



FFVP Procedures

Beaverton School District

School Year 2024-25

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FFVP Program Operations

Annual Program Operation Dates

The Fresh Fruit & Vegetable Program (FFVP) runs October 1st – September 30th of each calendar year.

Program Duration & General Service Schedule

The program shall begin in October of each school year. It will run through the end of the school year or when grant funds are exhausted, whichever comes first. Should site staffing be in place and the school has the ability, FFVP may run in September using remaining funds from the previous school year.

School sites will serve items under the FFVP on average of three days per five-day school week. For example, a school may serve FFVP items on Tuesday, Wednesday, and Thursday.

FFVP Menu Development and Selection

The NS Supervisor will develop a menu of fresh fruits and vegetables to be served over the duration of the program. The NS Supervisor will work with the contracted local produce vendor to identify fresh fruits and vegetables in accordance with FFVP grant guidelines.

As a best practice, the NS Supervisor will write out the FFVP menu one month at a time using the local produce purveyor and the contractor’s own availability spreadsheet. The menu will include the PE numbers, unit of measure (case size, etc.), and the serving size to inform the ordering for each site.

Template Example:

October		Week of October 2	Unit of Measure	Serving Size	Cost
Barnes - 490 kids on 9/25	Monday	No Program Service			
	Tuesday	Seckel Pear - PE 2349	90 ct/case	1 ct.	
WW - 562 kids on 9/25	Wednesday	Peppers Mini Sweet Multi-Colored - PE 2326	220 ct/flat	1 ct.	
	Thursday	Asian Pear - PE 2327	42-44ct/case	1 ct.	
Vose - 703 kids on 9/25	Friday	No Program Service			
		<i>Total Weekly Cost</i>			

Once the draft of the month is complete the NS Supervisor will send it out to the NS Lead at each program site. Best practice is for the NS Supervisory to finalize menu mid-month prior to the beginning date of the menu.

FFVP Procurement: General Program Process

The NS Supervisor will work with the department’s Purchasing Agent to procure produce in accordance federal procurement practices and grant directives. The Purchasing Agent will place orders by the mutually agreed upon deadline with the contracted produce purveyor for each FFVP site.

The accounting team will process and manage all FFVP grant invoices and submit to the state all accounting information for reimbursement.

FFVP Procurement: Procedures for Placing Orders

NS Leads will order menued fruits & vegetables for FFVP. Orders should be placed in the Primero Edge Software. Orders shall be kept separate from the site’s regular produce order. NS Lead will place the order by the appointed deadline and may opt to place each week’s order once the month’s menu has been received.

Refer to the FFVP Accounting Checklist for further details.

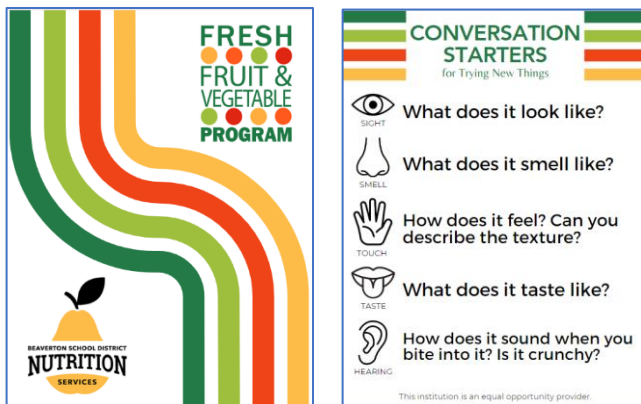
It is the expectation that each site will order enough product so that each enrolled student will receive one serving of the day’s menued produce.

FFVP Procurement: Procedures for Receiving Orders

NS Leads will receive FFVP orders in PE in accordance with department guidance. Refer to the FFVP Accounting Checklist for specific details on required notes to be made on invoices.

FFVP Site Coordination and Service

NS Leads will coordinate with school staff on how, where, and when the FFVP will operate at their school site. As a best practice NS Leads will be given sets of bags so that classroom each have their own bag. Each bag is currently labeled with this dual-sided tag:



The above tag serves to clearly identify the contents of each bag as part of FFVP. It also provides school staff with discussion prompts they may wish to use to engage with their students.

Each Lead will work with assigned NS Staff to prepare and package the menued fruits and/or vegetables. Produce should be prepared and package ready to eat/experience, one day at a time. For example: One bag will hold Tuesday's produce for a specified teacher/class.

All produce will be handled and held with per FFVP HACCP SOPs, listed in a later section.

NS Leads will work at their site to develop a school plan for returning any reusable packaging, such as the classroom bags.

FFVP Nutrition Education

The NS Supervisor will develop monthly Nutrition Education. The information will be provided electronically via Parent Square or other district dissemination tool.

Nutrition Education may focus on the health benefits of a specific item, such as watermelon; or may focus on a family of produce, such as citrus fruits.

FFVP Staff Responsibilities

The Nutrition Services department will administer the FFVP grant in accordance with Federal and State regulations. Grant administration and execution are divided up between the NS Supervisor, School Leads & Staff, School Teachers and Support Staff, and Central Office. Below is a list of who is responsible for which tasks, however any NS staff may step up to complete work as necessary.

<p>NS Supervisor</p>	<ul style="list-style-type: none"> • Responsible for FFVP administration at the Beaverton School District level. • Create menus of allowable items to offer through the FFVP. • Work with the purchasing agent and local purveyor(s) to procure menued items. • Provide guidance to all external and internal parties in the event of allowable items being unavailable. • Create all nutrition education, social media posts, school communication & coordination regarding FFVP. • Provide safe food handling guidance via FFVP HACCP SOPs, e.g. hand washing, food preparation, cold holding, food temperature, and serving. • Provide all necessary equipment for NS School Leads and Staff to carry out the FFVP at the site level. • Conduct annual site monitoring in accordance with FFVP monitoring requirements. • Support NS School Leads and Staff with any necessary support, communication, training and operations.
<p>NS School Leads & Staff</p>	<ul style="list-style-type: none"> • NS School Leads run the FFVP at the school level. <ul style="list-style-type: none"> ▪ Order all menued fruits & vegetables for FFVP within the order deadline and in accordance with instructions provided by the purchasing agent and the accounting department. ▪ Coordinate with NS staff to prepare and package the menued fruits and vegetables. ▪ Coordinate with school staff on how, where, and when the FFVP will operate at their school site. ▪ Maintain electronic records stored in the school’s Share Drive in the FFVP file. • Complete all necessary paperwork for FFVP accounting team: <ul style="list-style-type: none"> ▪ Food Tracking & Time Spreadsheet ▪ FFVP PAR <ul style="list-style-type: none"> ○ Lead will print completed PAR from Sandy, sign & send back by the 10th of each month, as necessary. ▪ FFVP Checklist

	<ul style="list-style-type: none"> ○ Sign & send invoices to accounting department. <ul style="list-style-type: none"> ● Note date of service next to each item on FFVP invoice. ● Note if not all the product is used for FFVP. ▪ NS staff who complete FFVP Food Tracking & Time Spreadsheet, print, sign and send to NSCO, attention Accounting. ● Follow and practice applicable NS sanitation procedures laid out in the FFVP HACCP SOPs. ● Return all designated paperwork to NS Central Office within the designated timeframe. ● Email NS Accounting Team and Supervisor in charge of FFVP at the end of the month that all accounting items are completed on the Share Drive.
<p>School Teachers and Support Staff</p>	<ul style="list-style-type: none"> ● School teachers and/or support staff will pick up food items from a designated space in the cafeteria at the time specified for each site. ● All school staff will follow and ensure participants are following FFVP HACCP SOPs, provided to all classrooms at the start of the program year. ● Teachers will share nutrition education provided by NS each month. ● Teachers are encouraged to model eating the produce provided with their students.
<p>NS Central Office</p>	<ul style="list-style-type: none"> ● Complete all annual FFVP grant paperwork & training. ● Purchasing agent will place all orders for FFVP produce in accordance with grant requirements. ● Process and keep all applicable records in accordance with FFVP grant requirements. ● Accounting team will process and manage all accounting paperwork for FFVP grant including: invoices, tracking sheets, timesheets, PARs, and submit to the state all accounting information for reimbursement. ● NS Accounting Team will send out/manage calendar invites to FFVP leads as reminders to turn in FFVP items.

FFVP Site Monitoring

The NS Supervisor responsible for monitoring FFVP operations at each site will complete an annual Site Monitoring Review. The review must be completed by February 1st of each program year. Completed forms will be held electronically on the BSD BS Shared Drive, for three years plus the current year.

As part of the annual FFVP site monitoring, a NS Supervisor at each site will observe the FFVP service in at least one classroom to monitor program adherence and provide technical assistance, best practices, and training as necessary.

NUTRITION SERVICES – Fresh Fruit & Vegetable Program

FFVP Site Specific Information

There are currently three schools in the Beaverton School District: Barnes ES, William Walker ES, and Vose ES.

Barnes ES	<ul style="list-style-type: none">• <u>Lead:</u> Sucheta Panditrao• <u>School Address:</u> 13730 SW Walker Rd, Beaverton, OR 97005• <u>Number of Classrooms:</u> 22 classes• <u>Approximate Number Students:</u> 490 students• <u>Serving Days:</u> Tuesday, Wednesday, Thursday• <u>Pick-Up Times:</u> 11:00am – 12:35pm
William Walker ES	<ul style="list-style-type: none">• <u>Lead:</u> Natasha Vasquez• <u>School Address:</u> 2350 SW Cedar Hills Blvd, Beaverton, OR 97005• <u>Number of Classrooms:</u> 29 classes• <u>Approximate Number Students:</u> 562 students• <u>Serving Days:</u> Tuesday, Wednesday, Thursday• <u>Pick-Up Times:</u> 8:00am
Vose ES	<ul style="list-style-type: none">• <u>Lead:</u> Eva Erickson• <u>School Address:</u> 11350 SW Denney Rd, Beaverton, OR 97008• <u>Approximate Number Students:</u> 703 students• <u>Number of Classrooms:</u> 39 classes• <u>Serving Days:</u> Tuesday, Wednesday, Thursday• <u>Pick-Up Times:</u> 9:00am

FFVP HACCP Standard Operating Procedures

HACCP Standard Operating Procedures listed below are used for the FFVP program. The complete text of each HACCP SOP is located in the Nutrition Services FFVP Procedure Notebook. A complete list of all Nutrition Services HACCP SOPs are found in the NS Golden Book.

Multiple

- 2 – Washing Hands
- 6 – Cleaning and Sanitizing Food Contact Surfaces
- 22 – Glove Use

Receiving

- 7 – Receiving Deliveries

Preparing

- 9 – Washing Fresh Fruits and Vegetables

Cooking

- 10 – Cooking Potentially Hazardous Food

Holding

- 11 – Using Time Only As a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods

Transporting

- 13 – Transporting Food to Remote Sites

Serving

- 14 – Serving Food
- 17 – Using Suitable Utensils when Handling Ready to Eat Food

Classroom Specific SOPs—*Provided to every classroom October 1st of each school year.*

- 2 – Washing Hands
- 14 – Serving Food

FFVP Supplemental Materials

- FFVP Accounting Checklist
- FFVP HACCP SOPs – Individual HACCP SOPs
- USDA FFVP Fact Sheet
- USDA FFVP Handbook (filed electronically)
- USDA Produce Handling Best Practices
- Washing Fruits & Vegetables
- Allowable/Unallowable Items

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