

# Building the Local Food in Schools (LFS) Process; From Procurement to the Menu



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# Introductions

Lindsay Blough, M.S. Speaker  
- *Illinois State Board of Education Nutrition Programs*



Diane Chapeta Speaker  
- *Senior Program Manager, Seven Generations Ahead, Illinois Farm to School Network*



Connie Crawley Speaker  
- *Food Service Director, Lincoln District 27*



Jillian Scholl Moderator

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# Overview:

- Understand Local Food in Schools (LFS) and utilize tools available to help you procure local foods.
- Understand farm to school programming, best practices to source local foods, and where to find them.
- Learn how one district built a process to source local foods, share food identification and education, and transitioned local to their menus.

# Lindsay Blough, M.S.

Illinois State Board of Education  
Nutrition Programs  
Farm to Child Nutrition Programs Administrator  
localfoods@isbe.net



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- 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,
- School Breakfast programs,
- After School Snacks and
- the Seamless Summer Option.

# Local Food for Schools Funding



- **Local Food for Schools** funding currently goes through Jan. 31, 2026
- For any districts that have not signed up – funding is still available:
  - Watch our recorded training module:  
[https://www.youtube.com/watch?v=6V\\_foXifhlo](https://www.youtube.com/watch?v=6V_foXifhlo)
  - Email: [localfoods@isbe.net](mailto:localfoods@isbe.net)  
*(Include district/school name, RCDT, and acknowledge you have viewed the recording)*

We do want to acknowledge that we did receive a notification from the USDA that a 2<sup>nd</sup> round of local foods funding that was set to start after LFS concluded, called the Local Food for Schools and Child Care (LFSCC) was terminated. However, we do still have LFS funds through January 31<sup>st</sup> and we want schools to continue to utilize this wonderful program!

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# WHAT IS THE DEFINITION OF LOCAL?

- 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, 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 road miles, or both the final market and the origin of the product are within the same State or territory.



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For **ALL** purchases:

- Name of Farmer, Rancher, Producer
  - Address/location of the farm or ranch (to ensure & document that it is local)
- Is the farmer, rancher or producer Socially Disadvantaged and/or a Small Business (no documentation needed)



For purchases that involve a processor

- Name of the processor
- Address/location of the processing facility (to ensure & document that it is local)
- Is the processor Socially Disadvantaged and/or a Small Business?



For purchases that involve a distributor

- Name of the distributor
- Is the distributor Socially Disadvantaged and/or a Small Business?



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# Illinois State Board of Education Local Food for Schools(LFS) Funding

Funding for  
Illinois Schools

**\$7.3  
million**

For schools to purchase  
local unprocessed or  
minimally processed  
foods from Illinois  
farmers, ranchers &  
producers for school  
meals.

# of Local Food  
Producers selling  
to LFS schools

**99**

When schools  
purchase from local  
producers, those  
funds stay local and  
support the local  
community!

Local Food Items  
Served with LFS  
funds

**57**

Common local food items  
purchased include:  
Apples  
Beef  
Lettuce  
Rice  
Chicken  
Flour

# of School  
Districts in LFS

**347**

347 School Districts  
in Illinois have  
signed up for LFS  
Funds to purchase  
local foods from  
right here in Illinois!

# of Students  
Impacted @ LFS  
schools

**Over 1  
million**

Healthy students who  
are not hungry during  
the day are better  
prepared to learn &  
are improving their  
knowledge about  
healthy food choices.

\*Data is based on schools signed up for LFS & claims submitted as of 2/2025.

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# Requesting Additional LFS Funds

School Food Authorities (SFAs) that have signed up for Local Food for Schools (LFS) and have used up their LFS allotment and would like to request additional funds, ISBE will do our best to approve requests for additional funds. Please see the guidelines and instructions for submitting a request.

## Guidelines for submitting a request for additional funds

- Only request funds that you know you will spend in the next 30-90 days (limited exceptions will be made & please include an explanation in your request).
- SFAs can submit multiple requests during the LFS funding period, SFAs are not limited to just 1 or 2 requests for additional funds.
- Submit requests with at least 5 business days of advanced notice.
- We cannot guarantee additional fund requests will be approved. Therefore, it is not recommended to purchase additional local foods until you receive an official approval to your request from ISBE. The SFA would be responsible for any purchases made that exceed the ISBE approved allotment.
- Purchases made with additional LFS funds must remain in compliance with all applicable LFS requirements.

## Instructions for submitting a request for additional funds

- Submit an email to [localfoods@isbe.net](mailto:localfoods@isbe.net) that contains the following information:
  - Name of the SFA (sponsor name – ex. school district, school, Church, RCCI sponsor, Juvenile Detention Center)
  - RCDT/Agreement Number – 11-digit number for your SFA (this number can be found in the WINS system at the top of your home page)
  - Dollar amount you would like to request
  - If the funds are not going to be used in the next 30-90 days provide an explanation of the scenario.

## After submitting a request for additional funds

- ISBE staff will review and approve or deny request as quickly as possible. Please allow up to 5 business days for a response.
- ISBE staff will notify the requester in writing of the approval or denial of the request.
- Once approved, the SFA may move forward with their LFS purchase.



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# VISIT OUR FARM TO CHILD NUTRITION PROGRAMS WEBSITE (F2CNP)

[HTTPS://WWW.ISBE.NET/PAGE  
S/SCHOOL-NUTRITION-  
FARM-TO-SCHOOL.ASPX](https://www.isbe.net/page/s/school-nutrition-farm-to-school.aspx)

## NUTRITION

### FARM TO CHILD NUTRITION PROGRAMS (F2CNP)

#### EVENTS & FUNDING OPPORTUNITIES

- Click here to register for the Local Food for Schools (LFS) Overview, Updates and Q&A webinar – 2-3 p.m. Tuesday May 7
- Open Enrollment for Local Foods for Schools (LFS) funding has ended. If you did not sign up for LFS, but are interested please reach out to ISBE staff at [localfoods@isbe.net](mailto:localfoods@isbe.net) to inquire if funds are still available. We will do our best to accommodate requests to participate!
- Out of LFS funds? If you used all of your LFS funds but would like to request additional funds, click here for guidance on how to request additional LFS funds
- We Need Your Input! Please complete ISBE's Farm to School survey by clicking here. On average the survey takes less than 15 minutes to complete.
- Check out the Illinois Farm to School Network website for upcoming Events.

General Farm to School Information

Farm to Early Care

Food Safety

Procurement

For Producers (Farmers, Ranchers, Processors, and Distributors)

Local Food for Schools (LFS)

Websites/Links

Scratch Cooking

School Gardens

Success Stories

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**Local Foods for Schools Cooperative Agreement Program (LFS)**

The Illinois State Board of Education (ISBE) is excited to announce that Illinois will be participating in the USDA's Local Food for Schools Cooperative Agreement Program (LFS). This new program will provide 7.3 million dollars to ISBE, that will be distributed to eligible schools to purchase local unprocessed and minimally processed food. ISBE plans to issue non-competitive sub-awards of these funds to School Food Authorities (SFAs) that participate in the National School Lunch and/or School Breakfast Program for use by January of 2025.

The goal of LFS is to increase purchases of domestic, locally grown foods from local producers, small businesses, and socially disadvantaged farmers/producers for distribution to schools in order to build a more resilient local food chain by expanding and strengthening local and regional markets.

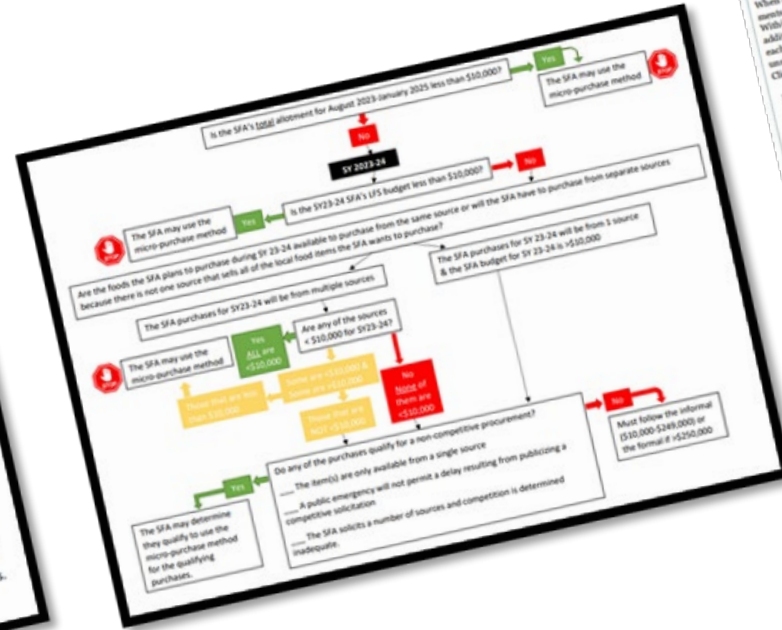
- Open Enrollment for Local Foods for Schools (LFS) funding has ended. If you did not sign up for LFS, but are interested please reach out to ISBE staff at [localfoods@isbe.net](mailto:localfoods@isbe.net) to inquire if funds are still available. We will do our best to accommodate requests to participate!
- [USDA Press Release](#)
- "Sourcing Local Foods Using Illinois Market Maker" Webinar (May 11, 2023) 
- [SFAs that are signed up for LFS](#) 
- [SFAs that are not signed up for LFS, but may be eligible](#) 
- [LFS Questions & Answers](#)  (8/10/23)
- [LFS Flyer for Schools](#) 
- [Local Food for Schools \(LFS\) Overview, Updates and Q&A webinar](#) (May 7, 2024) 
- [Resource for Sourcing Local Foods](#) 
- [LFS Claims for Reimbursement](#)
  - [LFS Claims for Reimbursement Instructions](#) 
  - [Click here to submit your claim](#)
- [LFS Funding and Data Tracking Tool](#) 
- [Procurement Flowchart: Determining if Your LFS Purchases are Eligible to Utilize the Micro Purchase Method](#) 

## Resources for Sourcing Local Foods

If you are like many schools, figuring out where to get local foods from can feel very overwhelming and can often cause a roadblock in moving forward with local food purchasing. We put together a list of places to start on your journey of sourcing local foods to serve in your school meal programs. Our list is not all-inclusive but does include a variety of methods for sourcing, from online search engines to one-on-one assistance from organizations that have experience with farmers, ranchers, producers and farm to school.

When purchasing local foods, it is the responsibility of the SFA to ensure that the food items meet the definition of local, that they are unprocessed or minimally processed, that all foods safety requirements are met and that they follow all applicable procurement rules.

- ISBE Known Farmer, Rancher, Producer, Processor, Distributor List
  - Located in the WINS System under Sponsor Tasks. Click on Local Food for Schools (LFS) Farm Search, then select a county and the results will display.
  - Please note this is not a required list, recommended list or approved list. This is a list of those that sell local foods that completed a survey and indicated that they are interested in selling to schools.
- IL Farm to School Network
  - <http://illinoisfarmtoschool.org/>
  - [Where to Find Food](http://www.illinoisfarmtoschool.org/where-to-find-food/) – listing of search engines, directories and maps to locate sources of food grown near you.
  - [farmtoschool@sevendgenerationsahead.org](mailto:farmtoschool@sevendgenerationsahead.org)
- Illinois Market Maker
  - <https://il.foodmarketmaker.com/>
- IL Farm Bureau
  - County Contacts: <https://www.ifb.org/about-us/directory/>
  - Main webpage: <http://www.ifb.org/>
- Local Farmers Market
  - IL Farmers Market Association: <https://www.ifma.org/>
- UofI Extension
  - Find a UofI Ext. Office: <https://extension.illinois.edu/global/where-we-serve/>
- Ask Your Current Distributor or through a new local food distributor
  - Finding out if local foods are available through your current distributor starts with you inquiring about it and letting the know what you are looking for.
  - Creating a consistent needs for local products could create motivation for a distributor to source more local products.
- Through Your DoD Provider
  - SFAs will need to set up a separate account with their DoD provider for purchasing FAVORS and will need billed separately for LFS foods through FAVORS and will need billed separately for LFS foods.
- Through Your Current Purchasing Cooperative
  - Contact a Food Processor



### Illinois State Board of Education Nutrition Programs

## Food Safety for Local Foods

Food safety must be a top priority when purchasing and serving local foods to Illinois children. When it comes to knowing the requirements, there can be federal requirements, state requirements, county requirements and your own local requirements, which can seem overwhelming. Within this document, we will provide an overview of federal requirements, along with links to additional information, some state information and contact information for agencies that oversee each type of food you may be looking to purchase locally. When it comes to food safety, if you are unsure of where to start, your local county health department is always a great starting place. Click [here](#) to locate your local county health department contact information.

### MEAT, POULTRY & FISH

For the USDA Guidance Meat and Poultry must be processed in a USDA Inspected facility or in a State Meat and Poultry Inspection (MPI) program that is considered "at least equal to" Federal inspection programs. The State of Illinois is 1 of 27 States that do have approved MPI programs.

**USDA Guidance:** [Fast Track](#), [USDA Memo](#), [Processing Local Meat, Poultry, Game and Fish](#), [USDA Guidance: Processing Local Meat, Poultry, Game and Fish](#)

**Meat, fish, and poultry safety:** The USDA, Food Safety and Inspection Service (FSIS) is the public health agency responsible for ensuring the Nation's commercial supply of meat, poultry, catfish or catfish-like species, and processed egg products is safe, wholesome, and correctly labeled and packaged. Wild caught and farm-raised fish other than catfish or catfish-like species would fall under the jurisdiction of State and local (county, city) authorities along with the Food and Drug Administration (FDA) and the FDA Food Codes.

**State Meat and Poultry Inspection (MPI) programs:** Twenty-seven States currently operate meat and poultry inspection programs that are considered "at least equal to" Federal inspection programs. This means that school districts can buy and serve meat from establishments participating in an MPI program within their State, expanding school district sourcing opportunities from smaller facilities. Schools can only purchase from Illinois MPI facilities with type 1 license, type 2 are not allowed for school purchases.

An approved source will have either the federal mark of inspection, which is the circle shaped stamp or it will have the Illinois MPI stamp which is shown in the shape of Illinois.

Those that are selling meat or poultry wholesale must have an Illinois Department of Agriculture Meat and Poultry Breakdown Scheme. Visit the [Illinois Meat and Poultry Inspection](#) website for additional information and to view the Licensee Look-up to search for or verify the type of license a facility has.

**Fish:** Wild caught and farm-raised fish other than catfish or catfish-like species would fall under the jurisdiction of State and local (county, city) authorities along with the Food and Drug Administration (FDA) and the FDA Food Codes.

Contact your local County Health Department for more information.

#### CONTACTS FOR MEAT & POULTRY INSPECTIONS

Illinois Department of Agriculture  
Bureau of Meat & Poultry Inspection  
217-785-4709

#### CONTACT FOR FOOD SAFETY INFORMATION FOR FISH & GENERAL FOOD SAFETY GUIDANCE

Illinois Local County Health Department  
<http://dph.illinois.gov/contact-us/request-health-departments.html>

# Did you know that LFS funds can be used for Seamless Summer Option (SSO) meals?



SSO = Yes to LFS

SFSP = No to LFS



# Cobden Unit School District



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# Herrin CUSD 4



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# Illinois Farm to School Network

Diane Chapeta

Senior Program Manager  
Seven Generations Ahead  
Illinois Farm to School Network

[farmtoschool@sevendgenerationsahead.org](mailto:farmtoschool@sevendgenerationsahead.org)



NATIONAL  
**FARM to SCHOOL**  
NETWORK  
ILLINOIS

## IL Partner, National Farm to School Network

- Information, advocacy and networking hub for communities working to bring local food sourcing, school gardens and food and agriculture education into schools and early care and education settings across the country.

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# Network Support & Resources

- <https://illinoisfarmtoschool.org/>
- Monthly and program specific newsletters
- Fun Fact Friday social media shares
- In-person and virtual trainings
- One-on-one consulting



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# IFSN Toolkit

## The Illinois Farm to School Toolkit

Looking for support to advance your farm to school activities? You've come to the right place! Access our comprehensive portal of farm to school resources below.

### TOOLKIT TABLE OF CONTENTS

- Getting Started
- Sourcing Local Food
- Gardening On-Site
- Farm to Summer
- New! At Home and In Community Toolkit
- Food & Agriculture Education
- Early Care Providers
- Farmers & Producers
- Distributors
- Funding
- Advocate for F2S
- Outreach Toolkit
- Boot Camp Education
- Illinois Stories- Listen to our podcast series!

<https://illinoisfarmtoschool.org/>



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# Key Programs

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- Illinois Harvest of the Month
- The Great Apple Crunch



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# Illinois Harvest of the Month



- Provides 50 seasonal food options for institutional and community sites to celebrate a featured foods seasonally
- Free registration opens the website sharing resources, curriculum and activities
- Teaches children about seasonal eating and develops acceptance of whole, healthy foods
- Provides a way to connect multiple types of programs to local and garden foods
- Connects programs to growing food at home and in the community
- Encourages food education to continue during winter months



[HarvestIllinois.org](http://HarvestIllinois.org)

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# Illinois Great Apple Crunch

- Part of Great Lakes Crunch; seven states participating
- Annual event every 2<sup>nd</sup> Thursday of October
- Over 1,400,000 participants crunch across the region!
- On site, community and at-home participation

<http://illinoisfarmtoschool.org/great-apple-crunch/>



Kinnikinnick CCSD 131 Great Apple Crunch

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## SCHOOL GARDEN RESOURCES

Garden Toolkit:

<https://illinoisfarmentoschool.org/toolkit/school-garden-resources/>

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# Share the Farm to School concept. Build interest and a team. Choose your path. Make a plan.



## Determine what fits and create a plan

- Decide what local procurement and food education will look like at your site.
- Search your area for local options. Ask for help if you need it!
- Consider staff training, recipe and ingredient development, consider prepping capabilities in your kitchen(s) and your student's food preferences.
- Involve your staff and student eaters via taste tests, voting, or a recipe naming contest.
- Be prepared to promote and share the identity of your local food producers and businesses.
- Consider sharing your efforts on flyers, letters home to parents, service line signage, menu grids, site website and social media opportunities.
- Always include education opportunities in your plan. Connect your program directly to your Wellness Plan.

**organiclife**  
smart foodservice

**April Lunch Menu.**

21

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
No School	Grilled Cheese Please! Super Steamed Veggies Just Picked Fruit Ice Cold Milk	Rigatoni Marinara Super Steamed Veggies Just Picked Fruit Ice Cold Milk	Turkey Nachos Super Steamed Veggies Just Picked Fruit Ice Cold Milk	Personal Pan Cheese Pizza Super Steamed Veggies Just Picked Fruit Ice Cold Milk
Breaded Chicken Drumstick w/Steamed Brown Rice Super Steamed Veggies Just Picked Fruit Ice Cold Milk	Signature Calzone Super Steamed Veggies Just Picked Fruit Ice Cold Milk	Hot Diggity Dog Super Steamed Veggies Just Picked Fruit Ice Cold Milk	MM Cheeseburger Super Steamed Veggies Just Picked Fruit Ice Cold Milk	Personal Pan Cheese Pizza Super Steamed Veggies Just Picked Fruit Ice Cold Milk
Brunch For Lunch Flapjack Pancakes Turkey Sausage Link Super Steamed Veggies Just Picked Fruit Ice Cold Milk	Popcorn Chicken Bites Super Steamed Veggies Just Picked Fruit Ice Cold Milk	Creamy Pasta Primavera Super Steamed Veggies Just Picked Fruit Ice Cold Milk	Soft Shell Turkey Tacos Super Steamed Veggies Just Picked Fruit Ice Cold Milk	Personal Pan Cheese Pizza Super Steamed Veggies Just Picked Fruit Ice Cold Milk
Crispy Chicken Sandwich Super Steamed Veggies Just Picked Fruit Ice Cold Milk	Slow Roasted Potato with Cheese Sauce Super Steamed Veggies Just Picked Fruit Ice Cold Milk	4 Star Macaroni & Cheese Super Steamed Veggies Just Picked Fruit Ice Cold Milk	Classic Sloppy Joe Super Steamed Veggies Just Picked Fruit Ice Cold Milk	Personal Pan Cheese Pizza Super Steamed Veggies Just Picked Fruit Ice Cold Milk
3 Cheese Quesadilla Super Steamed Veggies Just Picked Fruit Ice Cold Milk	 <b>HARVEST of the Month</b> Each month, we will feature a different local item on the cafeteria menu. This month we are featuring lettuce. Did you know that lettuce is a leafy vegetable that belongs to the sunflower family?			













Did you know that at a CEP school, if you bring your own lunch entrée from home? You can grab a fruit, veggies & a cold milk every day for free to complete your meal!

**Daily Special:**  
Weekly rotating special  
Turkey & American Cheese Sub  
Veggie Salad w/Beans  
Sun Butter & Jelly

**Elementary Weekly Rotating Choices:**  
Mon - All Beef Hot Dogs  
Tues - Cheese Nachos  
Weds - 2 Bisco Sticks  
Thurs - Chicken Nuggets  
Fri - Personal Pan Pepperoni Pizza

**Middle School Daily Choices:**  
Doughbro's Pizza (Available M, W, F)  
Cheese Filled Bread Stick (Available Tues/Thurs)  
All Beef Hot Dog  
Chicken Sandwich  
Del Bar  
Grab n Go Veggie Salad  
Sun Butter & Jelly Sandwich

Each meal includes 1/2 cup of fruit or 1% milk.

In accordance with Federal law and United States Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, and disability. Menu may be subject to change. Notice will be given as soon as possible.

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# Local Procurement Toolkit

<https://illinoisfarmtoschool.org/toolkit/>



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# First Steps for Local Procurement

Create

Create a procedure to procure local foods.



Contact

Contact your county sanitarian to discuss your plan for purchasing local foods. Ask for suggestions and any additional requirements for local procurement at the county level.

# How to find local

## Sourcing Local Food

### Overview

#### Local Food Procurement Resources

#### Where to Find Food

#### Menu Planning with Local Foods

### Sourcing Locally Grown Food

Local food procurement is different for each school based on the amounts of food needed, the location of the school and the seasonal availability of fresh, local foods. Sourcing locally can involve direct relationships with local farmers and producers, shopping at farmer's markets or produce auctions, drawing from local DOD selections, working with regional produce distributors and aggregators, or working with primary or secondary distributors to locate regional or local items. The Illinois Farm to School Network has created a Mighty Mini training video, Local Sourcing, which provides information and insight for school districts considering, or expanding local or regional



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# Resources to locate local food

## Local Food Procurement

### Sourcing Local Food

#### Overview

##### Local Food Procurement Resources

##### Where to Find Food

##### Menu Planning with Local Foods

##### Local Food Cafeteria Campaigns

##### Salad Bars

#### Sourcing Locally Grown Food

Local food procurement is different for each school based on the amounts of food needed, the location of the school and the seasonal availability of fresh, local foods. Sourcing locally can involve direct relationships with local farmers and producers, shopping at farmer's markets or produce auctions, drawing from local DOD selections, working with regional produce distributors and aggregators, or working with primary or secondary distributors to locate regional or local items. The Illinois Farm to School Network has created a Mighty Mini training video, Local Sourcing, which provides information and insight for school districts considering, or expanding local or regional sourcing. Our videos are located under the Mighty Mini Video tab. You can also find a full list of local sourcing resources on our cafeteria programs page.

Use the tabs at the left to view resources for procuring local food.













## MARKET MAKER ILLINOIS

### Search

apples

1 - 100 of 206

 <b>Apple Barn</b> 2290 E. Walnut Street Chatham, IL 274856236		<a href="#">Learn More</a> <a href="#">Directions</a>
 <b>Apples on Oak</b> 16146 Oak Avenue Joliet, IL 8157260386		<a href="#">Learn More</a> <a href="#">Directions</a>
 <b>Edwards Apple Orchard</b> 7061 Centerville Rd Poplar Grove, IL 8157652234		<a href="#">Learn More</a> <a href="#">Directions</a>
 <b>Mills Apple Farm</b> 11477 Pocahontas Road Marine, IL 6188874732		<a href="#">Learn More</a> <a href="#">Directions</a>

## MARKET MAKER ILLINOIS

### Buy/Sell

Lists all the buy/sell listing for this site

what do you want to buy or sell  [SEARCH](#)

#### Organic Garlic -Seed

Product Available From September 19, 2022 - to October 31, 2022  
APPROVED

[Know More](#)

#### Organic Culinary Garlic

Product Available From September 9, 2022 - to October 31, 2022  
APPROVED

[Know More](#)

#### Eight Ball Zucchini

Product Available From July 21, 2022 - to September 16, 2022  
APPROVED

[Know More](#)

#### Zephyr Squash

Product Available From July 21, 2022 - to September 16, 2022  
APPROVED

[Know More](#)

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You can find resources in our Procurement Toolkit here:  
<https://illinoisfarmtoschool.org/toolkit/local-food-procurement/>



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# Create a Buyer Profile to share all your information with farmers, food hubs and others.

## IFSN Farm to School Institutional Buyer Profile

### BUYER INFORMATION

Institution Name: \_\_\_\_\_  
Contact Info- Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Primary Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Is delivery required? \_\_\_\_ Yes \_\_\_\_ No  
Preferred Delivery Address(s): \_\_\_\_\_

### PURCHASING INFORMATION

Billing Cycle Timeline: \_\_\_\_\_  
Are adaptations allowed? \_\_\_\_ Yes \_\_\_\_ No  
Required bidding process information: \_\_\_\_\_

Additional rules set for local purchasing from your site admin at your institution: \_\_\_\_\_

### FOOD SAFETY REQUIREMENTS FOR PURCHASING

Proof of Farm Food Safety Plan: \_\_\_\_ Yes \_\_\_\_ No  
Current Year Water Test Results: \_\_\_\_ Yes \_\_\_\_ No  
Post Harvest Process Verification: \_\_\_\_ Yes \_\_\_\_ No  
Is GAP certification a requirement of your institution? \_\_\_\_ Yes \_\_\_\_ No  
Other required certifications: \_\_\_\_\_

Required cold product temperature upon delivery: \_\_\_\_\_  
Required veg/fruit temperature during days with temps above 70 degrees: \_\_\_\_\_  
Additional requirements: \_\_\_\_\_

### PRODUCT INTEREST

Fresh Veg/Fruit:

Traditional Purchasing cycle: From: \_\_\_\_\_  
To: \_\_\_\_\_

Item: \_\_\_\_\_  
Item: \_\_\_\_\_  
Item: \_\_\_\_\_  
Item: \_\_\_\_\_  
Item: \_\_\_\_\_  
Item: \_\_\_\_\_

Base Quantities: \_\_\_\_\_  
Base Quantities: \_\_\_\_\_  
Base Quantities: \_\_\_\_\_  
Base Quantities: \_\_\_\_\_  
Base Quantities: \_\_\_\_\_  
Base Quantities: \_\_\_\_\_

Whole Minimally processed  
Whole Minimally processed  
Whole Minimally processed  
Whole Minimally processed  
Whole Minimally processed  
Whole Minimally processed

Proteins (beef, chicken, alternative proteins, eggs, cheese, yogurt)

Traditional Purchasing cycle: From: \_\_\_\_\_  
To: \_\_\_\_\_

Item: \_\_\_\_\_  
Item: \_\_\_\_\_  
Item: \_\_\_\_\_  
Item: \_\_\_\_\_

Base Quantities: \_\_\_\_\_  
Base Quantities: \_\_\_\_\_  
Base Quantities: \_\_\_\_\_  
Base Quantities: \_\_\_\_\_

Form: \_\_\_\_\_  
Form: \_\_\_\_\_  
Form: \_\_\_\_\_  
Form: \_\_\_\_\_

Other: (grains, honey, maple syrup, oils, frozen or dried fruit/veg products, others)

Traditional Purchasing cycle: From: \_\_\_\_\_  
To: \_\_\_\_\_

Item: \_\_\_\_\_  
Item: \_\_\_\_\_  
Item: \_\_\_\_\_  
Item: \_\_\_\_\_

Base Quantities: \_\_\_\_\_  
Base Quantities: \_\_\_\_\_  
Base Quantities: \_\_\_\_\_  
Base Quantities: \_\_\_\_\_

Form: \_\_\_\_\_  
Form: \_\_\_\_\_  
Form: \_\_\_\_\_  
Form: \_\_\_\_\_

You can find the buyer profile in our Procurement Toolkit here: <https://illinoisfarmtoschool.org/toolkit/local-food-procurement/>



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Build a process to be sure of procurement regulation compliance and create acceptance by your customers.

## Determine your needs and create a process

- Create possible menuing options and have recipes set, consider prepping capabilities in your kitchen(s) and your customer's food preferences.
- Determine needed quantities, consider all seasonal options, and product specs. (Can you utilize B grade products? Specs include no spoilage, no cuts or broken skin, and clean product) Have a supply backup plan in place.
- Determine limited delivery locations (up to two addresses) or pick up options, know your invoicing cycle, determine food safety protocols for fresh items.
- Involve your customers via taste tests, voting, or a recipe naming contest. Be prepared to advertise and share the identity of your local purchases. Consider flyers, letters home to parents, service line signage, menu grids, site website and social media opportunities.



2024

SEPTEMBER

Lunch - Central



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<div>2</div> <div>NO SCHOOL LABOR DAY</div>	<div>3</div> <div> <div>**Beef Taco</div> <div>Salsa/Sour Cream</div> <div>Tortilla Chips</div> <div>Refined Beans</div> <div>Fruit</div> <div>Milk</div> </div>	<div>4</div> <div> <div>**Seasoned Chicken Drumsticks</div> <div>**Roasted Green Beans</div> <div>Macaroni Salad</div> <div>Fruit</div> <div>Milk</div> </div>	<div>5</div> <div> <div>**Chicken &amp; Noodles</div> <div>Peas</div> <div>Carrots</div> <div>Fruit</div> <div>Milk</div> </div>	<div>6</div> <div> <div>**Lasagna</div> <div>Garlic Bread</div> <div>Green Beans</div> <div>Fruit</div> <div>Milk</div> </div>
<div>9</div> <div> <div>**Tater Tot Casserole</div> <div>**Dinner Roll</div> <div>Garlic Broccoli</div> <div>Fruit</div> <div>Milk</div> </div>	<div>10</div> <div> <div>**Chicken Taco</div> <div>Salsa/Sour Cream</div> <div>Spanish Rice</div> <div>Black Beans</div> <div>Fruit</div> <div>Milk</div> </div>	<div>11</div> <div> <div>**Philly Steak</div> <div>**Roasted peppers/onions</div> <div>**Roasted Fingertina Potatoes</div> <div>Fruit</div> <div>Milk</div> </div>	<div>12</div> <div> <div>Stuffed Aria Cheese Pizza</div> <div>Breakdust w/ sauce</div> <div>Salad w/ dressing</div> <div>Fruit</div> <div>Milk</div> </div>	<div>13</div> <div> <div>**Hamburger</div> <div>Cheese slice, tomato, onion, lettuce, pickle</div> <div>Potato Wedges</div> <div>Fruit</div> <div>Milk</div> </div>
<div>16</div> <div> <div>Turkey Ham sliders</div> <div>Chips</div> <div>Fresh veggies w/ ranch</div> <div>Fruit</div> <div>Milk</div> </div>	<div>17</div> <div> <div>**Mexican Lasagna</div> <div>Salsa/Sour Cream/Juicemolte</div> <div>Tortilla Chips</div> <div>Corn Casserole</div> <div>Fruit</div> <div>Milk</div> </div>	<div>18</div> <div> <div>**Bacon Pizza</div> <div>**Sausage w/ dressing</div> <div>Veggie</div> <div>Fruit</div> <div>Milk</div> </div>	<div>19</div> <div> <div>Chocolate Chip Pancakes w/ syrup</div> <div>**Sausage Patty</div> <div>**Roasted Potatoes</div> <div>Fruit</div> <div>Milk</div> </div>	<div>20</div> <div> <div>**Meatloaf</div> <div>**Mashed Potatoes</div> <div>Bread &amp; Butter</div> <div>Peas</div> <div>Fruit</div> <div>Milk</div> </div>
<div>23</div> <div> <div>**Sloppy Joe</div> <div>Corn</div> <div>**Coleslaw</div> <div>Fruit</div> <div>Milk</div> </div>	<div>24</div> <div> <div>Cheese Quesadilla</div> <div>Salsa/Sour Cream</div> <div>Tortilla Chips</div> <div>Refined Beans</div> <div>Fruit</div> <div>Milk</div> </div>	<div>25</div> <div> <div>**Pork Totchos</div> <div>BBQ</div> <div>**Corn bread</div> <div>Baked beans</div> <div>Fruit</div> <div>Milk</div> </div>	<div>26</div> <div> <div>Stuffed Aria Pepperoni Pizza</div> <div>Breakdust w/ sauce</div> <div>Salad w/ dressing</div> <div>Fruit</div> <div>Milk</div> </div>	<div>27</div> <div> <div>**Crispy Chicken Wrap</div> <div>Corn on the Cob</div> <div>Roasted Carrots</div> <div>Fruit</div> <div>Milk</div> </div>
<div>30</div>	<div>Items <u>UNDERLINED</u> are made from scratch items</div> <div>WHAT IS A PORK TOTCHO?</div> <div>We take pork loin from our local farm – Petersburg Poultry and marinade overnight. We then cook in our oven until pork loin sheds apart. The seasoning from the marinade cook all the way through the pork loin. Crispy tater tots are placed on top of the pork loin and shredded cheese is melted on later</div>			<div>Items ** are made with local ingredients</div>

# Look for food hubs, distributors and aggregators



You can find a full list of food hubs and local food distributors:  
<https://illinoisfarmtoschool.org/toolkit/local-food-distributors-foodhubs/>

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# Connie Crawley

Food Service Director  
Lincoln SD 27  
[ccrawley@lincoln27.net](mailto:ccrawley@lincoln27.net)



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# Menu Planning **THE BIG PICTURE**

WHAT STUDENTS  
WANT TO EAT

Sodium

Farmers

Calories

Grains

Protein

Commodities

DOD

Vegetables

Fruit

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ANNUAL  
CONFERENCE

CELEBRATING  
**75**  
YEARS

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# MENU PLANNING

## Slow & Steady Wins the Race

SEPTEMBER 2019		ADAMS LUNCH				
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		2	<b>NEW RECIPE</b> 3	4	5	6
No School			<u>Hamburger</u> <u>Potato Wedges</u> <u>Green Beans</u> <u>Watermelon</u>	Max Cheese Sticks w/ marinara Roasted Carrots Fresh Fruit	Sloppy Joe Tater Tots Baked Beans Fresh Fruit	Crispy Chicken Wrap Roasted Potatoes Romaine w/ dressing Fresh Fruit
Sub Sandwich Chips Celery/Carrot sticks Fresh Fruit		9	10	11	12	13
			Walking Tacos (w/ toppings) Refried Beans Fresh Fruit	Stuffed Aria Pepperoni Pizza Cheese Breadstick Romaine Salad Fresh Fruit	Popcorn Chicken Sweet Potato Fries Green Beans Fresh Fruit	Chicken Nuggets Corn on the Cob Sugar Snap Peas Fresh Fruit

		OCTOBER 2024				
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2	3	4
<p>Items <u>underlined</u> are made from scratch</p> <p>Items with ** are made with local products</p>		**Spaghetti w/ meat sauce <u>Garlic Bread</u> Green Beans Fruit	**Beef tacos Tortilla Chips Salsa/Sour cream <u>Black Beans</u> Fruit	**Cheeseburgers Tomato, onion, lettuce, pickles <u>Potato wedges</u> Fruit	<u>Macaroni &amp; Cheese</u> Hotdog <u>Strawberry Spinach Salad</u> <u>Roasted squash</u> Fruit	**Pizza Bake Breadstick <u>Salad w/ dressing</u> Fruit
		7	8	9	10	11
		**Cheesburger Macaroni **Corn Bread Carrots Fruit	**Chicken Quesadilla Tortilla Chips Salsa/sour cream Refried beans Fruit	**Salisbury Steak Bread & Butter <u>Mashed Potatoes</u> Peas Fruit	**Cheese Pizza <u>Salad w/ dressing</u> Corn Fruit	No school Teacher Institute
		14	15	16	17	18
		No School Columbus Day	**Walking Taco Salsa/sour cream/lettuce/tomato <u>Spanish Rice</u> Corn Fruit	**Beef & Noodles <u>Mashed Potatoes</u> Carrots Fruit	Stuffed Aria Sausage pizza Breadstick w/ <u>sauce</u> <u>Salad w/ dressing</u> Fruit	Chicken Strips <u>French Fries</u> <u>Broccoli Salad</u> Fruit


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# Recipe Development


United States Department of Agriculture



## Oven-Fried Chicken

### USDA Recipe for Schools

Chicken is coated in panko crumbs and spices, then baked.

**NSLP/SBP CREDITING INFORMATION:**  
1 portion provides 2 oz equivalent meat and 1 oz equivalent grains.

INGREDIENTS	50 SERVINGS		100 SERVINGS		DIRECTIONS
	Weight	Measure	Weight	Measure	
Flour, whole-wheat	1 lb	3½ cups 1 Tbsp 1¼ tsp	2 lb	1 qt 3 cups 3 Tbsp ½ tsp	<b>1</b> Combine flour, crushed corn flakes, and spices in a large bowl. Stir well. Set aside for step 4.
Corn flakes, whole-grain	2 lb	1 qt	4 lb	2 qt	
Black or white pepper, ground		1 Tbsp 1 tsp		2 Tbsp 2 tsp	
Salt		1 Tbsp 2 tsp		3 Tbsp 1 tsp	
Mustard, dry		¼ cup		½ cup	
Paprika		1 Tbsp 1 tsp		2 Tbsp 2 tsp	
Garlic powder		2 Tbsp		¼ cup	



<b>Servings:</b>	128.00	<b>Category:</b>	Entree
<b>Serving Size:</b>	2.00 Each	<b>HACCP Process:</b>	Same Day Service
<b>Meal Type:</b>	Lunch	<b>Recipe ID:</b>	R-20917

### Ingredients

Description	Measurement	Prep Instructions	DistPart #
SPICE GARLIC GRANULATED	1 3/5 Ounce	1.6 oz	513881
SPICE ONION POWDER	1 3/5 Ounce	1.6 oz	126993
SALT KOSHER 12-3 DIAC	1 Ounce		424307
SPICE PEPR BLK REST GRIND	1/3 Ounce	.33 oz	225061
SPICE PAPRIKA	1/3 Ounce	.33 oz	518331
BREAD CRUMB FINE UNSEAS	3 Pound	UNPREPARED See Package Instructions	175671
CHIX CVP BRST BNLS SKNLS SZ	20 Pound		673544



# SOURCING LOCALLY



Illinois School Nutrition Association  
Annual Conference

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# BID PROCESS - LOCAL

- **FINDING FARMERS**  
*(local farm bureau, farmers markets, word of mouth)*
- **IFB** *(micro or small purchase)*
- **BID SPECIFICATIONS**  
*(Be specific)*
- **AMOUNT NEEDED**  
*(Protein & Produce)*



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# Local Food IFB(invitation for bid) for 2023 – 2024 School Year

5/3/2023

Lincoln Elementary Schools #27  
304 Eighth Street • Lincoln, Illinois 62656

Lincoln Elementary School District #27 is interested in contracting locally-sourced fresh product deliveries for 2023-2024 school year to five schools in Lincoln, Illinois. To help with our goal, LESD 27 is seeking to enhance the health of school meals by decreasing the distance food travels between farmers and students. Our district consists of 4 elementary schools and 1 junior high that serves 1600 meals daily. We qualify for Community Eligibility Provision (CEP), which allows every student in our district breakfast and lunch at no charge.

- Bids:** Bids must be received by 1:30 p.m. on **June 1, 2023**
- Proposal Forms:** Bids may be mailed or hand delivered to the District #27 Administration Office, 304 8th Street, Lincoln, Illinois 62656, or emailed to [ccrawley@lincoln27.net](mailto:ccrawley@lincoln27.net), or faxed to Connie Crawley 217-732-2198 by the required deadline.
- Evaluation Criteria:** Bidder must supply the information outlined below; bids will be evaluated following the point system allotted to the following categories.
  - Cost
  - Product quality specifications
  - Geographical preference
  - Traceability
  - Educational opportunities
  - Logistics (Delivery, Communication Invoicing)
- Questions:** Bidders with questions concerning the specifications or should contact Connie Crawley by email or phone 217-651-8869
- Additional Information:** Vendors submitting bids who wish to add a information about price adjustments, etc. during the contract period should include such information to the bid form with appropriate authorized signature

LESD 27 is requesting the following products fitting the following descriptions; note, the quantity needed throughout the 2023-2024 school year is simply an estimate so that you can adequately plan out your season. To complete this bid, fill out the "Unit Details," "Unit Price" and total price if you are willing to provide a discount based on the bulk estimated quantity needed.						
Item	Unit	Estimated Qty		Unit Details (i.e. 20 lb. case)	Unit Price	Total Price
Frederick - White Wheat Flour	lb.	2500	- ORGANIC--Whole wheat flour - Freshly stone ground sifted flour	50#	\$33.00	\$990
All Purpose Flour	lb	2500	- ORGANIC--Freshly stone ground finely sifted flour	50#	\$35.00	\$1,750

# LOCAL BID PROCESS

Flour - all purpose	#1	#2	#3		Flour - whole grain	#1	#2	#3	
Cost					Cost				
Specifications					Specifications				
Geographical preference					Geographical preference				
Traceability					Traceability				
Educational opportunities					Educational opportunities				
Delivery					Delivery				
Communication					Communication				
Invoicing					Invoicing				

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# How to Keep the Business Office Happy



- **Participation, Participation, Participation**
- **Utilize ALL Resources of Funding**
- **Give the People What they Want**

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# How to Keep the Business Office Happy



- **Waste Not, Want Not**
- **We Are Family**

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# Nutrition Education



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# Questions and Answers

*We thank you for your time!*

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# Presenters:

## MODERATOR INFO:

Jillian Scholl

## PANELISTS INFO:

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