



DEPARTMENT OF DEFENSE (DoD) FRESH PRODUCE PROGRAM

Steps to Success

1. Complete the ["Department of Defense Fresh Produce Program Request to Participate"](#) form and return to FDP@azed.gov or fax to (602) 542-3818. If faxing, include a cover sheet with "Attention: DoD Fresh Produce Program Specialist".
 - a. Incomplete forms will not be processed.
 - b. Determine your DoD Entitlement Transfer by viewing your available entitlement amounts in myFOODS. Specify the total dollar amount you would like to put towards the DoD Fresh Produce Program and note it on the request.
2. Your information will be submitted to the DoD.
3. DoD will create your profile in the Fresh Fruit And Vegetable Order Receipt System (FFAVORS) and e-mail you your username, password, and training manual.
4. ADE Food Distribution Program (FDP) will load your entitlement request into FFAVORS.
5. Determine if you want to control your district's spending or allow each school to spend according to their fair share amount.
6. Place orders valued at \$50 or more.
7. Receipt deliveries within 7 days.
8. If entitlement is not being used, the FDP reserves the right to remove entitlement at any time. To prevent this, it's recommended to spend 25% of your DoD entitlement by October 1st, 50% by December 1st and 75% by March 1st. Funds not used by late April can be removed.
9. Spend all DoD entitlement by June 30.
10. Spend 25% of DoD entitlement on "Local Grown" produce items.

Contact Information:

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