



# Fresh Fruit and Vegetable Program Application Instructions

## Table of Contents

General Information.....	1
Application Instructions.....	3
Frequently Asked Questions.....	24

### Tips:

- Start the application process early to ensure a complete and signed application is submitted by the due date.
- Keep all instructions as a reference.
- Follow all directions.
- Complete the application and submit it via the Cyber-Linked Interactive Child Nutrition System (CLiCS) website.
- New sponsors must complete a new sponsor application and a new site application.
- Already participating sponsors and already participating sites must review and update their renewed applications.
- Already participating sponsors that wish to apply for a new site in their district must review and update their sponsor application and must complete a new site application.

### For Questions, Please Contact:

[Sami Burington](#), Fresh Fruit and Vegetable Program Coordinator  
651-582-8376

*or*

Nutrition, Health and Youth Development Division  
[mde.fns@state.mn.us](mailto:mde.fns@state.mn.us)  
651-582-8526, toll free at 1-800-366-8922  
TTY: 651-582-8201  
1500 Highway 36 West  
Roseville, MN 55113-4266

The U.S. Department of Agriculture (USDA) is an equal opportunity provider and employer.

## General Information

The Minnesota Department of Education (MDE) Food and Nutrition Service is soliciting applications for the Fresh Fruit and Vegetable Program (FFVP) from school food authorities of elementary schools. Eligible applicants must:

- Be an elementary school; and
- Participate in the National School Lunch Program; and
- Have at least 50 percent or more of its students eligible for free or reduced-price meals.

This notification of the availability of funds is made for the purpose of providing fresh fruits and vegetables as healthy snack options to elementary school children during the school day. The purpose of the program is to address the creation of healthier school environments by providing healthier food choices, expanding the variety of fruits and vegetables children experience, increasing children's fruit and vegetable consumption, and making a difference in children's diets to impact their present and future health.

Funds are made available through the Consolidated Appropriation Act of 2008, Public Law 109.97; CFDA 10.582 to expand FFVP operations to all states. This notification does not obligate the state to make an award. The state reserves the right to cancel this notification if it is considered to be in the state's best interest or if funding is terminated.

Each application must contain the required elements. Please read all instructions for important information on preparing and submitting your application. Additional information related to this program may be found at:

[Minnesota Department of Education Fresh Fruit and Vegetable Program Web page](http://education.state.mn.us/MDE/dse/FNS/SNP/other/ffvp/)

(<http://education.state.mn.us/MDE/dse/FNS/SNP/other/ffvp/>)

[U.S. Department of Agriculture Fresh Fruit and Vegetable Program](https://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program)

(<https://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program>)

[U.S. Department of Agriculture Fresh Fruit and Vegetable Program Handbook](https://www.fns.usda.gov/sites/default/files/handbook.pdf)

(<https://www.fns.usda.gov/sites/default/files/handbook.pdf>)

## Site Selection

Priority will be given to elementary school sites with the highest free and reduced-price meal percentage. Districts applying for more than one site may or may not receive funding for all sites.

The current school year's October Minnesota Automated Reporting Student System (MARSS) data will be used to determine (1) free and reduced-price meal percentage and (2) total enrollment. These numbers will be automatically calculated and uploaded into the CLiCS site application. Please contact MDE with any questions regarding eligibility.

## Award Amounts

It is the intention of MDE to award funds to the maximum number of sites possible. As in prior years, when application requests exceed the funds available, priority is given to the sites with the highest free and reduced-price meal percentage. Award amounts are determined by MDE which are based on site enrollment and are

expected to be within the range of \$50-\$75 per student per year. Site enrollment will be verified using MARSS data.

## Funding Period

The award period is anticipated to be July 1 through June 30 of each year.

## Expectations

Selected sites will sign an Addendum to the district's School Food Authority Agreement for Child Nutrition Programs. The Addendum gives authority for the school food authority or sponsor to participate in the FFVP as authorized by Section 4303 of Public Law 110-234, the Food, Conservation, and Energy Act of 2008.

Selected sites will be expected to:

- Provide free fresh fruits and vegetables to students at times other than meal service periods and not after-school. Sites must offer the FFVP a minimum of two times per week.
- Collaborate with key community stakeholders or other regional partners to promote and provide nutrition education integrated within the school day.
- Share strategies, activities and outcomes with MDE and other educational entities as requested.
- Have a minimum of one staff member receive FFVP training. Training options are available.
- Submit monthly reimbursement claims consistent with the approved budget. Claims must be submitted electronically through CLiCS.
- Cooperate with MDE during any required on-site monitoring visit(s) and comply with MDE's request for documentation, before, during and/or after the visit(s).

## Definitions

*Sponsor:* governing body which is responsible for the administration of the FFVP for one or more schools; and has the legal authority to operate the program once approved for participation.

*Site:* the school or physical location at which the fresh fruit or vegetable snack is provided and consumed.

*Participating sponsor:* sponsor is participating in the FFVP in the current school year.

*Participating site:* site is participating in the FFVP in the current school year.

*New sponsor:* sponsor is not participating in the FFVP in the current school year.

*New site:* site is not participating in the FFVP in the current school year.

*Application renewed:* sponsor and site applications that were approved for participation in the FFVP for the current school year have been renewed to streamline and simplify the application process for already participating sponsors and sites. Sponsor and site applications that are renewed must still be reviewed, updated and submitted for approval.

## Application Instructions for New Sponsors and New Sites

School food authorities must complete a new application electronically through CLiCS. Each district or organization must complete one sponsor application. In addition, a separate application must be submitted for each site applying within the district or organization.

1. [Log into CLiCS](#). If you do not already have a CLiCS User Identification (ID) and password, complete the [CLiCS User ID/Password Request Form](#).
2. Select FFVP as the Program Type.
3. Select Search. A Create button will appear for the school year applying for.
4. Select Create to create a new sponsor application.

*A sponsor application must be completed and submitted prior to completing any site applications.*

The screenshot shows the 'Applications Search' page in the CLiCS system. On the left is a navigation menu with options like 'Applications', 'Claims', 'System Admin+', 'Program Admin+', 'Change Password', 'Payment', 'Reports', and 'Verification Reporting'. The main area is titled 'Enter Search Criteria:' and contains several search filters: 'Program Type' (FFVP), 'Program Year' (ALL), 'Search Type' (Sponsor), 'Site' (ALL), 'Application Status' (ALL), and 'City' (empty). Below these are 'Sort By' (Program Year) and 'Order' (Descending). There are 'Search' and 'Clear Results' buttons. Under 'Your Search Results:', it says 'No Results Returned' and 'End of Results'. At the bottom, there is a red 'Create' button and a message: 'Click the Create Button for a New Application for 2014-2015'. A 'Set Number of Results' section shows '100' and a 'Set' button.

5. Complete the sponsor application by entering all the required information. *Note: The Program Contact is the person who will receive all FFVP notifications for the district.*
6. Select the Submitted for Approval button under Status.
7. Upload the **Sponsoring Authority** Certification and Signatures document after the required signatures are obtained. Locate the FFVP **Sponsoring Authority** Certification and Signatures document on the [MDE FFVP webpage](#).

- Applications
- Claims
- System Admin+
- Program Admin+
- Change Password
- Payment
- Reports
- Verification Reporting

**Changes have been accepted**

**Sponsoring Authority Information:**

Sponsor	100000TEST- Test District		
Address	999 Test, Test, MN 55102; Ramsey County		
Previous Incidence of Noncompliance with Civil Rights Requirements for any Federal Program:	<input type="checkbox"/>		
Status	<input checked="" type="radio"/> Submitted for Approval <input type="radio"/> Approve <input type="radio"/> Reject		
Program Year	2014-2015	Stop Payment	<input type="checkbox"/>

**District Superintendent Information:**



Superintendent First Name	Test	Superintendent Last Name	Superintendent
Superintendent Title	Superintendent	Phone Number	6518889999 - Ext <input type="text"/>
Email Address	t@school.com		

**Food Service Director Information:**

Director First Name	Test	Director Last Name	Director
Director Title	Director	Phone Number	6518889999 - Ext <input type="text"/>
Email Address	t@school.com		

**Program Contact Information:**

Contact First Name	Test	Contact Last Name	Program Contact
Contact Title	Program Contact	Phone Number	6518889999 - Ext <input type="text"/>
Email Address	t@school.com		

Business Manager Information:			
Manager First Name	<input type="text" value="Test"/>	Manager Last Name	<input type="text" value="Manager"/>
Manager Title	<input type="text" value="Manager"/>	Phone Number	<input type="text" value="6518889999"/> - Ext <input type="text"/>
Email Address	<input type="text" value="t@school.com"/>		
Sponsoring Authority Certification and Signatures document			
<b>Upload File</b> * Upload Sponsoring Authority Certification and Signatures document. 1 document allowed.			
File Name	Upload Date	Actions	
sig.doc	04/01/2014 09:51:48 AM	 	
<b>Save</b>		<b>Delete</b>	
Copyright Minnesota Department of Education		<a href="#">Privacy Policy</a> , <a href="#">Terms and Conditions</a>	

8. Select Save. If any warning messages appear, ensure any missed information is completed.
9. Begin completing the site application by first ensuring the following uploaded documents are completed: (1) FFVP **Site Certification** and Signatures document on the [MDE FFVP webpage](#) and (2) FFVP **Partnerships and Nutrition Education** document on the [MDE FFVP webpage](#).
10. Continue completing the site application by selecting Program Type as FFVP, Program Year, Search Type as Site, Site as Other Site..., and then enter your actual Site ID number you are applying for in the Other Site ID field. *Note: Site ID numbers can be found on the application tab.*
11. Select Search. A Create button will appear for the school year applying for.
12. Select Create to create a new site application.

Applications				
Applications > Applications Search				
<b>Applications</b> Claims System Admin+ Program Admin+ Change Password Payment Reports Verification Reporting Set Number of Results <input type="text" value="100"/> <b>Set</b>	Enter Search Criteria:			
	Program Type:	<input type="text" value="FFVP"/>	Program Year:	<input type="text" value="2016"/>
	Site:	<input type="text" value="Other Site..."/>	Other Site ID:	<input type="text" value="1000002875"/>
	Application Status:	<input type="text" value="ALL"/>	City:	<input type="text"/>
	Signature Document Review Status:	<input type="text" value="ALL"/>	Budget Complete Status:	<input type="text" value="ALL"/>
	Sort By:	<input type="text" value="Program Year"/>	Order:	<input type="text" value="Descending"/>
				<b>Search</b> <b>Clear Results</b>
	Your Search Results:			
	No Results Returned			
	End of Results			
Click the Create Button for a New Application for 2015-2016			<b>Create</b>	
Copyright Minnesota Department of Education		<a href="#">Privacy Policy</a> , <a href="#">Terms and Conditions</a>		

13. Select Submitted for Approval under Site Application Status.

14. Complete the site application by entering all the required information.
15. Upload the FFVP **Site Certification** and Signatures document after the required signatures are obtained.  
Again, locate the FFVP Site Certification and Signatures document on the [MDE FFVP webpage](#).
16. Upload the FFVP **Partnerships and Nutrition Education** document after the required information has been completed. Again, locate the FFVP Partnerships and Nutrition Education document on the [MDE FFVP webpage](#).

Applications				
Applications > Ffvp Site Maintenance				
<b>Applications</b> Claims System Admin+ Program Admin+ Change Password Payment Reports Verification Reporting	<b>Sponsoring Authority Information:</b>			
	Sponsor	100000TEST - Test District		
	<b>Site Information:</b>			
	Site	100000XXXX- Test Elementary School		
	Site Address	100 Test Ave , St. Paul, MN 55117-0000; Ramsey County		
	Program Year	2014-2015	Stop Payment	<input type="checkbox"/>
	<b>School Principal Information:</b>			
	Principal First Name	Test	Principal Last Name	Principal
	Principal Title	Principal	Phone Number	6517779999 - Ext <input type="text"/>
	Email Address	p@school.com		
	<b>School Food Manager Information:</b>			
	Manager First Name	Test	Manager Last Name	Manager
	Manager Title	Manager	Phone Number	6517779999 - Ext <input type="text"/>
	Email Address	M@school.com		

<b>MARSS Information:</b>			
October Enrollment	453	Free/Reduced Percentage	88.52
Grade Levels in School	KG,01,02,03,04,05.		
<b>Site Participation Information:</b>			
Participating in FFVP during July-August 2014?			<input type="checkbox"/>
Serving Preschool Students?	<input type="checkbox"/>	Preschool Enrollment	0
If not all grades will participate in FFVP, explain why			
<b>Logistics:</b>			
Where do you plan to purchase your fruits and vegetables from (e.g. local farms, produce supplier, grocery store)?			
What time(s) of the day will you serve FFVP products? Snacks must be served outside of meal times and not after school.		<input type="radio"/> Mid-morning <input type="radio"/> Mid-afternoon <input type="radio"/> Both	
How many days per week on average will you serve FFVP products?		▼	
If food is not served in cafeteria, how is it moved to the students?			



	How will the FFVP products be packaged or presented (e.g. plates, bowls)?	<input type="text"/>
	Food preparation method at the school:	<input type="radio"/> Self-prep <input type="radio"/> Vended
	Where will the fresh fruit or vegetable snacks be served:	<input type="text"/>
	Other Location Description.	<input type="text"/>
Selection		
Certification and Signatures document		
	<b>Upload File</b>	* Upload Certification and Signatures document. 1 document allowed.
	<a href="#">No files have been uploaded.</a>	
Other materials document		
	<b>Upload File</b>	* Upload document containing other materials. 1 document allowed.
	<a href="#">No files have been uploaded.</a>	
	Signature upload doc reviewed	<input type="checkbox"/> Selected for participation <input type="checkbox"/>
Fresh Fruit and Vegetable Program: Budget Information (Finance Code 706)		
	Budget is not displayed until site is selected for participation.	
		<b>Save</b>
Copyright Minnesota Department of Education <a href="#">Privacy Policy, Terms and Conditions</a>		

17. Select Save. If any warning messages appear, ensure any missed information is completed. The application will not be submitted until the application is free of all error or warning messages.
18. Check to ensure the application has been submitted for approval by returning to the search screen. Search by Site ID and check the status of the application. If the application is not in the Submitted for Approval status, go back into the site application and select the Submitted for Approval button under Site Application Status and select Save again.
19. **If selected for participation, sponsors and sites will be notified by e-mail.** Once notified, each site will need to complete a budget and sign an Addendum to the district's School Food Authority Agreement for Child Nutrition Programs to be approved to operate the FFVP.

## Application Instructions for Participating Sponsors but New Sites

1. [Log into CLiCS](#).
2. Select FFVP as the Program Type.
3. Select Search.

The screenshot shows the 'Applications Search' interface. On the left is a navigation menu with options like 'Applications', 'Claims', 'System Admin+', 'Program Admin+', 'Change Password', 'Payment', 'Reports', and 'Verification Reporting'. The main area is titled 'Enter Search Criteria:' and includes fields for 'Program Type' (FFVP), 'Program Year' (2016), 'Search Type' (Sponsor), 'Site' (ALL), 'Application Status' (ALL), and 'City'. There are also 'Sort By' (Program Year) and 'Order' (Descending) options. 'Search' and 'Clear Results' buttons are present. Below the search criteria, the 'Your Search Results:' section shows 'Showing 1 - 1 of 1' results. A table lists the results with columns for Sponsor ID, Sponsor Name, Program Year, Status, and Sites. The result shown is for 'Fond du Lac Reservation' with status 'Unapproved' and a 'View Sites' link. The footer contains 'Copyright Minnesota Department of Education' and a link to 'Privacy Policy, Terms and Conditions'.

Sponsor ID	Sponsor Name	Program Year	Status	Sites
<a href="#">1000004166</a>	Fond du Lac Reservation	2015-2016	Unapproved	<a href="#">View Sites</a>

4. Select the Sponsor ID link. A sponsor application should appear for the school year applying for.
5. Select the Submitted for Approval button under Status.
6. Complete the sponsor application by reviewing all the contact information. Make changes as necessary.  
*Note: The Program Contact is the person who will receive all FFVP notifications for the district.*
7. Upload the **Sponsoring Authority** Certification and Signatures document after the required signatures are obtained. Locate the FFVP Sponsoring Authority Certification and Signatures document on the [MDE FFVP webpage](#).

- Applications
- Claims
- System Admin+
- Program Admin+
- Change Password
- Payment
- Reports
- Verification Reporting

<b>Sponsoring Authority Information:</b>			
Sponsor	1000004186 - Fond du Lac Reservation		
Address	49 University Rd, Cloquet, MN 55720; Carlton County		
Previous Incidence of Noncompliance with Civil Rights Requirements for any Federal Program:	<input type="checkbox"/>		
Status	<input checked="" type="radio"/> Unapproved <input type="radio"/> Submitted for Approval		
Program Year	2015-2016	Stop Payment	<input type="checkbox"/>
<b>District Superintendent Information:</b>			
Superintendent First Name	Superintendent	Superintendent Last Name	Last Name
Superintendent Title	Superintendent	Phone Number	1234567890 - Ext <input type="text"/>
Email Address	superintendent@gmail.com		
<b>Food Service Director Information:</b>			
Director First Name	Foodservice	Director Last Name	Director
Director Title	Head Cook	Phone Number	1234567890 - Ext <input type="text"/>
Email Address	Foodservice@gmail.com		
<b>Program Contact Information:</b>			
Contact First Name	FFVProgram	Contact Last Name	Contact
Contact Title	FFVP Program Contact	Phone Number	1234567890 - Ext <input type="text"/>
Email Address	programcontact@gmail.com		

Business Manager Information:			
Manager First Name	Business	Manager Last Name	Manager
Manager Title	Business Manager	Phone Number	1234567890 - Ext <input type="text"/>
Email Address	businessmanager@gmail.com		
Sponsoring Authority Certification and Signatures document			
<input type="button" value="Upload File"/> * Upload Sponsoring Authority Certification and Signatures document. 1 document allowed.			
File Name	Upload Date	Actions	
Fresh Fruit and Vegetable Program Sponsoring Authority Certification and Signatures.pdf	02/19/2015 03:32:19 PM	<input type="button" value="↓"/> <input type="button" value="×"/>	
Internal Application Notes			
<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>			
Rollover Application Notes <input type="checkbox"/>			
		<input type="button" value="Save"/> <input type="button" value="Delete"/>	

Copyright Minnesota Department of Education [Privacy Policy, Terms and Conditions](#)

8. Select Save. If any warning messages appear, ensure any missed information is completed.
9. Begin completing the site application by first ensuring the following uploaded documents are completed: (1) FFVP **Site Certification** and Signatures document on the [MDE FFVP webpage](#) and (2) FFVP **Partnerships and Nutrition Education** document on the [MDE FFVP webpage](#).
10. Continue completing the site application by selecting Program Type as FFVP, Program Year, Search Type as Site, Site as Other Site..., and then enter your actual Site ID number you are applying for in the Other Site ID field. *Note: Site ID numbers can be found on the application tab.*
11. Select Search. A Create button will appear for the school year applying for.
12. Select Create to create a new **site application**.

Applications

Applications > Applications Search

<b>Applications</b> <b>Claims</b> <b>System Admin+</b> <b>Program Admin+</b> <b>Change Password</b> <b>Payment</b> <b>Reports</b> <b>Verification Reporting</b> Set Number of Results 100 <span style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 5px;">Set</span>	Enter Search Criteria: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Program Type:</td> <td style="border: 1px solid #ccc; padding: 2px;">FFVP ▾</td> <td style="border: 1px solid #ccc; padding: 2px;">Program Year:</td> <td style="border: 1px solid #ccc; padding: 2px;">2016 ▾</td> <td style="border: 1px solid #ccc; padding: 2px;">Search Type:</td> <td style="border: 1px solid #ccc; padding: 2px;">Site ▾</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Site:</td> <td style="border: 1px solid #ccc; padding: 2px;">Other Site... ▾</td> <td style="border: 1px solid #ccc; padding: 2px;">Other Site ID:</td> <td colspan="3" style="border: 1px solid #ccc; padding: 2px;">1000002875</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Application Status:</td> <td style="border: 1px solid #ccc; padding: 2px;">ALL ▾</td> <td style="border: 1px solid #ccc; padding: 2px;">City:</td> <td colspan="3" style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Signature Document Review Status:</td> <td style="border: 1px solid #ccc; padding: 2px;">ALL ▾</td> <td style="border: 1px solid #ccc; padding: 2px;">Budget Complete Status:</td> <td colspan="3" style="border: 1px solid #ccc; padding: 2px;">ALL ▾</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Sort By:</td> <td style="border: 1px solid #ccc; padding: 2px;">Program Year ▾</td> <td style="border: 1px solid #ccc; padding: 2px;">Order:</td> <td colspan="3" style="border: 1px solid #ccc; padding: 2px;">Descending ▾</td> </tr> </table> <div style="text-align: right; margin-top: 5px;"> <span style="background-color: #e91e63; color: white; padding: 5px 10px; border-radius: 5px;">Search</span> <span style="background-color: #e91e63; color: white; padding: 5px 10px; border-radius: 5px; margin-left: 10px;">Clear Results</span> </div> <div style="margin-top: 10px;">           Your Search Results:            No Results Returned            End of Results         </div> <div style="text-align: right; margin-top: 5px;"> <span style="background-color: #e91e63; color: white; padding: 5px 10px; border-radius: 5px;">Create</span> </div>	Program Type:	FFVP ▾	Program Year:	2016 ▾	Search Type:	Site ▾	Site:	Other Site... ▾	Other Site ID:	1000002875			Application Status:	ALL ▾	City:				Signature Document Review Status:	ALL ▾	Budget Complete Status:	ALL ▾			Sort By:	Program Year ▾	Order:	Descending ▾		
Program Type:	FFVP ▾	Program Year:	2016 ▾	Search Type:	Site ▾																										
Site:	Other Site... ▾	Other Site ID:	1000002875																												
Application Status:	ALL ▾	City:																													
Signature Document Review Status:	ALL ▾	Budget Complete Status:	ALL ▾																												
Sort By:	Program Year ▾	Order:	Descending ▾																												

Copyright Minnesota Department of Education
[Privacy Policy, Terms and Conditions](#)

13. Select the Submitted for Approval button under Site Application Status.
14. Complete the site application by entering all the required information.
15. Upload the FFVP **Site Certification** and Signatures document after the required signatures are obtained. Again, locate the FFVP Site Certification and Signatures document on the [MDE FFVP webpage](#).
16. Upload the FFVP **Partnerships and Nutrition Education** document after the required information has been completed. Again, locate the FFVP Partnerships and Nutrition Education document on the [MDE FFVP webpage](#).

<b>Applications</b>
Claims
System Admin+
Program Admin+
Change Password
Payment
Reports
Verification Reporting

<b>Sponsoring Authority Information:</b>			
Sponsor	100000TEST - Test District		
<b>Site Information:</b>			
Site	100000XXXX- Test Elementary School		
Site Address	100 Test Ave , St. Paul, MN 55117-0000; Ramsey County		
Program Year	2014-2015	Stop Payment	<input type="checkbox"/>
<b>School Principal Information:</b>			
Principal First Name	Test	Principal Last Name	Principal
Principal Title	Principal	Phone Number	6517779999 - Ext <input type="text"/>
Email Address	p@school.com		
<b>School Food Manager Information:</b>			
Manager First Name	Test	Manager Last Name	Manager
Manager Title	Manager	Phone Number	6517779999 - Ext <input type="text"/>
Email Address	M@school.com		

<b>MARSS Information:</b>			
October Enrollment	453	Free/Reduced Percentage	88.52
Grade Levels in School	KG,01,02,03,04,05.		
<b>Site Participation Information:</b>			
Participating in FFVP during July-August 2014?			<input type="checkbox"/>
Serving Preschool Students?	<input type="checkbox"/>	Preschool Enrollment	0
If not all grades will participate in FFVP, explain why			
<b>Logistics:</b>			
Where do you plan to purchase your fruits and vegetables from (e.g. local farms, produce supplier, grocery store)?			
What time(s) of the day will you serve FFVP products? Snacks must be served outside of meal times and not after school.		<input type="radio"/> Mid-morning <input type="radio"/> Mid-afternoon <input type="radio"/> Both	
How many days per week on average will you serve FFVP products?		▼	
If food is not served in cafeteria, how is it moved to the students?			

	How will the FFVP products be packaged or presented (e.g. plates, bowls)?	<input type="text"/>
	Food preparation method at the school:	<input type="radio"/> Self-prep <input type="radio"/> Vended
	Where will the fresh fruit or vegetable snacks be served:	<input type="text"/>
	Other Location Description.	<input type="text"/>
Selection		
Certification and Signatures document		
	<b>Upload File</b>	* Upload Certification and Signatures document. 1 document allowed.
	<a href="#">No files have been uploaded.</a>	
Other materials document		
	<b>Upload File</b>	* Upload document containing other materials. 1 document allowed.
	<a href="#">No files have been uploaded.</a>	
	Signature upload doc reviewed	<input type="checkbox"/> Selected for participation <input type="checkbox"/>
Fresh Fruit and Vegetable Program: Budget Information (Finance Code 706)		
	Budget is not displayed until site is selected for participation.	
		<b>Save</b>
Copyright Minnesota Department of Education <a href="#">Privacy Policy, Terms and Conditions</a>		

16. Select Save. If any warning messages appear, ensure any missed information is completed. The application will not be submitted until the application is free of all error or warning messages.
17. Check to ensure the application has been submitted for approval by returning to the search screen. Search by Site ID and check the status of the application. If the application is not in the Submitted for Approval status go back into the site application and select the Submitted for Approval button under Site Application Status and select Save again.
18. **If selected for participation, sponsors and sites will be notified by e-mail.** Once notified, each site will need to complete a budget and sign an Addendum to the district's School Food Authority Agreement for Child Nutrition Programs to be approved to operate the FFVP.



## Application Instructions for Participating Sponsors and Participating Sites

1. [Log into CLiCS](#).
2. Select FFVP as the Program Type.
3. Select Search.

The screenshot displays the 'Applications Search' page. On the left is a navigation menu with options like 'Claims', 'System Admin+', 'Program Admin+', 'Change Password', 'Payment', 'Reports', and 'Verification Reporting'. The main area is titled 'Enter Search Criteria:' and includes dropdowns for 'Program Type' (FFVP), 'Program Year' (2016), and 'Search Type' (Sponsor). Other fields include 'Site' (ALL), 'Application Status' (ALL), and 'City'. Sorting is set to 'Program Year' in 'Descending' order. A 'Search' button and a 'Clear Results' button are present. Below the search criteria, the 'Your Search Results:' section shows 'Showing 1 - 1 of 1' results. A table lists the results:

Sponsor ID	Sponsor Name	Program Year	Status	Sites
<a href="#">1000004166</a>	Fond du Lac Reservation	2015-2016	Unapproved	<a href="#">View Sites</a>

The results section also shows 'Showing 1 - 1 of 1' and 'End of Results'. At the bottom, there is a footer with 'Copyright Minnesota Department of Education' and a link to 'Privacy Policy, Terms and Conditions'.

4. Select the Sponsor ID link. A sponsor application should appear for the school year applying for.
5. Select the Submitted for Approval button under Status.
6. Complete the sponsor application by reviewing all the contact information. Make changes as necessary.  
*Note: The Program Contact is the person who will receive all FFVP notifications for the district.*
7. Upload the **Sponsoring Authority** Certification and Signatures document after the required signatures are obtained. Locate the FFVP Sponsoring Authority Certification and Signatures document on the [MDE FFVP webpage](#).

- Applications
- Claims
- System Admin+
- Program Admin+
- Change Password
- Payment
- Reports
- Verification Reporting

<b>Sponsoring Authority Information:</b>			
Sponsor	1000004186 - Fond du Lac Reservation		
Address	49 University Rd, Cloquet, MN 55720; Carlton County		
Previous Incidence of Noncompliance with Civil Rights Requirements for any Federal Program:	<input type="checkbox"/>		
Status	<input checked="" type="radio"/> Unapproved <input type="radio"/> Submitted for Approval		
Program Year	2015-2016	Stop Payment	<input type="checkbox"/>
<b>District Superintendent Information:</b>			
Superintendent First Name	Superintendent	Superintendent Last Name	Last Name
Superintendent Title	Superintendent	Phone Number	1234567890 - Ext <input type="text"/>
Email Address	superintendent@gmail.com		
<b>Food Service Director Information:</b>			
Director First Name	Foodservice	Director Last Name	Director
Director Title	Head Cook	Phone Number	1234567890 - Ext <input type="text"/>
Email Address	Foodservice@gmail.com		
<b>Program Contact Information:</b>			
Contact First Name	FFVProgram	Contact Last Name	Contact
Contact Title	FFVP Program Contact	Phone Number	1234567890 - Ext <input type="text"/>
Email Address	programcontact@gmail.com		

Business Manager Information:			
Manager First Name	Business	Manager Last Name	Manager
Manager Title	Business Manager	Phone Number	1234567890 - Ext <input type="text"/>
Email Address	businessmanager@gmail.com		
Sponsoring Authority Certification and Signatures document			
<input type="button" value="Upload File"/> * Upload Sponsoring Authority Certification and Signatures document. 1 document allowed.			
File Name	Upload Date	Actions	
Fresh Fruit and Vegetable Program Sponsoring Authority Certification and Signatures.pdf	02/19/2015 03:32:19 PM	<input type="button" value="↓"/> <input type="button" value="×"/>	
Internal Application Notes			
<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>			
Rollover Application Notes <input type="checkbox"/>			
		<input type="button" value="Save"/> <input type="button" value="Delete"/>	

Copyright Minnesota Department of Education [Privacy Policy, Terms and Conditions](#)

8. Select Save. If any warning messages appear, ensure any missed information is completed.
9. Begin completing the **site application** by selecting View Sites on the application search page. Again, ensure that FFVP is selected as the Program Type and that the correct Program Year is selected. *Note: Ensure the following uploaded documents are completed: (1) FFVP **Site Certification and Signatures** document on the [MDE FFVP webpage](#) and (2) FFVP **Partnerships and Nutrition Education** document on the [MDE FFVP webpage](#).*

Applications

Applications > Applications Search

Applications

Enter Search Criteria:

Program Type:  Program Year:  Search Type:

Site:

Application Status:  City:

Sort By:  Order:

Search Clear Results

Your Search Results:

Showing 1 - 1 of 1

Sponsor ID	Sponsor Name	Program Year	Status	Sites
<a href="#">1000004186</a>	Fond du Lac Reservation	2015-2016	Unapproved	<a href="#">View Sites</a>

Showing 1 - 1 of 1

End of Results

Copyright Minnesota Department of Education
[Privacy Policy, Terms and Conditions](#)

10. Select the Submitted for Approval button under Site Application Status.
11. Review and complete the site application by entering all the required information. A few application fields are pre-populated based on information entered on the previous year's application. Make necessary changes.
12. Upload the FFVP Site Certification and Signatures document after the required signatures are obtained. Again, locate the FFVP Site Certification and Signatures document on the [MDE FFVP webpage](#).
13. Upload the FFVP Partnerships and Nutrition Education document after the required information has been completed. Again, locate the FFVP Partnerships and Nutrition Education document on the [MDE FFVP webpage](#).

- Applications
- Claims
- System Admin+
- Program Admin+
- Change Password
- Payment
- Reports
- Verification Reporting



<b>Sponsoring Authority Information:</b>			
Sponsor	1000004166 - Fond du Lac Reservation		
<b>Site Information:</b>			
Site	1000005481 - Fond du Lac Ojibwe School		
Site Application Status	<input checked="" type="radio"/> Unapproved <input type="radio"/> Submitted for Approval		
Site Address	49 University Rd, Cloquet, MN 55720; Carlton County		
Program Year	2015-2016	Stop Payment	<input type="checkbox"/>
<b>School Principal Information:</b>			
Principal First Name	School	Principal Last Name	Principal
Principal Title	Principal	Phone Number	1234567890 - Ext <input type="text"/>
Email Address	principal@gmail.com		
<b>School Food Manager Information:</b>			
Manager First Name	SchoolFood	Manager Last Name	Manager
Manager Title	School Food Manager	Phone Number	1234567890 - Ext <input type="text"/>
Email Address	choolfoodmanager@gmail.com		
<b>MARSS Information:</b>			
October Enrollment	267	Free/Reduced Percentage	91.39
Grade Levels in School	KG,01,02,03,04,05,06,07,08,09,10,11,12,		

Site Participation Information:			
Participating in FFVP during July-August 2015?	<input type="checkbox"/>		
Serving Preschool Students? <input type="checkbox"/>	<table border="1"> <tr> <td>Preschool Enrollment</td> <td>0</td> </tr> </table>	Preschool Enrollment	0
Preschool Enrollment	0		
If not all grades will participate in FFVP, explain why	<input type="text"/>		
Logistics:			
Where do you plan to purchase your fruits and vegetables from (e.g. local farms, produce supplier, grocery store)?	Upper Lakes Foods, Sysco Foods, Local Farms		
What time(s) of the day will you serve FFVP products? Snacks must be served outside of meal times and not after school.	<input type="radio"/> Mid-morning <input checked="" type="radio"/> Mid-afternoon <input type="radio"/> Both		
How many days per week on average will you serve FFVP products?	5		
If food is not served in cafeteria, how is it moved to the students?	Prepared by foodservice personnel and delivered to classrooms.		
How will the FFVP products be packaged or presented (e.g. plates, bowls)?	Bowls.		
Food preparation method at the school:	<input checked="" type="radio"/> Self-prep <input type="radio"/> Vended		
Where will the fresh fruit or vegetable snacks be served:	Classroom		
Other Location Description.	Student Commons		

Certification and Signatures document

**Upload File** \* Upload Certification and Signatures document. 1 document allowed.

[Save application to complete upload.](#)



File Name	Upload Date	Actions
Fresh Fruit and Vegetable Program Site Certification and Signatures.pdf	02/19/2015 03:31:04 PM	 

Sponsoring Authority Certification and Signatures document reviewed

Other materials document

**Upload File** \* Upload document containing other materials. 1 document allowed.

[Save application to complete upload.](#)

File Name	Upload Date	Actions
Fresh Fruit and Vegetable Program Partnerships and Nutrition Education.pdf	02/19/2015 03:31:19 PM	 

Document containing other materials reviewed

Selected for participation

Fresh Fruit and Vegetable Program: Budget Information (Finance Code 706)

Budget is not displayed until site is selected for participation.

Internal Application Notes

Rollover Application Notes

**Save** **Delete**

Copyright Minnesota Department of Education [Privacy Policy, Terms and Conditions](#)

14. Select Save. If any warning messages appear, ensure any missed information is completed. The application will not be submitted until the application is free of all error or warning messages.
15. Check to ensure the application has been submitted for approval by returning to the search screen. Search by Site ID and check the status of the application. If the application is not in the Submitted for Approval status go back into the site application and select the Submitted for Approval button under Site Application Status and select Save again.
16. **If selected for participation, sponsors and sites will be notified by e-mail.** Once notified, each site will need to complete a budget and sign an Addendum to the district's School Food Authority Agreement for Child Nutrition Programs to be approved to operate the FFVP.

## Submitting and Signing Applications

It is important that you allow adequate time to obtain signatures prior to the due date. MDE only considers applications to be complete after signatures have been obtained. Districts need to obtain signatures from the school principal and food service manager at EACH site for which they are applying, in addition to the district superintendent and food service director. Please [print the supplemental application documents located on the MDE FFVP Web page](#), obtain the signatures and then scan and upload the completed documents into the CLiCS application prior to submission.

Check the [MDE FFVP Web page](#) or contact [Sami Burington](#) for FFVP application due dates each year. **Completed applications must be submitted via CLiCS.**

MDE anticipates that applicants will be notified of the results by June 30 of each year.

## Screening Applications

The following items are reviewed for each application as part of the screening process and result in disqualification. However, screening is not limited to the following:

- Submitted to MDE after the due date.
- Application does not include required signatures.
- Free/reduced-price percentage is less than 50 percent.

Clarifications may be necessary before final approval is granted. All funding decisions made by MDE are final.

Selected applicants must wait until they receive official notification before providing any services and before any expenditures may be incurred. Any expenses incurred prior to the official notification are not reimbursable and are the responsibility of the applicant.

## Budget Information

Selected sites will be notified of their award amount. After notification, sites will need to complete the required budget section in CLiCS. The budget information will need to be completed and submitted via CLiCS within the specified time frame. Districts that apply for more than one site will submit budget information for each individual site for which they are approved.

Keep in mind the majority of a school's FFVP funds must go toward purchasing fresh fruits and vegetables. Non-food costs, such as labor and supplies, cannot exceed 20 percent of the school's total award and administrative costs, such as administrative labor and equipment, cannot exceed 10 percent of the school's total award. Refer to the [FFVP Handbook](#) for reimbursable costs.



## Frequently Asked Questions

**Question:** How many days per week are sites required to serve fruits and vegetables to students for the FFVP?

*Answer:* We expect sites to offer fresh fruits and vegetables as many times as possible during the school week as repeated exposure to new foods is a key to acceptance. The U.S. Department of Agriculture requires sites to serve students for the FFVP a minimum of twice a week.

**Question:** Must fresh fruits and vegetables be offered the entire school year or can sites choose to offer the program a limited number of months?

*Answer:* We expect that the FFVP be offered through the entire school year and not limited to certain months. Selected sites should begin serving the FFVP snacks at the start of the school year. One goal of the program is to effect a change in eating habits and a continual exposure to fresh fruits and vegetables is beneficial in making this change.

**Question:** Do we choose the amount of funding or is that determined by MDE?

*Answer:* Funding decisions are made by MDE after the application due date and based on the number of eligible applications submitted. Award amounts are calculated according to the number of students enrolled at each site and the number of serving days per week.

**Question:** What if one's school is a K-12 site? Can we apply for the FFVP for the elementary grades only?

*Answer:* Yes, the FFVP is intended for elementary students. CLICS will automatically generate all grade levels at your site. Please indicate the grade levels in your school that will actually participate in the FFVP. If you have a special circumstance related to grade level configurations at your site, please contact MDE prior to the application due date.

The legal definition from Minnesota Statutes, section 120A.05 of an elementary school: "Elementary school" means any school with building, equipment, courses of study, class schedules, enrollment of pupils ordinarily in prekindergarten through grade 6 or any portion thereof, and staff meeting the standards established by the commissioner.

**Question:** Does elementary include pre-K students?

*Answer:* It is allowable to serve FFVP snacks to enrolled pre-K students. If you intend to include pre-K in your program, you must indicate that in your application. However, historically, we have not awarded additional grant funds to cover the cost of the pre-K students. Snacks provided to pre-K students must be covered by the original award amount.

**Question:** If my school is awarded, how will I plan the FFVP budget for my school?

*Answer:* The FFVP is a reimbursable program based on your school submitting monthly claims for reimbursement. The claims are specific to the program costs including only the food and food supplies, staff time, and a small amount for equipment (if approved). Other costs like promotional materials or curriculum and teaching may not be charged to the program, but partnerships should be identified to clarify the funding source. Non-food costs, such as labor and supplies, cannot exceed 20 percent of the school's total award and administrative costs, such as administrative labor and equipment, cannot exceed 10 percent of the school's total award. For additional information regarding allowable costs, partnerships and activity ideas, refer to the [FFVP Handbook](#).

**Question:** How many schools within a district can apply? Is there a limit?

*Answer:* There is no limit on the number of schools within a district that can apply as long as the application is complete and criteria are met.

**Question:** Are schools allowed to serve fruit juice and/or smoothies?

*Answer:* No. Only fresh fruits and vegetables may be served. Low-fat dips are also allowed with vegetables. [View a list of allowable and non-allowable food costs.](#)

**Question:** The FFVP cannot be provided during summer school. However, can year-round schools serve FFVP in the summer months?

*Answer:* Yes. The award period is anticipated to be July 1 through June 30 of each year and year-round schools may participate any time during this time period when school is in session.

**Question:** Are schools required to send letters of support from their partners when they submit their application?

*Answer:* You are not required to solicit letters of support from your partners. However, you are required to seek partners and communicate with them about the resources or services they will provide. You are encouraged to contact partners as soon as possible to begin coordination.