

Farm to School & the Local Food for Schools Program



COLORADO
Department of Education

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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) 256-1655 or (202) 690-7442; or

3. email:
program.intake@usda.gov.

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Zoom Information

Mute/
unmute

Video

Chat

Closed
Captions

Unmute

Start Video

Participants 2

Chat

Share Screen

Record

Live Transcript

Reactions

Leave

Learning Objectives

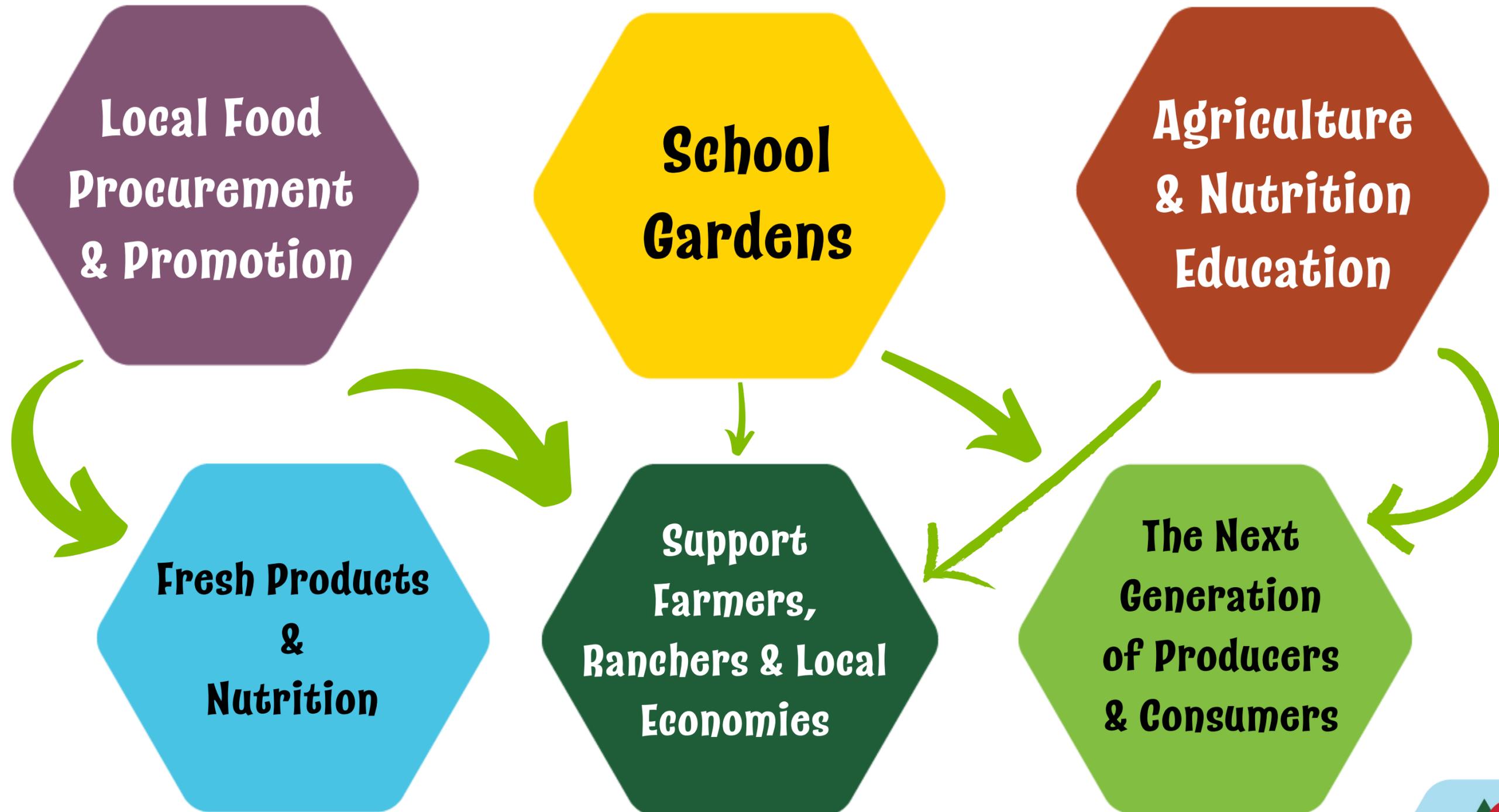
By the end of this training, you will be able to:

- Recall the basics of Farm to School
- Explain all requirements of the LFS Cooperative Agreement
- Communicate effectively with local vendors & producers
- Describe values based procurement

Professional Standards Learning Code: 1130, 2430



Why Farm to School?



Local Food for Schools: Introduction, Products, Procurement



LFS Introduction & Basics

The Local Food For Schools Cooperative Agreement Grant (LFS) is a USDA Agriculture Marketing Service Grant received by CDE School Nutrition.

- Participating districts are reimbursed for purchasing locally grown, raised, and processed products
- Goals:
 - Increase local food consumption
 - Build & expand economic opportunity for local small & socially disadvantaged producers
- Start Date: October 2022
- End Date: February 2024
- \$1.5 million currently available
- Regular updates on available funding



What Products are Allowable?

Raw and Minimally Processed Foods



**Must be Grown, Raised, AND Processed within CO
or 400 miles of endpoint**



Allowable Expenses for Storage & Delivery



Typical direct costs associated with storage and distribution of local products

Payments/fees for transporting or storing local foods

**Example:
Meat processors may store items for additional fees**



Definitions



Local



**Located in Colorado
or within 400 miles
of delivery destination**

**Districts must confirm that products are
grown, raised, AND processed within this definition**

**If a minimally processed product has multiple ingredients,
they all must meet this definition**

**Tortilla Example: All grains and oils used to make tortillas must originate in CO
or within 400 miles of destination**

Socially Disadvantaged

**Anyone that has
been subject to
discrimination or
receives any income
from public
assistance programs**

Small Business

**Not nationally
dominant in its field
and meets the
definition of local**

Participation

The Opt-in Form



The Tracker - Record Local Purchases

- Invoice Date - Save your invoices in case of audit
- Vendor Name
- Secondary Source (if not buying directly from the producer)
- Producer or expense type
 - Socially Disadvantaged or Small Business
- Item
- Cost

Note - Multiple purchases of the same item from same vendor can be combined



USDA Local Food for Schools Cooperative Grant

School District Name:		<p>Unprocessed and minimally processed foods are raw fruits, raw vegetables, raw meat, and raw dairy that are grown or raised or frozen or raw fabricated products that retain their inherent character. Examples are fruits, vegetables, 100% juice, grain products such as pasta, rice; meats (whole, pieces, or food items such as ground meats); meat alternates such as beans or legumes, and other dairy foods such as cheese and yogurt. Foods that are 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. Foods that are significantly processed are unallowable. Examples of unallowable foods include baked goods, breads, muffins, crackers; prepackaged meals; other prepared or pre-cooked items that come ready to eat that require no further preparation beyond heating (e.g. chicken nuggets, fish sticks, pre-made pizza etc.).</p> <p>Socially Disadvantaged Producer means a producer belongs to 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.</p> <p>Small Business means 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.</p> <p>Storage and distribution expenses directly associated with the purchase of food for this program. Allowable costs under storage and distribution may include any typical direct costs associated with the storage and distribution of commodity products.</p>
CO Local Food Program participant?		

Percentage of total new relationships created in the quarter	#DIV/0!
Percentage of Socially Disadvantaged producers	#DIV/0!
Percent of Small Business producers	#DIV/0!
Grand Total Spent	\$0.00

Highlight a row in yellow when you are done tracking purchases for the quarter.

Complete each green column with an asterisk (*)										
Invoice Date* (MM/DD/YYYY)	Vendor (Who you're paying on the invoice) *	Secondary source (farm or producer)	Have you ever purchased from this producer?*	Producer or Expense Type*	Item/Product *	Item/Product Cost*	Delivery Cost	Storage Fees	Total Cost	How does this item qualify?
			▼	▼		\$ -	\$ -	\$ -	\$ -	▼
			▼	▼		\$ -	\$ -	\$ -	\$ -	▼
			▼	▼		\$ -	\$ -	\$ -	\$ -	▼
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			▼	▼		\$ -	\$ -	\$ -	\$ -	▼
			▼	▼		\$ -	\$ -	\$ -	\$ -	▼

A Great Example:

Secondary Source

Socially Disadvantaged

Delivery Costs



Complete each green column with an asterisk (*)										
Invoice Date* (MM/DD/YYYY)	Vendor (Who you're paying on the invoice) *	Secondary source (farm or producer)	Have you ever purchased from this producer?*	Producer or Expense Type*	Item/Product *	Item/Product Cost*	Delivery Cost	Storage Fees	Total Cost	How does this item qualify?
4/5/2023	East Denver Food Hub	Infinite Harvest	Yes	Socially Disadvanta	Living lettuce	\$ 896.25	\$ -	\$ -	\$ 896.25	Unprocessed products
4/5/2023	East Denver Food Hub		Yes	Socially Disadvanta	delivery	\$ -	\$ 120.00	\$ -	\$ 120.00	Distribution Fee
4/10/2023	East Denver Food Hub	Infinite Harvest	Yes	Socially Disadvanta	Living Lettuce	\$ 107.55	\$ -	\$ -	\$ 107.55	Unprocessed products
4/10/2023	East Denver Food Hub		Yes	Socially Disadvanta	delivery		\$ 10.00	\$ -	\$ 10.00	Distribution Fee
4/13/2023	East Denver Food Hub	Infinite Harvest	Yes	Socially Disadvanta	Living lettuce	\$ 1,075.50	\$ -	\$ -	\$ 1,075.50	Unprocessed products
4/13/2023	East Denver Food Hub	Infinite Harvest	Yes	Socially Disadvanta	russet potatoes	\$ 960.00	\$ -	\$ -	\$ 960.00	Unprocessed products
4/13/2023	East Denver Food Hub		Yes	Socially Disadvanta	delivery fee	\$ -	\$ 120.00	\$ -	\$ 120.00	Distribution Fee
4/20/2023	East Denver Food Hub	Infinite Harvest	Yes	Socially Disadvanta	living lettuce	\$ 1,111.35	\$ -	\$ -	\$ 1,111.35	Unprocessed products
4/20/2023	East Denver Food Hub		Yes	Socially Disadvanta	delivery fee	\$ -	\$ 130.00	\$ -	\$ 130.00	Distribution Fee
4/26/2023	East Denver Food Hub	Infinite Harvest	Yes	Socially Disadvanta	living lettuce	\$ 967.95	\$ -	\$ -	\$ 967.95	Unprocessed products
4/26/2023	East Denver Food Hub		Yes	Socially Disadvanta	delivery fee	\$ -	\$ 120.00	\$ -	\$ 120.00	Distribution Fee
5/3/2023	East Denver Food Hub	Infinite Harvest	Yes	Socially Disadvanta	living lettuce	\$ 932.10	\$ -	\$ -	\$ 932.10	Unprocessed products
5/3/2023	East Denver Food Hub		Yes	Socially Disadvanta	delivery fee	\$ -	\$ 120.00	\$ -	\$ 120.00	Distribution Fee
5/10/2023	East Denver Food Hub	Infinite Harvest	Yes	Socially Disadvanta	living lettuce	\$ 1,039.65	\$ -	\$ -	\$ 1,039.65	Unprocessed products
5/10/2023	East Denver Food Hub		Yes	Socially Disadvanta	delivery fee	\$ -	\$ 130.00	\$ -	\$ 130.00	Distribution Fee
5/17/2023	East Denver Food Hub	Infinite Harvest	Yes	Socially Disadvanta	living lettuce	\$ 573.60	\$ -	\$ -	\$ 573.60	Unprocessed products
5/17/2023	East Denver Food Hub		Yes	Socially Disadvanta	delivery fee	\$ -	\$ 100.00	\$ -	\$ 100.00	Distribution Fee
6/28/2023	Snowden Meats		No	Small Business	ground beef, raw	\$ 9,450.00	\$ -	\$ -	\$ 9,450.00	Unprocessed products
6/28/2023	Snowden Meats		No	Small Business	delivery fee	\$ -	\$ 500.00	\$ -	\$ 500.00	Distribution Fee
						\$ -	\$ -	\$ -	\$ -	
						\$ -	\$ -	\$ -	\$ -	



Yellow highlight when finished



Finding Local Vendors

Local Farmers, Ranchers, & Businesses

- Community Connections - Local Farmers, ranchers, and community businesses with a connection
- Colorado Producer Directories
 - CDE Farm to School Producer Directory
 - CO Proud Farm Fresh Directory

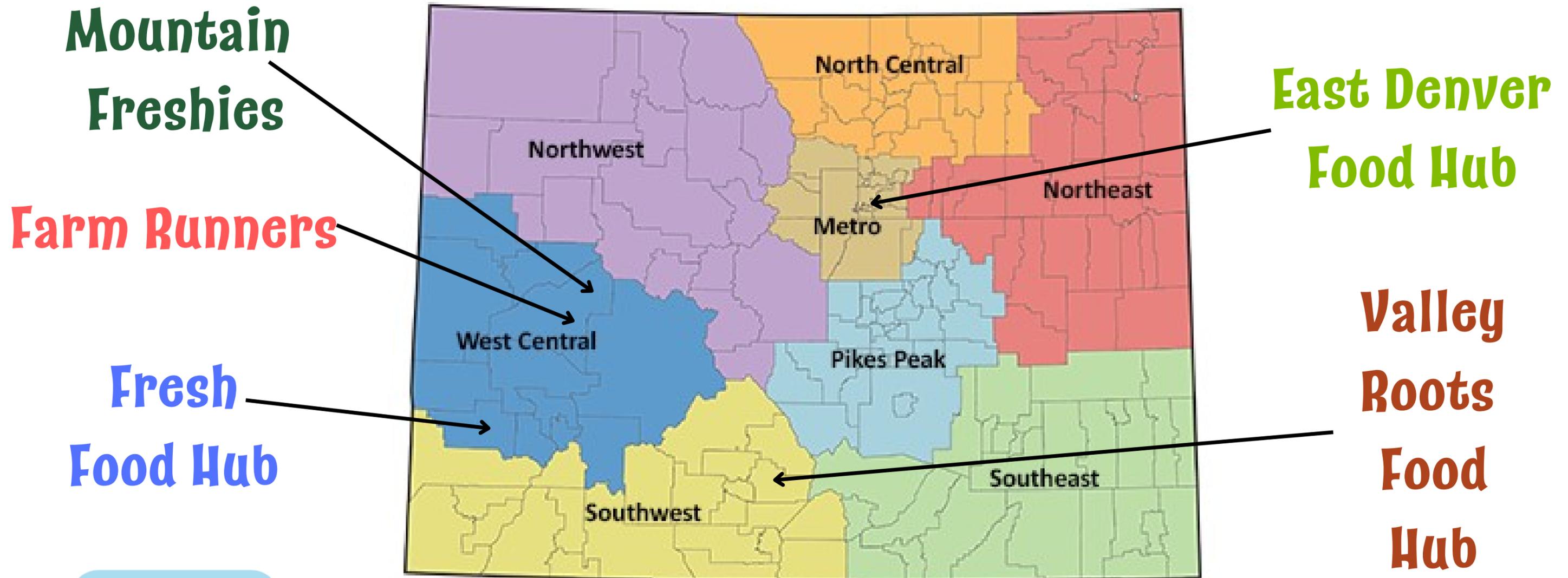
Food Hubs, Retailers, Businesses

- Food Hubs specialize in local foods and can provide easier delivery & logistical options
 - East Denver Food Hub, Valley Roots (San Luis Valley), Fresh Food Hub (Western Slope), Mountain Freshies, Farm Runners
 - Retailers like grocery stores can stock local items as well



Food Hubs

Specialize in local foods. Capacity to handle logistics such as delivery & packaging.
Many already have Farm to School experience



Communicating & Topics to Discuss

**Products,
Prices,
Seasonality**

**Delivery,
Packaging,
Storage**

**Food Safety,
Certifications,
USDA Meat
Inspection**

**Starting Small
&
Building
Relationship**

**Future
Opportunities,
Contracting**



Values Based Procurement

Set a
values
statement

Determine
what
products you
want

Determine
your
purchasing
threshold

Identify
vendors,
ask for
prices

Document
everything

Forecasting the products you need - Examples

- **Do you want to source local apples? - Thinking of how many you buy from a mainline vendor by the month or week. Can you substitute this amount from a farmer?**
- **Let's do one local meal for CO Proud Day**
 - **What ingredients are you serving and how many students do have?**
 - **Now convert this to servings**



Make the Values Happen



- Involve students- (culturally relevant)
 - Can you use this in menu planning & FTS?
- Start small (think salad bars, easy swaps)
 - Local fruits/veggies can have longer shelf lives
- Build in menu flexibility
 - Use a Colorado seasonal cycle menu
 - Find new recipes
 - The Lunchbox
- Participate in Special Events:
 - CO Proud School Meal Day (Oct 3, 2023)
 - National Farm to School Month (October 2023)
 - USDA Mountain Plains Region Crunch Off (October 2 - 6, 2023)



Selecting a Procurement Method

Micro-purchase (less than \$10,000 spent annually)

Small/Informal purchase (\$10,000-\$250,000)

Formal procurement (more than \$250,000)



Make sure to check your local purchase thresholds!



Micro-purchases

- **For purchases of where the aggregate amount is \$10,000 or less**
 - **Caution: This is the aggregate for one year, not one purchase**
- **Informal procurement method**
- **Do not require competitive price quotes**
- **“Spread the wealth”**



Use the Annotate Tool to add a Text Box:



1 You are viewing screen View Options

150%
200%
300%

2 Annotate

3 T Text Draw Stamp Spotlight Eraser

Type Your Initials on a Photo You Like

Opportunities Activity

**What products have
you procured locally?**

**Where have you purchased
these products?**



Opportunities!

- Start Small
 - Participate in a special event - CO Proud Meal Day or the Crunch Off
 - Salad Bars
- Procure fresh fruits & veggies early - Speak with producers in the summer
- Beef - Colorado is a beef state and products are available year round
- Build relationships with Food Hubs & Aggregators



Challenges Activity

**What have been your challenges
when procuring locally?**

**How have you overcome some
of these challenges?**



Challenges

- Locating producers
- Navigating procurement regulations
- Delivery & Storage
- Knowing if a product is actually local
- Purchasing products from school gardens or FFA chapters

Overcoming

- Consult directories, like the CDE Farm to School directory
- Utilize micro-purchasing and keep it simple by starting small
- Work with Food Hubs, communicate with producers, utilize delivery & storage reimbursements
- Avoid working with mainline distributors, gain knowledge on secondary sources
- We cannot reimburse programs funded by the 21 Fund, they must be funded through a separate entity



Overview & Conclusion

**The time to
spend
LFS Funds is NOW!
\$1.5 million
available**

**Socially
Disadvantaged &
Small Biz
Priorities**

**Raw &
Minimally
Processed
Products**

**Be certain that
products are
local**

**Utilize
Directories
&
Food Hubs**

**Reach out to
CDE with any
Questions!**

Special Announcements & Events

The USDA Farm to School Census will be open October 1 - December 31

- CDE staff will provide assistance in its completion
- CDE wants to see 100% of Colorado schools complete the census!

2 Upcoming Events to get started in Farm to School & procuring local:

Mountain Plains Crunch

Regional event where Colorado competes with neighboring states on the amount of crunches into local foods.

- October 2 - 6
- [Registration link](#) and [informational video](#)

Colorado Proud School Meal Day

Statewide event to promote a local meal or ingredient.

- October 3
- [Registration](#)



Contact School Nutrition



Reach out to your Point of Contact:
<http://www.cde.state.co.us/nutrition/nutristaff>



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Evaluation & Professional Standards

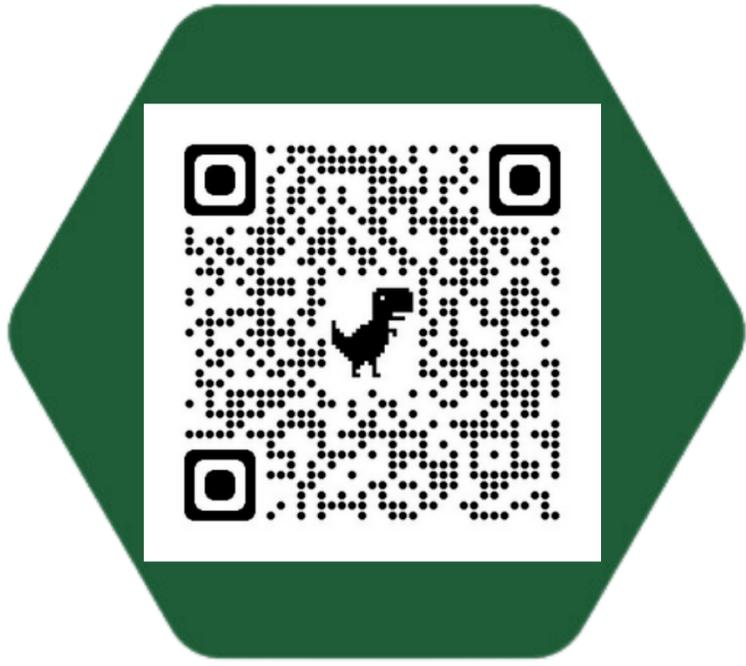
Training Evaluation: Please tell us how we did!

<https://www.surveymonkey.com/r/LV2TXGH>

Professional Standards:
1130, 2430 (1 hour)

Use the CDE Professional Standards
Training Tracker to document Annual
Training Requirements.





CDE's FTS Producer List

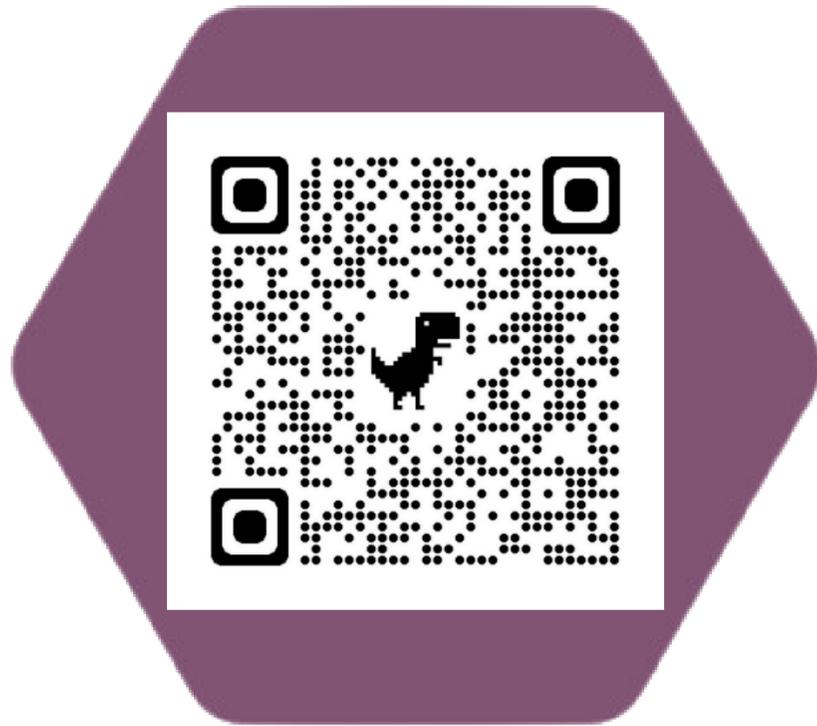


**CDE Reimbursement &
Funding**

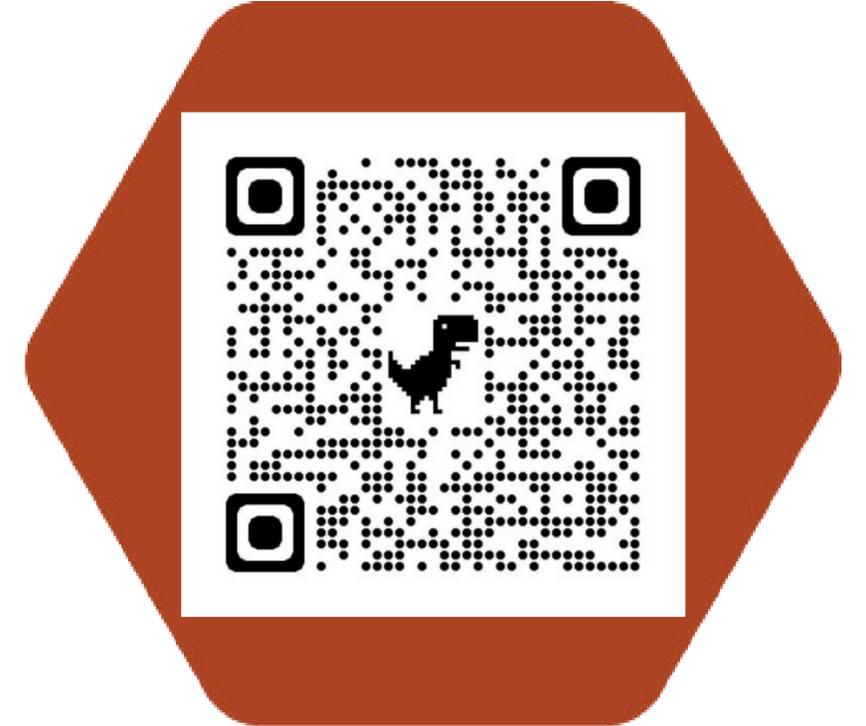


Colorado Farm Fresh Directory

Resources!!!



**CDE Procurement
Webpage**



CDE FTS Webpage