

A collage of fresh vegetables. On the left, there are various types of lettuce, including green and purple varieties. On the right, there are several bunches of fresh carrots with their green tops. The background is a dark, textured surface.

# FOOD SERVICE DIRECTOR



# Local Food for Schools (LFS)

## Cooperative Agreement Program

- The Local Food for Schools (LFS) program will help states deal with the challenges of supply chain disruptions brought on by the pandemic. The program will also strengthen the food system by helping to build a fair, competitive, and resilient local food chain and expand local and regional markets.
- All food purchased must be **unprocessed** or **minimally processed**.
- Examples of allowable food products include fruits and vegetables (including 100% juices); grain products such as pastas and rice; meats (whole, pieces, or food items such as ground meats); meat alternates such as beans or legumes, and fluid milk and other dairy foods such as cheese and yogurt. Foods 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 generally understood to be significantly processed or prepared are unallowable. Examples of unallowable products would include baked goods such as breads, muffins, or crackers; prepackaged sandwiches or meals; other prepared and/or pre-cooked items that come ready-to-eat or that require no further preparation beyond heating (eg. chicken nuggets, fish sticks, pre-made pizzas, etc).





# What Can the Funds be Used For?

- Foods that are considered **unprocessed** or **minimally processed**
- Food Distribution Expenses (**Shipping**)
- Food **Storage** Expenses (Equipment rentals are allowed, but the lease or rental agreement must terminate at the end of the grant cycle.)





# Common Misconceptions About Procuring Local Food

True or False?

Writing Specifications is hard.

False

To qualify for LFS, the total distance that the product travels between the farm where the product originates and the point of sale to the end consumer is at most 400 miles.

True

Small farmers don't grow enough food to participate in Farm To School.

False

To qualify as "local", food has to be grown in the school's county or an adjacent county

False

Being a KY Proud member is a requirement to participate in Farm to School and LFS

False



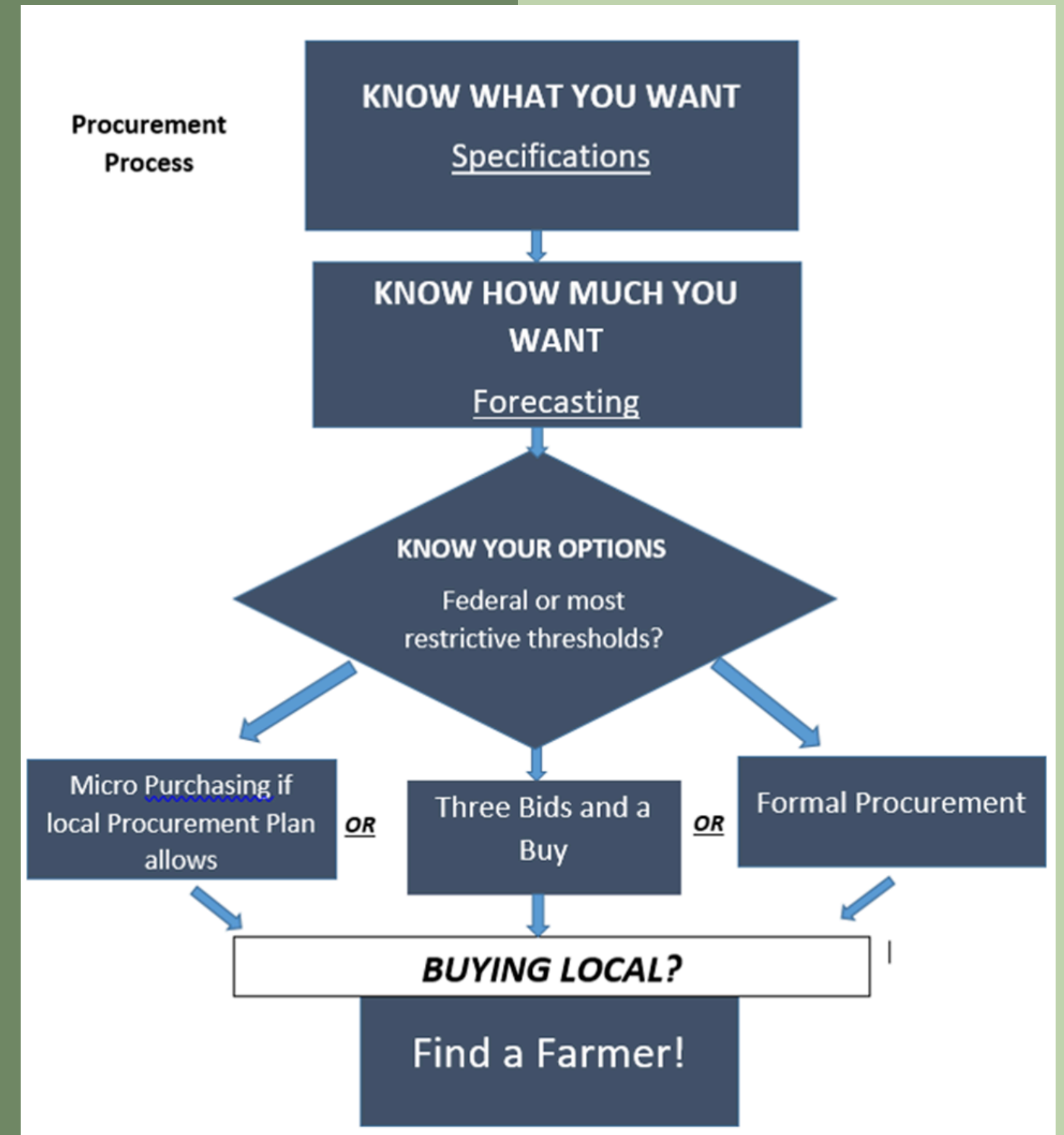
# What is the definition of “local and regional food” for this program?

- **Local and regional food is raised, produced, aggregated, stored, processed, and distributed in the locality or region where the final product is marketed to consumers.**
- **The total distance that the product travels between the farm or ranch where the product originates and the point of sale to the end consumer is at most 400 miles**
- **Or both the final market and the origin of the product are within the same State or territory.**
- **Food must also meet the requirements of the definition of “domestic food”.**



# What the Procurement Process Looks Like

- Know What You Want
- Know How Much You Want
- Know Your Options
- Find a Farmer





# SPECIFICATION SHEET

The key to effective purchasing of local food items.

Take steps before beginning the procurement process.

Develop specifications that reflect the characteristics of what the buyer seeks.

Clear communication and a satisfactory exchange.

## Sample Specification Worksheet for Apples

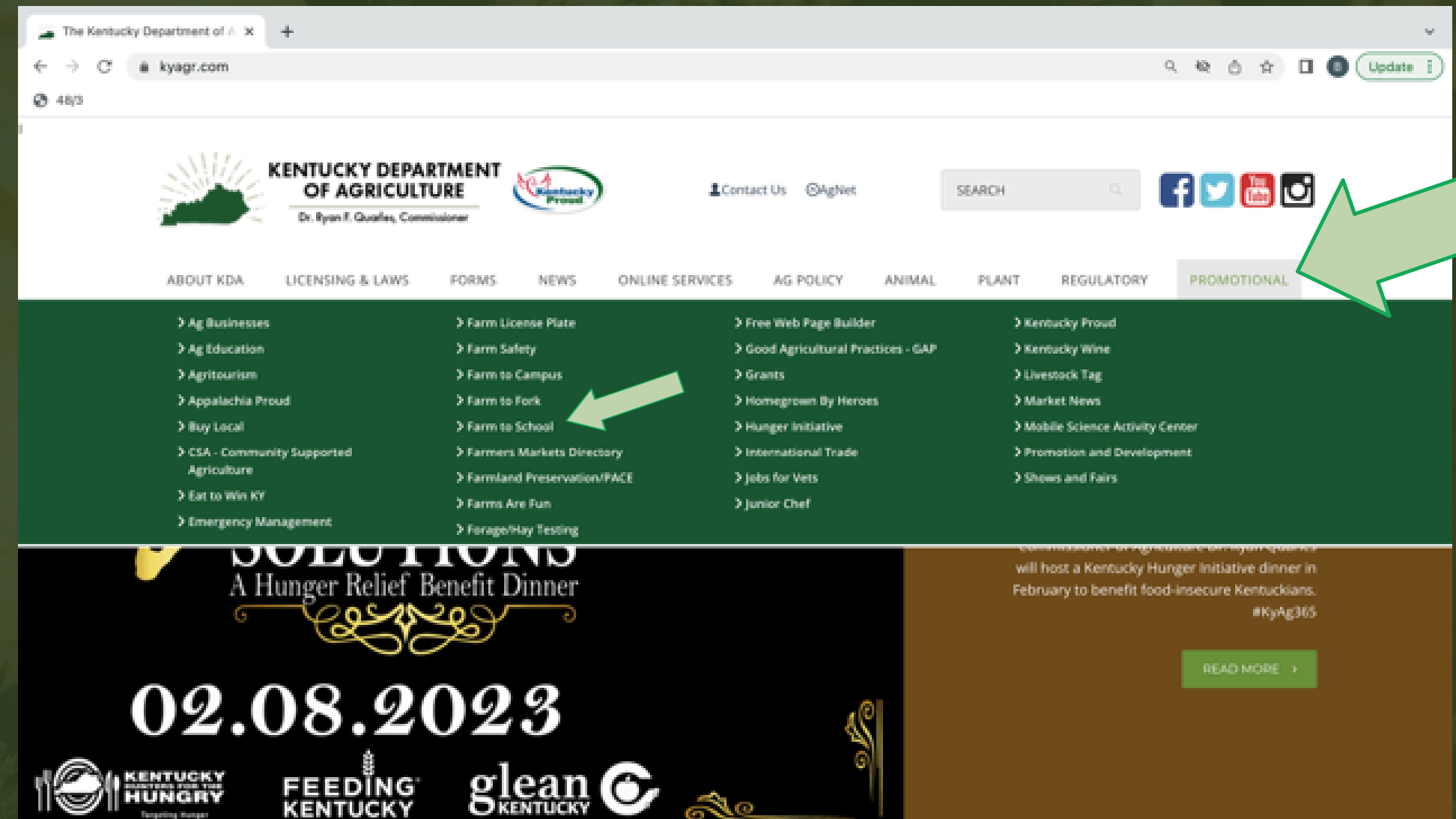
Item Name:	<i>Apples</i>
Description (variety):	<i>Gala, apples to be firm, fresh-picked, no bruising, no worm or insect damage, packed in a clean, unused box.</i>
Size:	<i>2 7/8 to 3 1/4 diameter</i>
Grade/Standard:	<i>US utility</i>
Pack Size/Weight:	<i>125-138 count</i>
Price Quote: (by lb., dozen, case)	<i>Standard 40/lb box</i>
Ripeness: (Maximum/Minimal level of ripeness acceptable)	<i>Fully tree ripened</i>
Delivery/Frequency:	<i>Every three weeks and to be delivered to all six sites</i>
Growing Preference: (Local within Kentucky)	<i>Grown within 75 mile radius</i>
Other:	<i>Un-waxed (not washed, washing would remove the natural wax causing you to apply a wax type product enabling longer storage)</i>



# Daily Market Prices

**Step 1:** Go to <https://www.kyagr.com>

**Step 2:** Scroll over Promotional to view the dropdowns



**Step 3:** Click on the Farm to School Tab

**> Farm to School**



# Daily Market Prices

**Step 4: Select Daily Market Prices at bottom of home page under specification sheets**

The screenshot shows the homepage of the Kentucky Department of Agriculture. At the top, there is a banner with various food items and a green button labeled "CONTACT THIS PROGRAM". Below the banner is the department's logo and name, "KENTUCKY DEPARTMENT OF AGRICULTURE", along with the name of the Commissioner, Dr. Ryan F. Quarles. To the right of the logo are links for "Contact Us" and "AgNet", a search bar, and social media icons for Facebook, Twitter, YouTube, and Instagram.

The main navigation menu includes links for "ABOUT KDA", "LICENSING & LAWS", "FORMS", "NEWS", "ONLINE SERVICES", "AG POLICY", "ANIMAL", "PLANT", "REGULATORY", and "PROMOTIONAL". Below the menu is a section titled "FARM TO SCHOOL" with a description of the program's commitment to bringing fresh, high-quality Kentucky Proud products to school systems. This is followed by a "USDA NONDISCRIMINATION STATEMENT" and a "SPANISH LANGUAGE USDA NONDISCRIMINATION STATEMENT".

At the bottom left, there is a section titled "SPECIFICATION SHEETS" with a list of links: "Vegetables", "Fruits", "Beef", and "Daily Market Prices". A large green arrow points to the "Daily Market Prices" link. On the right side of the page, there is a "Newsletter Sign-up" form with fields for "Name" and "Email", and a "SUBMIT" button. Below the form is a "Food Division Newsletter" section with a "2022" link. At the bottom right, there is a "Forms & Documents" section with links to "Farm to School Curriculum", "Farm to School Infographic", "Farm to School Intro Lesson", "Farm to School Lesson 2", and "Farm to School Lesson 3".

# Daily Market Prices

**Step 5:** Category should be on Retail

**Step 6:** Class(s): Select the class of commodity you are searching for  
Ex: Fruits, Vegetables, Herbs, Onions and Potatoes

**Step 7:** Commodity(s): Select the Commodity you are searching for  
Ex: Apples, Beans, Blueberries, and Carrots

**Step 8:** Region(s): Select Midwest U.S.

**Step 9:** Organic Identifier: Select if you would like organic or nonorganic market prices

**Step 10:** Dates: Assure date range is correct.

**Step 11:** Select whether you would like to compare the current market price to the previous year or not.

**Step 12:** Press SUBMIT

The screenshot shows a web form for searching daily market prices. It includes several dropdown menus and input fields, with numbered arrows pointing to specific elements:

- Category:** A dropdown menu with "Retail" selected. Arrow 5 points to this field.
- Class(s):** A dropdown menu with "FRUITS" selected. Arrow 6 points to this field.
- Commodity(s):** A dropdown menu with "APPLES" selected. Arrow 7 points to this field.
- Region(s):** A dropdown menu with "MIDWEST U.S." selected. Arrow 8 points to this field.
- Organic Identifier:** A dropdown menu with "No Organic" selected. Arrow 9 points to this field.
- Dates:** Two date input fields showing "01/14/2023" and "01/20/2023". Arrow 10 points to the "to" field.
- Compare to Previous Year:** Radio buttons for "Yes" and "No", with "No" selected. Arrow 11 points to the "No" radio button.
- Submit:** A button at the bottom right. Arrow 12 points to this button.

Additional text below the dates field reads: "Date Format: mm/dd/yyyy" and "Date range must be within 2 years."



# DAILY MARKET PRICE

Your results will be shown in a spreadsheet.

- SPREADSHEET WILL INCLUDE:
- VARIETY OF COMMODITY
- UNIT
- WEIGHTED AVG PRICE
- LOW PRICE
- HIGH PRICE

Class	Commodity	Variety	Unit	Weighted Avg Price	Low Price	High Price
FRUITS	APPLES	BRAEBURN	per pound	1.65	1.49	1.79
FRUITS	APPLES	FUJI	2 lb bag	2.50	2.50	2.50
FRUITS	APPLES	FUJI	3 lb bag	2.95	1.69	3.99
FRUITS	APPLES	FUJI	per pound	1.27	.99	1.99
FRUITS	APPLES	GALA	2 lb bag	2.50	2.50	2.50
FRUITS	APPLES	GALA	3 lb bag	2.14	1.89	3.99
FRUITS	APPLES	GALA	per pound	1.52	.99	1.99
FRUITS	APPLES	GOLDEN DELICIOUS	2 lb bag	2.50	2.50	2.50
FRUITS	APPLES	GOLDEN DELICIOUS	3 lb bag	3.68	2.99	3.99
FRUITS	APPLES	GOLDEN DELICIOUS	per pound	1.29	.79	1.69
FRUITS	APPLES	GRANNY SMITH	2 lb bag	2.50	2.50	2.50
FRUITS	APPLES	GRANNY SMITH	3 lb bag	3.99	3.99	3.99
FRUITS	APPLES	GRANNY SMITH	per pound	1.17	.99	1.99
FRUITS	APPLES	HONEYCRISP	per pound	2.36	1.77	2.99
FRUITS	APPLES	MCINTOSH	per pound	1.44	.89	1.79
FRUITS	APPLES	PINK LADY/CRIPPS PINK	per pound	1.17	.99	1.99
FRUITS	APPLES	RED DELICIOUS	2 lb bag	2.50	2.50	2.50
FRUITS	APPLES	RED DELICIOUS	3 lb bag	3.84	2.99	3.99
FRUITS	APPLES	RED DELICIOUS	per pound	1.50	.99	1.69

Ex: I am looking for the current market price of Fuji apples. The unit is per pound.

The average selling price of Fuji apples is 1.27

The high-end price is 1.99 and the lower end price is .99





# State and Local Procurement Policies

## Federal

Small Purchase  
Threshold  
\$250,000.00

Micro Purchase  
Threshold  
\$10,000.00

## State

Ky Model  
Procurement  
Threshold \$30,000  
or lower if local  
lower threshold  
applies

Micro Purchase  
Threshold  
\$10,000.00

## Local

Local District Small  
Purchase Threshold.  
Follow local  
Procurement Plan.

Micro Purchase  
Threshold.  
Follow Local  
Procurement Plan

- Directors must be aware of federal, state and local procurement requirements and comply with all levels.
- Check your local procurement plan.
- Knowledge is Power!! Find out what you can do and use your options to purchase!



### Micro-Purchasing Log

SFA/School: \_\_\_\_\_ Year: \_\_\_\_\_

**Reasonable Price Determination Key:**  
PK = Personal Knowledge  
MR = Market Research  
HP = Historical Purchases

[illegible]



# How to Find a Farmer



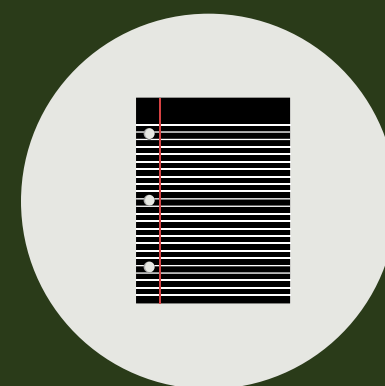
Local Farms



Farm 2 School website



Contact LFS Staff



Farmers You Met at Training



Farm Name:  
Address:  
County:  
Phone:

Email:

SOLD TO:  
FSD Name:  
Billing Address:

Phone:

DELIVERY INSTRUCTIONS:  
Your comments

SHIP TO:  
School:  
Address:  
Phone:

INVOICE #  
DATE:

SMALL TO MEDIUM SIZE FARM	BIPOC OWNED	WOMEN OWNED	VETERAN OWNED	KY GROWN OR PRODUCED
Y N	Y N	Y N	Y N	Y N

# LFS Invoice

Farmer → Food Service Director



Greenwade Farm "The Heritage" LLC  
2940 Cooper Ln Mt. Sterling KY 40353  
County: Montgomery  
Phone: 859-123-4567  
Email: heritagefarmgreen@bellsouth.net

SOLD TO:  
Julie Metcalf  
Montgomery Co Board of Ed  
123 Woodford Dr  
Mt. Sterling KY 40353  
859-498-8400

DELIVERY INSTRUCTIONS:  
Your comments

SHIP TO:  
Mt. Sterling Elementary  
MCPS  
6601 Indian Mound Dr  
Mt. Sterling KY 40353  
859-498-1234

INVOICE

INVOICE #100  
DATE: 01/01/2020

SMALL TO MEDIUM SIZE FARM	BIPOC OWNED	WOMEN OWNED	VETERAN OWNED	KY GROWN OR PRODUCED
Y N	Y N	Y N	Y N	Y N





# LFS INVOICE

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[illegible]

SUBTOTAL	\$772.50
SHIPPING & HANDLING	\$60.00
TOTAL DUE	\$832.50

Checks payable to **Greenwade Farm "The Heritage" LLC.** Payment is due within 30 days of delivery.  
 For questions concerning invoice contact: **859-123-4567 or [heritagefarmgreen@bellsouth.net](mailto:heritagefarmgreen@bellsouth.net).**

**THANK YOU FOR YOUR BUSINESS!**

Received: 1/15/2020

/Received by: Julie Metcalf



# Market Invoice

<b>FSD/School</b>		<b>Date</b>	<b>Invoice #</b>
<b>Farm Name:</b>	<b>Farm Name:</b>	<b>Farm Name:</b>	<b>Farm Name:</b>
<b>Small to Medium Size Farm Y N</b>	<b>Small to Medium Size Farm Y N</b>	<b>Small to Medium Size Farm Y N</b>	<b>Small to Medium Size Farm Y N</b>
<b>BIPOC Owned Y N</b>	<b>BIPOC Owned Y N</b>	<b>BIPOC Owned Y N</b>	<b>BIPOC Owned Y N</b>
<b>Women Owned Y N</b>	<b>Women Owned Y N</b>	<b>Women Owned Y N</b>	<b>Women Owned Y N</b>
<b>Veteran Owned Y N</b>	<b>Veteran Owned Y N</b>	<b>Veteran Owned Y N</b>	<b>Veteran Owned Y N</b>
<b>KY Grown or Produced Y N</b>	<b>KY Grown or Produced Y N</b>	<b>KY Grown or Produced Y N</b>	<b>KY Grown or Produced Y N</b>
<b>Quantity</b>	<b>Quantity</b>	<b>Quantity</b>	<b>Quantity</b>
<b>Description</b>	<b>Description</b>	<b>Description</b>	<b>Description</b>
<b>Whole or Minimally Processed W MP</b>	<b>Whole or Minimally Processed W MP</b>	<b>Whole or Minimally Processed W MP</b>	<b>Whole or Minimally Processed W MP</b>
<b>Pounds</b>	<b>Pounds</b>	<b>Pounds</b>	<b>Pounds</b>
<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>
<b>Shipping</b>	<b>Shipping</b>	<b>Shipping</b>	<b>Shipping</b>
<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>



# LFS Monthly Reimbursement Process



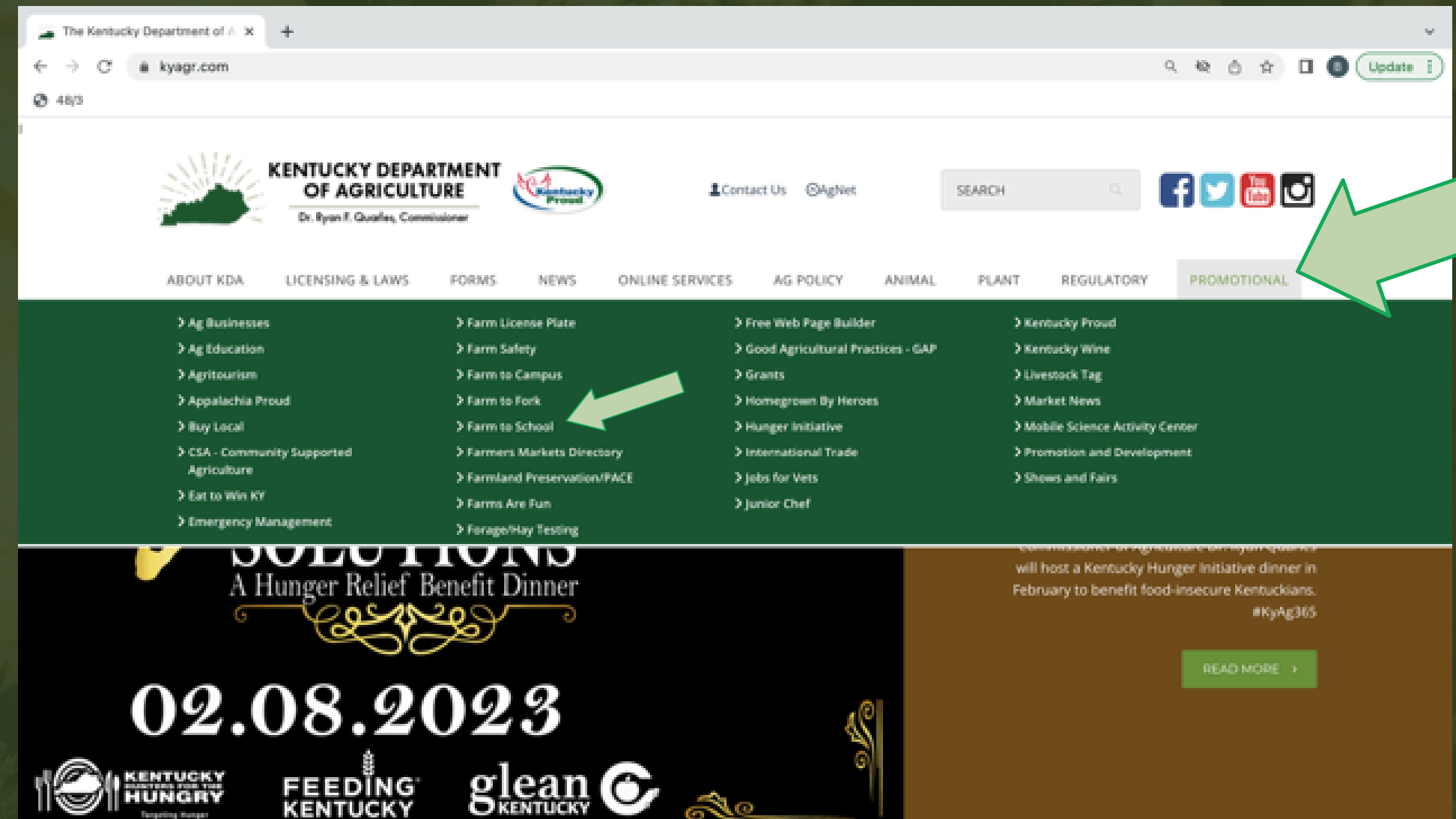
**Note: Invoices sent after the 15th of the month will be processed the following month for reimbursement.  
All invoices will be sent to [Morgan.Murphy@ky.gov](mailto:Morgan.Murphy@ky.gov)**



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# LFS Website



**KENTUCKY DEPARTMENT  
OF AGRICULTURE**

Dr. Ryan F. Quarles, Commissioner



 Contact Us

 AgNet

SEARCH



ABOUT KDA

LICENSING & LAWS

FORMS

NEWS

ONLINE SERVICES

AG POLICY

ANIMAL

PLANT

REGULATORY

PROMOTIONAL

- List of Participating School/Food Service Directors
- Blank Specification Sheet
- Producer Training PowerPoint
- Food Service Director PowerPoint
- Training Pre-Registration
- Developing Specifications
- Micro-Purchase
- Small Purchase
- LFS Invoice 1A
- LFS Invoice 1A Example
- LFS Invoice 1B
- LFS Training Producer Flyer
- FAQs
- Farm to School Hub







# Contact Us

*Tina Garland*

Administrative Branch Manager

*Tina.Garland@ky.gov*

(502)-382-7505`

*Morgan Murphy*

LFS Grant Administrator

*Morgan.Murphy@ky.gov*

(502)-352-3706



A close-up, low-angle shot of a wheat field at sunset. The sun is low on the horizon, creating a warm, golden glow and long, soft shadows. The wheat stalks are in sharp focus in the foreground, with their heads and long awns clearly visible. The background shows a line of trees and a distant horizon under a hazy, orange-tinted sky.

THANK YOU.

Q & A?



Scan to Provide Feedback.

