

Fresh Fruit and Vegetable Program (FFVP) Best Practices

Create a Team to Make FFVP a Success

Although the primary day-to-day operation will be the responsibility of the site cafeteria manager, everyone has a role.

Potential Job Duties of FFVP Team

Principal	Oversee the FFVP team, ensure program guidelines are met; promote the FFVP throughout the school, and ensure teachers are providing nutrition education.
Cafeteria Manager	Order fruits, vegetable, and supplies, manage teacher requests, oversee the budget at site level, prepare and deliver snacks.
Custodial Staff	Manage trash disposal and supplies.
School Nurse	Provide nutrition education materials to food service staff and teachers; provide connections for learning between teacher lesson plans and FFVP.
Teachers	Provide nutrition education in the classroom; act as a role model by modeling healthy behaviors (teachers in the classroom serving the snack may take part in the FFVP snack).
Media Specialist	Conduct newscasts and coordinate information in school newsletter.
Parent Involvement Specialist/ PTA	Act as a liaison between parents and school; solicit parent volunteers in snack preparation and delivery.

Delivery Examples

- ✓ Teachers send classroom daily attendance in the morning and produce is counted out in some type of marked container.
- ✓ Child nutrition staff count and place produce in marked baskets, bins, bags, etc.
- ✓ Cafeteria is central point for pick-up.
- ✓ Staff, volunteers, sometime the students, deliver to classroom.
- ✓ Teacher distributes to students at optimal time and plans a nutrition education lesson.
- ✓ Containers are returned to the cafeteria at the end of the day for sanitation and next-day preparation.

Nutrition Education

- Nutrition education lesson is recommended to be taught during the time of the FFVP “snack time.”
- Get creative with the timing of nutrition education. For example, it can be provided outside of the traditional classroom setting during a time like the morning announcements where ALL

students will be participating and can receive the nutrition education announcement for the FFVP product of the day.

- Establish partnerships with community organizations (for example, local grocers, health departments, or extension services) for free nutrition education lessons or items.
- Make teachers and administrators aware of resources like: www.choosemyplate.gov and <http://www.fruitsandveggiesmorematters.org/>.
- Coordinate monthly/quarterly poster contests to decorate serving line and classrooms.
- Small white board featuring fruit or vegetable of the day on the serving line.
- AM/PM announcements.
- Monthly menus sent to teachers and parents.
- Include information about the FFVP every month in school newsletter.
- Featured fruit of the month.
- Fact sheets.
- “My Favorite Healthy Snack” writing prompt.
- Use creative strategies to implement the program (for example, taste tests, kick off events, or reading groups).

Budgeting Best Practices

- ✓ Utilize the [FFVP budget tracker](https://www.education.nh.gov/program/nutrition/ffvp/index.htm). Found under the FFVP portion of the DOE Office of Nutrition Programs and Services Website (ONPS).
<https://www.education.nh.gov/program/nutrition/ffvp/index.htm>
- ✓ When purchasing fruits or vegetables, look at the price and run the **R.A.N.** test. Make sure the purchase is **R**easonable, **A**llowable, and **N**ecessary. If produce is out of season it may not be the best time to purchase the product as it will have a far travel distance and the purchase price will be higher than usual. Swap it out for an in-season item.
- ✓ Purchase local – reference the NH Seasonality Chart to see what is in season and reach out to your local farmers to make a micro purchase for FFVP.