

Local Food for Schools – Easy Access Information

For reimbursement of purchases please complete these 5 steps:

1) Complete [Online Reporting Form](#)

*The reporting form is where you MUST indicate what specific NJ farm the product was grown/produced. The Local Food for Schools grant tracks the NJ farm purchases.

2) Sign each invoice/receipt.

3) Write recipient agency number (RA#) & district name on each invoice.

4) Convert invoice to PDF

5) Email invoice to: NJDALFS@ag.nj.gov

6) For MULTIPLE invoices only - complete the [Cover Sheet](#) and email the cover sheet with all invoices as a **single PDF** to:

NJDALFS@ag.nj.gov

Frequently asked reporting questions:

I have an invoice with multiple farms, how do I report this?

- On the Online Reporting Form, please report expenses for EACH farm (do not include fuel surcharges in this reporting).
- You do not need to break down your expenses by the farm on the cover sheet/email. Please provide a grand total including fuel surcharges on your cover sheet & email it to njdalfs@ag.nj.gov

I have items on my invoice that are not LFS compliant, can I submit the invoice?

- Yes, cross off the purchases that are non-compliant and make the adjustments to the total of the invoice.

The link below will have the most up-to-date information regarding the Local Food for Schools Grant.

[Farm To School | Local Food for Schools \(nj.gov\)](#)

Questions? Email njdalfs@ag.nj.gov