



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION - Child Nutrition Services
 PO BOX 47200 · OLYMPIA WA 98504-7200
 360-725-6200 · TTY 360-664-3631

**Fresh Fruit & Vegetable Program
 PERMANENT AGREEMENT**

LOCAL EDUCATION AGENCY (LEA):	TELEPHONE:
MAILING ADDRESS:	

This agreement is between the Office of Superintendent of Public Instruction, hereinafter referred to as OSPI, and the Local Education Agency (LEA). The undersigned has the authority to enter into this permanent agreement to participate in the Fresh Fruit & Vegetable Program (FFVP) as authorized by Section 19 of the Richard B. Russell National School Lunch Act and 7 CFR 221.

A. The LEA assures OSPI that:

1. It agrees to abide by all of the requirements for administering the FFVP as stated in Section 19 of the Richard B. Russell National School Lunch Act.
2. It will follow proper procurement procedures, as stated in 7 CFR 200. It will expend funds only for the purpose of operating the FFVP at schools approved by OSPI.
3. It will implement the FFVP in accordance with the plan submitted and approved by the state agency.
4. Fresh fruit and vegetables will be the major focus of the program and no funds shall be expended for any costs not allowed as outlined in the most current USDA Fresh Fruit and Vegetable Handbook.
5. Food items purchased from these funds will be made available only during schools hours, but not during breakfast or lunch meal service times.
6. Any food purchased and not consumed by the last operating day of the FFVP are not reimbursable from FFVP funds.
7. Equipment purchases must be made from FFVP funds prior to December 31.
8. Payroll charges to the FFVP meet 2 CFR 200 requirements. Signed time and effort reports must be maintained.
9. The food service director or designee will attend the FFVP annual training. This staff member will train appropriate LEA employees and maintain a record of the training.
10. As applicable, the LEA contracting with a food service management company (FSMC) will include in the food service management agreement the FFVP duties assigned to the FSMC.
11. All program records must be retained according to the [Secretary of State Records Retention Schedule](#). Records must be made available upon request.

B. Use of FFVP Funds

1. Funds for this program will be available for expenditure from October 1 of the current year through September 30 following year. Funds will be awarded in one amount to be expended by September 30.
2. Monthly claims for reimbursement must be submitted by the LEA in accordance with the current claim due date schedule. This schedule is posted on the OSPI website annually. OSPI will make available the electronic claim forms and instructions on a quarterly basis.

3. Up to 10 percent of the total funds for each awarded school may be used for administrative expenses. Administrative expenses are outlined in the USDA Fresh Fruit and Vegetable Handbook.
4. Form SPI 1666 FFVP Equipment Justification must be submitted when schools intend to claim the cost of equipment purchases or repairs. The justification must explain the need for the equipment and why current equipment is not sufficient. If other programs are using the equipment, the cost must be prorated among the programs.

C. General Conditions

1. This agreement is non-transferable.
2. OSPI or the LEA may terminate this agreement at any time.

NONDISCRIMINATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

AUTHORIZATION

By signing this agreement, the individuals listed below indicate their support and will ensure implementation of the FFVP at each school approved for participation.

_____ Name of Authorized LEA Official	_____ Title	_____ Signature	_____ Date
_____ Name of Food Service Director	_____ Title	_____ Signature	_____ Date

FOR OSPI USE ONLY

_____ Director, Child Nutrition Services or Supervisor, School Nutrition Programs		_____ Date
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