**Insert District Letterhead**

Dear Teachers,

We are thrilled to announce that the Arizona Department of Education Health and Nutrition Services has selected our school to participate in the USDA Fresh Fruit and Vegetable Program (FFVP) for the \_\_\_\_\_\_ school year through a competitive grant process! With the operation of the program, a fresh fruit or vegetable snack will be provided for students approximately \_\_\_ times per week. Your support of this program will be key to its success as this snack will be served in the classroom and accompanied by a nutrition education lesson.

The main goals of the FFVP are to expand the variety of fruits and vegetables that students experience and teach healthy eating habits through nutrition education. The FFVP snack time is an ideal teaching opportunity for nutrition education with the children. We will be providing you with a one-page fact sheet with activity suggestions on the produce being served each day that you may use in your classroom. There is also potential to integrate the FFVP into content areas including math, writing, reading, and science as desired.

It is important to note that as teachers you play a valuable role in modeling positive eating habits for your students. For this reason, we encourage you to participate in eating the fruit and vegetable snacks along with your class if you would like. Please be aware that program requirements stipulate that only teachers directly involved in serving the fruit or vegetable to their students in a classroom setting may partake in consuming the fruit and/or vegetable.

In addition, please keep these food safety tips in mind:

* Wash hands and apply gloves before distributing produce to students.
* Ensure the eating area is cleaned and sanitized before students eat.
* Have students wash hands with soap and warm water before eating the snack. Use hand sanitizer if soap and water are not available.
* Keep produce cold or serve as soon as possible after it is delivered to the room.
* Do not serve any cut produce that has been held at room temperature for more than two hours or above 90°F for more than one hour.
* Discard all leftover fresh-cut produce, such as veggie sticks, sliced apples, sliced oranges, or melon.

Additional information:

* The fresh fruit or vegetable snack needs to be served during the school day and should not be taken home.
* Snack should be provided mid-morning or mid-afternoon (not too close to meal time so that students have an appetite).
* Any leftover snacks should be thrown in the trash bin or returned to the designated areas, being ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Our efforts together truly have the potential to positively impact the present and future health of your students! We appreciate your support and involvement in this program. If you have questions or suggestions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you,

Your Food Service Department