

## Fresh Fruit and Vegetable Program (FFVP)

### What to Expect on an Administrative Review

The FFVP aims to increase children’s exposure to and consumption of a variety of fruits and vegetables. The intent of the FFVP review is to ensure participating schools are administering the program and utilizing the federal funds appropriately

### Number of FFVP Schools to Review

Number of Schools Selected for a NSLP Administrative Review that Operate the FFVP	Minimum Number of FFVP Schools to be Reviewed
0 to 5	1
6 to 10	2
11 to 20	3
21 to 40	4
41 to 60	6

### Off-Site

Review Procedures: CDE School Nutrition Unit will validate one claim for reimbursement for each FFVP school selected for review to include:

- Majority of FFVP funds used to purchase fresh produce
- Equipment purchases are justified and properly prorated
- Labor cost and non-food cost are minimal
- Administrative costs are within 10% of the schools total grant
- Claims are submitted on-time, accurate, and accountable
- Documentation is available to support labor, administrative, and produce costs claimed

#### Review Checklist

- Cost documentation to support the school’s most recent FFVP claim for reimbursement
  - Budget Tool
  - Invoices
  - Production Records
  - Menus
- Documentation to show school is on track to spend no more than 10% of the schools total grant on administrative funds
  - Budget Tool
  - FFVP Claim
  - Administrative Costs
- FFVP Food Safety Documentation
  - FFVP SOP
  - FFVP Temperature Logs
- Training Documentation
  - Must complete the FFVP training annually in order to submit a claim for reimbursement



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## On-Site

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### Review Procedures:

- Observe the FFVP operation in each of the selected schools
- Ensure the FFVP is widely publicized within the school, available to all enrolled elementary school children, and free of charge
- Ensure the FFVP service occurs during the school day, and not served during another Child Nutrition Program
- Ensure only allowable items are served during the FFVP service
- Ensure all food safety and HACCP principles are followed and employees are adhering to the school's food safety plan
- Ensure schools are providing nutrition education in accompaniment of a cooked vegetable or prepared fresh produce item, such as salsa
- Ensure dips are low-fat or non-fat and served only with vegetables in no more than a 2 TBSP portion

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## Corrective Action

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If the school and School Food Authority (SFA) is deemed noncompliant by failing to meet these requirements, the CDE School Nutrition Unit may issue corrective and fiscal action to bring the SFA into compliance

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## Common Findings

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- Food safety and sanitation violations
- Inadequate monitoring of the FFVP
- Utilizing allowable vs. unallowable items
- Not publicizing the availability of the FFVP within the school
- Maintaining proper documentation

## Resources

### CDE OSN FFVP Webpage

- <http://www.cde.state.co.us/nutrition/nutrffvpp>

### CDE OSN FFVP Training

- <http://www.cde.state.co.us/nutrition/ffvptrainingpage>

### USDA FFVP Webpage

- <http://www.fns.usda.gov/ffvp/ffvp-toolkit>