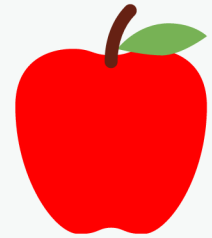
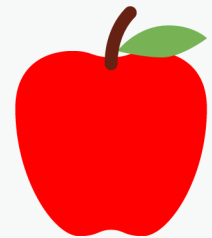




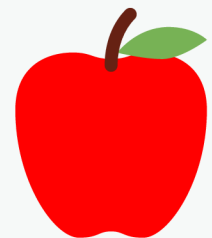
Local Food for Schools



Local Food for Schools Updated Timeline



Steps for Reporting & Claims



Local Food for Schools Review



LFS Timeline

- Final deadline for all purchases
October 31, 2025
- Final reimbursement submission due
by **November 7, 2025**

LFS Reporting & Claims

Step 1

New Jersey's Local Food for Schools Cooperative Agreement Program

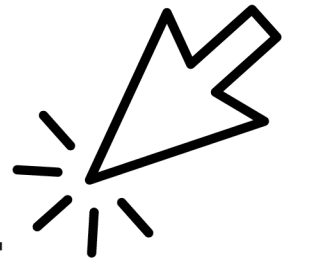
This is your **required** tracking of payment for any food costs purchased for reimbursement through the LFS.

Please complete the fields below to the best of your ability.

Please complete the form below for **EACH*** farmer/producer. When complete, email invoice to njdaLFS@ag.nj.gov. **All invoices submitted must have the school district's name, agency # and a signature in order to be processed.**

**If purchases made are from one vendor with multiple suppliers, for example your one invoice has both ABC Farms & XYZ Farms, you must complete a submission for both ABC Farms & XYZ Farms using the same invoice number.*

Complete the
Online Reporting Form



The reporting form is where you MUST indicate what specific NJ farm the product was grown/produced. The Local Food for Schools grant tracks the NJ farm purchases.

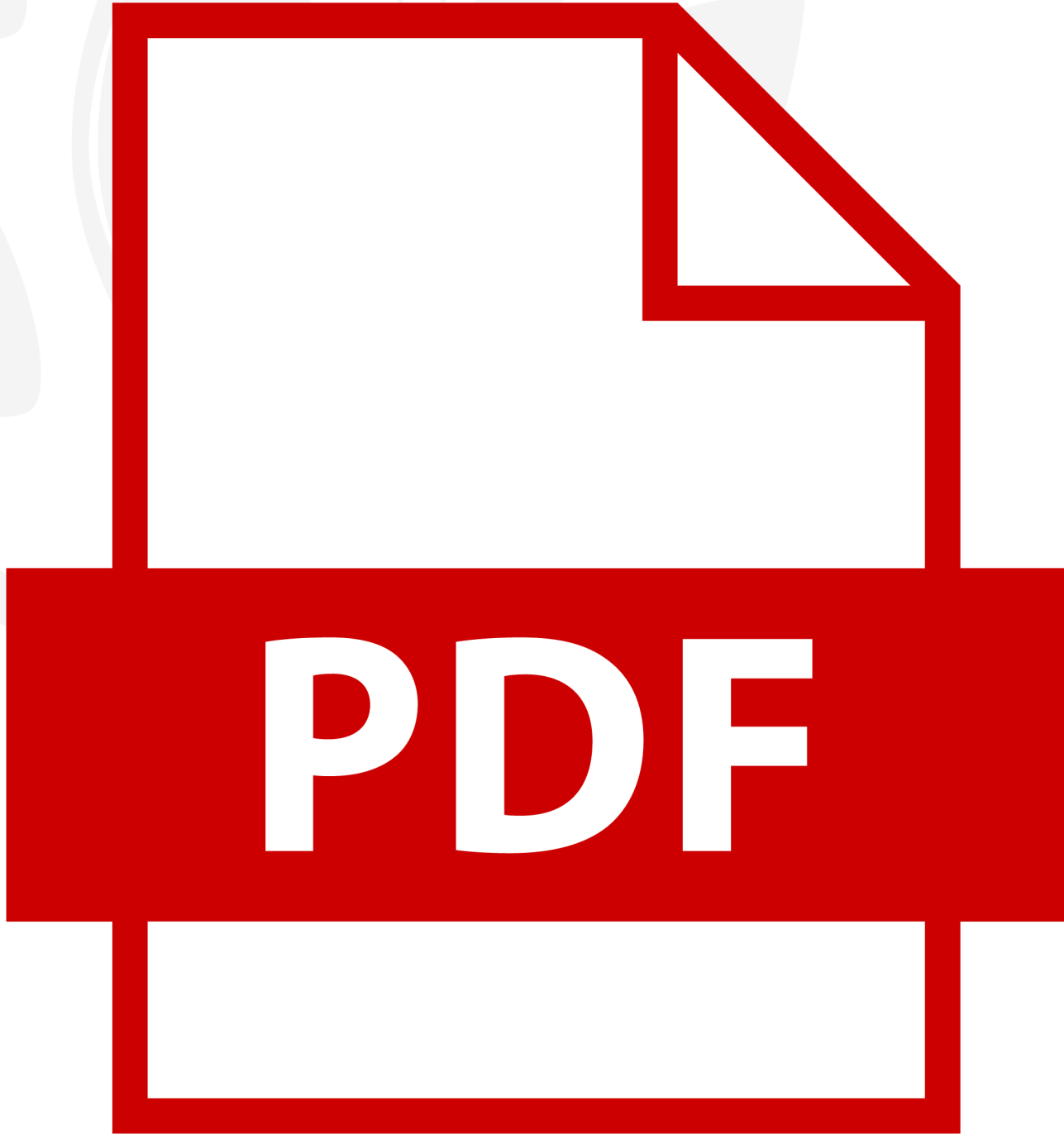
LFS Reporting & Claims

Step 2

Email Invoice to njdalFs@ag.njgov

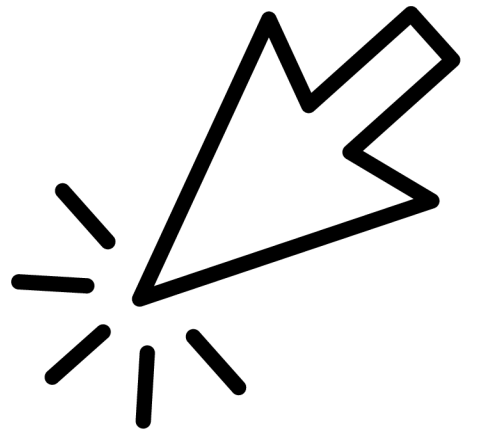


- **Sign each invoice/receipt.**
- **Write recipient agency number (RA#) & district name on each invoice.**
- **Convert invoice to PDF**
- **For MULTIPLE invoices only - complete the Cover Sheet and email**

A large red graphic of a document with a folded corner and a red border. A red rectangular box is overlaid on the bottom left of the document, containing the text 'PDF' in white.

PDF

LFS Quick Access PDF For Reporting



Local Food for Schools – Easy Access Information

For reimbursement of purchases please complete these 5 steps:

1) Complete [Online Reporting Form](#)

*The reporting form is where you MUST indicate what specific NJ farm the product was grown/produced. The Local Food for Schools grant tracks the NJ farm purchases.

2) Sign each invoice/receipt.

3) Write recipient agency number (RA#) & district name on each invoice.

4) Convert invoice to PDF

5) Email invoice to: NJDALFS@ag.nj.gov

6) For MULTIPLE invoices only - complete the [Cover Sheet](#) and email the cover sheet with all invoices as a **single PDF** to:

NJDALFS@ag.nj.gov

What is the Local Food for Schools Cooperative Agreement Program (LFS)?



Local Food for Schools (LFS) is funding from the United States Department of Agriculture (USDA) Agricultural Marketing Service (AMS) to purchase local unprocessed or minimally processed foods to be served in the National School Lunch and/or School Breakfast programs.

What is the definition of local for the NJ LFS?



Local and regional food is raised, produced, aggregated, stored, processed, and distributed in New Jersey, so that the total distance that the product travels between the farm or ranch where the product originates are within New Jersey.

Allowable & Unallowable Costs

Allowable

- Direct costs of food
- Direct costs of storage
- Direct costs of distribution

For example:

- Fees charged by commercial warehouse operators and common carriers for storage and transportation

Unallowable

- Administrative expenses (ex. salaries, program development, outreach, technical assistance)
- Indirect costs
- Equipment
- Capital Investments
- Construction
- Production costs (seed, fertilizer, etc.)

What foods are considered unprocessed or minimally processed?



Allowable

- **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**
- **Dairy products 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.**

Where can we purchase unprocessed and/or minimally processed foods?



SFA's can purchase minimally processed foods **direct from a farmer/producer or vendor.**

The resource list attached is a sample of vendors with NJ products.

[Resource List](#) 

*the resource list will be updated throughout the duration of the grant on the [NJ Farm to School Website](#)