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# 2023-2024 FRESH FRUIT & VEGETABLE PROGRAM GRANT (FFVP)

M-DCPS DEPARTMENT OF  
FOOD AND NUTRITION



Department of Food and Nutrition  
*Eating Healthy Every Day!*



# OBJECTIVES/GOALS

- Creating healthier school environments by providing healthier food choices.
  - Increasing fruit and vegetable consumption among children.
  - Expanding the variety of fruits and vegetables children consume.
  - Making a positive impact on children's health through nutrition.



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**FRESH**  
FRUIT &  
VEGETABLE  
**PROGRAM**



# FFVP PARTICIPATION

## WHO CAN RECEIVE FFVP PRODUCE?



- All **enrolled** children at the school (Pre-K – through 5) where FFVP is offered.
- Only teachers who are directly responsible for serving FFVP fruit/vegetables to the students in a classroom setting.
- Teachers participating with their students are strongly encouraged to include a nutrition education component to enhance positive role modeling.

# FFVP PARTICIPATION

## WHO CANNOT RECEIVE FFVP PRODUCE?



- FFVP is not intended for the general teaching population, adults in the school, or community residents.
- Adults at a school including those attending your school functions cannot participate.
- FFVP cannot be used for gifts/rewards.
- FFVP cannot be withheld as part of a discipline procedure.

# SERVING FFVP PRODUCE THE BEST TIME



- Any time during the school day, except lunch and breakfast (scheduled class time).
- Serve once a day or during multiple times with some students served in the morning and some in the afternoon to maximize participation.
- FFVP service days may be changed due to special events, such as field days, testing, holidays.
  - Adjustments of FFVP service days must be approved in writing by your school administration and your Regional Food Service Supervisor.

All enrolled students must have access to the program, but a student has the option of not participating.



**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**2023-2024 SCHOOL CALENDAR**  
**ELEMENTARY AND SECONDARY**



JULY 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
M	T	W	T	F
				1
	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2024				
M	T	W	T	F
				5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
28	29	30	31	

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

New Teachers Report	Recess Day
Teacher Planning Day	Beg/End of Grading Period
District-wide Professional Development Day	Legal Holiday
Legal Holiday (12 month)	Available to opt
Recess Day (10 month)	Teacher Planning Day available to opt

DAYS IN GRADING PERIOD	
1 - 49	
2 - 41	
3 - 50	
4 - 40	

For information on employee opt days, please refer to the back of calendar.

# SERVING FFVP PRODUCE THE BEST TIME

- Please be mindful of the 2023-2024 school calendar while scheduling FFVP service days.
- FFVP service days must be approved in writing by your school administration and your Region Food Service Supervisor.



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# SERVING FFVP PRODUCE THE BEST PLACES



- Examples include: Classrooms, hallways, outside, during nutrition education activities.
- Factors to consider:
  - Grade level/Maturity of students
  - Time available to eat the fruits and vegetables
  - Time required for participation and service of fresh fruits and vegetables
  - Extra clean-up
  - Garbage disposal
  - Staffing concerns

# FFVP MENU

## FOOD SERVICE/ADMINISTRATION COLLABORATION



- Weekly emails will be sent to participating food service managers and principals with the following information:
  - Featured FFVP fruit/vegetable for the week
  - FFVP Days of Service
  - Serving Size
  - Any additional handling instructions, if necessary
  - Sample nutrition education component

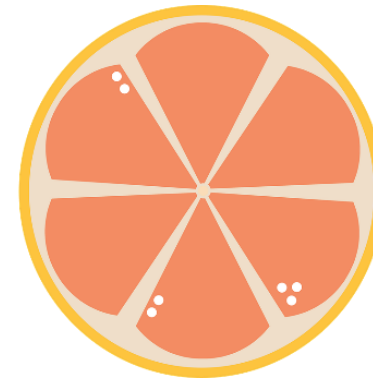
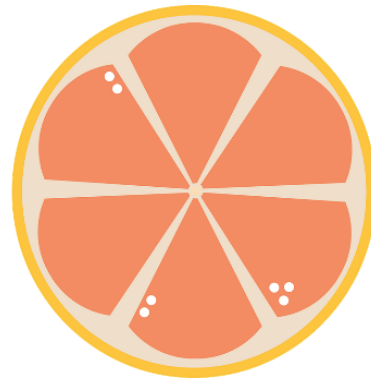
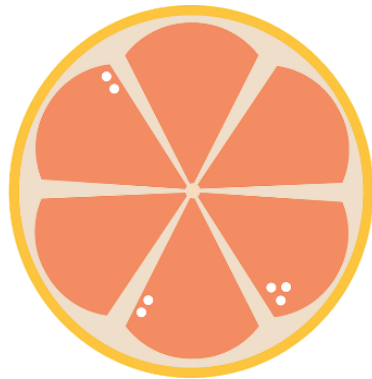
**FFVP menu is subject to change based on availability.**



# ORDERING FFVP PRODUCE FOOD SERVICE



- Ordering FFVP produce
  - All FFVP orders are placed by the Department of Food and Nutrition based on enrollment.
  - Adjustments to orders are to be submitted via email to your Food and Nutrition FFVP Contact.



# DELIVERY/RECEIVING FFVP PRODUCE FOOD SERVICE



- Delivery/Receiving FFVP produce
  - FFVP produce may be delivered along with your regularly scheduled produce delivery.
    - Please note: Delivery dates/times may vary and menu subject to change based on availability.
  - All FFVP produce are to be labeled “FFVP” and stored separately.

# DISTRIBUTION OF FFVP PRODUCE

## FOOD SERVICE/TEACHER COLLABORATION

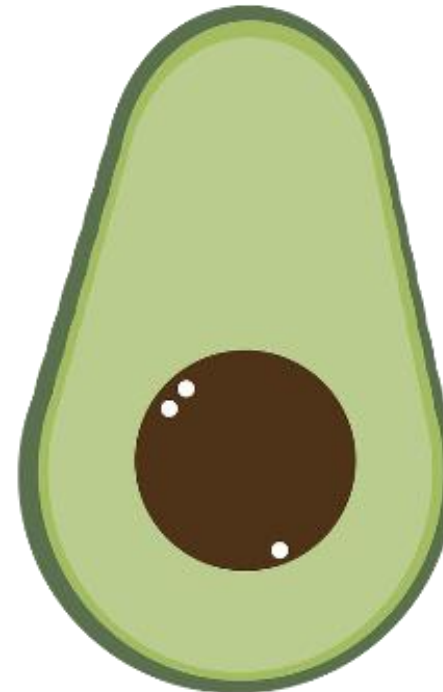


- Cafeteria staff prepares FFVP produce for each student and teacher within participating classrooms.
- Cafeteria staff places individualized FFVP produce in a designated area for pick-up by teachers.
- Cafeteria is the ideal location for FFVP produce pick-up.
- Teacher distributes to students at optimal time and conducts nutrition education lesson.
- FFVP containers are returned to the cafeteria at the end of the day for sanitation and next-day preparation.

# FOOD SAFETY PROCEDURES

## FOOD SERVICE/TEACHER COLLABORATION

- All staff should ensure food safety practices are being followed when FFVP produce is:
  - Received
  - Stored
  - Prepared
  - Distributed





# LEFTOVERS AND CLEANUP

## FOOD SERVICE/TEACHER COLLABORATION



Extra items may be given to students upon request.

Teachers providing the FFVP may participate in the FFVP tasting.

Garbage bags and disinfecting hand wipes will be provided for the classroom.

Leftovers cannot be taken home by anyone.

# FFVP PAPERWORK



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# FFVP PAPERWORK

## FOOD SERVICE

### ■ Production Records

- Must be maintained on a **daily** basis.
- Record FFVP produce as received (cases, pounds, etc.)
- Record leftovers, if necessary.

### ■ Produce Invoices

- Keep FFVP produce invoices in the FFVP binder.

### ■ FFVP menu must be posted.

Program Compliance is subject to review by the District and audited by the State.







**SAMPLE**



### Instructions for Fruit and Vegetable Program Production Record

Enter daily information in rows according to columns. Information is entered from left to right.

1. In “**Date**” column, enter date of service of fruits and vegetables.
2. In “**Type of Produce**” column, enter type of produce served. Examples are raspberries, chayote squash, light ranch dressing. Salad dressing and dips should be recorded in the sections with fruits and vegetables.
3. In “**Pounds, Cases, Each, Etc., Served**” column, enter the amount of each produce item served and the weight of cases, total weight of produce, or the individual weight of packaged items. Examples are 3 flats of raspberries, 3 cases of chayote squash, 2 cases of light ranch dressing.
4. In “**Leftovers Stored**” column, record an estimate of the amount of leftover produce stored for use on a day later in the week. Record date of planned service in comment column. Examples are raspberries – ½ case, chayote squash – ¼ case, and ranch dressing – 50 portions.
5. In “**Leftovers Used/Where/When**” column, record an estimate of the amount of leftover produce used for the day, where it was served, and the date. Examples are on share table 8/31/11 or added to tomato and cucumber salad on 9/7
6. In “**Leftovers Discarded**” column, record an estimate of the amount of leftover produce discarded at the end of the day of service.
7. In “**Comments**” column, record any comments for specific produce served on the day of service. Examples are stored to be re-used or students enjoyed the raspberries.
8. In the “**Comment**” section at the bottom, make note of any nutrition education provided, special events, or projects for the month. Examples are: For the month of September, Mrs. Troncoso, the Media Specialist, displayed books related to fruits, vegetables, and healthy eating. Ms. Scanlan, the cafeteria manager, distributed “I Tried It!” stickers to every student who ate the chayote squash. Mr. Rainka’s class researched the origin and compared and contrasted chayote squash against the yellow squash we tried last week.

# FFVP PRODUCTION RECORD GUIDE FOOD SERVICE

Copies have been provided  
in the Food Service  
Manger’s 2023-2024 FFVP  
folder.



# FFVP PAYROLL



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# FFVP OVERTIME HOURS

- Food Service Managers at schools with FFVP are eligible to work overtime.
- The maximum number of overtime hours that Food Service Managers are eligible to work is 2 hours per week; a maximum of 4 hours overtime per pay period.
  - Overtime can only be paid for additional time worked, before and/or after your regular work hours.
  - Overtime hours worked must be for food service program work including:
    - **Completing FFVP production records, assisting with preparation of produce items, submitting payroll sheets, food ordering, inventory or receiving.**
- Turn in the FFVP Overtime Payroll Sheet to your Payroll Clerk to be entered.
- A copy of the FFVP Overtime Payroll sheet must also be forwarded to Mr. Ernesto Cepeda via email ([ecepeda03@dadeschools.net](mailto:ecepeda03@dadeschools.net)) or fax to 786-275-0813 at the end of each pay period.

Copies have been provided in the Food Service Manager's 2023-2024 FFVP folder.





# DOCUMENTATION REQUIRED FOR THE FFVP GRANT – HOURLY PAYROLL FORM

The FFVP grant requires documentation of actual time employees work as a result of the grant program.

Part-time food service employees may be assigned FFVP tasks during their regularly scheduled work-day.

The Hourly FFVP Payroll form is required as part of the grant to account for time spent working on the FFVP grant.

Part-time food service employees assigned FFVP tasks must be documented separately on the Hourly FFVP Payroll sheet.

FFVP hours can only be documented on days of FFVP service.

Part-time food service employees can't exceed allowable hours i.e. if an employee is only eligible to work 5 hours, they cannot work an additional hour.

FFVP part-time hours are to be paid with regular hours worked, therefore logging hours worked on the FFVP Hourly Payroll Form is for documentation purposes.

Turn in the FFVP Hourly Payroll Sheet to your school's payroll clerk to be entered.

# SAMPLE HOURLY FFVP DOCUMENTATION

DEPARTMENT OF FOOD AND NUTRITION  
 FRESH FRUIT AND VEGETABLE PROGRAM  
 DAILY PAYROLL ATTENDANCE SHEET

WORK LOCATION Orange Elementary  
 LOCATION NUMBER 1234

PAY CODE: **HOURLY**

**SAMPLE**

**SAP 4**  
 PAY PERIOD BEGINNING 1/24/2020  
 PAY PERIOD ENDING 2/6/2020

Please be mindful, part-time employees are not to exceed allowable hours.

Hours and scheduling are to be determined with your Principal and Region Food Service Supervisor.

Copies have been provided in the Food Service Manager's 2023-2024 FFVP folder.

EMPLOYEE NAME	EMPLOYEE NUMBER	FRIDAY 1/24/2020	MONDAY 1/27/2020	TUESDAY 1/28/2020	WEDNESDAY 1/29/2020	THURSDAY 1/30/2020	FRIDAY 1/31/2020	MONDAY 2/3/2020	TUESDAY 2/4/2020	WEDNESDAY 2/5/2020	THURSDAY 2/6/2020	TOTAL TIME
Andrew Blue	121212			6:00 6:30		6:00 6:30			6:00 6:30		6:00 6:30	2
Kevin Brown	343434			6:00 6:30		6:00 6:30			6:00 6:30		6:00 6:30	2
Susan Gray	565656			6:30 7:00		6:30 7:00			6:30 7:00		6:30 7:00	2
John Green	787878			6:30 7:00		6:30 7:00			6:30 7:00		6:30 7:00	2



## DOCUMENTING FFVP PAYROLL

- FFVP Overtime and Hourly Payroll Sheets must be maintained at the school site and entered by the school's payroll clerk.
- A copy of both the Overtime and Hourly payroll sheets **MUST** be forwarded to Mr. Ernesto Cepeda via email ([ecepeda03@dadeschools.net](mailto:ecepeda03@dadeschools.net)) or fax to 786-275-0813 at the end of each pay period.

Copies have been provided in the Food Service Manager's 2023-2024 FFVP folder.

# SUBMITTING FFVP PAYROLL

- If a Food Service Manager works past their regular work schedule to complete FFVP paperwork, they are eligible to claim FFVP work time using the Overtime FFVP Payroll Sheet.
- The maximum number of overtime hours that Food Service Managers are eligible to work is 2 hours per week; a maximum of 4 hours of overtime per pay period.
  - Overtime can only be paid for additional time worked, before and/or after your regular work hours.
  - Overtime hours worked must be for food service program work including:
    - **Completing FFVP production records, assisting with preparation of produce items, submitting payroll sheets, food ordering, inventory or receiving.**



# FFVP RESOURCES



# FFVP NUTRITION EDUCATION SUGGESTED TIMES



- A nutrition education lesson should be taught during the time of the FFVP service.
  - Include nutrition education whenever possible, even on days the program is not offered.
- Nutrition education may be conducted during the morning announcements when all students will be listening.

## FFVP NUTRITION EDUCATION IDEAS/SUGGESTIONS

- Poster contests to decorate classrooms.
- Mystery fruit/vegetable of the week.
- Small white board featuring FFVP fruit or vegetable of the day.
- Fruit and vegetable costume day.
- FFVP nutrition facts in AM/PM announcements.
- Advertise FFVP every month in school newsletter.

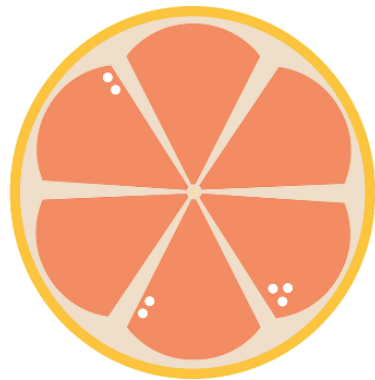


# FFVP NUTRITION EDUCATION

## ADDITIONAL IDEAS/SUGGESTIONS

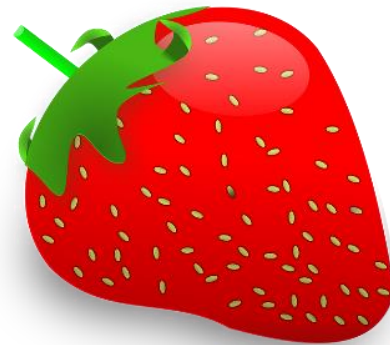
### Science/Math

- Experiments
- Gardening/Composing
- Graphing (likes/dislikes)
- Nutrition Facts
- Weighing/Measuring



### Reading/Language Arts

- Cloze Activities
- Journalism Projects
- Language
- Reading/Researching
- Writing Projects



### Other

- Art Projects
- Geography
- Health/Fitness Activities
- Recipe Book
- Trivia



# PROGRAM RESOURCES

## Fresh Fruits and Vegetables Program

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

## Fresh Fruits and Vegetables Program Handbook

- <https://fns-prod.azureedge.us/sites/default/files/resource-files/handbook.pdf>

## FFVP Fact Sheet Wellness Policy: Promoting Fruits and Vegetables

- <https://fns-prod.azureedge.us/sites/default/files/wellnesspolicies.pdf>

# EDUCATIONAL RESOURCES

- Resources for teachers and administrators are available:
  - M-DCPS Department of Food and Nutrition
    - <http://nutrition.dadeschools.net/#!/rightColumn/144>
  - MyPlate
    - <https://www.choosemyplate.gov/>
  - Team Nutrition
    - <https://www.fns.usda.gov/tn>





# SAMPLE EDUCATIONAL RESOURCES

## Fresh Fruit and Vegetable



### Pick of the Month: Kohlrabi Sticks



- Kohlrabi "*cabbage turnip*" was discovered by a European botanist in 1554.
- Kohlrabi is in season during the fall and winter months.
- The leaves are edible and loaded with iron.
- This vegetable is a good source of fiber, vitamin C, vitamin B6, and potassium.
- Kohlrabi can be eaten raw in a salad (green or fruit) or added to a slaw or a stir fry.



## Fresh Fruit and Vegetable

### Pick of the Month: Yellow Watermelon

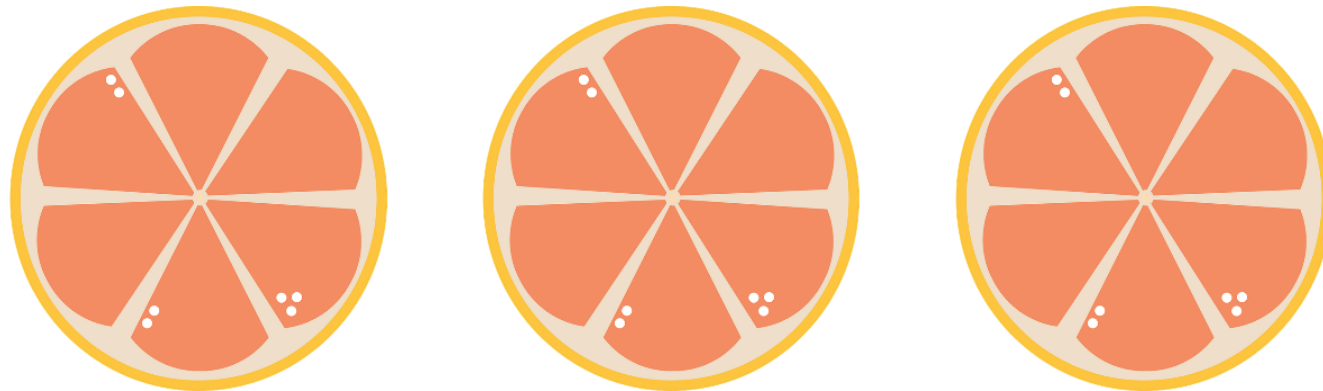


- One cup of watermelon has more lycopene than raw tomatoes.
- You can eat watermelon rinds and seeds.
- Yellow watermelon is available year-around with summer being peak season.
- Watermelons are both a fruit and a vegetable.
- Watermelons contain high levels of vitamin A and vitamin C.



# SUCCESSFUL OUTCOMES

- Positive responses from students, teachers, and administration.
- Children are exposed to new fruits and vegetables.
- Improved attention span/behavior among students.



# SHARE YOUR SUCCESS

## ADMINISTRATION/TEACHER/FOOD SERVICE COLLABORATION

- Take pictures during FFVP service.
- Use media outlets to post pictures i.e. Facebook, Twitter, and/or school website.
- Share your success stories and pictures with Food and Nutrition.
  - Tag us @MDCPS\_Food on Twitter.
  - Submit your pictures to Mr. Pedro Fleitas of the Department of Food and Nutrition at [pfleitas@dadeschools.net](mailto:pfleitas@dadeschools.net) to be posted on our website and/or social media.
- Please ensure there is a media release for all students in photos submitted.

## CONTACT INFORMATION

### ADMINISTRATION/FOOD SERVICE STAFF CONTRIBUTION

For questions and/or assistance with the Fresh Fruit and Vegetable Program (FFVP), please contact:

Ms. Nathalie Montenegro, Nutrition Program Supervisor

Department of Food and Nutrition

786-275-0464 (Office)

786-682-0981 (Cell)

[341643@dadeschools.net](mailto:341643@dadeschools.net) (Email)

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**THANK YOU FOR YOUR PARTICIPATION IN THE FRESH FRUIT  
AND VEGETABLE PROGRAM (FFVP)  
M-DCPS DEPARTMENT OF FOOD AND NUTRITION**

