

Fresh Fruit and Vegetable Program

On Site Review Form

Reviewer: _____

SFA: _____

School: _____

Date: _____

REVIEW AREAS	YES	NO	N/A	COMMENTS
FFVP Implementation -				
1. Is the FFVP implemented as approved in the grant application?				
2. Was the FFVP implemented after the Agreement Addendum was signed and approved?				
3. Did the FFVP coordinator and CN director (or designates) attend FFVP training? If yes, date: _____				
4. Was the FFVP implemented after attending training on program implementation?				
5. Is the FFVP implemented at times during the school day other than breakfast and/or lunch meal service times?				
6. Is the FFVP available to all enrolled students?				
7. By review of program documentation, interview and / or observation has the availability of free fresh fruits and vegetables for all children been widely publicized within the school (and community)?				
8. By review of program documentation, interview and / or observation, FFVP funds are not used for community residents or adults attending school functions?				
9. By review of program documentation, interview and / or observation FFVP is not used as gifts or rewards?				
10. By review of program documentation, interview and / or observation FFVP is not used as disciplinary means?				
11. By review of program documentation, interview and / or observation teachers are encouraged to participate in the FFVP, modeling healthy eating behaviors?				
12. By review of program documentation, interview and / or observation, are partnerships been utilized to implement the FFVP?				
13. By review of program documentation, interview and / or observation has nutrition education, including the importance of fresh fruits and vegetables as part of a healthy diet, been incorporated into the curriculum?				
FFVP Recordkeeping				
1. Does school have a plan for maintenance of records for a period of at least 5 years?				
2. Are invoices, time sheets and quotes or bids available to support Claims for Reimbursement?				
3. Are Claims for Reimbursement filed within a timely manner?				

4. Does the school maintain documentation of obligations and expenditures by date and by Fund Allocation?				
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FFVP Procurement

1. By review of program documentation, the CN procurement plan and state and federal procurement regulations are followed, including Buy American and Quote/Bids and Thresholds?				
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2. By review of program documentation (inc. claim forms and other documentation), interview and / or observation are FFVP funds spent only on Allowable Expenses?				
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3. Is all produce including that from local farmer's markets, orchards and growers graded and inspected according to existing local, state and federal guidelines?				
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Food Safety / Sanitation

1. By review of program documentation, the FFVP staff who prepare and serve food have received training on properly washing, preparing, storing fresh fruits and vegetables?				
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Signature: _____

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