

# Local Food for Schools Office Hours

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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

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Updated 1/26/2024  
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Food and Nutrition Division  
Nutrition Assistance Programs





# Meeting Agenda

01

**Grant  
Updates**

02

**FAQ  
Review**

03

**Grant  
Training**

04

**Questions**

# Local Food for Schools Office Hours



Every month through March of 2024, the LFS Grant Team will meet with grantees virtually to share grant updates and answer questions.





# Grant Updates





# Updates

- 331 Texas Schools (CEs) have been awarded Local Food for Schools funding.
- Funds may be used for qualifying purchases starting **November 3, 2023 through March 31, 2025.**
- TDA is listening! A Request for Payment Form has been created that allows CEs to submit one reimbursement form for multiple invoices with the same vendor.
- 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.
- Visit [www.SquareMeals.org/LFS](http://www.SquareMeals.org/LFS) for updates and relevant resources.



# Key Reminders

- TDA emphasis on purchasing from historically underserved producers and small businesses.
- 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.

# FAQ Review





# LFS Grant Decision Tree Tool

Local Food for Schools (LFS)

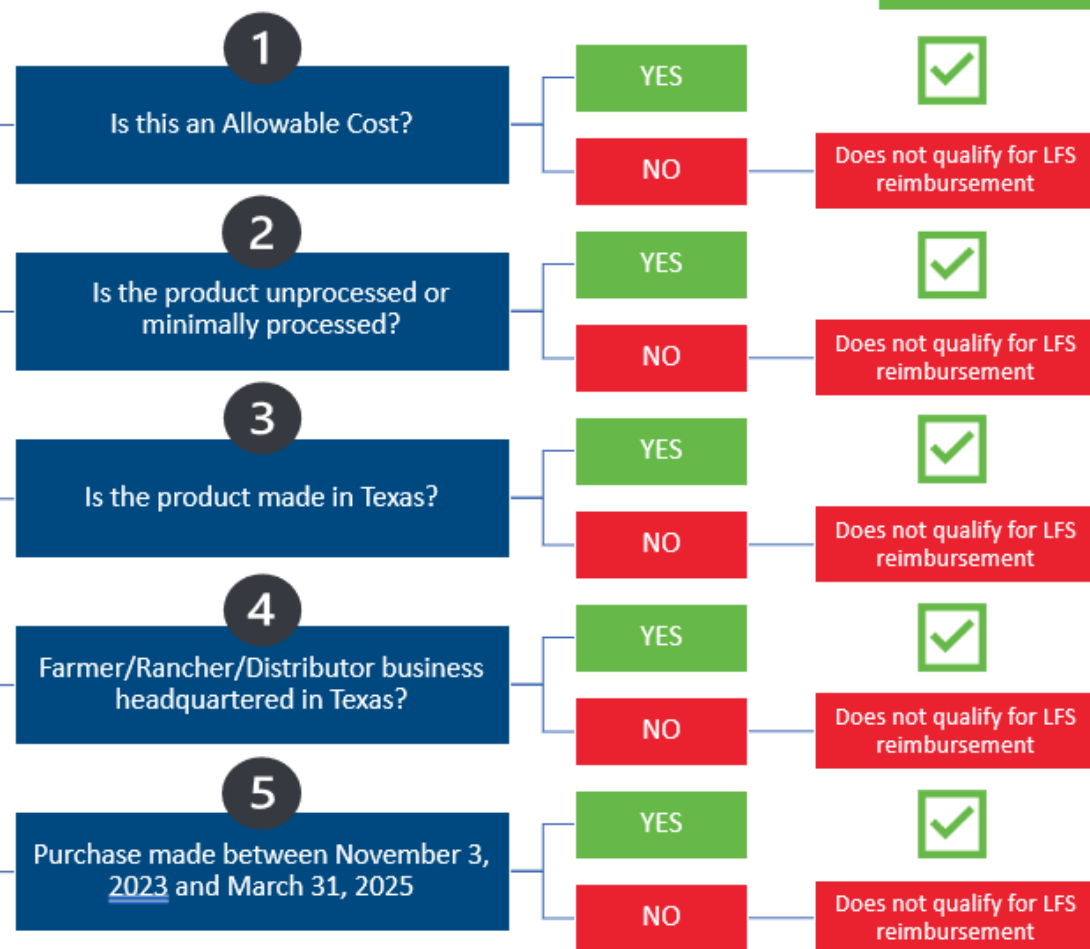


Use the decision tree below to evaluate potential vendors and products for LFS purchases.

Please send questions to [localfoodgrant@texasagriculture.gov](mailto:localfoodgrant@texasagriculture.gov)



LFS Purchase Criteria Evaluation



To qualify for reimbursement, ALL criteria questions must be answered "YES".

For more information and resources, visit [www.squaremeals.com/LFS](http://www.squaremeals.com/LFS)



# Grant Training





# Reimbursement Tips

Reimbursement requests are submitted by the CE(s) and processed in the [LFS Reimbursement Portal](#).

## Required Documentation:

1. Invoice(s) of eligible purchases. Statements are not accepted as invoices.
2. CEs may submit multiple invoices for one vendor by using the [Request for Payment Form](#). (if applicable) and uploading as an attachment to your Reimbursement Form.
3. Verification of local vendor.
4. Any additional supporting documentation, such as recipes and photos.



# Reimbursement Requirements

## Verification of Texas Farmers/Producers/Products

- 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 the producer or supplier headquarters must be in the state of Texas.
- Include documentation that supports that the Farmers, Producers, and Products are local using vendor website information, picture of label of the box, verification from the vendor/distributor, product specification sheet
- If you have questions, email [localfoodgrant@texasagriculture.gov](mailto:localfoodgrant@texasagriculture.gov) prior to making purchases.



**Instructions and details on how to submit a reimbursement request can be found here on the LFS webpage:**

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

### **Next Steps for Schools**

1. Review Recorded **LFS Reimbursement Training Slides** from November 3, 2023
2. Review **FAQs** and **LFS resources** in the sections below.
3. Procure and spend funds on LFS qualifying Texas food products!
4. Complete and submit the **Reimbursement Form** and supporting documentation for each LFS qualifying purchase invoice. If you have multiple invoices for ONE vendor/producer, please use the **LFS Payment Request Form**.
5. Email questions to [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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# Contact Us

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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)



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# Questions