food Annual Revenues and Expenditures Report
FFVP Grants	Fresh Fruit and Vegetable Grants
Fresh Fruit and Vegetable Grant Overview	Fresh Fruit and Vegetable Grant Overview
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision

- 3) Next, click on the Detail button next to the 2016-2017 SY

**School Nutrition Programs** Missouri Department of Elementary & Secondary Education

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Applications > FFVP Application Year List > School Year: XXXX-XXXX

**FFVP Application Packet**

123-456  
**ABC SCHOOL**  
 Address  
 City, State, Zip  
 Authorized Representative  
 Phone  
 Email

Action	School Year	Min Free/Redc %	Open Date	Close Date	Approved Sites
Detail	2016 - 2017	0.00	5/11/2016	5/28/2016	0
Detail	2015 - 2016	0.00	5/1/2015	6/15/2015	0
Detail	2014 - 2015	50.00	4/17/2014	7/18/2014	0

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- 4) There are 2 parts to the Application Packet
  - 1) The Sponsor Application
  - 2) The Site Application
  
- 5) Click on the Add button under the Action Heading.

## School Nutrition Programs

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Programs | Year | Help | Log Out

Applications > FFVP Application Year List > FFVP Application Packet >

School Year: XXXX-XXXX

### FFVP Application Packet For School Year XXXX-XXXX

123-456  
**ABC SCHOOL**  
 Address  
 City, State, Zip  
 Authorized Representative  
 Phone  
 Email

Action	Form Name		Status
Add	Fresh Fruit And Vegetable Sponsor Application		Not Started

Minimum Percentage of Free and Reduced Lunches for Eligibility 0.0000 %

Action	Site ID	Site Name	% Enroll Free/Redc Oct 2015	CEP Reimburse % Free	Approved	Status
Add	4040	XYZ BUILDING	65.2174	N/A	No	Not Started

**\*\*Both parts must be completed in order for your Application Packet to be accepted.**

6) The Authorized Rep must agree to the terms of the grant by filling in the contact information and checking the Certification box. Then click Save and Finish.

**School Nutrition Programs**  
 Missouri Department of Elementary & Secondary Education

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Applications > FFVP Application Year List > FFVP Application > School Year: XXXX-XXXX

**FFVP Application For School Year: XXXX-XXXX**

123-456  
**ABC SCHOOL**  
 Address  
 City, State, Zip  
 Authorized Representative  
 Phone  
 Email

By submitting this application, you are indicating that you understand your selection as a potential FFVP participant is based on prior year building information submitted under the National School Lunch Program. Any significant changes to building operations, including, but not limited to: grade levels served and percentage of free and reduced-price children, may affect eligibility for this program.

**Contact Information**

1. Name: Salutation: [v] First Name: [ ] Last Name: [ ]  
 2. Email Address: [ ]  
 3. Phone: [ ] Ext: [ ] Fax: [ ]  
 4. Title: [ ]

**Certification**

7.  I have reviewed this application and attest to the truth and accuracy of the information provided. If selected, we, the LEA agree to implement the program in a manner consistent with the policies and procedures established by USDA and State Agency. We agree to participate in any USDA-sponsored or State Agency-sponsored evaluations and to provide the information requested by the specified deadlines. I have also confirmed support of this program with the following officials: School Food Service Manager, School Principal, Child Nutrition Director and Superintendent/Authorized Representative, or those individuals in equivalent positions.

Created By: test01 on: 5/5/2015 3:52:01 PM

[Save](#) [Cancel](#) [VIEW](#) | [MODIFY](#)

7) To Complete the Building Application, click on the Add button next to the eligible building. (Note: The % Enroll Free/Reduced October 2015 or the CEP Reimburse % Free columns must be 50% or greater to be eligible.)

**School Nutrition Programs**  
 Missouri Department of Elementary & Secondary Education

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Applications > FFVP Application Year List > FFVP Application Packet > School Year: XXXX-XXXX

**FFVP Application Packet For School Year XXXX-XXXX**

123-456  
**ABC SCHOOL**  
 Address  
 City, State, Zip  
 Authorized Representative  
 Phone  
 Email

Action	Form Name	Status
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>	Fresh Fruit And Vegetable Sponsor Application	Submitted

Minimum Percentage of Free and Reduced Lunches for Eligibility 0.0000 %

Action	Site ID	Site Name	% Enroll Free/Redc Oct 2014	CEP Reimburse % Free	Approved	Status
<a href="#">Add</a>	4040	XYZ BUILDING	66.9950	N/A	No	Not Started

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8) Complete Sections C, D, & E in their entirety. Then click Save and Finish.

**Section C: School Principal Contact**

1. Name: Salutation  First Name  Last Name

2. Email Address:

**Section D: School Profile**

3. School Location:

4. USDA Team Nutrition School?  Yes  No

5. Food preparation method:   
If Other, explain:

6. Does the school contract with a food service management company?  Yes  No

**Section E: School Proposal**

7. Identify 2 or 3 reasons why this school should be chosen to participate in this Program.

8. Describe how the students in this school will benefit from this Program.

9. Describe the level of support and commitment of the School Administration and Staff for this Program.

10. Describe the creative and efficient ideas/plans you have for showcasing and distributing the fresh fruit and vegetable snacks to students to include the involvement of volunteers, students, teachers, parents, community partners who may be assisting.

12. Describe how internal (school) partners have agreed to collaborate in committing to make this Program and other important nutrition and/or physical activity-related projects successful if the school is selected.

13. Describe how external (community) partners have agreed to collaborate in committing to make this Program and other important nutrition and/or physical activity-related projects successful if the school is selected.

14. Describe your plan for creative and effective marketing/promoting of the USDA FF&VP and of fresh fruits and vegetables within the school (with students, teachers, administration, etc.)

15. Describe how families of the students and the community will initially be notified of this Program and the process for on-going promotion/marketing of fresh fruit and vegetables.

16. Describe the nutrition education activities that are planned in the classroom and/or school-wide to coordinate with fresh fruits and vegetables served to students participating in the USDA FF&VP.

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VIEW | MODIFY



9) Once you have both parts completed your Status should say Submitted.

The screenshot displays the 'School Nutrition Programs' web interface. At the top, there is a navigation menu with options: Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. The main header reads 'School Nutrition Programs' and 'Missouri Department of Elementary & Secondary Education'. Below the header, the breadcrumb trail shows 'SNP Status Report > FFVP Application Packet >'. The page title is 'FFVP Application Packet For School Year XXXX-XXXX'. A form area contains the following information: 123-456, ABC SCHOOL, Address, City, State, Zip, Authorized Representative, Phone, and Email. Below this is a table with columns 'Action', 'Form Name', and 'Status'. The first row shows 'View | Modify | Admin' for 'Fresh Fruit And Vegetable Sponsor Application' with a 'Submitted' status circled in red. Underneath, it states 'Minimum Percentage of Free and Reduced Lunches for Eligibility 0.0000 %'. A second table has columns: 'Action', 'Site ID', 'Site Name', '% Enroll Free/Redc Oct 2014', 'CEP Reimburse % Free', 'Approved', and 'Status'. The first row shows 'View | Modify | Admin' for '4020 XYZ BUILDING' with a 'Submitted' status circled in red. At the bottom, there is a '< Back' button.

10) We will review the applications and notify you if you have been awarded funds.