

# Fresh Fruit and Vegetable Program

## Application Instructions



Fresh Fruit and Vegetable Program eligibility requirements:

1. Be an elementary school.
2. Participate in the [National School Lunch](#) or [School Breakfast Programs](#).
3. Have a student enrollment that is made up of at least 50% of students who are eligible for free or reduced-price school meals.
  - a. Check your student enrollment free and reduced lunch percentages on the [CDE Pupil Membership webpage](#).

### Application Instructions:

1. Login to the [Colorado Nutrition Portal](#) using your username and password.
  - a. To request Portal access: Complete the [User Request Form](#).
  - b. To add a new site or update existing sites: Complete the [Site Request Form](#).
2. Navigate to the Fresh Fruit and Vegetable Program application packet:
  - a. Select **Applications** on the top blue bar and ensure you're working in the correct school year:



- b. If you are not already enrolled in school year 2023-24, the Portal will force enrollment. Select **Enroll**:

**The Sponsor has not started in the current year (2024).**  
Click 'Enroll' to enroll for this year based on your prior year's information.



- c. This brings you to the 2023-24 school year application packet where you will apply for the National School Lunch, School Breakfast, Afterschool Snack, and Special Milk programs. For detailed instructions on how to complete these applications, visit the [How to Apply webpage](#). For FFVP: Select **Applications** at the top of the blue bar and then select FFVP Application Packet.
3. Complete the Sponsor Application
  - a. Enter the application by selecting **Detail** next to the correct school year:

Action	School Year	Min Free/Redc %
<b>Detail</b>	2023 - 2024	50.00

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- b. Select **Add** to complete the sponsor application packet.

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

- c. Enter the correct contact information for the individual responsible for implementing FFVP. This includes name, email address, phone number, and title. FFVP contact information must be provided and will be used by CDE to regularly communicate important program information throughout the school year.
- d. Agree to the certification box and select **Save** to move onto the site applications.
4. Complete the Site Application(s)
  - a. Select **Add** to the applicable site applying to participate in FFVP:

Minimum Percentage of Free and Reduced Lunches for Eligibility 50.0000 %

Action	Site ID	Site Name	% Enroll Free/Redc Oct 2022	CEP Reimburse % Free	Approved	Status
Add	02382	EAST ELEMENTARY SCHOOL	51.6304	N/A	No	Not Started
Add	02926	FIELD ELEMENTARY SCHOOL	68.4982	N/A	No	Not Started

- b. SECTION A: *Information Provided on SNP Applications*
  - i. Contact information for the Child Nutrition Director displays based on information provided in the National School Lunch Sponsor application. Enter contact information for the individual responsible for overseeing the FFVP.
- c. SECTION B: *Grades at Site and Participating in FFVP*
  - i. Indicate which grades participate at the site by checking all boxes that apply.
    1. PK-8 or K-8 schools may apply but can only serve FFVP to PK-5 or K-5.
- d. SECTION C: *Free and Reduced-Price Meal Data*
  - i. Free and reduced-price percentages or CEP Identified Student percentages will display based on the most recent PK-12 October count file or applicable CEP ISP percentage. October Count can be found on the [CDE Pupil Membership webpage](#).
- e. SECTION D: *School Profile*
  - i. Complete questions 1-6. Provide as much information and detail as possible. Short-answer responses may be copy/pasted into all site applications if applying for multiple FFVP sites.
- f. SECTION E: *School Proposal*
  - i. Complete questions 7-9. Incomplete or inadequate responses will not be accepted and CDE School Nutrition may request additional information be provided.
5. *Optional: Document Attachments*
  - a. Attach any additional or supporting documentation if desired.
6. Repeat the process for all sites applying to FFVP.
7. Submit the Application
  - a. Select **Save** at the bottom of the site application once all information for all sites are completed.
  - b. Select **Finish** if you've completed all site applications or **Next Site** to complete additional site applications.
8. CDE Application Review

- a. CDE School Nutrition will review all submitted applications. Once approved to participate in FFVP, an award letter will be sent to the SFA with the grant award amounts (this typically occurs in July but can vary).

Please note schools may not be awarded FFVP funds if the:

- School fails to submit a completed FFVP application by the deadline.
- School does not have administrative support.
- CDE has determined noncompliance with other child nutrition programs.
- CDE determines that a school cannot properly operate FFVP.

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