



# Local Food for Schools (LFS) Grant Reimbursement Training



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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Food and Nutrition Division  
Nutrition Assistance Programs



Updated 1/26/2024  
[www.SquareMeals.org](http://www.SquareMeals.org)

# Local Food for Schools (LFS) Training Objectives

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LFS Purpose and Criteria

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LFS Timeline

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Process for Reimbursements

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Contact Info and Resources



## Local Food for Schools Funding

Texas schools have been awarded **\$22.3 million** to improve their local and regional food systems. This grant will enable schools to source Texas-produced food for the National School Lunch and School Breakfast Programs. Schools are encouraged to establish or strengthen their connections with local farmers, ranchers, and small businesses.

*The emphasis of this grant is to support historically underutilized agricultural producers and small businesses in Texas but is not a requirement.*



# Purpose



## Support Farm to School

Enable schools to source more Texas products for NSLP and SBP meals and increase the exposure and connection of Texas agriculture to young Texans.



## Strengthen Local and Regional Food Systems

Increase food purchased from historically underserved producers and small businesses of farmers/producers for use by NSLP and SBP schools.



## Encourage Connections

Bolster farm to school connections through increased participation in the Texas Farm Fresh Network, which schools can use to identify Texas producers who are interested in selling their products to child nutrition programs.



## Provide Digital Resources

Develop digital resources highlighting local purchasing best practices in Texas through NSLP and SBP to share with stakeholders.

# Requirements

- Farmers/Producers' food that is raised, produced, aggregated, stored, processed, and distributed in Texas.
- Purchases can be made directly with producers, small businesses, or distributors.
- To be considered "local or regional," the producer and supplier/distributor headquarters must be in the state Texas.



# Key Information

- TDA emphasis on purchasing from historically underutilized producers and small businesses.
- TDA has provided Farm Fresh Network as a resource but not a requirement. *Note:* Producers on the Farm Fresh Network need to be vetted for LFS criteria
- Schools are encouraged to procure new Texas products and/or from new Texas businesses that meet LFS requirements. Please contact your local ESC for any procurement-related concerns and inquiries.

HUB Eligibility	HUB Gender	Small Business	CMBL Status	HUB Status
<a href="#">HI</a>	<a href="#">M</a>	<a href="#">Yes</a>	<a href="#">Active</a>	<a href="#">A-Active</a>
		<a href="#">Yes</a>	<a href="#">Active</a>	<a href="#">Inactive(N)</a>
		<a href="#">Yes</a>	<a href="#">Active</a>	<a href="#">Inactive(N)</a>

# Grant Amount per Contracting Entity

- Student enrollment from October 2022 claims was used to determine funding allocation.
- The award amount represents the total funding available for reimbursement per CE.
- The actual reimbursement may differ per CE based on usage and potential additional future funds.
- Non-competitive, limited funding.
- Allowable foods and their associated costs qualify for reimbursement starting November 3, 2023 – March 31, 2025.

# Timeline





# LFS Process for Reimbursement

1

Schools will procure Texas foods that meet LFS Grant criteria.

2

Payment requests are submitted by the CE(s) and processed in the Reimbursement Request Form Online Portal.

3

Schools submit a new Reimbursement Form and supporting documents with each invoice. If submitting multiple invoices for a single vendor, use Payment Request Form.

4

TDA will process and approve as received.

*For Technical Assistance, contact [localfoodgrant@texasagriculture.gov](mailto:localfoodgrant@texasagriculture.gov)*

*Portal: [Reimbursement Form](#)*

# Reimbursement Guidelines

- Funds may be used on allowable costs, and invoices must be on or after **November 3, 2023**.
- The final day to make purchases is **March 31, 2025**.
- TDA will process payments to CEs on a cost reimbursement basis. Submit invoices to TDA for costs incurred for the purchase, storage, and transportation of food, along with supporting documents as soon as possible.
- A separate reimbursement form must be completed for each vendor with supporting documents.
- A [Request for Payment Form](#) has been created that allows CEs to submit one reimbursement form for multiple invoices from the same vendor.
- Visit [www.SquareMeals.org/LFS](http://www.SquareMeals.org/LFS) for updates and relevant resources.

# Local Food Purchase Criteria\*

## Allowable\*\* Food items must be produced in Texas

Direct food costs, and the storage and transportation costs of Texas food products (may include any typical direct costs associated with the storage and distribution of commodity products; see chart at [www.squaremeals.org/LFS](http://www.squaremeals.org/LFS) for more details).

Minimally processed or unprocessed foods produced in Texas--minimally processed states (whole, cut, pureed) and forms (fresh, frozen, dried, canned)

Fruits and vegetables, including 100% juices

Grains – pasta, rice

Meats and/or Meat alternates– whole, pieces, ground meats, beans or legumes

Fluid milk and dairy products – yogurt, cheese

Olive oil

## Unallowable

Direct or indirect costs associated with developing and administering the program

Processed foods

Baked goods

Pre-packaged sandwiches/meals

Chicken nuggets, fish sticks, pre-made pizzas

Ready-to-eat processed/prepared foods

Bottled water

\*\*For an on-going list of allowable/unallowable costs and/or products, visit [www.squaremeals.org/LFS](http://www.squaremeals.org/LFS)

## Checklist of Requirements for LFS Allowable costs:

Is the food product minimally or unprocessed?

Is the food raised, produced, aggregated, stored, processed, and distributed in Texas?

Is the vendor and distributor (if applicable) headquartered in Texas?

## Information Needed for LFS Reimbursement Form

Is the vendor\* historically underserved?

Is the vendor\* a small business?

Vendor\* address and contact information

How did you use the food product? Include recipes and photos if available.

Invoice(s)

Local Vendor Verification documentation

\*Information related to the producer, NOT the distributor.

# Reimbursement Requirements

## Documentation

1. Invoice(s)--Statements are not accepted as invoices.
2. CEs may submit multiple invoices for one vendor by using the Request for Payment Form (if applicable).
3. Verification of local vendor.
4. Any additional supporting documentation such as photos or recipes.

# Reimbursement Form



Local Food for Schools Reimbursement Portal



FandN Resources > Texas Farm Fresh > Local Food for Schools

## Local Food for Schools

- Home
- E-Harvest Newsletter Archive
- Farm Fresh Challenge
- Farm Fresh Getting Started
- Farm Fresh Training
- Farm to School Month
- Funding Opportunities
- Garden-Based Learning
- Harvest of the Month
- Local Food for Schools
- Map of Farm Fresh Projects
- Seasonality Wheel
- Texas Farm Fresh Network
  - Join the Texas Farm Fresh Network

### Local Food for Texas Schools



Click here to access the Reimbursement Portal.

TDA entered into a cooperative agreement with the Agricultural Marketing Service of the U.S. Department of Agriculture for the purchase of unprocessed or minimally processed Texas food products. The purpose of the Local Food for Schools (LFS) program is to support local and regional food systems, with a focus on historically underserved and small businesses. This grant can help participating Contract Entities (CEs) establish or strengthen connections to Texas farmers, ranchers, and small businesses and get more Texas food on students' trays.

# Reimbursement Form

## Section 1a Instructions



Local Food for Schools  
Reimbursement Portal



TEXAS DEPARTMENT OF AGRICULTURE  
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## Local Food for Schools Reimbursement Form

Submit your reimbursement request for the Local Food for Schools Grant by filling out the form below in its entirety and attach copies of receipt(s) or invoice(s) with supporting documentation.

**Instructions for submitting multiple invoices:** A separate form must be completed for each vendor/producer but multiple invoices from the same vendor can be submitted with each form. Submit multiple invoices by completing and uploading the LFS Payment Request spreadsheet with this form. It is available for download on the LFS webpage or click on the [LFS Payment Request Form](#) link to download the form.

If you are having issues with this form or locating the LFS Payment Request Form, please email: [localfoodgrant@texasagriculture.gov](mailto:localfoodgrant@texasagriculture.gov)

# Reimbursement Form

## Section 1b CE Information



Local Food for Schools  
Reimbursement Portal

### Contracting Entity (CE) Name \*

Choose your contracting entity. Type to search, then click to select.

### CE Phone Number \*

Enter your phone number in case we need to call with any questions.

### CE Email \*

Enter your email in case we need to follow-up.

### TINS \*

Enter the 11 digit number

### Mail Code

Enter the 3-digit code, if known.



# Reimbursement Form

## Section 2 Purchase Information



Local Food for Schools  
Reimbursement Portal

### Multiple or Single Invoice for a single vendor \*

NOTE: A copy of the invoice is required in the File Upload section below.

### Invoice Date \*

Enter the date of purchase; if submitting multiple invoices, enter the earliest date.

### Total Amount Requested for Reimbursement \*

Input the total amount of reimbursement request including allowable foods and any storage/transportation fees incurred.

### Food Item Cost \*

Enter the amount charged for allowable foods.  
Enter "0" if none was charged.

### Storage and Distribution Cost \*

Enter the amount charged for storage and distribution of allowable foods. Enter "0" if none was charged.

### Food Item Purchased \*

Select the food category for food item(s) purchased from vendor.

# Reimbursement Form

## Section 2 Purchase Information



Local Food for Schools  
Reimbursement Portal

### Were all the food items purchased produced in Texas? \*

*Note: To be eligible for reimbursement, all food items purchased must be produced in Texas.*

- YES  
 NO

### Food Item Use \*

1. List the local food items you are requesting reimbursement.
2. Briefly describe how you utilized this product in your school menu. For example, was it served as is or used in a recipe?

### Is the purchase from a distributor? \*

Select or enter value ▼

# Reimbursement Form

## Section 3a Vendor Information



Local Food for Schools  
Reimbursement Portal

**Vendor Name \***

Enter the business name of the vendor you purchased the food item(s) from.

**Vendor Address - Line 1 \***

Enter the vendor's street address line 1.

**Vendor Address - Line 2 \***

Enter the vendor's street address line 2.

**Vendor Address - City \***

Enter the vendor's city.

**Vendor Address - State \***

Enter the vendor's state two-digit abbreviation.

**Vendor Address - Zip Code \***

**Vendor Phone Number \***

Enter the vendor's phone number.

**Vendor Email Address \***

Enter the vendor's email address.

Note: vendor information is about the producer/farmer/rancher from which the local product came from and not information about the distributor who delivered the local product. If you are using a distributor, reach out to the distributor to collect vendor information and supporting docs.

# Reimbursement Form

## Section 3b Vendor Information



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Reimbursement Portal

Did you find this vendor using TDA's Farm Fresh Network resource? \*

- YES  
 NO

Is the vendor historically underserved? \*

*Note: Vendors are not required to be "Historically Underutilized Business."  
<https://mycpa.cpa.state.tx.us/tpasscdblsearch/>*

- YES  
 NO

Is the vendor a small business? \*

- YES  
 NO

Is this the first time you purchased from this vendor? \*

- YES  
 NO

After the conclusion of this grant, do you plan to make future purchases from this vendor with your own funds? \*

- YES  
 NO

# Reimbursement Form

## Section 4 File Uploads



Local Food for Schools  
Reimbursement Portal

### Supporting Documents File Upload \*

Please attach:

- Invoice(s)
- LFS Payment Request Form (if submitting multiple invoices)
- Supporting documentation that products are local
- Recipes - if available
- Photos - if available

Please name attachments : "CExxxxx\_Document Type\_MMDDYY"

If you are experiencing technical difficulties uploading your files, please email [localfoodgrant@texasagriculture.gov](mailto:localfoodgrant@texasagriculture.gov)

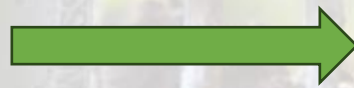
Drag and drop files here or [browse files](#)

# Reimbursement Form

## Section 5 Certification & Submission



Local Food for Schools  
Reimbursement Portal



I confirm I have uploaded the required invoice(s) and supporting documentation. \*

- YES  
 NO

Certification \*

- By submitting this claim, I certify that the information contained herein is true and correct to the best of my knowledge, in accordance with the Local Food for Schools Grant, as approved by the Texas Department of Agriculture.

Authorized Representative \*

Your name, when entered below, will be considered as a valid electronic signature.

- Send me a copy of my responses

Submit

# Request for Payment Form

(Use if submitting multiple invoices per ONE vendor)

Available for download on the LFS webpage or click on the [LFS Payment Request Form link](#).

Submit completed form in the file uploads section of the Reimbursement Form.



## REQUEST FOR PAYMENT FORM

Contracting Entity Name: \_\_\_\_\_

Contracting Entity ID No.: \_\_\_\_\_

Please fill out the requested information areas in the red boxes. Then please sign and date the form.

Term of Agreement: 11/3/2023 - 3/31/2025  
(mm/dd/yy to mm/dd/yy)

Period Covered by this Report: \_\_\_\_\_  
(mm/dd/yy to mm/dd/yy)

Budget Category A	This Request B* (autocalculated from itemized tab)
Storage	\$0.00
Distribution	\$0.00
Food	\$0.00
<b>Total Grant Funds:</b>	<b>\$0.00</b>

Column B will Autofill from the Itemized Invoice List tab (TDA Portion to be Reimbursed column).

\* Note: All purchases for reimbursements must be made during the term of the grant agreement. An itemized list for all expense must be provided, please attach additional sheet(s) if more space is needed. In addition, backup supporting documentation must be provided for purchases over \$500.

Total Grant Funds Requested To Date:	Total Match Funds Expended To Date:
\$ -	\$ -

COMMENTS:

ALL EXPENDITURES RELATED TO THIS AGREEMENT MUST BE CONSISTENT WITH THE TEXAS GOVERNMENT CODE §783.007, THE UNIFORM GRANT MANAGEMENT STANDARDS (UGMS), AND ANY APPLICABLE OFFICE OF MANAGEMENT AND BUDGET (OMB) OR CODE OF FEDERAL REGULATIONS (CFR) AS PROVIDED FOR IN THE AGREEMENT.

# Request for Payment Form

*(Use if submitting multiple invoices per ONE vendor)*

**CE Information will Autofill from the Cover Page**

Grantee Information							
Contracting Entity Name				Contracting Entity No			
TDA ISC				654132			
Itemized List of Invoices							
Vendor Name	Invoice Number	Invoice Date	Description of Expenditure	Check Number	Total Invoice Amount	TDA portion to be reimbursed	Expense Category
					\$ -	\$0.00	
<b>Total Invoices</b>					\$ -	\$0.00	

Expense Category

Storage

Distribution

Food

**Expense Category:** Only select the items from the dropdown list.

The data entered in the TDA Portion to be Reimbursed column the will Autofill in Column B on the Cover Page Tab according to the Expense Category .

*\* Note: All purchases for reimbursements must be made during the term of the grant agreement. Please attach additional sheet(s) if more room is needed.*



# Reimbursement Form



**Local Food for Schools  
Reimbursement Portal**

- Reimbursement Form with invoice(s) and supporting documentations must be submitted by **March 31, 2025**, to be considered for reimbursement.
- Invoices should be submitted as soon as supporting documents are available.
- Contact [LocalFoodGrant@texasagriculture.gov](mailto:LocalFoodGrant@texasagriculture.gov) if you experience any technical issues.

# Contacts

## Project Management

**Sylvia Garrett** – Contracted Grants Manager

**Melinda Nguyen** – Senior Nutrition Specialist

**Jennifer Lengyel** – Food Systems Specialist

# Resource Information

## Resources

- **[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/tpasscmbsearch/>**

# Questions?

## Contact

**[LocalFoodGrant@TexasAgriculture.gov](mailto:LocalFoodGrant@TexasAgriculture.gov)**



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**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)

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