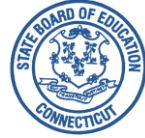
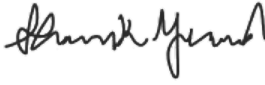




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program (NSLP) and School Breakfast Program (SBP)

FROM: Shannon Yearwood, Bureau Chief 
Bureau of Child Nutrition Programs

DATE: June 28, 2023

SUBJECT: Operational Memorandum No. 14-23
Local Food for Schools Incentive Program

Background

To assist school districts experiencing supply chain disruptions, the U.S. Department of Agriculture (USDA) Agricultural Marketing Service (AMS) allocated \$200 million in relief funding to state agencies, made available through the Commodity Credit Corporation (CCC), and authorized under the CCC Charter Act [15 U.S.C. 714], known in Connecticut as the Local Food for Schools Incentive Program (LFSIP). State agencies will distribute LFSIP funds to eligible school food authorities (SFAs) to be used exclusively to purchase local and regional unprocessed or minimally processed domestic food products (also referred to as commodities) from historically underserved producers and processors to help SFAs manage supply chain challenges. The LFSIP is intended to strengthen the school food system by helping build a fair, competitive, and resilient local food supply chain and expand local and regional markets. Funding is limited to SFAs currently operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).

Definitions

“Socially disadvantaged” is defined by USDA as a member of a socially disadvantaged group (SDG), whose members have been subject to discrimination on basis of race, color, national origin, age, disability, and, where applicable, sex, gender identity, 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. Purchases must target socially disadvantaged and/or small business farmers, producers, growers, and ranchers.

“Local and regional food” is defined as food that 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 miles, or both the final market and the origin of the product are within the same state or territory. Schools are strongly encouraged to purchase Connecticut grown food when possible.

“Small business” is defined by the U.S. Small Business Administration as a business that 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.

Funding Allocation

The LFSIP funding will be allocated in two phases. Phase 1 includes a base payment of \$2,000 to all eligible SFAs and a proportional amount of funding based on each SFA’s share of statewide student enrollment. The base payment is intended to ensure that the smallest districts receive a meaningful level of funding. The proportional amount is intended to provide resources that scale with the size of the student population served by the SFA.

Attachment 1 is the list of eligible SFAs and their formula-calculated allocation. All SFAs participating in NSLP and/or SBP must choose to elect or decline their LFSIP allocation. SFAs electing to receive LFSIP funds will receive this amount as a reimbursement after completing and submitting a monthly report to the CSDE. If the SFA declines the formula-calculated allocation, the SFA’s LFSIP funds will be available for reallocation by the CSDE. SFAs must opt in to phase 1 to be considered for participation in phase 2.

Phase 2 is available for those SFAs who participate in phase 1 and further commit to working closely with the CSDE and other partners to engage with SDGs or small business producers to create a sustainable, ongoing procurement relationship. Participation in phase 2 requires SFAs to work with a local SDG or small business producer. SFAs participating in phase 2 of the LFSIP will be eligible to receive individualized assistance, training, and support provided by the CSDE, the Connecticut Department of Agriculture (DoAg), and the University of Connecticut Cooperative Extension (UConn Extension) to facilitate a sustainable procurement relationship.

The CSDE must obligate all LFSIP payments to eligible SFAs **by April 30, 2025**. All SFAs participating in the NSLP must notify the CSDE whether they accept or decline the LFSIP funds by **July 14, 2023**, by completing the *LFSIP Application and Attestation Statement*. To be eligible to receive LFSIP funds, SFAs must:

- answer all questions included in the application;
- indicate an affirmative response to all Attestation Statement criterion;
- submit the completed *LFSIP Application and signed Attestation Statement* to the CSDE at CNPermanentAgreement@ct.gov by July 14, 2023.

Questions may be directed to Monica Pacheco at monica.pacheco@ct.gov.

SKY:mpp

Attachments: (1)

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE’s [Operational Memoranda for School Nutrition Programs](#) webpage.

Local Food for Schools Incentive Program (LFSIP) Formula-calculated Allocations for Eligible School Food Authorities

This list includes the formula-calculated LFSIP allocation for eligible school food authorities (SFAs). For more information, refer to the Connecticut State Department of Education's (CSDE) [Operational Memorandum No. 14-23: Local Food for Schools Incentive Program](#).

Sponsor ID	Sponsor name	Total amount per sponsor (enrollment + base)
00200	Ansonia School District	\$ 4,876.66
00300	Ashford School District	\$ 2,403.06
00400	Avon School District	\$ 5,406.48
00700	Berlin School District	\$ 4,888.58
00800	Bethany School District	\$ 2,437.73
00900	Bethel School District	\$ 5,443.32
01100	Bloomfield School District	\$ 4,864.74
01200	Bolton School District	\$ 2,813.70
01300	Bozrah School District	\$ 2,180.94
01400	Branford School District	\$ 4,806.23
01500	Bridgeport School District	\$ 24,520.28
01700	Bristol School District	\$ 10,073.06
01800	Brookfield School District	\$ 4,781.31
02200	Canterbury School District	\$ 2,509.24
02300	Canton School District	\$ 3,657.74
02400	Chaplin School District	\$ 2,398.72
02500	Cheshire School District	\$ 6,547.39
02600	Chester School District	\$ 2,240.53
02700	Clinton School District	\$ 3,690.24
02800	Colchester School District	\$ 4,464.93
03200	Coventry School District	\$ 4,013.12
03300	Cromwell School District	\$ 4,124.72
03400	Danbury School District	\$ 15,631.35
03600	Deep River School District	\$ 2,206.95
03700	Derby School District	\$ 3,430.20
04100	East Haddam School District	\$ 3,040.15
04200	East Hampton School District	\$ 4,071.63
04300	East Hartford School District	\$ 9,926.79

**Local Food for Schools Incentive Program (LFSIP)
Formula-calculated Allocations for Eligible School Food Authorities**

Sponsor ID	Sponsor name	Total amount per sponsor (enrollment + base)
04400	East Haven School District	\$ 5,155.11
04500	East Lyme School District	\$ 4,758.56
04700	East Windsor School District	\$ 3,112.74
04800	Ellington School District	\$ 4,835.49
04900	Enfield School District	\$ 7,213.74
04903	St. Bernard School-Enfield	\$ 2,191.78
05000	Essex School District	\$ 2,325.05
05100	Fairfield School District	\$ 12,126.27
05200	Farmington School District	\$ 6,462.88
05400	Glastonbury School District	\$ 8,432.66
05600	Granby School District	\$ 3,871.18
05700	Greenwich School District	\$ 11,189.05
05800	Griswold School District	\$ 4,006.62
05900	Groton School District	\$ 6,418.46
06000	Guilford School District	\$ 5,427.07
06200	Hamden School District	\$ 7,864.91
06400	Hartford School District	\$ 22,053.18
06500	Hartland School District	\$ 2,120.27
06700	Hebron Public Schools	\$ 2,755.19
06800	Kent School District	\$ 2,210.20
06900	Killingly School District	\$ 4,736.89
06901	St. James School-Danielson	\$ 2,239.45
07100	Lebanon School District	\$ 3,042.31
07200	Ledyard School District	\$ 4,591.70
07300	Lisbon School District	\$ 2,471.32
07700	Manchester School District	\$ 9,699.26
07800	Mansfield School District	\$ 4,263.40
07900	Marlborough School District	\$ 2,470.23
08000	Meriden School District	\$ 11,584.53
08300	Middletown School District	\$ 6,780.34
08400	Milford School District	\$ 7,886.58
08401	Boys & Girls Village, Inc.	\$ 2,085.60

Local Food for Schools Incentive Program (LFSIP)
Formula-calculated Allocations for Eligible School Food Authorities

Sponsor ID	Sponsor name	Total amount per sponsor (enrollment + base)
08500	Monroe School District	\$ 4,527.78
08600	Montville School District	\$ 4,264.49
08800	Naugatuck School District	\$ 6,513.81
08900	New Britain School District	\$ 13,353.86
09100	New Fairfield School District	\$ 4,316.50
09200	New Hartford School District	\$ 2,479.98
09300	New Haven School District	\$ 23,143.16
09316	Yeshiva Gedolah Rabbinical Institute of New England	\$ 2,221.03
09400	Newington School District	\$ 6,239.68
09500	New London School District	\$ 5,159.45
09600	New Milford School District	\$ 5,856.13
09700	Newtown School District	\$ 6,202.85
09900	North Branford School District	\$ 3,671.82
10000	North Canaan School District	\$ 2,256.79
10100	North Haven School District	\$ 5,430.32
10200	North Stonington School District	\$ 2,838.62
10300	Norwalk School District	\$ 14,735.31
10400	Norwich School District	\$ 5,639.43
10401	Sacred Heart School-Taftville	\$ 2,124.60
10600	Old Saybrook School District	\$ 3,161.50
10700	Orange School District	\$ 3,332.69
10800	Oxford School District	\$ 3,849.51
10900	Plainfield School District	\$ 4,091.13
11000	Plainville School District	\$ 4,482.27
11100	Plymouth School District	\$ 3,455.12
11300	Portland School District	\$ 3,329.44
11400	Preston School District	\$ 2,477.82
11600	Putnam School District	\$ 3,277.43
11800	Ridgefield School District	\$ 5,190.87
11900	Rocky Hill School District	\$ 5,433.57
12100	Salem School District	\$ 2,429.06

**Local Food for Schools Incentive Program (LFSIP)
Formula-calculated Allocations for Eligible School Food Authorities**

Sponsor ID	Sponsor name	Total amount per sponsor (enrollment + base)
12200	Salisbury School District	\$ 2,308.79
12400	Seymour School District	\$ 4,299.16
12500	Sharon School District	\$ 2,104.01
12600	Shelton School District	\$ 6,988.37
12800	Simsbury School District	\$ 6,392.46
13100	Southington School District	\$ 8,890.98
13200	South Windsor School District	\$ 7,303.67
13300	Sprague School District	\$ 2,294.71
13400	Stafford School District	\$ 3,510.38
13500	Stamford School District	\$ 19,256.70
13700	Stonington School District	\$ 3,925.36
13800	Stratford School District	\$ 9,273.45
13900	Suffield School District	\$ 4,218.98
14000	Thomaston School District	\$ 2,877.62
14100	Thompson School District	\$ 2,977.31
14200	Tolland School District	\$ 4,380.42
14300	Torrington School District	\$ 6,493.22
14400	Trumbull School District	\$ 9,186.77
14600	Vernon School District	\$ 5,418.40
14700	Voluntown School District	\$ 2,274.12
14800	Wallingford School District	\$ 7,965.68
15100	Waterbury School District	\$ 22,327.30
15114	Children's Community School	\$ 2,188.53
15118	Congregation K'Tana of Waterbury	\$ 2,772.53
15160	Congregation Durham Heights	\$ 2,179.86
15200	Waterford School District	\$ 4,497.44
15300	Watertown School District	\$ 4,821.40
15400	Westbrook School District	\$ 2,662.01
15500	West Hartford School District	\$ 11,820.73
15600	West Haven School District	\$ 8,641.77
15900	Wethersfield School District	\$ 6,998.13
16000	Willington School District	\$ 2,432.31

**Local Food for Schools Incentive Program (LFSIP)
Formula-calculated Allocations for Eligible School Food Authorities**

Sponsor ID	Sponsor name	Total amount per sponsor (enrollment + base)
16200	Winchester School District	\$ 2,651.18
16300	Windham School District	\$ 5,482.33
16400	Windsor School District	\$ 5,784.62
16500	Windsor Locks School District	\$ 3,669.65
16600	Wolcott School District	\$ 4,327.33
16700	Woodbridge School District	\$ 2,920.96
16900	Woodstock School District	\$ 2,873.29
20100	Regional School District 01	\$ 2,533.08
20400	Regional School District 04	\$ 2,786.61
20500	Regional School District 05	\$ 4,221.15
20700	Regional School District 07	\$ 2,958.89
20800	Regional School District 08	\$ 3,325.10
20900	Regional School District 09	\$ 4,617.70
21000	Regional School District 10	\$ 4,370.67
21300	Regional School District 13	\$ 3,451.87
21400	Regional School District 14	\$ 3,815.92
21500	Regional School District 15	\$ 5,680.61
21600	Regional School District 16	\$ 4,112.80
21700	Regional School District 17	\$ 3,945.94
21800	Regional School District 18	\$ 3,433.45
24100	Capitol Region Education Council (CREC)	\$ 7,300.42
24200	EdAdvance	\$ 5,389.15
24400	Area Cooperative Educational Services (ACES)	\$ 3,895.02
24500	LEARN	\$ 4,765.06
25300	Eastern Connecticut Regional Educational Service Center	\$ 4,849.57
26400	Integrated Day Charter School District	\$ 2,390.06
26500	Interdistrict School for Arts and Communication District	\$ 2,304.46
26800	Common Ground High School District	\$ 2,243.78
26900	The Bridge Academy District	\$ 2,302.29
27900	Amistad Academy District	\$ 3,209.17
28000	New Beginnings Inc Family Academy District	\$ 2,435.56

**Local Food for Schools Incentive Program (LFSIP)
Formula-calculated Allocations for Eligible School Food Authorities**

Sponsor ID	Sponsor name	Total amount per sponsor (enrollment + base)
28300	Park City Prep Charter School District	\$ 2,417.14
28500	Achievement First Bridgeport Academy District	\$ 3,173.42
28600	Highville Charter School District	\$ 2,551.49
28900	Elm City College Preparatory School District	\$ 2,842.95
29000	Brass City Charter School District	\$ 2,390.06
29400	Great Oaks Charter School District	\$ 2,719.44
29600	Stamford Charter School for Excellence District	\$ 2,525.49
29700	Capital Preparatory Harbor School District	\$ 2,846.20
30101	Connecticut Technical Education & Career System (CTECS)	\$ 14,778.64
33602	Department of Correction	\$ 2,397.64
34701	Department of Children and Families	\$ 2,061.76
35701	Judicial Department	\$ 2,065.01
90100	Norwich Free Academy	\$ 4,420.51
90200	The Gilbert School	\$ 2,445.31
97201	Children's Center	\$ 2,057.42
97301	Adelbrook, Inc. - The Children's Home	\$ 2,107.27
98101	Waterford Country School	\$ 2,075.84
98601	Klingberg Family Center	\$ 2,134.35
Total		\$ 873,058.00

Local Food for Schools Incentive Program (LFSIP) Formula-calculated Allocations for Eligible School Food Authorities

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

Questions and Answers for the Local Food for Schools Incentive Program (LFSIP)

Q1. How does a school food authority (SFA) opt in to the LFSIP?

SFAs will opt in to the LFSIP by completing the [LFSIP Application and Attestation Statement](#).

Q2. How will funding be allocated?

The funding will be provided by a \$2,000 minimum allocation for all SFAs, and an additional sum based on each SFA's enrollment.

Q3. How will LFSIP payments be made to SFAs?

The payments will be made in monthly reimbursements up to the maximum amount allocated to the SFA for LFSIP purchases. To receive LFSIP reimbursement funds, LFSIP participants must complete and submit a monthly reporting tool to verify that purchases made meet the LFSIP requirements.

Q4. What is the goal of the Connecticut LFSIP?

The goal of the LFSIP is to encourage schools to purchase grown or produced local foods for use in school meal programs to benefit Connecticut children and build resiliency in the local food supply. At least 80 percent of purchases in the program must be Connecticut Grown foods.

Q5. Is the LFSIP the same as Supply Chain Assistance (SCA) funds?

No. The LFSIP and SCA are each funded by USDA's Commodity Credit Corporation (CCC) but they are different. The purpose of the LFSIP is focused on strengthening existing local supply chains and building new relationships between schools and local socially disadvantaged small farmers and ranchers to develop sustainable, long-term relationships. The Connecticut State Department of Education (CSDE) administers the LFSIP in coordination with the Connecticut Department of Agriculture (DoAg) and the University of Connecticut Cooperative Extension (UConn Extension) to facilitate connections between schools and farmers, producers, growers, and ranchers for this program.

Q6. What is the difference between phase 1 and phase 2 of the LFSIP?

Phase 1: A formula-calculated amount is allocated to each SFA participating in the NSLP. The predetermined allocations will be available for reimbursing SFAs after the SFA completes and submits the monthly LFSIP Expenditure Report to the CSDE. Phase 1 funding must be used to purchase unprocessed or minimally processed foods from Connecticut producers or local/regional vendors for use in school meals. SFAs must try to purchase food through the LFSIP from socially disadvantaged and/or small farmers, producers, growers, and ranchers.

Phase 2: SFAs who opt in to phase 2 must opt in to phase 1 and must also agree to purchase from socially disadvantaged and/or small producers in Connecticut and establish sustainable relationships with the goal of continuing the purchasing relationships beyond the end of the 18-month period LFSIP. SFAs opting in to phase 2 are required to participate in additional training and technical

Questions and Answers for the LFSIP

assistance as well as provide data to determine the feasibility of continuing an incentive program in the future. An application for SFAs seeking to participate in phase 2 will be provided to all participants from phase 1.

Q7. What foods can be purchased with these funds and what is the definition of “local and regional food” for this program?

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

For phase 1, at least 80 percent of all food commodities purchased must be from Connecticut farmers and prioritize purchasing from small and socially disadvantaged farmers when possible. Phase 2 requires purchasing from small and socially disadvantaged farmers and requires that 100 percent of foods purchased with LFSIP funds be purchased from Connecticut farmers.

Q8. What foods are considered allowable “unprocessed or minimally processed” for the LFSIP?

Examples of unprocessed or minimally processed food products include fruits and vegetables (including 100 percent juices); grain products such as pastas and rice; meats (whole, pieces, or food items such as ground meats); meat alternates such as beans or legumes, and dairy foods such as cheese and yogurt. Foods in a wide variety of minimal processing states (e.g., whole, cut, and pureed) and/or forms (e.g., fresh, frozen, canned, and dried) are also allowable.

Foods that are generally understood to be significantly processed or prepared are unallowable. Examples of unallowable products would include baked goods such as breads, muffins, or crackers; prepackaged sandwiches or meals; other prepared and/or pre-cooked items that come ready-to-eat or that require no further preparation beyond heating, e.g., chicken nuggets, fish sticks, and pre-made pizzas.

Q9. Fluid milk was allowed for purchase utilizing SCA funds, is it allowed for the LFSIP?

No. Fluid milk is not an allowable purchase using LFSIP funds. While other dairy products such as cheese and yogurt are allowable, fluid milk is not.

Q10. What other costs are not allowed for the LFSIP?

If separate fuel surcharges or delivery fees are added to invoices, these are not allowable costs. LFSIP cannot be used to purchase from the USDA DoD Fresh Fruit and Vegetable Program or Fresh Fruit and Vegetable Produce Pilot.

Questions and Answers for the LFSIP

Q11. What is meant by socially disadvantaged producers? Are purchases limited to those producers?

Purchases must target socially disadvantaged and/or small business farmers, producers, growers, and ranchers. For the LFSIP, “socially disadvantaged” is defined by the USDA as a farmer or rancher who is a member of a socially disadvantaged group (SDG). A SDG is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and, where applicable, sex, gender identity, 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.

Q12: How is a small business defined? Is there a certification process?

A small business is defined by the USDA as a business that 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 United States or its territories. There is no required federal certification or validation process.

Purchasing from SDG and/or small business farmers, producers, growers, and ranchers is a priority for phase 1. It is a requirement for participating in phase 2.

Q13. Do all food purchased with LFIP funds need to be used in schools?

Yes. Food purchased through the LFSIP must be used in schools that participate in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and the Afterschool Snack Program.

Q14. Can funding be used for infrastructure investments, such as equipment purchases?

No. LFSIP funding is restricted to purchasing unprocessed or minimally processed foods only.

Q15. How much LFSIP funding will the SFA be eligible for?

The attachment sent out with CSDE [Operational Memorandum No. 15-23](#) provides the breakdown of funds allocated to each eligible SFA.

Q16. What procurement rules apply to LFSIP purchases?

The procurement regulations are outlined in [Part 200 of Title 2 of the U.S. Code of Federal Regulations](#), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. State and local rules may be more restrictive than federal policies or may provide specific support for local purchasing. States, SFAs, and any subrecipients must follow all applicable federal, state, and local procurement rules.

Questions and Answers for the LFSIP

Q17. Can a representative of a food service management company submit the Local Foods for Schools Incentive Program Application and Attestation Statement on behalf of the SFA to accept or decline the funds?

No. One of the authorized signers of the Child Nutrition Programs Permanent Agreement must complete, sign, and submit the [LFSIP Application and Attestation Statement](#).

Q18. Can SFAs opt in to receive LFSIP Phase 1 funds at any time?

No. All eligible SFAs must choose to elect or decline participation by July 14, 2023. There will not be any additional opportunities to opt in to phase 1.

Q19. When will Phase 2 start?

Phase 2 will be started late summer, after all PHASE 1 surveys have been received and processed. The application and further details regarding phase 2 will be sent out soon. Only those SFAs who participate in phase 1 can apply for phase 2.