

**AGENDA FOR September 7 & 9, 2010**  
**FRESH FRUIT AND VEGETABLE PROGRAM**  
**CONFERENCE CALL**

- 1) Roll call
- 2) Time: call will last no longer than 45 minutes. If we do not address all questions, please email Amy Olson at [aolson@mde.k12.ms.us](mailto:aolson@mde.k12.ms.us).
- 3) Funding and outstanding documents: if you have not returned your grant award and confirmation documents please do so ASAP. Need 3 copies of grant award signed by your superintendent or alternate SFA signature.
- 4) Remember that you have funds designated for July – Sept and Oct – June. Funds not spent in July-Sept will not roll over for later use.
- 5) Startup funding: remember that when you start your program you will not have any funds in the bank. You are reimbursed after you have incurred the cost. Advance funds are not permitted for this program.
- 6) Child nutrition program funds can not be used to support this program, but could provide a temporary loan to start the program. CN must be repaid by the end of the year.
- 7) Administrative cost is limited to 10% of the total award. Administrative cost includes equipment and administrative labor cost. It is allowable but not required to spend all of your administrative funds prior to Sept 30.
- 8) Equipment purchases must be made at the beginning of the program year. Equipment cost must be approved by the state agency prior to purchase. Equipment purchases will not be approved after October unless for emergencies. Equipment over \$500 must have prior approval. See website for “Changes Form” which includes an equipment justification section.
- 9) FFVP Handbook has been updated. Specific changes to pay special attention to include A) page 11: The FFVP is not intended for any adults at the school, such as teachers, community residents, or those attending school functions.” B) also on page 11: free F & V are intended for all children enrolled in participating schools and cannot be used as gifts or rewards. You cannot withhold F & V as a form of discipline. and C) page 23: If schools are claiming 100% cost of the equipment under the FFVP, schools must provide written justification for the claim and show that the equipment will not be shared with other school feeding programs. The justification must explain the need for additional equipment and why the current equipment is not sufficient. It should also include information on how many times the FFVP program will be offered each week and how many times they receive deliveries each week/month. If other school feeding programs will use the equipment, then the cost must be prorated among all programs using the equipment.

- 10) Claim for reimbursement, FFVP handbook and other resources provided on our website:  
[http://www.healthyschoolsms.org/nutrition\\_services/freshfruitandvegetable.htm](http://www.healthyschoolsms.org/nutrition_services/freshfruitandvegetable.htm)
- 11) I have returned to your program coordinators a copy of the signed application that you submitted in July. If any of the items in your plan change, complete the “Changes Form” available on our website to notify me of the changes. This includes the name of the coordinator, days or times F & V are served, location served and request to purchase equipment.
- 12) Claims are due to state agency by the 7<sup>th</sup> day of the month following the month claimed for expedited payment. Claims may be faxed if you have selected the fax authority option in OCeaN. Claims must be signed by an authorized authority listed in OCeaN. Otherwise, the deadline is 60 days to file a claim and 90 days to file an amended claim.
- 13) Purchases: please review the FFVP handbook for items that can be purchased under this program or see the items on our website. Items listed on claims which are not allowed will not be reimbursed. If you have any questions about the allowability of an item contact the state agency first. All purchases must follow state and federal procurement regulations.
- 14) If food service department will purchase produce for this program, and they have signed up for the optional produce program, then food service must purchase produce from the awarded vendor. Purchases outside of the approved vendor must be approved by the state agency prior to purchase. Call Priscilla Ammerman in the Division of Food Purchasing.
- 15) Labor hours: two types of labor, operational and administrative. Remember that admin cost is limited when claiming admin labor. Be careful when charging labor cost in that this same cost can not be claimed under another program or that employee is not being paid twice. Prorating of labor cost should be presented to the state agency for prior approval. The state agency will question labor hours which seem excessive for this program.
- 16) Accounting codes: fund number – 2112, revenue code – 4452, expenditure codes will be the same as for lunch program for food, supplies and labor. Just remember to use the correct fund code – 2112.
- 17) Budgeting: watch your funding throughout the year to ensure that you have ample funds for the time frame you wish to operate. We will be monitoring your operations to ensure that you stay within grant award amount and to see that you are using the funds awarded.
- 18) FFVP Production Records: These were distributed to state conference attendees and mailed to program coordinators with the grant notification documents. If you have a school that doesn’t have a production record, email Amy Olson so she can mail it to you.