Recipient Agencies (RAs) who participate in DoD Fresh and/or Farm to School (FTS) programs will use the processes below to opt-in or decline participation.

**DoD Fresh**

RAs who:
- Previously participated in DoD Fresh
- Already have a FFAVORS account

### CHANGE:
- Will **not** complete a Contract Packet to indicate participation in DoD.
- Follow the process below.

1. Complete **DoD Opt-In JotForm**
   - Select “Yes” to participate / receive funds
   - Select “No” to decline participation

2. Complete all remaining fields in the JotForm
   - If answered “Yes”, indicate delivery sites

3. TDA will allocate DoD Entitlement in WBSCM

4. Go to FFAVORS to view entitlement for DoD and place requests

**Farm to School**

RAs who:
- Previously participated in Farm to School
- **Did not** participate in DoD Fresh
- **Do not** have a FFAVORS account

### CHANGE:
- Will **not** complete a Contract Packet
- Access Farm to School in FFAVORS
- FTS is now **Local Grown** in FFAVORS
- Will need a FFAVORS account
- Follow the process below.

1. Complete **DoD Opt-In JotForm**
   - Select “Yes” to participate / receive funds
   - Select “No” to decline participation

2. Complete all remaining fields in JotForm including CE and Director Information

3. Follow steps in **Instructions** tab in “FFAVORS Campus Details for Participants” Excel Sheet
   - Fill out Excel Sheet for each location

4. Email completed Excel Sheet to: commodityoperations@texasagriculture.gov

Food and Nutrition Division National School Lunch Program

COMMISSIONER SID MILLER

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