2020-2021 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 6, 2020:

☐ 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.
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(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.

This institution is an equal opportunity provider.