

2024 -2025 FFVP School Awards

Issue Number: CNU E-Memo 11-2025

Correspondence Date: 8/28/2024

Regulatory Authority: Section 19 of the NSLA, 42 USC 1769a, USDA Policy Memo #SP 21-2024

Response Required: Yes

Attention: Superintendents, Child Nutrition Directors, District CFO's, Accountants, and Bookkeepers

Contact: Louann Griswood, Accounting Coordinator

Phone Number: 501-324-9502

Email: louann.griswood@ade.arkansas.gov

Reimbursable Grant Amount:

Due to reduced federal funding, CNU was not able to fund all schools that applied. Awards were made based on Enrollment and Free/Reduced Percentage. Please see the attached List of [Awarded Schools](#).

FY25 Funds begin October 1, 2024, and must be obligated prior to September 30, 2025 and expended prior to November 30, 2025 in order for the district to file the September claim and receive reimbursement during the period of performance for the grant.

For clarification, please pay careful attention to definition of the following terms:

- obligate – amounts of orders placed, goods and services received, and similar transactions during a given period that will require payment by the grantee during the same or a future period.
- expend or outlay – are the sum of actual cash disbursement for direct charges for goods and services.

Required Agreement:

The Addendum to the district's original Child Nutrition Agreement and Policy Statement with assurances for the FFVP must be completed prior to the obligation of any FFVP funds. Please read the addendum to the agreement carefully.

Note: The Addendum to the Agreement lists allowable and non-allowable expenses from this grant as well as other restrictions. Signing this Addendum indicates acceptance and acknowledgement of its contents.

Attached is a [PDF copy of the Addendum](#). Complete the Addendum including signatures, and bring to mandatory training. Also, please keep a copy of the signed addendum in your files.

FFVP training is mandatory for all awarded schools. One person DIRECTLY involved in the FFVP's administration must attend. Recommended person to attend is the person responsible for procurement and/or claim preparation.

Mandatory Training Details:

DATE: September 23, 2024

TIME: 8:30 -3:00

PLACE: Fitzgerald Hall, St. Johns Center

ADDRESS: 2500 North Tyler Street, Little Rock, AR 72207

Coffee and water will be provided.

Register [HERE](#).

FFVP Claim for Reimbursement:

The FFVP Claim for Reimbursement and supporting delivery invoices approved and signed for payment by the Child Nutrition Director and Kitchen Manager must document the obligation and expending of Funds by the required deadlines. Reimbursement of expenses will be provided only after signed claims and supporting documentation has been received and approved by the CNU.

Funds are reimbursed for allowable program expenses based on submission of approved FFVP Claim for Reimbursement with copies of supporting documentation.

District Bookkeeping Requirement:

Funds will be deposited into the non-profit Child nutrition program account. Purchasing for the FFVP should be supervised and approved by the Child Nutrition Director. The revenue/expenditure code for tracking the FFVP funds is "8657 45542" Fresh Fruit and Vegetable Program (FFVP). The invoices approved for payment with FFVP funds should be coded as FFVP near the signatures for approval of payment. The FFVP Claim for Reimbursement form will be available for download on the Child Nutrition Web page later in the fall.

ADE Child Nutrition Program FFATA Funding Source for LEA Sub Awards: CFDA Title:

Child Nutrition Cluster

CFDA #: 10.582

Award Name: Fresh Fruit and Vegetable Program **Federal**

Agency: United States Department of Agriculture **Federal Fiscal**

Year: 2025

Documentation Required:

A file system (hardcopy or digital) to document the program activities must be maintained. Items to file include original paid invoices, procurement documentation (quote sheets, bids, etc.) copy of each FFVP Claim for Reimbursement, all correspondence, all FFVP promotion materials, press releases, news stories, pictures of FFVP education activities/ events and bulletin boards, etc.

School Proficiency Requirement:

All schools participating in FFVP may receive announced and or unannounced visits from the CNU FFVP Accounting Coordinator or Area Specialist to ensure compliance with all FFVP regulations. FFVP is a part of the Administrative Review process for SY 2024-25.

Additional resources and information related to the FFVP are available on the Child Nutrition web site at <https://dese.ade.arkansas.gov> and follow the path below:

>Offices >District-Operations>Child Nutrition Unit>Programs>#3 Fresh Fruit and Vegetable Program

If you have any questions about the FFVP Grant, please call (501) 324-9502.

Attachments:

- [Awarded Schools](#)
- [Agreement Addendum \(PDF\)](#)