

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 2024, a September 2024 claim must be submitted. If no purchases were made in November 2024, then no claim needs to be submitted for November 2024.
- LFS claims are due by the 15th of each month.
- If a claim is submitted after the 15th of the month, it will be processed the following month. For example, if a September 2024 claim is submitted on October 16, 2024, it will be processed with the November 2024 claims.

Reimbursement Process

- After the 15th of each month, ISBE will review and 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. Depending on the date in which you submit your claim, it may take anywhere from approximately 2-6 weeks to receive your reimbursement. Reimbursement will be electronically transferred to the SFA, similar to the reimbursement process for NSLP. The FRIS code for LFS is 4210-LF.

Information Needed to Complete a Claim for Reimbursement

- School Food Authority Name and RCDT number (XX-XXX-XXXX-XX). Both can be found in WINS.
- Month and year of claim
- Food items and costs
- Name of farmer, rancher, producer where the food was grown or raised. (must be local)
- Name of processor, if the local food was processed. (must be local)
- Name of the distributor, if the local food was delivered by a business other than the farmer, rancher, producer or processor.
- Provide socially disadvantaged and small business data for farmers/ranchers/producers, processors and distributors.

Reimbursement must be requested by local food item and SFAs may fill out multiple claim forms if needed. You may also combine food items that came from the same farm, same processor (if applicable) and same distributor (if applicable). If multiple claim forms are filled out ISBE will consolidate those claims for you. Here are a couple of examples:

Example 1:

If you purchased local beef and local sweetcorn during the month of September 2023, please answer the claim questions for "Local food #1" related to the beef, and questions for "Local food #2" for the sweetcorn.

Example 2:

If you purchased peppers, onions & carrots from the same farmer and from the same distributor. You can list all of these items together under local food #1, with the name of the farmer, the socially disadvantaged and small business indicator and list the name of the distributor along with the socially disadvantaged and small business indicator.

Example 3:

You purchased local chicken and local eggs from the same farmer. However, in this example the chicken the chicken must be butchered through a processor and the eggs do not have a processor. Due to this difference the chicken and the eggs would need to be listed as 2 separate local food items.

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

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 disadvantage 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). Then indicate if the additional supplier(s) are socially disadvantaged and/or a small business.

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. Please note that you can combine local food items that were purchased from the same farm/ranch and that have the same processor (if applicable) and the same distributor (if applicable). See examples above for instances in which you can combine local food items.
- 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.**
- If you have more than 5 local foods/allowable combinations of local foods (see examples on page 1 above), SFAs must fill out multiple electronic claim forms. For example, if a SFA has 9 local food items/9 allowable combinations of local food items they must fill out 1 claim with 5 local food items that they submit and then they must fill out a second online claim form with the remaining 4 local food items on it. ISBE will consolidate the claims for you. **ISBE will no longer be able to accept emailed claims.**