

## How to Sign Up for Local Food for Schools (LFS) Funding

All School Food Authorities (SFAs) that participate in the National School Lunch and/or School Breakfast Program are eligible to receive LFS funding to purchase local unprocessed or minimally processed foods to serve as part of the NSLP and/or SBP reimbursable meals. The funding is available from August 2023 through January 2025. All SFAs that are interested in participating in LFS must first review ISBE's [Introduction to Local Food for Schools](#) recorded webinar to learn about all of the program requirements. In addition to the recorded training webinar, there are a variety of other helpful resources on the [Farm to Child Nutrition Programs website](#), including a listing of SFAs funding allotments, a LFS fund tracking tool, procurement guidance, upcoming office hour event information, and claim instructions.

Once you have determined that you would like to apply for LFS, the application process is quite simple and should take only a few minutes to complete. Once you have complete the application/agreement you can begin making LFS eligible local purchases. The funding can be used anytime between August 2023 and January 2025, however SFAs should complete the application as soon as possible in order to lock-in the SFAs funding allocation.

The screenshot shows the IWAS system interface. At the top, there are two tabs: 'Sponsor Tasks' and 'Sponsor Applications & Participation'. Below the 'Sponsor Tasks' tab, a list of menu items is displayed. The item 'Local Foods for Schools (LFS) Agreement' is circled in red. Other items in the list include 'Batch Daily Meal Counts', 'Batch Participation Detail', 'Batch Site Questionnaire', 'Batch Site Participation', 'FFVP Application', 'Is Community Eligibility Provision (CEP) for you?', 'CEP Group Information', 'Add New Site', 'Deactivate/Re-activate Site(s)', 'Deactivate Sponsor', and 'Waivers'.

**Step 1:** login to IWAS and go into the WINS system. Once in WINS program year 2024, the agreement can be located under Sponsor Tasks.

The screenshot shows the 'Introduction' page of the LFS program. At the top, there is a progress bar with three steps: 'Introduction' (green), 'Contact(s)' (orange), and 'Attestation' (yellow). Below the progress bar, the page title is 'Overview'. The main content area contains text about the program and a list of bullet points. At the bottom right, there is a green 'Next' button, which is circled in red.

**Step 2:** Read the Introduction Overview of the LFS Program and click "Next".

**Introduction** **Contact(s)** **Attestation**

**Contact Information**

Please identify at least one SFA employee contact for the administration of the Local Food for Schools (LFS) Cooperative Agreement below.

**Primary Contact Name:**  
Lindsay Blough

**Primary Contact Title:**  
food service

**Primary Contact Email:**  
lblough@lsbe.net

**Primary Contact Business Phone:**  
(800)-545-7892

**Optional secondary contact information:**

**Secondary Contact Name:**

**Secondary Contact Title:**

**Secondary Contact Email:**

**Secondary Contact Business Phone:**

[Back](#) [Save & Continue](#)

**Step 3:** Enter in your contact information. The Primary must be a SFA employee, it cannot be a contractor. The secondary contact is optional and can be anyone designated by the SFA. Click Save & Continue.

**Introduction** **Contact(s)** **Attestation**

Accepted on Wednesday, May 17, 2023 by Blough

**In order to participate, School Food Authorities must agree to the following requirements of the Local Food for Schools Cooperative Agreement.**

- Allowable foods include unprocessed or minimally processed local fruits, vegetables, meat, poultry, dairy, and grains. Allowable processing methods include cutting, chopping, grinding, pureeing, freezing, canning, and drying. Examples of allowable foods include, raw fruits, raw vegetables, 100% juice, whole, cut, and/or ground meat and poultry, fluid milk, cheese, yogurt, pastas and rice.
- Un-allowable foods include breads, muffins, crackers, sandwiches, chicken nuggets, fish sticks, pizzas, prepared meats, and pre-cooked items.
- Allowable foods must be served as part of a meal in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).
- Local is defined as food that is raised, produced, aggregated, stored, processed, and distributed in the locality or region where the final product is marketed to consumers, so that 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.
- Purchases should be made from socially disadvantaged producers, defined as a farmer or rancher who is a member of a Socially Disadvantaged Group. A Socially Disadvantaged Group is 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 part of an individual's income is derived from any public assistance program.
- Purchases should be made from small businesses, defined as a for-profit-business 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.
- Allowable costs include direct costs for local food, local food storage, and local food distribution.
- Un-allowable costs include direct or indirect costs associated with developing or administering the program.
- Allowable costs must supplement/increase/expand the existing food procurement and food distribution activities.
- Claims for reimbursement must be submitted monthly.
- Reimbursement funds must be deposited into the non-profit school food service account and comply with 7CFR210.18.
- Requested data elements must be submitted monthly.
- All applicable Federal, State and Local rules and regulations must be followed, including but not limited to 2 CFR 200, 105 ILCS 5/10-20.21, local procurement requirements, and food safety requirements.
- All applicable documentation, including but not limited to, the application, claims, procurements, and invoices must be maintained for three (3) years plus the current year, from the end of the funding period, which is January 31, 2025, and made available to USDA and ISBE upon request.

By clicking the accept and submit button, I am certifying that I have the legal authority of the SFA to attest that I hereby agree, as grantee, to comply with all of the terms and conditions herein and all applicable guidance provided by the State Agency via direct communication and/or the ISBE website.

[Info](#) [Back](#) [Accept & Submit](#)

**Step 4:** Read the Attestation and click Accept & Submit. A copy of the attestation is available on the next page of this document.

A green banner will display at the top of this screen indicating you have completed the Agreement. See red arrow.

**Sponsor Tasks** **Sponsor Applications & Participation** **Site Applications** **C**

**Administrative**

**Sponsor Tasks**

- Batch Daily Meal Counts
- Batch Participation Detail
- Batch Site Questionnaire
- Batch Site Participation
- FFVP Application
- Is Community Eligibility Provision (CEP) for you?
- CEP Group Information
- Add New Site
- Deactivate/Re-activate Site(s)
- Deactivate Sponsor
- Waivers
- Local Foods for Schools (LFS) Agreement - Accepted

**Reports**

**Verification that Agreement is completed:**

You can verify that the agreement is completed and submitted to ISBE on your 2024 WINS homepage under Sponsor Tasks. You will see Accepted next to the LFS Agreement link, see screenshot.

### Attestation

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