

Instructions for Completing the Fresh Fruit and Vegetable Program Online Application

Step 1: Login to the SN Technology System at: <https://www.ncchildnutrition.org>

Step 2: Select “Application” Tab

Step 3: Select “FFVP Application Packet”

Item	Description
SFA Manager	SNP SFA's Profile, Site and Hold Information
Application Packet	Applications Forms (SFA and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Financial Report	School Food Annual Revenues and Expenditures Report
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)

Step 4: Select Details for 2015-2016 School Year

Action	School Year	Min Free/Redc %	Open Date	Close Date	Approved Sites
Detail	2015 - 2016	50.00	2/1/2015	3/31/2015	0
Detail	2014 - 2015	50.00	2/25/2014	3/25/2014	0

Step 5: Complete the “Fresh Fruit and Vegetable Sponsor Application” by selecting “Add”

**FFVP Application Packet
For School Year 2015 - 2016**

Apple County Schools

Action	Form Name	Status
Add	Fresh Fruit And Vegetable Sponsor Application	Not Started

Step 6: Select “Add” to complete the Site Application(s)

Action	Site ID	Site Name	% Enroll Free/Redc Oct 2014	CEP Reimburse % Free	Approved	Status
Add	324	Gala Elementary	84.0000	73.9	No	Not Started

Please note the system will display ALL sites (elementary schools only) that were more than 50.0% Free/Reduced or CEP ISP based on the information submitted on the October 2014 claim.

ONLY add the sites to be considered for participation in the Fresh Fruit & Vegetable Program during the SY 2015-2016.