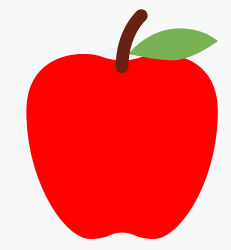
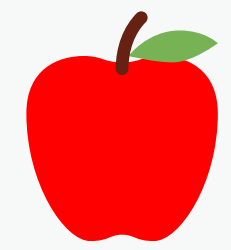




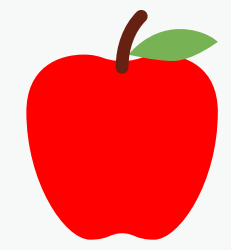
Local Food for Schools



Local Food for Schools Updated Timeline



Steps for Reporting & Claims

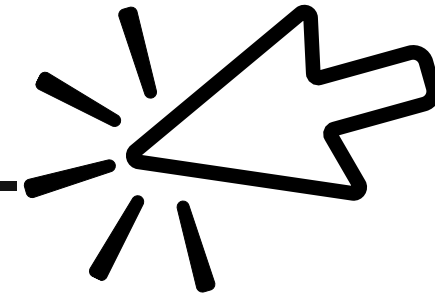


Local Food for Schools Review



LFS Updated Timeline

SFA's Eligible for Extension



September 30, 2024, all schools participating in the Local Food for Schools should submit a minimum of 80% for reimbursement. For example, if your SFA received a total of \$1000 in funding, by September 30, 2024, the SFA should have submitted a minimum of \$800 for reimbursement.

October 1, 2024, all schools not meeting the minimum 80% requirement will not be eligible for ongoing participation and their funds will be returned to the State.

October 15, 2024, funds from schools not meeting the 80% requirement will be reallocated to SFA's who have expended all funding. Updated funds and eligibility will be posted.

LFS Reporting & Claims

New Jersey's Local Food for Schools Cooperative Agreement Program

This is your **required** tracking of payment for any food costs purchased for reimbursement through the LFS.

Please complete the fields below to the best of your ability.

Please complete the form below for **EACH*** farmer/producer. When complete, email invoice to njdaLFS@ag.nj.gov. **All invoices submitted must have the school district's name, agency # and a signature in order to be processed.**

**If purchases made are from one vendor with multiple suppliers, for example your one invoice has both ABC Farms & XYZ Farms, you must complete a submission for both ABC Farms & XYZ Farms using the same invoice number.*

Step 1

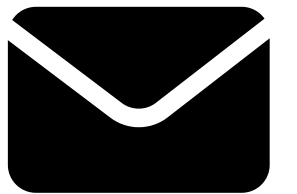
Complete the **Online Reporting Form** 

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.

LFS Reporting & Claims

Step 2

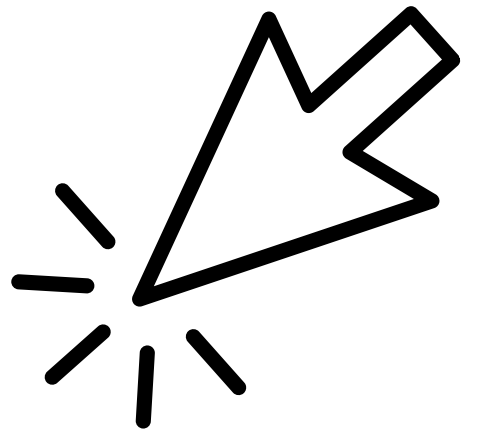
Email Invoice to njdalfts@ag.njgov



- **Sign each invoice/receipt.**
- **Write recipient agency number (RA#) & district name on each invoice.**
- **Convert invoice to PDF**
- **For MULTIPLE invoices only - complete the Cover Sheet and email**

PDF

LFS Quick Access PDF For Reporting



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

What is the Local Food for Schools Cooperative Agreement Program (LFS)?



Local Food for Schools (LFS) is funding from the United States Department of Agriculture (USDA) Agricultural Marketing Service (AMS) to purchase local unprocessed or minimally processed foods to be served in the National School Lunch and/or School Breakfast programs.

What is the definition of local for the NJ LFS?



Local and regional food is raised, produced, aggregated, stored, processed, and distributed in New Jersey, so that the total distance that the product travels between the farm or ranch where the product originates are within New Jersey.

Targeting of Purchases



Purchases should target local and regional Socially Disadvantaged farmers/producers and small businesses.

It is not a “requirement” that purchases be made from socially disadvantaged farmers/producers and small businesses –it is a target or a goal and SFAs should make all reasonable attempts to meet these targets.

This is information that the SFA will need to track and report to the NJDA

LFS defined

Small Business - A small business is generally defined by the U.S. Small Business Administration (SBA) as a business that is: a for profit-businesses of any legal structure; **independently owned and operated, not nationally dominant in its field**, and physically located and operated in the U.S. or its territories.

Socially Disadvantaged -For the purpose of this program, “socially disadvantaged” is a farmer or rancher who is a member of a Socially Disadvantaged Group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and, where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

Allowable & Unallowable Costs

Allowable

- Direct costs of food
- Direct costs of storage
- Direct costs of distribution

For example:

- Fees charged by commercial warehouse operators and common carriers for storage and transportation

Unallowable

- Administrative expenses (ex. salaries, program development, outreach, technical assistance)
- Indirect costs
- Equipment
- Capital Investments
- Construction
- Production costs (seed, fertilizer, etc.)

What foods are considered unprocessed or minimally processed?



Allowable

- **Fruits and vegetables (including 100% juices);**
- **Grain products such as pastas and rice;**
- **Meats (whole, pieces, or food items such as ground meats);**
- **Meat alternates such as beans or legumes, and**
- **Dairy products such as cheese and yogurt.**
- **Foods in a wide variety of minimal processing states (e.g., whole, cut, pureed, etc.) and/or forms (e.g., fresh, frozen, canned, dried, etc.) are also allowable.**

Where can we purchase unprocessed and/or minimally processed foods?



SFA's can purchase minimally processed foods **direct from a farmer/producer or vendor.**

The resource list attached is a sample of vendors with NJ products.

[Resource List](#) 

*the resource list will be updated throughout the duration of the grant on the [NJ Farm to School Website](#)