

Fresh Fruit and Vegetable Program Implementation Plan Requirements

A Fresh Fruit and Vegetable Program (FFVP) Implementation Plan is a written document that outlines how the grantee district will carry out the FFVP at the school site level. The plan includes the specific steps, activities, and who is responsible in preparing, distributing, and serving the FFVP snacks. It also covers where and how often the snacks will be served, how nutrition education will be integrated, and any partnerships that support the program. This plan is a tool to help guide the school in meeting the program requirements, maintaining accountability, and promoting the program among students and staff throughout the school year.

In the FFVP Request for Applications in the Program Integrity Attestation section of the application, all grantees agreed to complete the Implementation Plan. All FFVP grantees must complete a new Implementation Plan for each awarded school year, and the plan must be kept on file at the school site.

Instructions: Carefully respond to each prompt below by filling in the required information. All questions must be answered.

For each elementary school site awarded, your school food authority (SFA) must develop a written FFVP implementation plan to use, maintain on file, and make available upon request.

If your SFA has two or more school sites that have the same process and procedures in place for the FFVP, you may complete one form for your multiple sites.

If your SFA is completing one form for multiple sites, please list out all the school sites this plan applies to in the text box labelled **List All Participating School Sites** below. Please also indicate in the text box that it is the same process and procedures for all FFVP school sites listed.

Please Note: The Implementation Plan may be requested at any time by the California Department of Education (CDE) for review. Please ensure your responses clearly outline how your school site will implement and maintain program integrity throughout the school year.

1. **FFVP Implementation:** Identify who is responsible for the 1) preparation, 2) distribution, and 3) service of the FFVP snack to students. The minimum requirement is three times per week.

2. **Snack Distribution Location:** Specify where students receive their FFVP snacks.

3. **Frequency of Offerings:** Indicate how often per week FFVP snacks are offered.

4. **Timing of Offerings:** Ensure that snacks are provided during the school day (after the morning bell and before the end of the school day), and outside of the regular meal program time. List the times and day of the week that you will offer the FFVP snack.

<p>5. Snack Delivery Method: Describe the method you used to deliver FFVP snacks to students.</p>
<p>6. Nutrition Education: Outline how staff provided nutrition education at least once per week, including the method, frequency, and curricula or general content. The minimum requirement is one time per week.</p>
<p>7. Partnership Activities: Detail any current or planned partnerships with internal or external organizations that will support the FFVP, including those that assist with fruit and vegetable acquisition, handling, promotion, distribution, nutrition education, or other activities that align with the FFVP goals. The CDE strongly encourages grantees to connect with both internal and external partnerships.</p>

School Food Authority Name:

Name of Authorized Representative:

Signature of Authorized Representative:

Date: