



**United States
Department of
Agriculture**

Food and
Nutrition
Service

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DATE: December 16, 2008

SUBJECT: Fresh Fruit and Vegetable Program (FFVP), Prorating Funding For Schools Starting the FFVP Late in the School Year

TO: Regional Directors
All Regions
Special Nutrition Programs

State Directors
All States
Special Nutrition Programs

We have received several inquiries on how to fund schools that are starting the FFVP well after the beginning of the school year. The purpose of this memorandum is to provide guidance on a consistent method to fund these schools.

As you are aware, funding for FFVP is allocated in the context of an entire school year on a per student basis. Schools starting the Program late have a shorter timeframe in which to expend funds. Therefore, the State agency must prorate funds based on the remaining operating days of the school year for any school beginning the program late in the school year. The proration is required to ensure that the funding levels are proportionate to the remaining time in the school year. The State agency has some discretion to determine at what point to provide funds on a prorated basis, however in any case, the decision on when to prorate funds should be discussed with the Regional Offices.

We believe that the need to prorate funds is largely due to the specific circumstances associated with the start-up of the nationwide FFVP in FY 08. Therefore, we do not anticipate that States will have to prorate funds for schools on a frequent basis after this first year of FFVP operation. The FY 2009-10 funding allocations for all States will be announced early in calendar year 2009. Early funding notification should provide ample time for the school solicitation process and thus eliminate the need to conduct an additional solicitation process which would bring schools into the FFVP well after the beginning of the school year. School selection should be based on the total school year allocations. All selected schools should start the FFVP at the beginning of their school year, starting on or after July 1.

Allocations for the FFVP provided to schools prior to the issuance of this memorandum do not need to be adjusted to comply with this guidance.

Original Signed

CYNTHIA LONG
Director
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