

# Local Food for Schools

January 8, 2025

Office Hours

*Tiffany Lankford, Nutrition Specialist*

*Christie Beaulieu, Nutrition Grants Specialist*



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711

Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.

This institution is an equal opportunity provider.



Updated 1/15/2025  
[www.SquareMeals.org](http://www.SquareMeals.org)



Food and Nutrition Division  
Nutrition Assistance Programs

# Meeting Agenda

01

**Updates &  
Announcements**

02

**Reimbursements**

03

**Sharing Session**

04

**Questions**

# Grant Updates



Florence ISD-Val Verde  
Kale via Labatt

# LFS Resources

## LFS Resources on SquareMeals

- [www.squaremeals.org/LFS](http://www.squaremeals.org/LFS)

## LFS Vendor Resource List

- *Updated list of vendors used by grant recipients is posted on our website. It is not required to use these vendors; if interested in pursuing procurement from any of the vendors listed, follow federal, state, and local regulations*

## Grantee Fund amount and reimbursement

- *List of grantees and the amount awarded as well as how much reimbursement requested to date – updated monthly*



# Announcements



**Brazos ISD– Hardies**

# Healthy Meal Incentives (HMI)



## HMI Recognition Awards

- 8 Categories – Awarded on rolling basis
- **Applications close June 30, 2025**
- Visit [HMI Homepage: healthymealsincentives.org](http://HMI Homepage: healthymealsincentives.org)
- [www.squaremeals.org/HMI](http://www.squaremeals.org/HMI)

Consider the Innovation in Nutrition Education since 1 of the 2 requirements are met with LFS participation!

**Breakfast Trailblazer**

**Lunch Trailblazer**

**Innovative School Lunch Makeover**

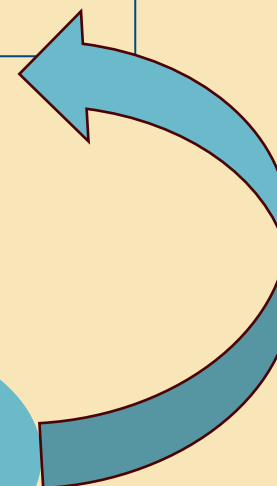
**Innovation in the Preparation of School Meals**

**Small and/or Rural Breakfast Trailblazer**

**Small and/or Rural Lunch Trailblazer**

**Innovation in the Cultural Diversity of School Meals**

**Innovation in Nutrition Education ★**



# Reimbursements



# Reimbursements

- Reimbursed \$8,591,941 of \$22,311,051
- 39% of total funds reimbursed with only 2 months remaining
- Pending \$2.7 million



# Reimbursement Updates

## Important Deadlines

1. Last day to make LFS purchases – **March 31, 2025**
2. Last day to submit LFS reimbursement requests – **May 9, 2025**

## Notifications

- Email approval will be sent when Finance approves, the link to the Smartsheet won't allow you access.
- Reimbursement should be received within 30 days of Finance approval
- This may be delayed due to backlog

## Video Training on Reimbursement Process

- Available on webpage under LFS Resources
- <https://www.youtube.com/watch?v=B9Odue7mrRI>



# Best Practices

- Submit the Payment Request Form in excel spreadsheet
- Only fill out the “itemized invoice” tab
- Put invoice attachments in same order as listed on the Payment Request Form when possible
- Consolidate reimbursement requests if it’s the same vendor
- Bank statements aren’t required
- Submit photos and recipes
- Provide proof that the vendor has local products
- For payment information check out: **Comptroller's Search State Payments Issued website**

# Sharing Session



Magnolia ISD– Brothers Produce

# Questions?

# Contact Us



Tiffany Lankford, Nutrition Specialist

Christie Beaulieu, Nutrition Grant Specialist

Portal: [Reimbursement Form](#)

TDA LFS Website: [www.squaremeals.org/LFS](http://www.squaremeals.org/LFS)



Farm Fresh Network: [www.squaremeals.org/FarmFreshNetwork](http://www.squaremeals.org/FarmFreshNetwork)

Comptroller Vendor List: <https://mycpa.cpa.state.tx.us/tpasscdblsearch/>

Food and Nutrition: [www.SquareMeals.org](http://www.SquareMeals.org)



LocalFoodGrant@texasagriculture.gov

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711  
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.  
This institution is an equal opportunity provider.



Food and Nutrition Division  
Nutrition Assistance Programs



Updated 1/15/2025  
[www.SquareMeals.org](http://www.SquareMeals.org)