

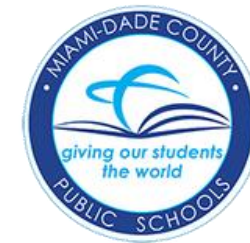
MIAMI-DADE COUNTY PUBLIC SCHOOLS

Department of Food & Nutrition



2024-2025 Fresh Fruit and Vegetable Program Grant (FFVP)

FRESH
FRUIT &
VEGETABLE
PROGRAM



Eating Healthy Every Day!

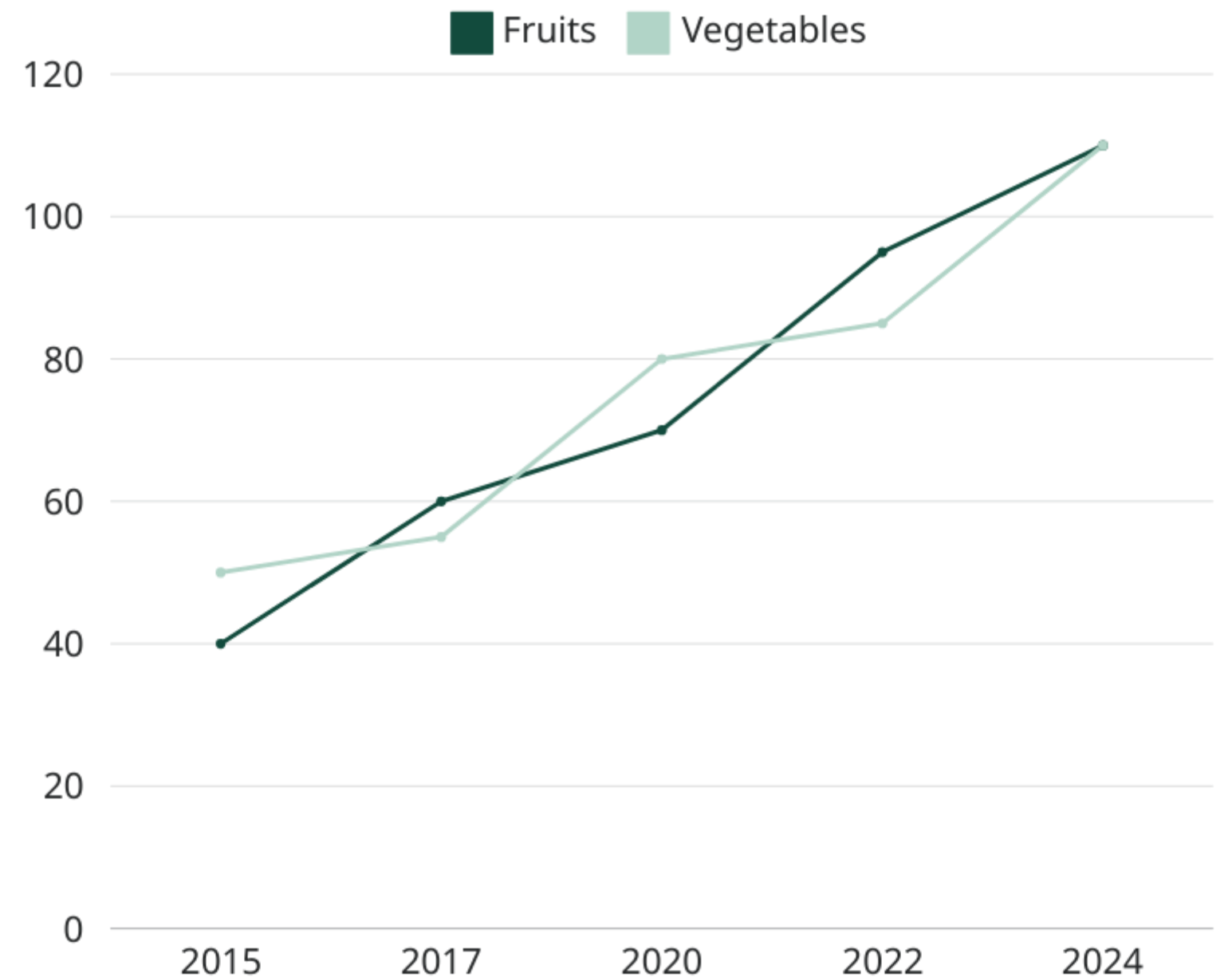
A small, colorful illustration of various fruits and vegetables, including a red apple, a yellow banana, a green bell pepper, a red tomato, and a bunch of green leafy vegetables.

TABLE OF CONTENTS

Program Goals and Objectives	03	FFVP Food Service Paperwork	14
Program Participation	04	Maintaining Production Records	15
Program Collaboration	05	Maintaining FFVP Payroll	18
FFVP Service Guide	07	Nutrition Education Component	24
FFVP Operations Guide	10	Successful Program Outcomes	29
Leftovers & Cleanup	13	Program Resources & Contacts	32

PROGRAM GOALS & OBJECTIVES

- **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.**





FFVP PARTICIPATION

04

WHO CAN PARTICIPATE?

- All **enrolled** children at the school in grades Pre-K through 5th where FFVP is offered.
 - All enrolled students must have access to the program, but **a student has the option of not participating.**
- If a school is a K-8 Center, only grades Pre-K through 5th can participate.
- Only teachers directly responsible for serving FFVP fruit/vegetables to the students in a classroom setting.

****Teachers providing the FFVP service are encouraged to participate in FFVP tasting to increase engagement.***

WHO CANNOT PARTICIPATE?

- General teaching population.
- Adults in the school including administration.
- Community partners.

**** FFVP cannot be used for gifts/rewards and FFVP cannot be withheld as part of a disciplinary procedure.***

To successfully operate the Fresh Fruit and Vegetable Program, collaborative efforts are required.

FFVP COLLABORATION



▶ Principal / Asst. Principal

Ensure all program guidelines are met.

▶ Food Service Manager

Ensure proper food safety procedures are met when storing and preparing FFVP produce.

▶ Payroll Clerk

Accurately document and submit food service manager FFVP payroll sheets.

▶ Food & Nutrition Team

Point of contact for emails and questions, create sample nutrition education materials, supplemental reviews, ordering/menuing.

▶ Teachers

Distribute FFVP produce to students and provide nutrition education lessons in the classrooms.

Orders, menus, and weekly correspondence will be completed by the Department of Food and Nutrition.

FFVP COLLABORATION

Ordering FFVP Produce

- All FFVP orders are placed by the Department of Food and Nutrition based on Pre-K through 5th grade enrollment.
- Adjustments to orders and enrollment are to be submitted via email to your Food and Nutrition FFVP contact.

FFVP Menu

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

****The FFVP menu must be posted at all times.***

****The FFVP Menu is subject to change based on availability.***



*'When, Where, and How' to
operate the Fresh Fruit and
Vegetable Program.*

FFVP SERVICE GUIDE



When is FFVP served?

- The Fresh Fruit and Vegetable Program is scheduled to be distributed **twice a week**, typically on Tuesdays and Thursdays.
- FFVP can be served at any time (during class time) throughout the school day, **except** during mealtimes (lunch and breakfast).
- Serve once a day or during multiple times with some students served in the morning and some in the afternoon to maximize participation.

Service Day Exemptions

- FFVP service days may be changed due to special events such as fields, testing, or holidays.
- Adjustments of FFVP service days **must be** approved in writing by your school administration and communicated to the Food and Nutrition FFVP contact.



MIAMI-DADE COUNTY PUBLIC SCHOOLS
2024-2025 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY



JULY 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	31		

AUGUST 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	30

SEPTEMBER 2024				
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				

OCTOBER 2024				
M	T	W	T	F
	1	2	(3) ^a	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 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

DECEMBER 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	(20) ^a
27	28	29	30	31

JANUARY 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	(17) ^a
20	21	22	23	24
27	28	29	30	31

FEBRUARY 2025				
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

MARCH 2025				
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) ^a				

APRIL 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	(18) ^a
21	22	23	24	25
28	29	30		

MAY 2025				
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	30

JUNE 2025				
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				

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Learning Day
	Teacher Planning Day available to opt
	Recess Day (10 month)

	Recess Day
	Beg/End of Grading Period
	Legal Holiday
	Legal Holiday (12 month)
	Available to opt

DAYS IN GRADING PERIOD	
1 - 45	
2 - 46	
3 - 43	
4 - 46	

180 Days Total

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

FFVP SERVICE GUIDE

When is FFVP served?

- Please be mindful of the 2024-2025 school calendar while scheduling FFVP service days.
- Changes to FFVP service days must be approved in writing by your school administration and communicated to the Food and Nutrition FFVP contact.



*'When, Where, and How' to
operate the Fresh Fruit and
Vegetable Program.*

FFVP SERVICE GUIDE

▶ Where can FFVP be served?

- Classrooms.
- Hallways.
- Outdoor learning areas such as food forests or school gardens.

▶ Where can FFVP NOT be served?

FFVP is separate and distinct from meal service and should NOT be served in the cafeterias.



FFVP OPERATIONS GUIDE

Handling procedures for receiving, storing and distributing Fresh Fruit and Vegetable Program produce.

*Receiving, Storing and
Distributing Fresh Fruit and
Vegetable Program produce.*

FFVP OPERATIONS GUIDE

Receiving FFVP Produce

- **All** food service staff should **ensure HAACP food safety** practices are being followed when FFVP produce is received, stored, prepared, and distributed.
- FFVP produce may be delivered along with your regularly scheduled produce delivery.
 - Delivery dates and times may vary, and menu is subject to change based upon availability.
- Ensure FFVP produce is properly received according to HAACP food safety guidelines (e.g., check for quality).

Storing FFVP Produce

- All FFVP produce are to be labeled “FFVP” and stored separately.
- Food service managers are to ensure FFVP produce is properly stored according to HAACP food safety guidelines (e.g., place in cold storage).

*Receiving, Storing and
Distributing Fresh Fruit and
Vegetable Program produce.*

FFVP OPERATIONS GUIDE

Distributing FFVP Produce

- Food service staff prepares FFVP produce for each student and teacher within participating classrooms (**via classroom rosters**).
- Food service 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.

****FFVP service should be conducted in an optimal time during class (i.e., at least 30 minutes before dismissal.)***



LEFTOVERS AND CLEANUP



Extra items may be given to students upon request.



Teachers should communicate any leftovers with food service managers.



Garbage bags and disinfecting hand wipes may be provided upon request.



Leftovers **cannot** be taken home by anyone.

****FFVP containers are returned to the cafeteria at the end of the day for sanitation and next-day preparation.***



FFVP FOOD SERVICE PAPERWORK

Procedures for documenting, maintaining, and submitting Fresh Fruit and Vegetable Program paperwork.

*Documenting, Maintaining,
and Submitting Fresh Fruit
and Vegetable Program
paperwork.*

MAINTAINING PRODUCTION RECORDS



Production Records

- Must be maintained on a **daily** basis.
- Record FFVP produce as received (e.g. cases, pounds, etc.).
- Record leftovers, if necessary.
- If you have any issues receiving FFVP produce (e.g. invoice errors or produce received in poor condition), please contact the FFVP Contact and document it in the ‘comments’ section of the production record.

FFVP Produce Invoices

- Keep FFVP produce invoices in the FFVP binder separate from any other invoices.

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

Documenting, Maintaining,
and Submitting Fresh Fruit
and Vegetable Program
paperwork.

▶ Sample Production Records

- Copies have been provided in the Food Service Manager's 2024-2025 FFVP folder.
- FFVP Production records do not have to be input into the computer system.
- Physical copies should be completed every week.

SAMPLE PRODUCTION RECORDS



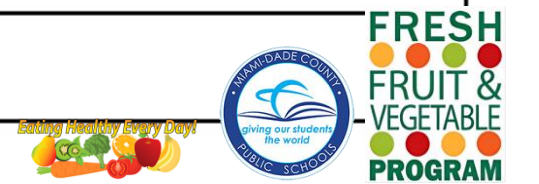
DEPARTMENT OF FOOD AND NUTRITION
FRESH FRUIT AND VEGETABLE PROGRAM
PRODUCTION RECORD SHEET



WORK LOCATION Orange Elementary
LOCATION NUMBER 1234

Date	Type of Produce	Amount Served (Ex. Pounds, Cases, Each)	Leftovers Amount	Date of Leftovers Use	Amount of Produce Discarded	Comments
12/1/2020	Apple Slices	150 each	0	0	0	
12/3/2020	Grapefruit	150 each	20	N/A	20	Grapefruit is sliced and was discarded because next FFVP service day is after weekend.

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.

SAMPLE PRODUCTION RECORDS

Written Instructions

- Copies have been provided in the Food Service Manager’s 2024-2025 FFVP folder.

*Documenting, Maintaining,
and Submitting Fresh Fruit
and Vegetable Program
paperwork.*

MAINTAINING FFVP PAYROLL



Documenting Payroll

- The FFVP grant requires documentation of actual time employees work as a result of the grant program.
- Food Service Managers at schools with FFVP are eligible to work overtime.
- Part-time food service employees may be assigned FFVP tasks during their regularly scheduled workday.
- FFVP hours can **only** be documented on days of FFVP service.
- FFVP Payroll sheets are to be submitted to the school's payroll clerk and a copy must be submitted to Mr. Ernesto Cepeda (ecepeda03@dadeschools.net) at the end of each pay period.

****Copies have been provided in the Food Service Manager's 2024-2025 FFVP folder.***



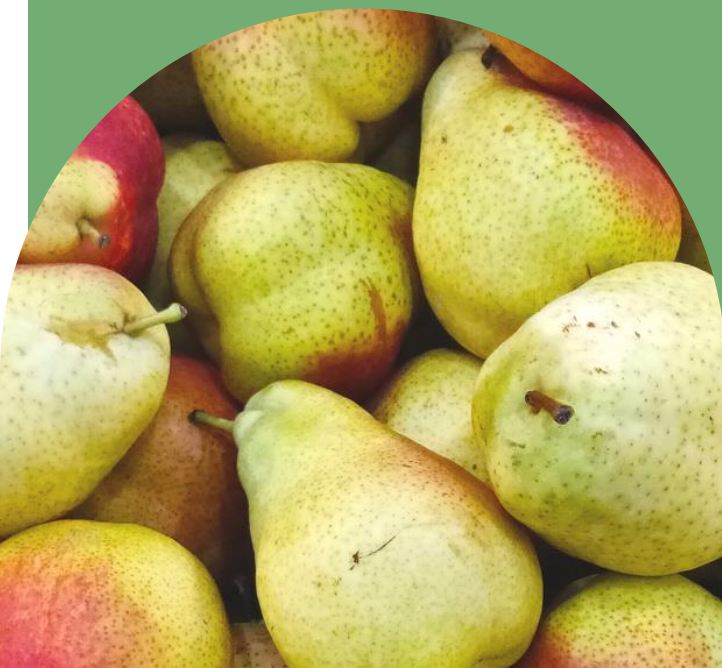
*Documenting, Maintaining,
and Submitting Fresh Fruit
and Vegetable Program
paperwork.*

MAINTAINING FFVP PAYROLL

Documenting Overtime

- Food Service Managers are eligible to work a maximum of **2 hours per week**; and a maximum of **4 hours overtime per pay period**.
- Overtime can only be paid for additional time worked, before and/or after regular work hours.
- Overtime hours worked must be for food service program work including:
 - Completing FFVP production records.
 - Assisting with the preparation of produce items.
 - Completing and submitting payroll sheets.
 - Food ordering, inventory or receiving.

****Overtime is not to be recorded for non-FFVP Service Days, unless communicated with the Nutrition Program Supervisor.***





Sample Overtime Payroll

- Food Service Managers are not authorized to exceed 4 hours of overtime per pay period.
- Overtime hours can be worked before or after regularly scheduled hours.
- Multiple employees cannot claim overtime at the same time.
- Signed payroll sheets must be submitted to the school's payroll clerk and a copy sent to Mr. Ernesto Cepeda (ecepeda03@dadeschools.net) at the end of each pay period.
- Copies are provided in the Food Service Manager's 2024-2025 FFVP folder.

SAMPLE OVERTIME PAYROLL

WORK LOCATION ABC ELEMENTARY
 LOCATION NUMBER 1234

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

PAY CODE: **FULL-TIME OVERTIME**

SAP 20
 PAY PERIOD BEGINNING 9/13/2024
 PAY PERIOD ENDING 9/26/2024



SAMPLE

EMPLOYEE NAME	EMPLOYEE NUMBER	FRIDAY 09/15/2024	MONDAY 09/16/2024	TUESDAY 09/17/2024	WEDNESDAY 09/18/2024	THURSDAY 09/19/2024	FRIDAY 09/20/2024	MONDAY 09/23/2024	TUESDAY 09/24/2024	WEDNESDAY 09/25/2024	THURSDAY 09/26/2024	TOTAL TIME	
JANE SMITH	123456			2:30 3:30	1	2:30 3:30	1		5:30am 6:30am	1	5:30am 6:30am	1	4



FOOD SERVICE MANAGER: _____ Payroll Clerk: _____ Date: _____

*Documenting, Maintaining,
and Submitting Fresh Fruit
and Vegetable Program
paperwork.*

MAINTAINING FFVP PAYROLL

Part-Time Payroll

- Part-time food service employees can assist with FFVP duties; however, they can't exceed allowable hours.
 - Example: if an employee is only eligible to work 5 hours, they cannot work an additional hour.
- FFVP part-time hours are to be paid within regular work hours.
- Logging hours worked on the FFVP Hourly Payroll Form is for documentation purposes.
- Part-time food service employees assigned FFVP tasks must be documented separately on the **Hourly FFVP Payroll sheet**.

****Part-Time employees assisting with FFVP should be determined with the Principal and Region Food Service Supervisor.***



Sample Part-Time Payroll

- Please be mindful, part-time employees are not to exceed allowable hours.
- Copies have been provided in the Food Service Manager's 2024-2025 FFVP folder.



SAMPLE PART-TIME PAYROLL

WORK LOCATION Orange Elementary
 LOCATION NUMBER 1234

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

PAY CODE: **PART-TIME HOURLY**

SAP 19
 PAY PERIOD BEGINNING 8/30/2024
 PAY PERIOD ENDING 9/12/2024

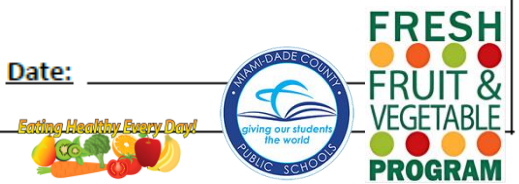


SAMPLE

EMPLOYEE NAME	EMPLOYEE NUMBER	FRIDAY 08/30/2024	MONDAY 09/02/2024	TUESDAY 09/03/2024	WEDNESDAY 09/04/2024	THURSDAY 09/05/2024	FRIDAY 09/06/2024	MONDAY 09/09/2024	TUESDAY 09/10/2024	WEDNESDAY 09/11/2024	THURSDAY 09/12/2024	TOTAL TIME	
Andrew Blue	123456		L E G A L H O L I D A Y	6:00 6:30 0.5		6:00 6:30 0.5			6:00 6:30 0.5		6:00 6:30 0.5	2	
Susan Grey	151515			6:00 6:30 0.5		6:00 6:30 0.5			6:00 6:30 0.5		6:00 6:30 0.5	2	
Kevin Brown	131313			6:30 7:00 0.5		6:30 7:00 0.5			6:30 7:00 0.5		6:30 7:00 0.5	2	
John Green	141414			6:30 7:00 0.5		6:30 7:00 0.5			6:30 7:00 0.5		6:30 7:00 0.5	2	



FOOD SERVICE MANAGER: _____ Payroll Clerk: _____ Date: _____



*Documenting, Maintaining,
and Submitting Fresh Fruit
and Vegetable Program
paperwork.*

MAINTAINING FFVP PAYROLL

Submitting Payroll

- FFVP Overtime and Hourly Payroll Sheets must be maintained at the school site and entered by the school's payroll clerk.
- Submit payroll sheets to the school payroll clerk at the end of each pay period.
- Signed copies of both the Overtime and Hourly payroll sheets **MUST** be forwarded to Mr. Ernesto Cepeda via email (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 2024-2025 FFVP folder.***





NUTRITION EDUCATION COMPONENT



Nutrition education resources and ideas.

Implementing nutrition education for the Fresh Fruit and Vegetable Program.

NUTRITION EDUCATION

▶ Who is responsible? and When?

- Teachers are responsible for providing a nutrition education lesson during the time of the FFVP service.
- It is encouraged to 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.

****Copies have been provided in the Food Service Manager's 2024-2025 FFVP folder.***



Implementing nutrition education for the Fresh Fruit and Vegetable Program.

NUTRITION EDUCATION IDEAS



Science/Math

- Experiments
- Gardening/Composting
- 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



Implementing nutrition education for the Fresh Fruit and Vegetable Program.

SAMPLE NUTRITION EDUCATION



FRESH FRUIT AND VEGETABLE PICK OF THE MONTH LADY APPLE



LADY APPLE

Basic Information

Pronunciation: 'lā-dē 'ā-pul
Seasonality: August through December but best in the fall
Taste Profile: tart, slightly sweet, juicy, and crunchy
Appearance: The roundish shape of a regular apple but with ruby red tones with a lime green and yellow finish.



Nutrition Nuggets

- Lady apples contain several vitamins and minerals essential for overall health including vitamin C, vitamin A, potassium, and magnesium.
- The high fiber content in Lady Apples encourages healthy digestion.

Lady Apple Facts

- Known as the "Christmas Apple" because they are in season during the fall and winter holidays and are favored for their color. You may even find Lady Apples in Christmas wreaths, as garland, or as Christmas tree ornaments.
- It was officially named as Lady apple during the French Renaissance. The apple was a favorite of French royalty. King Louis XIII grew them in his orchards. It made its way to America during the 1800s.
- The earliest documentation of the Lady Apple is argued to be during the early Roman empire making it one of the oldest apple varieties!

Lady Apple Uses

- Lady Apples may be eaten out of hand, but they are best cooked due to their tart taste.
- Lady Apples may be baked into tarts, pastries, or pies. They are often caramelized or roasted, and are paired with festive nuts like chestnuts, almonds or pecans.
- They are also a great choice as a stuffing for meats such as turkey, chicken, pork or lamb to add some tartness to the flavor of these dishes.





NUTRITION EDUCATION RESOURCES



M-DCPS Department of Food and Nutrition

<https://mdcpsnutrition.net/fresh-fruit-and-vegetable-program-ffvp/>



MyPlate

<https://www.choosemyplate.gov/>



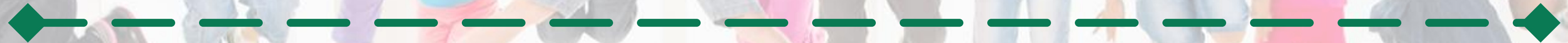
Team Nutrition

<https://www.fns.usda.gov/tn>





SUCCESSFUL OUTCOMES



Fresh Fruit and Vegetable Program success stories and promoting your success!

Fresh Fruit and Vegetable Program success stories and promoting your success!

SUCCESSFUL OUTCOMES

Positive responses from students, teachers, and administration.

SUCCESS 1

Children are exposed to new fruits and vegetables.

SUCCESS 2

Improved attention span/behavior among students.

SUCCESS 3

*Fresh Fruit and Vegetable
Program success stories and
promoting your success!*

SHARE YOUR SUCCESS

01

Take pictures during FFVP service.

03

Submit photos to Ms. Nathalie Montenegro
(nmontenegro@dadeschools.net) to be
posted on our website and/or social media.

02

Post photos on your socials
(e.g. Facebook, X) or the school website.
Don't forget to tag us @MDCPS_Food!

04

Please ensure there is a media release for
ALL students in any photos submitted to us.

*Fresh Fruit and Vegetable
Program success stories and
promoting your success!*

PROMOTING FFVP

01

Fruit and vegetable poster contests to decorate classrooms.

03

Advertise the featured FFVP menu items in a monthly newsletter.

02

Small white board featuring the fruit or vegetable of the day.

04

Share nutrition facts for the featured FFVP menu items during AM announcements.

****Fresh Fruit and Vegetable Program promotion is a requirement as part of your participation.***



32

PROGRAM RESOURCES



Fresh Fruit and Vegetable Program

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



Fresh Fruit and Vegetable Handbook

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



CONTACT



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

Ms. Nathalie Montenegro, Nutrition Program Supervisor



786-275-0464 (Office)



786-682-0981 (Work Cell)



nmontenegro@dadeschools.net



mdcpsnutrition.net

OR

Mr. Matthew R. Mitchell, Nutritional Wellness Coordinator



786-275-0482 (Office)



mmitchellr@dadeschools.net



mdcpsnutrition.net



Fresh Fruit and Vegetable Program 24'-25'

THANK YOU FOR
PARTICIPATING.

