

Submitting a Monthly Report (Payment Request) for the Federal Local Food for Schools Incentive Program – Phase 1

This guidance applies to school food authorities (SFAs) with allocation amounts for the Local Food for Schools Incentive Program (LFSIP). For more information on the LFSIP, refer to the Connecticut State Department of Education's (CSDE) [Local Food for Schools Incentive Program Phase 1: Participating School Food Authorities](#)). For information on the LFSIP balances, refer to the CSDE's [Local Food for Schools Incentive Program Phase 1: Remaining Balance for School Food Authorities](#).

1. Gather all receipts for current submission.
2. Access the monthly reporting form from the reminder sent each month in the [School Lunch Tray](#) or on the CSDE's [LFSIP](#) website.
3. Access the online [Monthly Federal Local Foods for Schools Incentive Program \(LFSIP\) Reporting Form - Phase 1](#).
 - a. Questions 1-3: Enter the district name, month and year being reported, and name of person submitting report.
 - b. Question 4: Total value of purchases SFA is reporting that month
 - c. Question 5: Indicate how many different farmers/producers are included in the reporting.
 - d. Question 6: Name of first farmer/producer.
 - e. Question 7: List items purchased from this farmer/producer.
 - f. Question 8: List quantities and price for each item purchased from this farmer/producer
 - g. Questions 9-14: Repeat for second and third farmer/producer if applicable. If there are more than three, complete the entry and exit the report. Reenter and start a new form.
 - h. Questions 15-16: Total number of farmer/producers used this month and list of any new farmer/producers. This information is required to allow CSDE to get data on the farms.
 - i. Question 17: Optional Farm to School story. Provides good information to share with key stakeholders.

Note: If the report is submitted after the due date noted each month in the School Lunch Tray, the report will be included in the following month.

The CSDE submits claims every three months (quarterly) to the USDA. Once the CSDE receives USDA's funds, SFAs will be reimbursed via the [grants management system](#). The grant name is the "Local Food for Schools Incentive Program" and the vendor code is 0000000146.

For more information, refer to [CSDE Operational Memorandum No. 14-23](#): Local Food for Schools Incentive Program.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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