

FFVP Service Plan Pre-Assessment for New FFVP Sites

This pre-assessment tool is intended to be used by sites new to the FFVP as a preparatory tool to help assess your site's resources, capacity, and availability to operate the FFVP in the process of developing a detailed service plan. It is recommended to include all pertinent stakeholders in the completion of this pre-assessment including but not limited to the food service director, kitchen manager, superintendent, principal, teachers, and custodial staff. When answering the following questions for your site, be sure to keep in mind the goals of the FFVP and aim to develop a service plan that will maximize program benefits for the students.

Sponsor:

Site Name:

Date Completed:

Completed by:

1. What is the site's total student enrollment? Is a system in place for updating those in charge of ordering and preparing FFVP with any significant changes to this number throughout the school year?

2. Which level of serving frequency is this site able to support?
 - 2 days per week (minimum state requirement)
 - 3 days per week
 - 4 days per week
 - 5 days per week

3. What times could the FFVP be offered to students at this site? FFVP may only be served during the school day and cannot be served during the National School Lunch Program or School Breakfast Program reimbursable meal service periods. Identify other times that are not viable serving options for FFVP at this site.
 - School start time:
 - School end time:
 - NSLP meal service time:
 - SBP meal service time:
 - Other conflicts:



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4. Who will conduct administrative duties (i.e. ordering, reimbursement requests, trainings, completion reports, budget monitoring, program oversight, maintaining proper documentation, etc.) for FFVP at this site? Will FFVP funds be used to cover salary and fringe benefits for these hours worked? If yes, approximately how many hours do you estimate for the entire program year?

Position/Title:

FFVP funds used: Y / N

Estimated hours:

5. Which serving location(s) for FFVP is this site able/willing to accommodate? Of those, identify the top serving location that provides the most benefit for the students (i.e. enough time to eat, able to receive nutrition education concurrently, accessible to all students, etc.).

Classroom

Cafeteria

Outdoors

Multipurpose Room

Carts/Stands/Kiosks

Free Produce Vending Machines

Other: _____

6. Based on the top serving location identified in question 5, which staff at the site will prepare, deliver (if applicable), and serve the produce (ex. food service staff, teachers, nutritionist/RD, volunteers, students, other, etc.)? Will FFVP funds be used to cover salary and fringe benefits for these hours worked? If yes, approximately how many hours do you estimate for the entire program year?

Prepare:

Position/Title:

FFVP funds used: Y / N

Estimated hours:

Deliver:

Position/Title:

FFVP funds used: Y / N

Estimated hours:

Serve:

Position/Title:

FFVP funds used: Y / N

Estimated hours:



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7. What equipment and/or supplies are needed to operate the FFVP assuming service at the location identified in question 5? (ex. serving cart, insulated cooler bags, napkins, hand sanitizer, baggies/serving cups, cutting boards, knives, trash bins, etc.) Identify which of these items will need to be purchased with FFVP funds.
8. What nutrition education is currently being provided to students at this site? Consider nutrition education in the classroom as well as in other settings (i.e. events) that occur during the school day.
9. Which level of frequency of providing nutrition education is this site able to support?
- 1 day per week (minimum state requirement)
 - 2 days per week
 - 3 days per week
 - 4 days per week
 - 5 days per week
10. Who will be responsible for developing nutrition education materials and teaching the nutrition education at this site?
- Development of Nutrition Education:
Position/Title:
- Teaching Nutrition Education:
Position/Title:
11. Are there any special considerations your site would like to acknowledge for certain grade levels (i.e. different portion sizes for different grades, different serving times or location for specific grades, extra time needed for certain grades, different nutrition education materials for different grades, etc.)?



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12. What training is required for staff prior to the start of the FFVP at this site (i.e. training for food service staff on preparing fresh produce, teachers on food safety and serving fresh produce in the classroom, site staff on FFVP program requirements, etc.)?
13. What methods are available to widely publicize the FFVP within the site (ex. school website, newsletters, posters, menus, announcements, etc.)?



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