

# Local Food for Schools (LFS) Claim Instructions

## Illinois State Board of Education

### Nutrition Department

#### Claim Requirements

- LFS claims must be submitted monthly if purchases were made within the month. For example, if purchases were made in September 2023, a September 2023 claim must be submitted. If no purchases were made in November 2023, then no claim needs to be submitted for November 2023.
- LFS claims are due by the 15<sup>th</sup> of each month.
- If a claim is submitted after the 15<sup>th</sup> of the month, it will be processed the following month. For example, if a September 2023 claim is submitted on October 16, 2023, it will be processed with the November 2023 claims.

#### Reimbursement Process

- After the 15<sup>th</sup> of each month, ISBE will compile the School Food Authority (SFA) claims and submit a claim to USDA. USDA will then send funds to ISBE, and ISBE will reimburse the SFAs. It may take a few weeks to receive reimbursement. Reimbursement will be electronically transferred to the SFA, similar to the reimbursement process for NSLP.

#### Claim Instructions

**Step 1** Click [here](#) to access the LFS Claim for Reimbursement.

##### Step 2 Enter Basic Information

- Select the month/year for the claim.
- Enter the school district name.
- Enter the school district agreement number/RCDT # in the format 00-000-0000-00. If you do not know your RCDT #, login to WINS. It will be displayed at the top of your WINS homepage.

##### Step 3 Local Food #1 Information

- Enter the total cost of purchasing Local Food #1 during the month. Allowable costs include the direct cost of the local food, storage and/or distribution. Sum all allowable costs associated with Local Food #1, for the month, and enter the total amount in the claim form.
- Enter the type of food purchased. For example, enter turkey, or apples, or corn.
- Enter the name of the farmer/rancher.
- Select if the farmer/rancher is socially disadvantaged, based on the LFS definition, which is:

*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 a part of an individual's income is derived from any public assistance program. Socially disadvantaged designation is determined by the farmer/rancher.*

- Select if the farmer/rancher is a small business, based on the LFS definition, which is:

*A small business is 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.*

- If the purchase of Local Food #1 involved additional suppliers, such as a distributor and/or processor (Supplier A and/or Supplier B), answer the remaining questions for Local Food #1 (questions #9-14), by first entering the name of Supplier A (ex: ABC Processor or XYZ Distributor).

If no other suppliers were involved in the purchase of Local Food #1, proceed to question #15, where you will mark if more than one local food was purchased this month. If more local foods were purchased this month, proceed to Step 4. **If no other local foods were purchased this month, select No for question #15 and click Submit, to submit the claim for reimbursement. Your claim is complete.**

#### **Step 4 Local Foods #2 through #5 Information**

- The claim allows entry for up to five local foods, per month. If more than five local foods were purchased, please email [localfoods@isbe.net](mailto:localfoods@isbe.net).
- Proceed to answer questions #16-59, as applicable, following the same process outlined in Step 3. **Be sure to click Submit once data entry is complete, to submit the claim for reimbursement.**

Please contact the ISBE Nutrition Department at 800/545-7892, 217/782-2491, or [localfoods@isbe.net](mailto:localfoods@isbe.net) with questions.