



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK/ ALBANY, NY 12234

Office for Prekindergarten through Grade 12  
Education School Operations and Management  
Child Nutrition Program Administration  
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School  
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# Fresh Fruit and Vegetable Program Application SY 2021-2022

Due: May 17, 2021

Submit by email to:

**[Laura.Speranzi@nysed.gov](mailto:Laura.Speranzi@nysed.gov)**

**xFresh Fruit and Vegetable Application**

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**INSTRUCTIONS**

Complete this application for each school (recipient agency) participating in the Fresh Fruit and Vegetable Program (FFVP). Please respond carefully and answer **all** questions. The answers will be used by SED to evaluate the application. The material should be organized, well-presented, complete, clear and concise. Carefully read the Guidance Manual before beginning the application process. **The application must be postmarked by May 17, 2021 and sent to: [Laura.Speranzi@nysed.gov](mailto:Laura.Speranzi@nysed.gov)**

**GENERAL INFORMATION**

School Food Authority (SFA) Name	Yonkers Public Schools
LEA Code	662300010000
Recipient Agency (RA)/Site Name	School #5
RA Code	6623000010005
RA Street Address	118 Lockwood Ave.
City, State, Zip	Yonkers NY 10701

**SCHOOL DATA**

Grade levels in the RA: <u>Prek-8</u>	School Building (RA) Enrollment: 579_____	PK-6 Enrollment: <u>430</u> <b>We can only award PK-6 grade students in the RA you are applying for. Please list the October 2019 enrollment which should match the October 2019 submitted claim(s).</b>
Check meals offered:	<input checked="" type="checkbox"/> School Breakfast Program <input type="checkbox"/> Afterschool Snack Program <input checked="" type="checkbox"/> Breakfast After the Bell	<input checked="" type="checkbox"/> National School Lunch Program <input type="checkbox"/> Extended Day Snack Program <input type="checkbox"/> Child and Adult Care Food Program (CACFP) <input type="checkbox"/> CACFP At Risk Supper
Current food preparation method:	<input type="checkbox"/> onsite/self-prep <input type="checkbox"/> satellite	<input checked="" type="checkbox"/> satellite-prep <input type="checkbox"/> vended
Does the school use a food service management company? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Will the school be using a vended meal service for the FFVP? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, specify the name of the vendor: _____		
<b>If you are going to be using a vended meal service for any part of the Fresh Fruit and Vegetable program, you must submit a copy of the signed vendor contract between the SFA and the vendor.</b>		

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## **PLAN FOR IMPLEMENTATION**

Describe the responsibilities of each person that will be involved in the FFVP. Please list who will be responsible for the following:

	Name and Title
Prepare the monthly menu	Kristen Desmarais - Asst. FS Director
Submit the monthly claim	Ms Cherise Tafe - Food Service Director
Complete the annual evaluation	Virginia Fahy - Asst FS Director
Purchase FFV	Margaret Mucille - Purchasing Clerk
Prepare the FFV	Cafeteria Staff
Distribute the FFV	School Aides/Staff

## **PROPOSAL NARATIVE**

Describe briefly how the school plans to implement the program.

- a. Describe why the school is interested in the FFVP and how students will benefit from the program.

To provide and introduce fruits and vegetable items to students who may not have been exposed to a variety of different fruits and vegetables before. The students will have the opportunity to try new items and decide if they like or dislike these items, while also learning how eating fruits and vegetables can improve their overall health.

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- b. How will the success of the FFVP be measured? Include efforts to integrate the FFVP with promoting sound health and nutrition, reducing obesity and promoting physical activity.

Success will be measured by student enthusiasm on a weekly basis for the fruit and vegetable choices that are offered. Success will also be measured by student feedback on a weekly basis after they eat the offered fruits and vegetables. Surveying the students like / dislike for fruit and vegetables items can help determine whether or not students would be more willing to choose those items outside of the school environment.

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c. How will the fresh fruits and vegetables be obtained/prepared for the school?

Check all that apply:	<input type="checkbox"/> prepared trays (through a grocery store or supplier) <input checked="" type="checkbox"/> prepackaged, prepared individually portioned packages (produce supplier) <input checked="" type="checkbox"/> fruits and vegetables will be prepared by staff or volunteers <input type="checkbox"/> other method (please describe) _____
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d. Where will fresh fruits and vegetables be served:

Check all that apply:	<input type="checkbox"/> classrooms (trays and baskets) <input checked="" type="checkbox"/> hallways (kiosks, carts, stands) <input type="checkbox"/> cafeteria outside of meal hours
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e. Indicate on the following chart how frequently the fresh fruit and vegetables will be offered and when the program will be available to students (it is mandatory to serve the FFV a minimum of twice per week):

Day	Time(s) of the Program
Monday	
Tuesday	11:50am, 12:20pm, 12:50pm, 1:20pm
Wednesday	
Thursday	11:50am 12:20 pm, 12:50pm 1:20pm
Friday	

f. What plans/arrangements have been made by the principal/teachers to accommodate the FFVP during the school day?

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We will work principals to decide on service locations and tweak times and locations in their buildings for fruits and / Vegetables and will assure proper running of program and disposal of and garbage.

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- g. Describe how the availability of fresh fruits and vegetables will be widely publicized to parents and students in the school.

A request will be made for Principals to make announcements and/or post signage to promote the program to students in the school building.

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**OVERCOMING CHALLENGES**

- a. What major barrier(s) to success are anticipated? How will major barrier(s) be addressed?

Barrier(s)	Solution(s)
Service in the hallways Service times and availability Storage and holding space Cleaning and disposing of waste	Create a holding are for fruits and vegetables in the hallways Work with school administration to more adequately define available times Coordinate with custodial staff to create a Plan for food disposal

- b. How do you plan to effectively manage the per student allocation of \$60 per student?

To use monthly menus that help in planning to use seasonal product which will help with cost effectiveness.

Preplanning will help to figure out how much labor will be needed on a given day.

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**PROJECTED COSTS**

- a. Describe how labor costs will be managed by describing in detail the efforts that will be made to keep these costs to a minimum.

Whole fruits and vegetables ( i.e. apples, bananas, carrots) that do not require cutting will be ordered, as well as pre-cut and individually packed products will be ordered to cut down on prep time, therefore reducing labor costs.

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- b. Describe how existing resources (building space and storage) will be used to implement the program. List any anticipated equipment purchases needed to operate the FFVP (carts, kiosks, tables, etc.).

Existing refrigeration in the school will be used for fruits and vegetables storage when necessary. Existing carts will be used to transport fruit from kitchen to the point of distribution. No additional equipment will be needed for this site.

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- c. Itemize the anticipated labor costs on the following chart

Projected labor hours per month:	Projected labor costs per month:
18 hours per month	Show breakdown:  Washing, cutting, bagging/cupping, distribution = 4 hours per weekly. 3 employees @ 3/4 hour each day of service

**PARTNERSHIPS**

- a. Discuss partnership activities undertaken or planned that will assist your school in implementing the FFVP. Include organizations that will assist your school with fruit and vegetable acquisition, handling, promotion, distribution, nutrition education, and/or other activities that contribute to the goals of the FFVP.

The entire school community will work together to implement the FFVP. We will encourage classroom teachers and support staff to educate the students about healthy eating habits. The PTA will assist with Publicizing the program as well as the schools wellness Committee. Local fresh produce company will provide timely services to assure students are receiving excellent quality fruits and vegetables for the duration of this FFVP program.

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**STAFFING INFORMATION**

<b>Primary Contact Information.</b> This should be the school food service director.		
<b>Name/Title</b>	<b>E-mail Address</b>	<b>Phone Number</b>
Ms. Cherise Tafe – Food service Director	CTAFE@yonkerspublicschools.org	(914) 376-8166

<b>Project/Site Manager Information.</b> This is the person that will be involved in overseeing the preparation and distribution of the fruits and vegetables on a daily basis. This may be the same person as the Primary Contact.		
<b>Name/Title</b>	<b>E-mail Address</b>	<b>Phone Number</b>
Virginia Fahy – Asst. Food Service Director	VFAHY@yonkerspublicschools.org	(914) 376-8166

**Mandatory Requirements**

If the school is selected to participate in the FFVP for the 2021-2022 school year:

9-27-2021 What date will you begin the FFVP? You **MUST** begin serving the FFVP by the second full week that school is in session.

Yes  No Will the school serve FFV during the school day and outside of meal service times?

Yes  No Will the FFV be served at a minimum of two days a week?

Yes  No FFVPs will be observed and regularly evaluated by NYSED, USDA, and others to determine the effectiveness of the program. Does the School Food Authority (SFA) agree to this requirement?

Yes  No If you are a nonpublic school and choose to participate in the FFVP you must be willing to undergo an agency wide audit. Any recipient that expends \$750,000 or more in Federal funds must conduct a Single Audit in accordance with A-133. The additional audit requirement may require you to reconsider your interest in applying for or accepting these funds. Do you agree to this audit?

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**ASSURANCES (All four signatures are required)**

The staff shown below (or equivalent positions for private schools or residential child care institutions) **MUST** sign the following assurances. **Please print legibly and provide all four signatures (preferably in blue ink).**

I have reviewed this application and attest to the information provided. I have read and understand the guidelines of the program, and, if selected, agree to implement the program as outlined above and to implement the project in a manner consistent with the policies and procedures established by the United States Department of Agriculture (USDA). I agree to participate in any USDA-sponsored evaluations and to provide the information requested by the specified deadlines.

Project/Site Manager		
Name (Print) <i>VIRGINIA FAHY</i>	Signature <i>Virginia Fahy</i>	Date <i>8-12-2021</i>
School Principal		
Name (Print)	Signature	Date
Food Service Director		
Name (Print) <i>Chantale</i>	Signature <i>Chantale</i>	Date <i>8/12/21</i>
School District Superintendent or Executive Director		
Name (Print) <i>Dr. Felix Arias</i>	Signature <i>Felix Arias</i>	Date <i>8/11/2021</i>

**PLEASE SEND COMPLETED APPLICATIONS TO:**

**Laura.Speranzi @nysed.gov**



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SED USE ONLY: Date Received: \_\_\_/\_\_\_/\_\_\_  
Previously awarded FFVP Grant: \_\_\_ YES \_\_\_ NO If yes, have any findings  
been made against the administration of the FFVP: \_\_\_ YES \_\_\_ NO  
List  
Findings: \_\_\_\_\_  
If yes, % of FFVP funds used: \_\_\_\_\_  
CEP Percentage: \_\_\_\_\_ F/R Percentage: \_\_\_\_\_  
Total Award: \_\_\_\_\_

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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](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](mailto:program.intake@usda.gov).

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