Preparing for a FFVP Administrative Review

Please have the following arrangements made and information and/or materials accessible at the time of the review.

**Site Visit Checklist:**

___General Information

___Grades served
___Days/times/location fresh fruits and vegetables served
___Special needs students, any texture modification or substitutions (if applicable)
___Promotional activities conducted for FFVP
___Old or new partnerships that coordinate with the FFVP goals
___Nutrition education before, during, or after school that coordinate with the FFVP goals

___Arrangements

___Set up a time for reviewer to talk with teachers, students, and principal during review
___Arrange to visit at least 2 classrooms during review

___Food Safety Plan

___Standard Operating Procedures for FFVP
___Time Control Plan for cut leafy lettuce, tomatoes, bean sprouts, and melons (if applicable)
___Completed temperature logs for storage facilities and coolers

___Civil Rights

___“And Justice for All” poster on display

**Administrative Checklist:**

___Civil Rights

___Civil Rights Training date and attendance sheet
___Non-discrimination statement on materials and website
___Complaint log and form available

USDA is an equal opportunity provider and employer.
____Paperwork

____Equipment Justification Form for any administrative equipment purchased (if applicable)
____3 months of completed excel claim forms
____3 months of receipts and documentation to back up excel claim forms