



Idaho Department
of Education

Fresh Fruit and Vegetable Program

Application Information and Submission Instructions

APPLICATION INFORMATION

Idaho Department of Education Child Nutrition Programs (CNP) is accepting applications for **2024-2025 Fresh Fruit and Vegetable Program Grants!** Idaho elementary schools may apply for grant awards to participate in USDA's Fresh Fruit and Vegetable Program (FFVP) for school year 2024-2025.

FFVP schools are required to provide free, fresh fruits and vegetables during the school day. The goals of the FFVP are:

- to increase students' consumption of fresh fruits and vegetables
- to expand the variety of fruits and vegetables that children experience
- to positively impact their present and future health
- to create healthier school environments by providing healthier choices for students

To be eligible for the FFVP, schools must meet the following criteria:

- Be an elementary school (enrolled students in **1st through 6th** grade)
- Operate the National School Lunch Program
- Have more than 40% enrolled students eligible for free and reduced price meals.
- Submit a complete application, including signed *Certification of Support*

Selected schools will be awarded between \$50.00 and \$75.00 per student based on Grades 1-6 full-time enrollment for the school year to purchase and serve fresh fruits and vegetables.

Idaho is seeking Sponsors that have a high free and reduced enrollment and demonstrate the willingness and capability to run a successful FFVP based on implementation strategies, use of complementary nutrition education and promotion activities, and the support and commitment provided by school food service, school administration, teachers, and outside organizations. The degree to which an application demonstrates a high likelihood of success will improve the chance of selection. The criteria rating below will be used in the selection process. Scoring will be based on free and reduced enrollment totals and the quality of responses to application questions.

Idaho Department of Education Scoring Criteria

Criteria	Points
School Enrollment Data	10 points
Free and reduced percentage 0 – 49%	0 points
Free and reduced percentage 50 – 74%	5 points
Free and reduced percentage 75 – 100%	10 points
Proposal Narrative	36 points
Grades served	1 – 6 points
Days per week served	1 – 5 points
Distribution	0 – 5 points
Plan to promote / publicize the FFVP	0 – 5 points
Nutrition Education integration	0 – 5 points
Administration and staff support	0 – 5 points
Site training plan	0 – 5 points
Previously Awarded	5 points
Yes, however, FFVP AR Findings during last review cycle and/or unsuccessful management of grant funds were identified.	0 points
No, FFVP grant award not received within the past review cycle.	5 points
Yes, with no AR findings and/or successful management of grant funds	5 points
TOTAL POSSIBLE POINTS	51 points

APPLICATION SUBMISSION INSTRUCTIONS

The complete application package can be found on [Idaho Department of Education Awards, Grants & Recognition Programs](#) home page.

A separate application must be filled out and submitted for EACH school site. Full-time enrollment and free-and-reduced claiming percentage data will be identified by the Department.

Complete Applications (two-part) are DUE Wednesday, May 1, 2024.

All grant awards are contingent upon available USDA funds.

TWO-PART APPLICATION PROCESS:

FFVP online **Application** and the signed **Certification of Support** must be received by the close of business on Wednesday, May 1, 2024. Both of these documents are **required** and must be submitted according to the instructions below in order to be considered a complete application:

Part One: The [online Application form](#)

Part Two: The [Certification of Support](#), with required original signatures

PART ONE: Step-by-step instructions for filling out and submitting the Application:

1. **Open** the Online Application
2. **Fill out** the Application
3. **Click** on the Submit button at the end of the form. Print for your records.

PART TWO: [Step-by-step instructions](#) for the *Certification of Support* form:

1. **Open** the document titled “**Part 2 - Certification of Support**”
2. **Obtain** the required original signatures
3. **Submit** the signed document. Print for your records.

OR print form, obtain signatures, scan, and email to: ffvpgrant@sde.idaho.gov

OR Mail to: Idaho Department of Education
Child Nutrition Programs – FFVP
PO Box 83720
Boise, ID 83720-0027

We will send an email confirmation when we have received both PART ONE and PART TWO of each application.

For Questions Contact

Child Nutrition Programs
Idaho Department of Education

650 W State Street, Boise, ID 83702
208 332 6831 | www.sde.idaho.gov

CIVIL RIGHTS NONDISCRIMINATION STATEMENT

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.



PART TWO: THE CERTIFICATION OF SUPPORT, WITH REQUIRED ORIGINAL SIGNATURES

1. Click on the link [Certification of Support](#)
2. Enter the School Name and the School District Name
3. Either 'draw' or 'type' the signature of the person mentioned in the signature box.
Note: If you are the authorized person for more than one signature, you may sign in more than one signature box.
4. If you are the 1st, 2nd or 3rd person signing the document, please click on 'Save'

Part 2- Certification of Support

This is Part 2 of the application. It must be signed and received by Wednesday, May 1, 2024.
For questions please email: FFVPgrant@doe.idaho.gov

Certification of Support

We have received the Fresh Fruit and Vegetable Program (FFVP) grant application and attest to the information we provided on our application. If awarded, we agree to implement the Program as mandated by USDA and the Idaho Department of Education (IDE), and will follow the FFVP guidelines as outlined in the USDA Fresh Fruit and Vegetable Program Handbook for Schools.

Cooperation and support by all levels of administration are required for successful implementation of the FFVP. Please ensure the district superintendent and foodservice director support participation, and the school site principal and site foodservice manager are committed to the promotion of the FFVP and understand Program responsibilities.

At least one designee from the School Food Authority (SFA) will be required to complete the mandatory State agency online training through the Idaho CDE Training Portal. The SFA will then be required to provide and document site training to all school staff involved in implementing, distributing, and serving the FFVP which may include administrators, teachers, substitutes, and food service staff. A "FFVP Training Guide Sheet" and a "FFVP Training Agenda & Sign-in" is available in Download Forms for use to guide and document staff training.

Statement of Affirmation
We certify by signing this form that we support the FFVP, understand the Program, and agree to the promotion and training requirements above.

School Name* **School District name***

REQUIRED SIGNATURES

District Superintendent Signature* **District Superintendent date***

District Food Service Director Signature* **District Foodservice Director date***

School Principal Signature* **School Principal date***

School Kitchen Manager Signature* **School Kitchen Manager date***

5. A pop-up box will appear as below

✕



Your progress has been saved.

Copy or email the link below and return to your form to complete your submission.

Copy your form link:

Email me my link:

6. Enter the email address of the next person for signing the document.
7. Follow Step 4 and Step 5 until you have all signatures.
8. The last person signing the document can click 'Submit Part 2' button

Part 2- Certification of Support

This is Part 2 of the application. It must be signed and received by Wednesday, May 1, 2024.
For questions please email: FFVP@npsa.state.nj.gov

Certification of Support

We have received the Fresh Fruit and Vegetable Program (FFVP) grant application and attest to the information we provided on our application. If awarded, we agree to implement the Program as mandated by USDA and the New Jersey Department of Education (NJDEP) and will follow the FFVP guidelines as outlined in the USDA Fresh Fruit and Vegetable Program Handbook for Schools.

Cooperation and support by all levels of administration are required for successful implementation of the FFVP. Please ensure the central superintendent and foodservice director support participation, and the school site principal and site foodservice manager are committed to the promotion of the FFVP and understand Program responsibilities.

At least one designee from the School Food Authority (SFA) will be required to complete the mandatory State agency on-line training through the State CDE Training Portal. The SFA will then be required to provide and document site training to all school staff involved in implementing, distributing, and serving the FFVP which may include administrators, teachers, substitutes, and food service staff. A "FFVP Training Quick Sheet" and a "FFVP Training Agency Sign-off" is available in Download Forms for use to guide and document staff training.

Statement of Affirmation
We certify by signing this form that we support the FFVP, understand the Program, and agree to the promotion and training requirements above.

School Name *	School District name *
<input type="text"/>	<input type="text"/>

REQUIRED SIGNATURES

District Superintendent Signature *	District Superintendent date *
<input type="text"/>	<input type="text"/>
<small>X</small>	

District Food Service Director Signature *	District Foodservice Director date *
<input type="text"/>	<input type="text"/>
<small>X</small>	

School Principal Signature *	School Principal date *
<input type="text"/>	<input type="text"/>
<small>X</small>	

School Kitchen Manager Signature *	School Kitchen Manager date *
<input type="text"/>	<input type="text"/>
<small>X</small>	