

**2022-2023 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 emailed by the application deadline of July 11, 2022:

- One combined Initial Budget Form for the SFA that includes projected budgeted costs for all RAs within the SFA
- One completed application (with 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 food vended operation for any services using FFVP money
- A 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 emailed 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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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