

## Operational Plan Worksheet

**Step 1:** Set up a meeting with everyone who will help with the implementation for FFVP.

**Step 2:** Read and work through this planning worksheet. Answer questions completely and thoroughly!

**Step 3:** Based on your answers, fill out the Operational plan (excel document) and submit to [ade.ffvpapp@arkansas.gov](mailto:ade.ffvpapp@arkansas.gov).

**Fruit and Vegetables** – What kinds of fruit or vegetables do I plan to serve each month? Estimate how much it will cost you to serve the fruit/vegetables you plan on serving? Hint: To help you estimate the cost, consider how much it costs to purchase fresh fruit and vegetables for SBP and NSLP. Enter estimated total for each month on the operational plan.

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**Labor** – Labor is reimbursable with FFVP. Direct labor is the labor directly associated with implementing the program. Administrative labor is labor that is used on the administrative portion of the program including claim preparation, operational plan, etc.

Do you plan on claiming direct or administrative labor? If so, make sure to submit an “Hourly Pay Wage Form” and keep a monthly time sheet (form provided) each month to be submitted with your monthly claim.

\*Estimate how many hours you think will be needed for direct and administrative labor. Collect hourly pay rate and fringe benefit percentages from bookkeeper or administration. Input hours, hourly pay wage and fringe benefit percentage in the labor section of the FFVP claim to get total of how much labor will cost you each month – this is just a simple way to calculate projected labor cost while planning. Enter estimated total for each month on the operational plan.

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**Non-food supplies** – Any supplies that are for one-time use. Disposable supplies. Ex: spoons, forks, napkins, plastic bowls, gloves, sanitizing wipes, hand sanitizer, etc. What non-food supplies will you need to help implement FFVP? Will you need napkins for students to have to eat their snack? Do you plan on putting fresh fruit/vegetables in pre portioned cups/bowls? Etc. What items will help with service in the classroom? Enter estimated total for each month on the operational plan.

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**Equipment needs** – Equipment is reimbursable expense in FFVP. Will you need any equipment to make implementation/service easier throughout the year? If so, please submit your equipment request with three quotes from different vendors for pre-approval before purchasing equipment to [myia.mcbride@arkansas.gov](mailto:myia.mcbride@arkansas.gov). Equipment request approval will be granted within 24 hours of submission. Enter estimated total for each month on the operational plan.

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**Serving days per month** – How many days do you plan on serving FFVP each month? To ensure adequate spending, we encourage you to serve at least twice a week but you can serve up to five days a week if your budget allows. Add the number of days you plan to serve each week and multiply by 4 weeks to equal the number of days you plan to serve each month. Note: Consider holidays/days in which students will not be present – Thanksgiving, Christmas, Spring break, Teacher work days, etc. Enter estimated total number of serving days for each month on the operational plan.

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**Nutrition Education** – is highly encouraged. Nutrition Education can be as simple as passing out a fun fact sheet about the fresh fruit or vegetable being served to incorporating grapes to help with learning how to add and subtract during math instruction. Be creative. Note: Due to COVID-19, nutrition education can be challenging. Remember to keep safety first. Try to have one activity per month but feel free to do more than that!

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