



WELCOME

Local Food for Schools (LFS) Cooperative Agreement

Illinois State Board of Education

Nutrition Programs

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Equity • Quality • Collaboration • Community



WHAT IS
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.
- IL was awarded \$7,360,472

LFS BASICS

Who can participate?

- SFAs that have at least 1 site in the NSLP and/or SBP are eligible.
 - *Public Schools*
 - *Charter Schools*
 - *Non-public Schools*
 - *RCCI's*
- There is no Free & Reduced Eligibility percentage requirement
- If a SFA has some sites in NSLP and/or SBP and some sites in just IL Free and/or just Special Milk, the LFS funds can only be used to purchase local unprocessed or minimally processed foods for service in the NSLP and/or SBP.

Start and End of Funding

- Starts August 1, 2023 (all of the 2023-2024 SY)
- Ends January 31, 2025 (part of the 2024-2025 SY)



WHAT IS THE DEFINITION OF LOCAL?

- Local and regional food is raised, produced, aggregated, stored, processed, and distributed in the locality or region where the final product is marketed to consumers, so that the total distance that the product travels between the farm or ranch where the product originates and the point of sale to the end consumer is at most 400 miles, or both the final market and the origin of the product are within the same State or territory.



TARGETING OF PURCHASES

- Purchases should target local and regional Socially Disadvantaged farmers/producers and small businesses.
- The key word here is “target”. 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 ISBE.

ALLOWABLE & UNALLOWABLE COSTS

Allowable



- Direct cost of foods
- Direct costs of storage
- Direct costs of distribution

- For example:
 - Fees charged by commercial warehouse operators and common carriers for storage and transportation.
 - Total cost for a 36 count box of apples – may include direct costs of the apple, direct costs for storage of those apples and direct costs for delivery (transportation) of those apples.

Unallowable



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

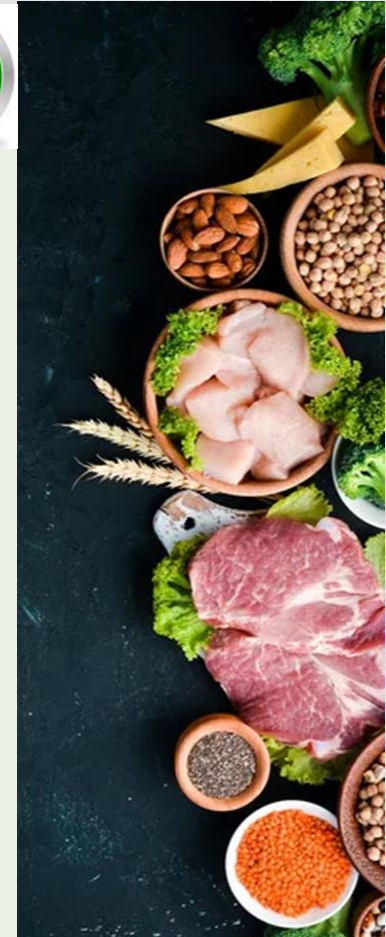
WHAT FOODS ARE CONSIDERED UNPROCESSED OR MINIMALLY PROCESSED?



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.



WHAT FOODS ARE NOT ALLOWED?

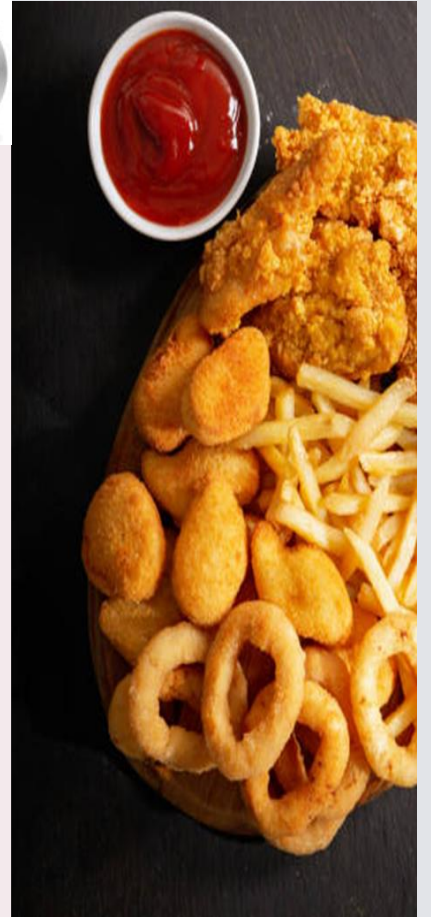


Unallowable



Foods that are generally understood to be significantly processed or prepared are unallowable.

- Baked goods
 - *Breads*
 - *Muffins*
 - *crackers*
- Prepackaged sandwiches or meals,
- Other prepared and/or pre-cooked items that come ready-to-eat or that require no further preparation beyond heating
 - *Chicken nuggets*
 - *Fish sticks*
 - *Pre-made pizzas*



SUPPLANTING

- LFS funds must be used to **increase or expand** but not duplicate existing food procurement.
- LFS funds are to be additional reimbursement to the Federal and State reimbursement received for serving a reimbursable meal. This funding is meant to allow sponsors to spend more money per meal to support local procurement. For example, the funding may allow a sponsor to procure and serve local beef that is more expensive than the traditional reimbursement rates would allow.



WHO CAN I PURCHASE LOCAL FOODS FROM?



- Local Farmers
- Local Ranchers
- Local Producers (ex. Dairies)
- Local Processors (ex. meat/poultry processing facilities/businesses)
- Distributors
- Food Hubs and/or Farmer Cooperatives
- Through your Purchasing Cooperative

HELP FINDING LOCAL FOODS

- IL Farm to School Network

- <http://illinoisfarmtoschool.org/>
- farmtoschool@sevengenerationsahead.org



- Illinois Market Maker

- <https://il.foodmarketmaker.com/>



- IL Farm Bureau

- County Contacts: <https://www.ilfb.org/about-us/directory/>
- Main webpage: <https://www.ilfb.org/>

- Local Farmers Market

- IL Farmers Market Association: <https://www.ilfma.org/>

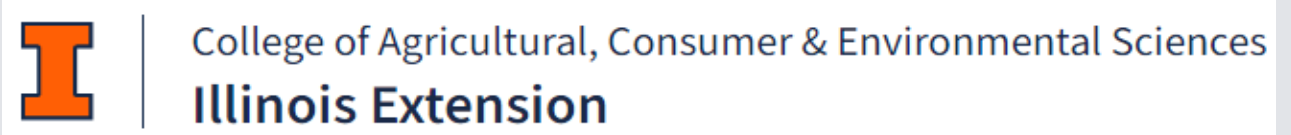


- UofI Extension

- Find a UofI Ext. Office: <https://extension.illinois.edu/global/where-we-serve>

- Your Current Distributor or DoD Provider

- Your Purchasing Cooperative



- ISBE Known Farmer, Rancher, Producer, Processor, Distributor Lists – Coming Soon!

- *It is not required that SFAs must purchase from suppliers on our “known” list nor do we “recommend” any supplier.*

ILLINOIS FUNDING PLAN



Funding Allotment File is posted on the F2CNP webpage.

Link: <https://www.isbe.net/Documents/LFS-funding-allotments.pdf>

- Sub-grant funds to SFA's to purchase local foods that meet the LFS requirements.

Minimum Allotments:

- SFAs with less than 100 students enrolled will be allotted \$3000
- SFAs with between 101-999 students will be allotted \$3500
- SFAs with greater than 1000 will be allotted \$3.50 per student enrolled.

We are exploring the possibilities and processes for the following:

- For SFAs to request additional funds on an as needed basis.
- The availability of extra funds if some funds go unused.

HOW DOES THE FUNDING WORK?

- The LFS Cooperative Agreement is a REIMBURSEMENT program.
- SFAs will purchase local foods meeting the LFS requirements using their own funds.
- Each month the SFA may submit a claim for reimbursement to ISBE.
- Claiming forms and processes are being worked on now and there will be additional guidance and/or training once it is finalized.



CLAIMS

COMING SOON

UNDER
CONSTRUCTION



1

SFAs are required to submit monthly SFA level claims to ISBE by a set due date. The monthly claim form will include some required data to be provided regarding your purchases.

2

ISBE will review all claims submitted.

3

ISBE will compile all of the claims submitted by the due date and use that information to request the LFS funds from the USDA.

4

The USDA will review ISBE's request for LFS funds and transfer the funds to ISBE generally within 5-7 business days of ISBE's submission to the USDA.

5

Once those USDA LFS funds arrive at ISBE, ISBE will reimburse the SFAs that submitted a claim that month. The LFS reimbursement will be sent to the SFA electronically the same as your NSLP reimbursement.

Note: ISBE can only submit 1 claim each month to the USDA, therefore, if you miss the deadline, ISBE will be unable to reimburse your SFA until after the next months due date.

DATA COLLECTION REQUIREMENTS

SFAs will submit the following data elements on each monthly claim.

Purchases Direct from the Farmer, Rancher and/or Producer

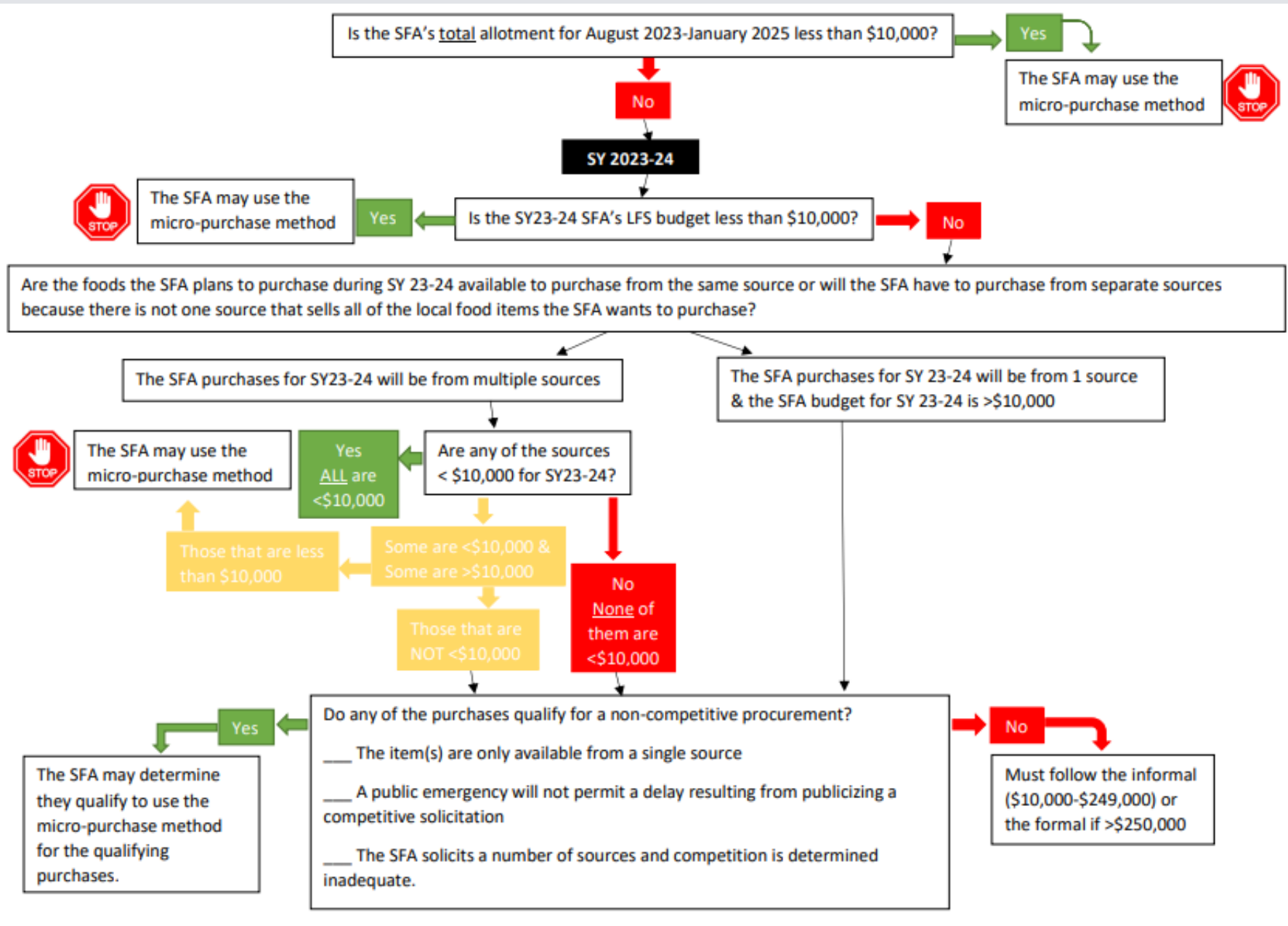
- Name of all of the farmers, rancher and/or producers you purchased from that calendar month.
- The total amount the SFA purchased from each farmer, rancher and/or producer for that calendar month.
- Report if the farmer, rancher and/or producer is socially disadvantaged or a small business
- Specifics of what foods were purchased (ex. apples, yogurt, rice) for each farmer, rancher and/or producer.

DATA COLLECTION REQUIREMENTS

SFAs will submit the following data elements on each monthly claim.

Purchases From a Distributor, Processor and/or Food Hub

- Name of all distributors, processors and/or food hubs that the SFA purchased from that calendar month (who was the invoice from).
- Total amount the SFA purchased from each distributor, processor and/or food hub for that calendar month.
- Report if the distributor, processor and/or food hub is socially disadvantaged or a small business.
- The names of the farms, ranches and/or producers the food received through the distributor, processor and/or food hub came from (origin of the food).
 - Remember all food must meet the definition of local
- Were any of the farmers, ranchers and/or producers socially disadvantaged or small businesses.
- Specifics of what foods were purchased (ex. apples, ground beef, rice)



How to Sign Up for Local Food for Schools (LFS) Funding

All School Food Authorities (SFAs) that participate in the National School Lunch and/or School Breakfast Program are eligible to receive [LFS](#) funding to purchase local unprocessed or minimally processed foods to serve as part of the NSLP and/or SBP reimbursable meals. The funding is available from August 2023 through January 2025. If your SFA may be interested in LFS funds, the SFA should follow these steps:

Step 1: Review Resources

- LFS website
- Introduction to LFS* training webinar
- Funding Allotments

All of these resources are available on the [LFS Website](#).

[Click Here](#)

Step 2: Plan & Discuss Internal Approvals

- Ensure SFA staff, food service department and administration are all on board
- If the SFA contracts for meals with an FSMC/Vended Meals Provider/Another SFA – ensure they agree to provide all of the required information & data and that all parties agree to the requirements in the *Introduction to LFS* webinar.
- Develop a plan for how you will use the funds (this plan does not need submitted to ISBE, it is your internal plan for the funds)
 - Start researching the products you may want to purchase
 - Start researching where you might purchase the items from and the logistics of getting the food from the producer, processor or distributor to your school.
 - If you contract – work out a plan with your contractor
 - Utilize the Procurement Flowchart to determine the purchasing method needed (note: a minimum of 89% of SFAs qualify to use a micropurchase)
- Ensure that the SFA can meet all of the requirements of the funding (see training webinar and page 2)
- If you are going to do a taste test event, plan accordingly. Taste test resources coming soon to the LFS website.

STEP 3 – APPLICATION IN WINS

The screenshot displays the WINS application interface. At the top, there are five tabs: 'Sponsor Tasks', 'Sponsor Applications & Participation', 'Site Applications', 'Claims & Monitoring', and 'Sponsor Info'. The 'Sponsor Applications & Participation' tab is selected and highlighted with a red box. Below the tabs is the 'Administrative Tasks' section, which is divided into four columns: 'Sponsor Tasks', 'Site Application Tasks', 'Reports', and 'Budget'. The 'Sponsor Tasks' column contains a list of tasks, with 'Local Foods for Schools (LFS) Agreement' highlighted by a green arrow. The 'Site Application Tasks' column contains a list of tasks. The 'Reports' column contains a list of reports. The 'Budget' column contains the text 'No WINS Budgets required.'.

Administrative Tasks	
Sponsor Tasks	Site Application Tasks
<ul style="list-style-type: none">Batch Daily Meal CountsBatch Participation DetailAdd/Remove Detail DatesBatch Site QuestionnaireBatch Site ParticipationFFVP ApplicationIs Community Eligibility Provision (CEP) for you?CEP Group InformationAdd New SiteDeactivate/Re-activate Site(s)Deactivate SponsorReview Citation ResponsesWaiversLocal Foods for Schools (LFS) Agreement	<ul style="list-style-type: none">Enroll Site In New ProgramEdit Site QuestionnaireEdit Program ParticipationEdit Participation Detail
Reports	Budget
<ul style="list-style-type: none">Waiver SubmissionsApplications Not ReceivedDirect Certification	No WINS Budgets required.

STEP 3 – APPLICATION – PAGE 1

Introduction

Contact(s)

Attestation

Overview

The Illinois State Board of Education (ISBE) is excited to announce that Illinois will be participating in the USDA's Local Food for Schools Cooperative Agreement Program (LFS). This new program will provide 7.3 million dollars to ISBE, that will be reimbursed to eligible schools that purchase local unprocessed and minimally processed food in accordance with the LFS requirements. LFS is available to all School Food Authorities (SFAs) that participate in the National School Lunch and/or School Breakfast Program.

The goal of LFS is to increase purchases of domestic, locally grown foods from local producers, small businesses, and socially disadvantaged farmers/producers for distribution to schools in order to build a more resilient local food chain by expanding and strengthening local and regional markets. Those that choose to apply will receive reimbursement for allowable local purchases, up to their allotment amount, made between August 2023 through January 2025. Additional funds may be available upon official request with ISBE.

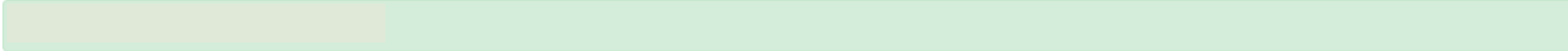
- SFAs that wish to participate in LFS should view the Introduction to Local Food for Schools (LFS) webinar. [Click here](#) to access the recorded webinar.
- [Click here](#) to view your SFAs estimated minimum allotment
- For additional information and resources please visit ISBE's Farm to Child Nutrition Programs (F2CNP) [website](#).

Next

STEP 3- APPLICATION- PAGE 2



Contact Information



Please identify at least one SFA employee contact for the administration of the Local Food for Schools (LFS) Cooperative Agreement below.

Primary Contact Name:*

Primary Contact Name is required.

Primary Contact Title:*

Primary Contact Title is required.

Primary Contact Email:*

Primary Contact Email is required.

Primary Contact Business Phone:*

Primary Contact Business Phone is required.

Optional secondary contact information:

Secondary Contact Name:

Secondary Contact Title:

Secondary Contact Email:

Secondary Contact Business Phone:

STEP 3- APPLICATION – PAGE 3

Introduction

Contact(s)

Attestation

Accepted on Thursday, May 18, 2023 by

In order to participate, School Food Authorities must agree to the following requirements of the Local Food for Schools Cooperative Agreement.

- Allowable foods include unprocessed or minimally processed local fruits, vegetables, meat, poultry, dairy, and grains. Allowable processing methods include cutting, chopping, grinding, pureeing, freezing, canning, and drying. Examples of allowable foods include, raw fruits, raw vegetables, 100% juice, whole, cut, and/or ground meat and poultry, fluid milk, cheese, yogurt, pastas and rice.
- Un-allowable foods include breads, muffins, crackers, sandwiches, chicken nuggets, fish sticks, pizzas, prepared meals, and pre-cooked items.
- Allowable foods must be served as part of a meal in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).
- Local is defined as food that is raised, produced, aggregated, stored, processed, and distributed in the locality or region where the final product is marketed to consumers, so that the total distance that the product travels between the farm or ranch where the product originates and the point of sale to the end consumer is at most 400 miles, or both the final market and the origin of the product are within the same state or territory.
- Purchases should be made from socially disadvantaged producers, defined as 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 part of an individual's income is derived from any public assistance program.
- Purchases should be made from small businesses, defined as a for profit-business 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.
- Allowable costs include direct costs for local food, local food storage, and local food distribution.
- Un-allowable costs include direct or indirect costs associated with developing or administering the program.
- Allowable costs must supplement/increase/expand the existing food procurement and food distribution activities.
- Claims for reimbursement must be submitted monthly.
- Reimbursement funds must be deposited into the non-profit school food service account and comply with 7CFR210.18.
- Requested data elements must be submitted monthly.
- All applicable Federal, State and Local rules and regulations must be followed, including but not limited to 2 CFR 200, 105 ILCS 5/10-20.21, local procurement requirements, and food safety requirements.
- All applicable documentation, including but not limited to, the application, claims, procurements, and invoices must be maintained for three (3) years plus the current year, from the end of the funding period, which is January 31, 2025, and made available to USDA and ISBE upon request.

By clicking the accept and submit button, I am certifying that I have the legal authority of the SFA to attest that I hereby agree, as grantee, to comply with all of the terms and conditions herein and all applicable guidance provided by the State Agency via direct communication and/or the ISBE website.

[Back](#)

[Accept & Submit](#)

Resources



RESOURCES

- F2S Webpage: <https://www.isbe.net/Pages/School-Nutrition-Farm-to-School.aspx>
- Introduction to LFS webinar: <https://www.youtube.com/watch?v=xR3Gd-TpM6c>
- Sourcing Local Foods with IL Market Maker webinar: https://www.youtube.com/watch?v=WKEkmro_bZQ
- Funding Allotments: <https://www.isbe.net/Documents/LFS-funding-allotments.pdf>
- School F2S Survey: <https://www.isbe.net/Documents/LFS-school-survey-info-link.pdf>
- Fast Facts & Timelines: <https://www.isbe.net/Documents/LFS-fastfacts-timeline.pdf>
- How to Apply: <https://www.isbe.net/Documents/LFSfunding-howtosignup.pdf>
- Procurement Guidance Flowchart: <https://www.isbe.net/Documents/LFS-procurementresource-flowchart.pdf>
- Taste Test Resources: <https://content.govdelivery.com/accounts/USFNS/bulletins/3303352>
- https://sevendgenerationsahead.org/wp-content/uploads/2019/11/IFSN_Taste-Test-Toolkit-HOTM.pdf

HELPFUL LINKS

- [Illinois State Board of Education Farm to Child Nutrition](#)
- [ISBE Micropurchase Fact Sheet](#)
- [ISBE Small Purchase/Informal Fact Sheet](#)
- [Illinois Farm to School Network and Seven Generations Ahead](#)
- [Illinois Farm Bureau Main webpage and Directory of county Farm Bureau Contacts](#)
- [Chicago Food Policy Action Council](#)
- [University of Illinois Extension](#)
- [Market Maker database of produce and schools](#)
- [National Farm to School Organization](#)
- [IL Department of Public Health Regions & Local Health Departments](#)
- [USDA Planning for Farm to School Success](#)
 - [11-part webinar series](#)
 - [Planning Toolkit](#)
- [Institute of Child Nutrition Resources](#)
- [IL Public Health Institute \(IPHI\)](#)
- [IL Department of Agriculture](#)



Please Note:
We are finding new and helpful resources often and are working to add them to our ISBE Farm to Child Nutrition Programs (F2CNP) webpage.

An ISBE developed “known” local food sources and suppliers list is in the works. This list would just be “known” local food sources and is not a required supplier list nor is it a recommended list.

PROMOTE YOUR LOCAL FOODS

- Include an icon or message on your menus next to local foods on the menu
- Do Taste Tests of new local products that you incorporate into your breakfast and/or lunch meals (we will post these links on the IL F2CNP webpage)
 - *Team Nutrition Taste Test Resources:* <https://content.govdelivery.com/accounts/USFNS/bulletins/3303352>
 - *IL F2S Network and Seven Generations Ahead Taste Test Resource:*
https://sevengenerationsahead.org/wp-content/uploads/2019/11/IFSN_Taste-Test-Toolkit-HOTM.pdf
- Incorporate a picture of the farm and/or farmer that your local foods came from along with a short description of the farm and/or farmer in your food line or cafeteria.
- Get your district administration involved – invite the principal, vice principal, Superintendent and/or school board members to visit on local food days.
- Promote the work you are doing
 - *School newsletters*
 - *District website*
 - *Local news media*
 - *Social media (Facebook, Twitter, etc)*



Q&A



Thank you for attending!

We look forward to seeing what fresh local foods are served in Illinois Schools!

Please reach out with any Questions.

Email: localfoods@isbe.net

Phone: 800/545-7892

F2CNP Website: <https://www.isbe.net/Pages/School-Nutrition-Farm-to-School.aspx>

Nutrition Website: www.isbe.net/nutrition

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