

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 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.

