

## Fresh Fruit and Vegetable Program: Make the Most of It!

Below is a list of best practices to consider for your Fresh Fruit and Vegetable Program (FFVP). Check the box next to each item after you complete the task.

### Planning your FFVP

- Discuss with your stakeholders the best methods for promoting fruits and vegetables to your students and creating a “buzz” about your FFVP.
- Send a notice to parents at the beginning of the school year about the FFVP. Consider adding tips for healthy eating at home.
- Send a notice to teachers at the beginning of the school year about the FFVP and expectations for nutrition education as well as serving.
- Inform the community about the FFVP through a news release, posting information on your website, or making the program visible in other ways throughout your community.
- Solicit free nutrition education materials from state, local and federal partners.

### Serving

- Develop a monthly menu for the FFVP snack. Plan to serve as many vegetables as you do fruits.
- Determine a schedule for serving the FFVP snacks. Discuss with staff the best time to offer it when the students will be hungry, as well as the method of distribution (student pick-up or staff delivery).
- Document the snacks that were served each day. Use the FFVP Production Record form or your own template.
- Determine if there are any students with a disability that would need to be provided with a snack accommodation such as modified texture. See [FFVP Handbook](#) page three for details.
- Establish a monthly budget to assist in tracking funds and ensure timely expenditures of program funds.
- Review your FFVP application and ensure follow-through on nutrition education plans.

## Food Safety

- Train food service employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
- Develop guidelines to remind children of good hygiene and manners when they eat their fruit and vegetable snacks and to dispose of their trash.
- Establish procedures for receiving and storing fresh produce.
- Develop standard operating procedures for handling and serving fresh produce or look at your Hazard Analysis and Critical Control Points (HACCP) manual to see what currently exists for this area.
- Set policies on trash disposal and cleanup to improve the fruit and vegetable service. If necessary, respond to reports from custodians about trash and messes.

## Record Keeping

### Maintain files that contain:

- General FFVP information:
  - Initial FFVP application that was submitted to the Minnesota Department of Education (MDE)
  - FFVP handbook
  - U.S. Department of Agriculture policy memos on FFVP
  - Nutrition education resources
  - Correspondence from MDE
- Claims/reimbursement information:
  - Initial budget that was submitted to MDE
  - Copy of monthly claims
  - Purchase order information and invoices
  - FFVP labor records (employee time sheets) if claiming labor costs
- Serving information:
  - FFVP menus
  - FFVP production records
  - Vendors/local farmer's information
  - Standard operating procedures for FFVP