

**2018-2019 FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)
APPLICATION CHECKLIST**

School Food Authority (SFA) Name:

Number of Recipient Agencies (RA) applying for the award:

Total Award Amount Requested:

Prior to submitting your FFVP documents, ensure that the submission includes all of the requested components. Include this checklist with the submission to verify that necessary materials have been included.

Each SFA submission should include the following and be post-marked by the application deadline of April 30, 2018:

- One combined Initial Budget Form for the SFA that includes projected budgeted costs for all RAs within the SFA
- One completed application (with original signatures) for each RA applying for a FFVP award
- A copy of the signed vendor contract if the SFA or any RAs are partnering with a vendor for any services using FFVP money
- An originally signed FFVP Agreement Addendum for the SFA

As a reminder, Fresh Fruit and Vegetable applications will not be considered if any of the mandatory requirements are not met and if the State Agency determines the SFA is not in good standing with program regulations. Failure to abide by the NSLP regulations throughout the award period could result in immediate loss of the awarded funds and disallowance of FFVP payments.

Mandatory Requirements:

- Selected SFAs must participate in the National School Lunch Program (NSLP)
- A separate application form for each interested elementary school must be submitted.
- The application packet must be post-marked by the application deadline
- The FFVP must be widely publicized within the schools

Please refer to the FFVP Guidance Manual for additional information and requirements.

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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