



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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HANNA SKANDERA
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

September 13, 2013

Mr. Efren Yturralde
Superintendent
Gadsden Independent Schools
P.O. Drawer 70
Anthony, NM 88021

Dear Mr. Yturralde:

The New Mexico Public Education Department, Student Nutrition Bureau is pleased to inform you that one or more of your schools has been selected to participate in the United States Department of Agriculture (USDA) Fresh Fruit Vegetable Program (FFVP) for SY 2013–2014.

The total allocation for FFVP is divided into two obligation and expenditure periods:

1. The first allocation is to be obligated and expended from July 1, 2013 through September 30, 2013.
2. The second allocation is to be obligated and expended from October 1, 2013 through June 30, 2014.

The funds allocated for each period are specific to expenditures for that period only. Funds awarded within the first period's allocation are to be obligated and expended for that period only; they **cannot** be carried over. The July 2013 allocation **must** be fully expended by September 30, 2013. Funds awarded within the second allocation must be expended by the grant period ending June 30, 2014.

Use of Funds

Funds are to be used primarily to purchase fresh fruits and vegetables to be made available at no charge to the students, at a minimum of twice a week. Funds must follow the basic guidelines of the Office of Management and Budget (OMB) Circular A-87 and must be necessary and reasonable. A school may use up to 10% of the funds for administrative costs or indirect cost in accordance with OMB A-87. Please note that labor costs associated with preparing and distributing the fruits and vegetables are not considered administrative costs. Labor costs should be shown as operating costs which must be reasonable and necessary in accordance with OMB A-87. The program should be structured so that the maximum benefits go to students.

Please submit an electronic Budget Adjustment Request (BAR) in the amount of **\$349,350** utilizing Fund Code 24118 and Revenue Code 44500. The FFVP program functions as a food service operation; therefore use function code 3100 when preparing your electronic BAR. Reasonable labor costs associated with the preparation and distribution of the fresh fruits and vegetables should be budgeted within the 51100 or 51300 object codes. Specific guidance for this grant award related to programmatic and fiscal issues is located on the Public Education Department (PED) website at <http://ped.state.nm.us/nutrition/index.html>. The FFVP funds are allocated on a request-for-reimbursement basis. Submit claims for reimbursement through the PED Child Nutrition System.

The following table indicates the selected schools and the corresponding fund allocations:

Local Education Agencies (LEA)	July 1, 2013 –Sept. 30, 2013	Oct. 1, 2013–June 30, 2014	Total
Schools			
Anthony Elementary	\$ 3,789	\$ 18,061	\$ 21,850
Berino Elementary	\$ 4,812	\$ 22,938	\$ 27,750
Chaparral Elementary	\$ 6,625	\$ 31,575	\$ 38,200
Desert Trail Elementary	\$ 7,561	\$ 36,039	\$ 43,600
Desert View Elementary	\$ 4,518	\$ 21,532	\$ 26,050
Gadsden Elementary	\$ 4,578	\$ 21,822	\$ 26,400
Loma Linda Elementary	\$ 4,240	\$ 20,210	\$ 24,450
Mesquite Elementary	\$ 3,416	\$ 16,284	\$ 19,700
North Valley Elementary	\$ 3,642	\$ 17,358	\$ 21,000
Riverside Elementary	\$ 5,662	\$ 26,988	\$ 32,650
Sunland Park Elementary	\$ 3,226	\$ 15,374	\$ 18,600
Sunrise Elementary	\$ 4,466	\$ 21,284	\$ 25,750
Vado Elementary	\$ 4,049	\$ 19,301	\$ 23,350
Total Allocation	\$ 60,584	\$ 288,766	\$ 349,350

Expectations of Participating Schools

1. Publicize the availability of free fresh fruits and vegetables to the student body a minimum of twice a week.
2. Begin the program at the beginning of the new school year.
3. Make fresh fruits and vegetables available to all elementary students throughout the school day as a supplement to (and not part of) the school breakfast and school lunch programs.
4. Provide nutrition education activities related to benefits of having fresh fruits and vegetables as snacks.
5. Submit a monthly claim for reimbursement.

In addition, the following resources will assist your school with ways to implement nutrition education and activities to promote the FFVP. Should you have any questions, please contact Andrea Segura at (505) 827-1448 or the Student Nutrition Bureau at (505) 827-1821.

Program	Contact Information
Team Nutrition Fruit and Vegetable Food Buying Guide for Child Nutrition Programs (new rules)	USDA Team Nutrition – Ph: (703) 305–1624 http://www.teamnutrition.usda.gov/resources/foodbuyingguide.html
Healthier US School Challenge	http://www.fns.usda.gov/tn/healthierus/index.html
Fruit & Veggies: More Matters	http://www.fruitsandveggiesmorematters.org/
Fresh Fruit and Vegetable Program Handbook, Appendix A	http://www.ped.state.nm.us/nutrition/index.html

We congratulate you on taking part in the FFVP as another way to help your students develop lifelong, healthier eating habits.

Best regards,



Hipolito “Paul” Aguilar
Deputy Secretary, Finance and Operations

HA/RM/as

cc: Hanna Skandera, Secretary of Education
Denise Koscielniak, Director of Federal Programs
Susan Lucero, Manager, Fiscal Grants Management
Regina Madrid, Student Nutrition Bureau Director
Elementary School, Principal
Gadsden Independent Schools, Business Manager
Gadsden Independent Schools, Food Service Director