



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

SUSANA MARTINEZ  
GOVERNOR

July 21, 2014

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

Dear Superintendent Yturralde:

The New Mexico Public Education Department (PED), Coordinated School Health and Wellness 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 2014–2015.

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, 2014 through September 30, 2014.
2. The second allocation is to be obligated and expended from October 1, 2014 through June 30, 2015.

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 2014 allocation **must** be fully expended by September 30, 2014. Funds awarded within the second allocation must be expended by the grant period ending June 30, 2015.

#### **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) [www.whitehouse.gov/omb/circulars\\_a087\\_2004](http://www.whitehouse.gov/omb/circulars_a087_2004) 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 **\$399,253.00** 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 PED website at [www.http://ped.state.nm.us/nutrition/index.html](http://ped.state.nm.us/nutrition/index.html). The FFVP funds are reimbursed 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:

<b>Local Education Agencies (LEA)</b>	<b>July 1, 2014 – Sept. 30, 2014</b>	<b>Oct. 1, 2014– June 30, 2015</b>	<b>Total award per school</b>
<b>Schools</b>			
Anthony Elementary	\$5,433.00	\$16,615.00	\$22,048.00
Berino Elementary	\$6,688.00	\$20,452.00	\$27,140.00
Chaparral Elementary	\$9,373.00	\$28,663.00	\$38,036.00
Desert Trail Elementary	\$11,330.00	\$34,649.00	\$45,979.00
Desert View Elementary	\$6,537.00	\$19,992.00	\$26,529.00
Gadsden Elementary	\$6,612.00	\$20,222.00	\$26,834.00
La Union Elementary	\$3,413.00	\$10,437.00	\$13,850.00
Loma Linda Elementary	\$5,634.00	\$17,228.00	\$22,862.00
Mesquite Elementary	\$4,542.00	\$13,891.00	\$18,433.00
North Valley Elementary	\$5,144.00	\$15,733.00	\$20,877.00
Riverside Elementary	\$8,319.00	\$25,440.00	\$33,759.00
Santa Teresa Elementary	\$8,620.00	\$26,361.00	\$34,981.00
Sunland Park Elementary	\$4,617.00	\$14,121.00	\$18,738.00
Sunrise Elementary	\$6,161.00	\$18,840.00	\$25,001.00
Vado Elementary	\$5,960.00	\$18,226.00	\$24,186.00
<b>Total Allocation</b>	<b>\$98,383.00</b>	<b>\$300,870.00</b>	<b>\$399,253.00</b>

**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. Start the program at the beginning of the new school year.
3. Make fresh fruits and vegetables available to all elementary students during 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.

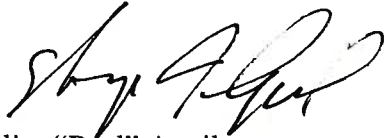
<b>Program</b>	<b>Contact Information</b>
Team Nutrition Fruit and Vegetable Food Buying Guide for Child Nutrition Programs (new rules)	USDA Team Nutrition – Ph: (703) 305-1624 <a href="http://www.teamnutrition.usda.gov/resources/foodbuyingguide.html">http://www.teamnutrition.usda.gov/resources/foodbuyingguide.html</a>
Healthier US School Challenge	<a href="http://www.fns.usda.gov/tn/healthierus/index.html">http://www.fns.usda.gov/tn/healthierus/index.html</a>
Fruit & Veggies: More Matters	<a href="http://www.fruitsandveggiesmorematters.org/">http://www.fruitsandveggiesmorematters.org/</a>

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. Should you have any questions, please contact Dawn Garcia at (505) 827-1823 or the Coordinated School Health and Wellness Bureau at (505) 827-1821.

Best regards,



Hipolito "Paul" Aguilar  
Deputy Secretary, Finance and Operations

HA/mc/dg

cc: Elementary School, Principal  
Gadsden Independent Schools, Business Manager  
Gadsden Independent Schools, Food Service Director