Ranch and Farm to School Program for Developing New Markets for Wyoming Agricultural Producers
FY 2011

The project goal was to identify, expand and promote opportunities for Wyoming producers to market their products to local school institutional buyers. Objectives included developing:

- A Ranch & Farm to School outreach program to connect producers and schools.
- Online information for food service buyers and staff on opportunities to purchase local foods.
- Resources and trainings to assist ranchers, farmers and processors to sell to school districts.

At the beginning of the project there was very little information available for producers or food service professionals. Initial surveys showed very little knowledge of the Farm to School concept, and indicated a large gap in the way food service professionals and producers communicate and advertise their needs. The original plan was to bring the two groups together for joint educational sessions, but it was apparent both parties needed to be educated in their "language" and then taught to understand the other side. This led to the publication of several resource guides that led both sides to express interest in practical information on the next steps.

Education and communication were the keys to success of this program. Over the course of the project, 45 producers and 40 food service professionals were trained on bid and procurement process, and 44 individuals were instructed on how to advocate in their local communities for Farm to School programs. At the start of the project the number of Wyoming schools purchasing local foods was estimated at 1% of the state total. Through surveys it was estimated that by the end of the project 20% of public schools had purchased local products. This project helped create the synergy for future expansion of the program throughout Wyoming.

FINAL REPORT
WYOMING FARM TO SCHOOL RESOURCE GUIDE
PURCHASING RESOURCE GUIDE FOR FARM TO SCHOOL IN WYOMING

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FSMIP Final Report

Ranch & Farm-to-School Program for Developing New Markets for Wyoming Agricultural Producers

Grant Period: 9/1/2011 through 8/31/2014

The overall goal of the proposal was to identify, expand and promote opportunities for Wyoming producers to market their products to local school institutional buyers. This project was motivated by schools looking to "Buy Fresh Buy Local" and the economic opportunities this presents for local producers. With rapid growth in the number of producers looking to for ways to sell products locally, a Wyoming Ranch & Farm to School program would provide additional local marketing opportunities.

Schools

Hindering this was a lack of knowledge by school buyers on how to purchase local meats, grains and vegetables for use in school lunch programs. In the past, as schools faced the need to cut cost they reduced skilled kitchen labor, eliminated raw ingredients and stopped upgrading kitchens. A survey by the School Nutrition Association found that over 80 percent of schools cook fewer than half of their main dishes from scratch and approximately 40 percent of schools cook less than one quarter of their entrees from scratch. As a result of USDA's campaign to fight childhood obesity by improving the quality of food in schools and making healthy foods more affordable and accessible for families, we are seeing changes in school lunch programs. Though schools were preparing some foods from scratch, the recent plan to reauthorize the Child Nutrition Act to help provide nutritious school lunches to those that qualify will continue to shift more emphasis to healthy food choices. For students in Wyoming schools these include more fresh foods made from scratch and a focus on lowering the sodium content found in meals. One challenge for schools is food made from scratch can add additional labor costs. Cafeteria workers are also faced with the challenges of catering to the tastes of students already accustomed to fast food. Schools often lack the proper equipment necessary to prepare scratch made meals and are beginning to

address this problem where possible. The ability of schools to purchase minimally processed foods varies widely from school to school due to kitchen facilities and the level of training of food service staff. The addition of salad bars and desire to purchase locally produced meat is on the rise. Some schools are also baking their own bread. Of the 393 public schools in Wyoming, only 90 schools were approved for the USDA Fresh Fruit and Vegetable program. This activity showed a desire to produce healthier and appealing school lunches to replace the frozen or canned alternative. There was a lack of adequate information on the procurement process required to purchase locally produced fresh foods on both the producer and school buyer sides.

Local Producers and Processors

Online resources and workshops were needed to educate school buyers and local producers about opportunities to purchase local foods. Wyoming ranchers, farmers and processors needed to understand and prepare for buying requirements required by schools. Producer resources and trainings were needed to assist local ranchers, farmers and processors on selling to institutional markets. Ranchers, farmers and processors need to develop knowledge as to the opportunities for selling to institutional buyers. A majority of producers were unaware of proper certifications required by local school buyers. They also lacked knowledge of GAP/GHP certification and HACCP in order to ensure their products are safe. In addition to certification requirements, producers and processors were unaware of the purchasing procedures of school districts. Many Wyoming producers were unfamiliar with the requirements of institutional buyers for quoting, packaging, distribution, quantity and quality.

Development of direct marketing opportunities in Wyoming has lagged behind other states. In the last few years we have seen a dramatic increase in interest and development of local marketing. This project was part of our efforts to contribute to increasing ranch/farm income and satisfy the demand for locally grown foods.

Plan of Work:

The Wyoming Department of Agriculture designated a staff person to coordinate the program. Through a request for proposals a contractor was hired to help develop the materials to achieve the goals of this proposal. Qualifications of the contractor included an extensive knowledge of other Farm to School programs, producer needs and regulations pertaining to institutional buying. A working relationship was established

with WY Department of Education (WDE). Our contacts with WDE include: Nutrition Programs Supervisor; Nutrition Programs Consultant; USDA Foods Distribution Coordinator; Nutrition Programs Consultant, Nutrition and Health & Safety Consultant. This partnership was instrumental in the success of the project. Our Advisory Committee included representatives of Wyoming Department of Education, WBC/Rural Development and University of Wyoming Extension. Contact was established with Russell Brooks, Department of Defense Fresh Foods Program-Rocky Mountain Area Customer Representative which led to Wyoming Potatoes being listed in Laramie 1 School District.

The following were the specific objectives and outputs of the project:

Objective 1: Develop a Ranch & Farm to School outreach program to help connect producers and schools.

The WDA Ranch & Farm to School Coordinator developed and conducted surveys to gauge the ability of Wyoming schools to handle minimally processed foods in their facilities. The advisory board consisting of Wyoming Department of Education, University of Wyoming and Wyoming Rural Development helped develop the surveys that were sent out to the individual schools and also the district offices. We compiled data from other studies and surveys completed in the state to determine the capacity and interest of ranchers and farmers in meeting the needs of the school food service market. In addition to this information a producer survey and a meat processor survey were developed and distributed.

Objective 1 was accomplished through the following activities:

- A survey in 2012 to gauge school ability to use local foods was developed and sent to school districts and analyzed.
- A producer survey was developed in 2012 and information was gathered to develop a data base of producers interested in selling to schools.
- A Task Force was organized in 2012 and included key partners in developing the Wyoming Farm to School Program. Partners included: Wyoming Department of Education, Wyoming Agriculture in the Classroom, Wyoming Business Council,

University of Wyoming Cooperative Extension and Wyoming Department of Agriculture. The Farm to School Task Force has continued to develop resources and connections aiding producers and school food purchasers to buy and sell local foods. Partnering organizations opened new lines of communications between buyers and sellers and provided accurate education for marketing local foods safely and within regulation.

- School Nutrition Conference: booth and speaking on purchasing local and school gardens Casper 2012,2013 and 2014
- The AgriFuture Conference: What's happening in Farm to School? Speaker from New Mexico Farm to School and Table 2013
- Wyoming Women's Ag Symposium: Speaking on Farm to School 2014
- Cheyenne IDEA GroBiz Conference: Distributed information 2014
- The Wyoming Farmers Marketing Association Sheridan, WY. The importance of school gardens as first step in schools purchase of local foods. 2014
- Cheyenne Bee Conference: Distributed Information 2014
- Wellness Coalition Gov Council Depart of Health: Farm to School booth 2014
- Wind River Farm to Plate: organizational meeting 2014
- Niobrara Foods Expo : Information distribution 2014
- Riverton Workshop: Train the Trainer 2014
- Stem Conference: Presentation on Farm to School classroom incorporation Casper 2014
- Cheyenne Train the Trainer: Individuals trained on how to develop grass roots Farm to School programs in their own communities. 2014
- Fort Washakie Workshop: School Gardens and Hoop houses with information for buyers and producers on school lunch purchasing 2014
- Casper Train the Trainers Workshop: for community advocates for Farm to School Programs 2014
- Distributed information at 5 additional local workshops and conferences in 2014

Objective 2: Market and develop online information for food service buyers and local staff on opportunities to purchase local foods.

In order for food service buyers to purchase local products they have to have access to what is available, when it is available and how it is available. Online Farm to School information websites were developed to provide information on opportunities to purchase products from Wyoming producers, guidance on how to sell to schools and how schools can purchase locally . The sites linked with other Farm to School programs to leverage resources and information. Additional marketing of local food opportunities were conducted at existing conferences and through publications and webinars.

Objective 2 was accomplished through the following activities:

- Information for a Ranch/ Farm to School website was compiled with the help of a contractor. 2012
- Wyoming Farm to School website was developed and hosted on the Wyoming Department of Education (WDE) website. Additional resources were developed in 2013 and posted, including: FTS Talking Points, Task Force meeting minutes, FTS Success Stories and additional resources. View at http://edu.wyoming.gov/beyond-the-classroom/nutrition/farm-to-school/
- In addition to the website, a facebook page was developed in 2013 (https://www.facebook.com/WyomingFarmToPlate?ref=hl) to inform and advertise upcoming events about FTS, showcase successes and provide networking opportunities. The web and facebook page were both linked to involved partners.
- Purchasing Resource Guide for Wyoming FTS was created in 2013 to supplement a Bid Processing Webinar. The document effectively detailed the steps necessary to buy and sell locally for both producers and buyers and was added to website
- Guide document was revised in 2013 into a “one-stop” Farm to School resource.
- Procurement and the Bid process webinar: conducted, recorded and posted as a YouTube video. http://www.anymeeting.com/FarmtoSchoolWork/ED59DA80864A 2013

- School Nutrition Conference: Booth and speaking on purchasing local and school gardens 2012,2013 and 2014
- National Farm to Cafeteria conference: Wyoming's FTS program selected for a poster presentation 2014
- Lander Expo: Distribution of information on FTS 2014
- Gov Council Wellness Coalition Depart of Health: FTS presentation 2014
- National Farm to School Conference: Presentation on FTS in WY 2014
- Lusk Local Foods: Distribution of information on FTS 2014
- Stem: Presentation on FTS classroom incorporation 2014
- Youth Garden Symposium: How school gardens and hoop houses help FTS programs 2014
- Cheyenne Train the Trainer: People trained on how to develop grass roots FTS programs in their own communities. 2014
- Farm to school display at Wyoming State Fair. Distribution of information on FTS. 2014
- Wheatland Ag Expo Seminar for teachers on Farm to school, overview of FTS
- Casper Train the Trainers Making individuals community advocates for FTS Programs 2014
- A new farm to plate website was launched that included FTS information and success stories. http://www.wyfarm2plate.org/ 2014

Objective 3: Develop producer resources and trainings to assist local ranchers, farmers and processors on how to sell to school districts.

Training materials were developed that incorporate information on HACCP, GAP/GHP certification, and school district, state, and FDA or USDA regulations as required by school buyers to purchase products for the school lunch programs. The Ranch & Farm to School Coordinator with the help of WDA Consumer Health Services, Wyoming Business Council, Wyoming Rural Development, University of Wyoming and the Wyoming Department of Education provided guidance to complete these materials. Seminars in were held around the state to educate producers on how to successfully direct market to school districts.

Objective 3 was accomplished through the following activities:

- A successful producers training was completed at the 2012 Wyoming Farmers Marketing Association Conference held in Riverton, Wyoming April 27-29, 2012
- Wyoming Department of Agriculture, Wyoming Business Council, University of Wyoming Cooperative Extension and Wyoming Agriculture in the Classroom partnered on an informational booth and presentation at the 2012 Advance-Ed Fall School Improvement Conference. The conference was held in Cheyenne, WY. Over 500 teachers and school administrators were in attendance. The joint presentation was presented in a panel format and participants were informed about Wyoming Department of Agriculture Specialty Crop grant opportunities, food safety and resources through the Wyoming Department of Agriculture's Consumer Health Services division, resources and support available through the Wyoming Business Council and Wyoming Agriculture in the Classroom and the Jr. Master Gardner Program curriculum was presented by UW Extension Service Horticulturist.
- The Statewide Wyoming FTS Workshop/Webinar was held in 2013. Cheyenne, WY was the host site for the workshop. Via webcam and open phone line we conducted an interactive session with additional participants in all areas of Wyoming. The workshop featured modules on: Farm to School 101, Procurement and Food Safety.
- A second webinar was completed in 2013 on the Bid Process. A Purchasing Resource guide was created to accompany the webinar. There were producers and school food service directors from across the state.
- The Purchasing Resource Guide for Wyoming FTS was created in 2013 to supplement the Bid Processing Webinar. The document effectively details the steps necessary to buy and sell locally for both producers and buyers.
- The Bid Process webinar was adapted to a presentation and presented at the School Nutrition Conference in 2013. The on-site presentation was attended by food service directors and staff. The food service directors were very excited about Farm to School and with the aid of the Purchasing Guide's examples, were not as intimidated by the process of purchasing locally.

- The Wyoming FTS program housed an informational booth at the 2013 Southwest Marketing Network Farm to Table conference. In addition to the booth, we presented what was happening in Wyoming on Farm to School.
- The Farm to School Resource Guide was completed and printed in 2013.

Outcomes:

The project will provide Wyoming producers with additional means to market their products locally and expand their knowledge of requirements to market to local School Districts. By expanding ability of local producers to sell to local institutional buyers local school districts will be able to source high quality local products for their school lunch program. Students will receive fresh, nutritional, locally grown and raised product.

Target: Through this grant stated goals we will see an increase to 5%.

Benchmark: The number of school purchasing local foods was estimated at 1%.

Measureable Outcome: Through surveys we were able to estimate that 20% of public schools have made purchases of local product. Some purchases were one time and small while others were larger and ongoing. Purchases included milk, ground buffalo, beef, tomatoes, raspberries, granola, cilantro, potatoes, apples and other fruits or vegetables.

Target: Through this grant opportunity we anticipate an increase to 20 producers.

Benchmark Number of producers and processors (meat and fresh vegetables) who are currently selling to schools is estimated at less than 10.

Measurable outcomes: Our initial response to a survey was low. The data captured to date includes 1 bison producer, 5 beef producers, 1 state inspected meat processor who further value adds USDA slaughtered beef, 5 milk producers who sell milk to DFA who sell to Meadow Gold Dairy a vendor for Laramie District #1 , an apple producer , a tomato producer and a potato producer . We also know that 3 school district buyers are purchasing produce from multiple vendors at 3 farmers markets. Other producers have indicated that they have donated vegetables for a snack program and meat for special events fundraisers. We are continuing to capture information as it becomes available.

Target: Expand the knowledge of individuals on requirements for marketing to local School Districts.

Benchmark: None Available

Measurable Outcome: 45 producers and 40 food service professionals were trained on bid and procurement process, 44 individuals were instructed on how to advocate in their local communities for Farm to School programs.

Conclusions

At the beginning of the project there was very little information available for producers or food service professionals. In the absence of this information there was much confusion as to what was possible. Some cafeteria professionals believed that only food from large distributors was allowed to be purchased for use in the cafeteria. Producers often felt it was impossible to sell to schools due to onerous red tape. Our approach to establish a knowledge base for the Farm to School program by educating both food service professionals and producers as to why Farm to School was possible in Wyoming was successful.

Our initial surveys showed very little knowledge of the Farm to School program in either the food service or production side. The term had been heard and was recognized, but the definition of Farm to School was unknown. Surveys also showed a large gap in the way food service professionals and producers communicate and advertise their needs. Our original plan had been to bring the two groups together and provide information to them at the same time, but with the difference in communication styles, it was apparent both parties needed to be educated in their "language" and then taught to understand the other side. This decision brought about our first publications of "Farm to School for Schools" and "Farm to School for Producers". These publications were short with the general steps and guidelines for buying and selling to local institutions. This resource had the desired effect, and interest in the program from both sides was increased. As interest grew, the demand for more information on the "how to" was requested. Stemming from the original resource guides, we developed the Wyoming Farm to School Resource Guide. The guide provided a more in depth process for both producers and food service professionals; contained additional resources such as the location of State inspected processing plants and area contacts. The University of Wyoming Extension also produced their First Eat Wyoming guide of producers arranged by county. The WBC Market Maker program and the Farmers Marketing Association were other resources identified. With these as resources, we were able to begin a broader scope of education with interested producers. A topic that

concerned both producers and food service directors was the bid procurement process that had to be followed for all local purchases. Because of this fact, producers were wary of selling to local institutions because they did not want to do additional paperwork. The food service professionals were hesitant to work with the producers because of concerns on the paperwork being correct, product being what was promised and food safety issues. These concerns led to the next publication and series of trainings and webinars. The Wyoming Farm to School Purchasing Guide included in the attachments was created and presented live and via technology. The guide took producers through the complete bid process and provided examples and resources to reference. The guide also provided a step by step guide for food service professionals to work with producers. Again, survey sheets and sample suggestions were also provided. This manual was just recently requested to be posted on the Edible Gardens website.

A partnership with the Wyoming Department of Education Nutrition Programs also led to more opportunities to educate food service professionals. Our education practices took us to multiple conferences and events to speak about Farm to School. The project expanded producer knowledge of requirements to market to local school district and provided them with additional opportunities to market their products locally. Local school districts are now better able to source high quality local products for their school lunch program. More students are beginning to receive fresh, nutritional, locally grown or raised food. We continue to support and advocate for the USDA food nutitional programs. Overall education and communication were the keys to success of this program.

Lessons Learned

As the USDA Farm to School program grew and became more visible across the United States it helped spread the idea in Wyoming. Gathering people for a conference with statewide representation proved difficult. Extremely busy schedules, driving time and long distances were too great for many to make a trip even though they were interested in the information. To overcome this difficulty, we were able to develop a Statewide Farm to School workshop utilizing the “anymeeting.com” platform to host it.

After providing education and resources to both parties we realized that more needed to be done at the local level. The concept of train the trainer was developed and WDA conducted three Farm to School Community Advocate Train the Trainer

sessions. The rationale behind the training was to instruct community members on how to form their own community's Farm to School local food program. Not only would their communities be more receptive to someone from their own community, but it also enabled Farm to School programs to gain greater coverage. Since the formal trainings, we have been asked and presented at multiple locations in a scaled down version of the day long train the trainer session. Currently, we have one organization that has stemmed from the train the trainer session and are a 501 (c) (3) organization. A second organization is working towards a similar concept.

As we worked with our trained trainers, it became apparent that although our resource guides contained all the information needed, it was not always easy to use when talking to people. From the guides, we broke out some of the items and formed topic specific "Talking Points". This publication style allowed trainers to focus on a specific area or simply take one step at a time.

Due to our limitations on growing season, Wyoming had to look at Farm to School from a different perspective. At first, those interested had an "all or nothing" approach which ended in "nothing" as limitations in climate and topography do not allow for the season to produce vast quantities of items necessary for school lunches. As the focus has shifted from an "all in" approach to "what do we have that we can work with" approach, the successes multiplied and both producers and food service professionals were making extra efforts to include local foods.

We also learned that incremental steps to our overall goal of increasing more local purchases of food in schools often starts with the students and teachers not the food service people. Although not an objective in this grant, as a result of the increased awareness of Farm to School more teachers wanted to know how they could have a student garden. Our partnership with the Specialty Crop small grant program became extremely important. Through the aid of the specialty crop grant, many schools were able to install school gardens, communities were able to pilot community gardens and producers were able to build hoop houses to increase their growing seasons and yields. We learned that once schools had gardens or hoop houses the pressure to include local food in the lunch program by teachers and to a certain extent students increased.

We continue to struggle in some districts as the food service is contracted out to catering companies. The bottom line is to make money and without pressure at the local level to include local foods they tend to make their purchases from large food service

distributors. Some schools still lack the ability to cook any food from scratch and have only warming ovens on site. It will take major investment in some schools to be able to allow for preparation of food on site. This aside the interest and success of the project has developed momentum within the schools and producer community to increase efforts in all aspects of Farm to School.

Future Plans

The Farm to School project has laid the groundwork for continued expansion of efforts to introduce more local food into school kitchens. The level of interest in Farm to School has multiplied exponentially over the last three years to the point where it is a rare school in Wyoming that is not aware of the opportunities available. The level of cooperation that developed between the Department of Agriculture and the Wyoming Department of Education helped push the efforts outlined in the project way beyond our initial expectations. This continued cooperation has expanded the Farm to School efforts to include WDE and WDA specialty crop grants to schools.

We are continuing to provide support for schools, producers and communities wanting to put together their own Farm to School program and are working closely with the Wyoming Department of Education on food safety and rules and regulations within the National School Lunch. We plan to continue to expand producer opportunities to incorporate more local food on the menu. This will be accomplished by continued updating of the marketing of materials, and the websites as well as new projects taken on by the Wyoming Farm to School Task force.

Many other teachers are interested in growing, but often the school is unable to put in a garden because of logistics or administration support. With funding from Wyoming Department of Education, a Vertical Growing mini grant program was put in place spring providing vertical grow kits for 20 school classrooms . Not only did these units allow for a manageable classroom friendly growing environment, but provided a foundation for multiple STEM lessons in science, math and life sciences. The vertical grow kits have also interested a few food service directors who are interested in growing herbs for use in their kitchens. This year, the WDE will be offering up to thirty $5,000.00 planning and/or implementation grants for SFAs (School Food Authorities). These grants will only be available to schools participating in the USDA National School Lunch Program. Planning grants are intended to be used for schools or districts just starting to

incorporate farm to school program elements into their operations. Implementation grants are intended to be used for schools or districts to help further develop existing farm to school initiatives. These grants should help to bring local or regionally produced foods into school cafeterias; hands-on learning activities such as school gardening, farm visits, and culinary classes: and the integration of food-related (agriculture-based) education into the regular classroom curriculum. The Wyoming Department of Agriculture's Specialty Crop small grant program plans to also continue to fund hoop house and school garden construction to stimulate interest in local food production and consumption at schools.

The task force is also considering hosting a Farm to School Nutritional Summit to further engage all the stakeholders of Farm to School. This summit would be based on the successful Agrifuture format that provides an opportunity for all attendees to identify challenges, opportunities and develop action items.

Attachments

1. Publications
2. Power Point Presentations
3. Surveys

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Wyoming Farm to School

Resource Guide

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Introduction

The purpose of this guide is to connect Wyoming schools, producers and other interested participants with resources for building successful Farm to School programs.

Farm to School programs bring nutritious, locally produced foods to school children and communities nationwide. The programs provide the opportunities to teach students about where food comes from, who grows it and instill lifelong healthy eating habits. Use of local produce in cafeterias also gives local producers a new direct market and mitigates the effects of transporting food long distances.

The Farm to School network endeavors to support community based food systems, strengthen family farms, reduce childhood obesity and improve student nutrition habits. The Farm to School program can extend far beyond using local foods in the cafeteria to include waste management programs like composting, hands-on educational opportunities such as planting school gardens, cooking demonstrations and farm field-trips. Farm to School not only aids children in gaining agricultural and nutritional knowledge, but also benefits local producers and helps foster a stronger community.

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National Farm to School Network Contact US webpage: http://www.farmtoschool.org/

What is Farm to School?

Farm to School is a broad term used to describe efforts to connect healthy local foods and agriculture with schools, students and other institutions.

The goal of the Wyoming Farm to School Program is to support healthy children, schools, farms and communities by utilizing local agriculture.

Farm to School programs are based on the premise that students will choose healthier foods, including more fruits and vegetables, if products are fresh, locally grown and picked at the peak of their flavor and if those choices are reinforced with educational activities.

All Child Nutrition Programs can participate in the Farm to School Program including:

- The National School Breakfast and Lunch Program
- The Fresh Fruit and Vegetable Program
- The Summer Food Program
- The Child and Adult Care Food Program

Key components of the Wyoming Farm to School program include:

- Fresh, locally grown and produced products served in school meals and snacks
- Educating students about nutrition and agriculture
- School gardens
- Producer visit and farm/ranch tours

Why Farm to School?

Farm to School projects provide benefits to the entire community: children, producers, food service staff, parents and teachers.

- Enhance students' educational experience and cultivate long-term healthy eating habits.
- Open new markets and increase revenues and customer base for farmers.
- Develop community support and awareness about local food systems.
- Open opportunities to make a positive difference in the lives of Wyoming school children.
- Strengthen community relationships.
- Increase knowledge of where food comes from and who grows it.
- Support family agricultural production, which is facing the greatest decline of all occupations in the U.S.
- Use school gardens to teach students the connection between growing plants and eating healthy foods.
- Combat childhood obesity.
- Reduce the number of miles food travels from producer to plate. The average distance food travels is 1,500 to 2,400 miles.

Farm to School for Wyoming Schools

What is Farm to School?

Farm to School connects schools and local producers with the objectives of:

- Serving healthy meals in school cafeterias
- Providing agriculture, health and nutrition education opportunities
- Supporting local producers
- Fostering the knowledge of where food comes from and who grows it.
    - National Farm to School Website: www.farmtoschool.org
    - Wyoming Farm to School Website: http://edu.wyoming.gov/beyond-the-classroom/nutrition/farm-to-school/
    - USDA Know Your Farmer Know Your Food: www.usda.gov/wps/portal/usda/usdahome?navid=KNOWYOURFARMER

There are many ways to become a farm to school purchaser. The details of the school's Farm to School program will have to fit the specific requirements and procedures of the school and will vary with the producers involved, however there are some common aspects to be considered…

Food Safety

National and state food safety regulations are applicable at every school. Schools may have additional regulations and procedures dependent on the kind of product being purchased and served. These additional resources may be helpful:

- The Wyoming Department of Agriculture Consumer Health Services oversees food safety in WY: agriculture.wy.gov/divisions/chs
- GAP (Good Agricultural Practices) and GHP (Good Handling Practices) provide principles for safe production and handling processes.
    - The USDA Grading, Certification and Verification webpage includes GAP and GHP info.: www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateN&page=GAPGHPAuditVerificationProgram
- ServSafe presents training information and programs for food safety practices: http://www.servsafe.com/home
- The USDA Farm to School Food Safety Page addresses aspects of food safety in farm to school programs: www.fns.usda.gov/cnd/f2s/implementing/safety.htm

Seasonality

Seasonality can create challenges when buying local produce. The availability of farm products changes with the seasons and, at times, typical menu items may not be grown locally. Creativity and flexibility are important in this area. Salad bars, processing, pick-of-the-month programs and in-season substitutes are a few of the possibilities for addressing seasonal challenges.

- The National Farm to School Network presents ideas in publications on how to approach seasonality: http://www.farmtoschool.org/resources

Tips for Schools

- The USDA Farm to School page has resources for student education, school gardens, staff training and more: http://www.fns.usda.gov/farmtoschool/farm-school

Finding Fresh Produce

- The Fresh Fruit and Vegetable Program (FFVP) is administered nationally by the U.S. Department of Agriculture's Food and Nutrition Service and in Wyoming by the State Department of Education. The program seeks to increase school access to fresh fruits and vegetables.
    - The USDA FFVP Page: www.fns.usda.gov/cnd/ffvp/
    - The Wyoming Department of Education FFVP page: http://edu.wyoming.gov/downloads/communications/2014-027-fresh-fruit-and-vegetable-program.pdf
- The DoD Fresh Fruit and Vegetable Program (DoD Fresh) is sponsored by the Department of Defense. The program works to bring schools a greater variety of fresh produce.
    - The USDA DoD Fresh page: www.fns.usda.gov/fdd/programs/dod/default.htm
- Farmers markets are a source of fresh and locally grown products.
    - Listing of farmers markets in Wyoming: www.wyomingfarmersmarkets.org/List_of_WY_Farmers_Markets.pdf
    - The Wyoming Business Council's farmers market page: www.wyomingbusiness.org/program/farmers-markets/1302
    - Wyoming Business Council Market Maker: **www.wyomarketmaker.com**
- Geographical Preference Price Points are used to help schools purchase locally produced foods.
    - The USDA explains applying Geographical Preference in this Q &A Document: http://www.fns.usda.gov/sites/default/files/SP18-2011_os.pdf
- The University of Wyoming Extension's Eat Wyoming website provides a local food database and information:www.wyomingextension.org/eatwyoming/index.asp

Make Your Contact

Working one-on-one with a producer provides opportunities for arrangements to be tailored to the needs of both parties involved. Form a clear understanding of the producer's needs and policies. Flexibility can help build strong business relationships. Here are some questions to consider:

- **Product Information**
    - Which products types and volume are produced?
    - What time of year and how often are products available?
    - How much advance notice can the producer give of available product?
    - What is the price per unit?
- **Food Safety & Liability**
    - What kind of storage is necessary to keep products fresh and in good condition?
    - What food safety plans/procedures does the producer have in place?
    - Does the producer carry liability insurance?
- **Other Considerations**
    - What transportation and delivery options can be arranged?
    - What methods of communication are mutually agreeable?

Section 1: Resources for Schools

Finding Local Foods

Perhaps the most challenging aspect of implementing a Farm to School program is sourcing local foods. There are many ways to find and take delivery of local products. Whichever methods are chosen, they should meet the needs of both your school food service and the local producers involved in order to be sustainable over the long term.

The Wyoming Department of Agriculture can assist you in finding and contacting local producers.

2219 Carey Avenue
Cheyenne, WY 82002-0100
(307) 777-7321
(307) 777-6593 (FAX)
Email: wda1@wyo.gov
Website: agriculture.wy.gov

- UW Extension; Eat Wyoming, local food database and information: www.wyomingextension.org/eatwyoming/index.asp
- The USDA Farm to School FNS Policy webpage provides food procurement information and links: http://www.fns.usda.gov/programs-and-services
- Colorado Farm to School; Colorado Glossary of School Food & Farm to School Procurement Terms: https://docs.google.com/a/wyo.gov/file/d/0B6uR2v3JVfdpX192czluaXVnSU0/edit

Geographical Preference Price Points

Child Nutrition Programs can apply a geographic preference (state, county and/or region) when procuring unprocessed locally grown and locally raised agricultural products.

- The USDA explains applying Geographical Preference in this Q &A Document:
- http://www.fns.usda.gov/sites/default/files/SP18-2011_os.pdf
- This National Farm to School Network publication answers questions about how to apply Geographic Preference : http://www.farmtoschool.org/Resources/USDA_Geographic_Preference_fact_sheet.pdf

Farmers Markets

Farmers markets are a source of fresh and locally grown products.

- Listing of farmers markets in Wyoming: www.wyomingfarmersmarkets.org/List_of_WY_Farmers_Markets.pdf
- The Wyoming Business Council's farmers market webpage: www.wyomingbusiness.org/program/farmers-markets/1302
- The Wyoming Farmers Marketing Association works to promote WY farmers markets and local food producers: www.wyomingfarmersmarkets.org

Seasonality

Seasonality can create challenges when buying local produce. The availability of fresh products changes with the seasons and, at times, typical menu items may not be grown locally. Creativity and flexibility are important in this area. Salad bars, processing, pick-of-the-month programs and in-season substitutes are a few of the possibilities for addressing seasonal challenges.

- The National Farm to School Network presents ideas on how to approach seasonality: http://www.farmtoschool.org/resources

Using Local Foods

The freshness and nutritional value of local foods can help cultivate long-term healthy eating habits in students. Offering locally grown foods in your cafeteria also gives you a chance to use food as a teaching tool. It can help students understand where their food comes from and who grows it.

- USDA presents a guide to buying and serving locally grown produce in school meals:
- http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELDEV3101426
- Vermont FEED, A Guide for Using Local Foods in Schools: food-hub.org/files/resources/FEED_LocalPurchasingManualFINAL.pdf
- Food Research and Action Center (FRAC); Using Local Foods in Afterschool and Summer Nutrition Programs, Fresh from the Farm: frac.org/newsite/wp-content/uploads/2009/09/produceguide.pdf

Recipes

Menu planning with local foods can be a challenge. Here are some resources that may be helpful.

- The Lunch Box is an online school food toolkit, including recipes and a searchable food database: www.thelunchbox.org
- Oklahoma Farm to School; Kidchen Expedition, Online Cookbook: www.kidchenexpedition.com/cookbook/
- Massachusetts Farm to School Cookbook, Fresh From the Farm: www.mass.gov/agr/markets/Farm_to_school/docs/farm_to_school_cookbook.pdf
- New Hampshire, Fruit and Veggie Quantity Cookbook: www.dhhs.nh.gov/dphs/nhp/documents/cookbook.pdf
- Vermont FEED, Healthy Snacks recipes: www.vtfeed.org/sites/default/files/staff-files/site-downloads/Recipes/healthy%20snacks%20recipes.pdf
- New Jersey Farm to School recipes webpage: www.njfarmtoschool.org/foodservice/recipes/
- Minnesota Farm to School; A Collection of Simple Scratch Recipes Served in Minnesota Schools: www.health.state.mn.us/schools/greattrays/pdfs/NowCooking.August22.pdf

Units/Conversion

- Kansas Farm to School; Volumes and Conversions, How Do You "Measure Up"?: www.kn-eat.org/F2S/F2S_Docs/Guidance/Volume_Conversion_Chart.pdf

- Kansas Farm to School; Weights and Approx. Processed Yields: www.kn-eat.org/F2S/F2S_Docs/Guidance/Weights_and_Approx_Processed_Yields_Common_Fruits_Veggies.pdf

Salad Bars

Salad bars are a good way to introduce local foods and encourage students to make healthy food decisions.

The Let's Move's Salad Bars to School Program offers salad bar grant opportunities for schools.

- Let's Move Salad Bars to School website: saladbars2schools.org
- Let's Move Salad Bars to School's publication explains their program and the importance of salad bars in schools: mofarmtoschool.missouri.edu/foodservice/why_salad_bars.pdf

Food Safety

Food safety is a priority for schools and local producers. National and state food safety regulations are applicable at every school. Other regulations and procedures may be dependent on the school and type of product.

- The Wyoming Department of Agriculture Consumer Health Services oversees food safety in WY: agriculture.wy.gov/divisions/chs
- This USDA publication gives recommendation for handling fresh produce in schools: http://www.fns.usda.gov/sites/default/files/SP31-2013os.pdf

GAP (Good Agricultural Practices) and GHP (Good Handling Practices) provide principles for safe production and handling processes.

- The USDA Grading, Certification and Verification webpage includes GAP and GHP information: www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateN&page=GAPGHPAuditVerificationProgram

Staff Training Resources

Training staff members in food safety practices is an important part of ensuring food safety.

- The USDA webpage addressing food safety aspects (including staff training) in Farm to School programs: www.fns.usda.gov/cnd/f2s/implementing/safety.htm
- ServSafe presents training information and programs for food safety practices: www.servsafe.com/home

National School Food Programs

The following programs work to promote healthy school foods and may be helpful in fostering a Farm to School program.

- The USDA School Meals Regulations webpage provides the rules and regulations for USDA school

food programs:
http://www.fns.usda.gov/school-meals/child-nutrition-programs

The DoD Fresh Fruit and Vegetable Program (DoD Fresh) is sponsored by the Department of Defense. The program works to bring schools a greater variety of fresh produce.

- USDA DoD Fresh webpage: www.fns.usda.gov/fdd/programs/dod/default.htm
- Community Food Security Coalition publication on DoD Fresh Program frequently asked questions: http://mda.maryland.gov/farm_to_school/Documents/dod_f2s.pdf

The USDA Fresh Fruit and Vegetable Program (FFVP) is administered nationally by the U.S. Department of Agriculture's Food and Nutrition Service and in Wyoming by the State Department of Education. The program seeks to increase school access to fresh fruits and vegetables.

- USDA FFVP webpage: http://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program
- Wyoming Department of Education FFVP webpage: http://edu.wyoming.gov/beyond-the-classroom/nutrition/farm-to-school/

Educational Resources for Schools

Farm to School programs provide excellent educational opportunities. Students gain increased knowledge of nutrition, healthy eating, local foods, agriculture and the environment. There are many tools available to assist you.

- The Agriculture in the Classroom program seeks to improve agricultural literacy in schools.
    - National Agriculture in the Classroom website: http://www.agclassroom.org/index.cfm
    - Wyoming Agriculture in the Classroom website: http://wyaitc.org/

Curriculum

These curriculum resources present materials for everything from specific Farm to School lessons to basic nutrition and agricultural education.

- Junior Master Gardener seeks to enhance the learning process through gardening education: jmgkids.us
- Midwest Farm to School Network; Farm to School Lessons and Curricular Resource Links: www.agri.ohio.gov/public_docs/FarmToSchool/F2S%20Lessons%20and%20Curricular%20Resource%20Links.pdf
- Sustainable Agriculture Research & Education (SARE); Sustainable Agriculture Resources and Programs for K-12 Youth, webpage: www.sare.org/Learning-Center/Courses-and-Curricula/Sustainable-Agriculture-Resources-and-Programs-for-K-12-Youth
- The Food Project; Sustainable Agriculture Curriculum webpage: http://thefoodproject.org/activities/sustainable-agriculture-curriculum

- Kentucky Farm to School; 9th-12th Grade curriculum: www.kyagr.com/consumer/food/documents/FarmtoSchoolCurriculum.pdf
- South Carolina Farm to School Educational Resources webpage: scfarmtoschool.com
- Georgia Farm to School Lesson Plans webpage:
- http://georgiaorganics.org/for-schools/curriculum
- Farm to Preschool: Curriculum; Powerpoint: www.agri.ohio.gov/public_docs/FarmToSchool/Farm%20to%20Preschool%20Curriculums.pdf
- Food, Land & People (FLP); Resources for Learning webpage: www.foodlandpeople.org
- Cooking with Kids Inc.; Curriculum webpage: cookingwithkids.net/store/curriculum/

Team Nutrition is a USDA program that promotes childhood health and education through community involvement and improved school meals.

- Team Nutrition website: www.fns.usda.gov/tn/Default.htm
- Resource Library webpage: http://www.fns.usda.gov/tn/resource-library
- Preschool Fun with Fruits and Vegetables, Grow It, Try It, Like It! Books:
    - Book 1- The Basics
    - Book 2- Crookneck Squash Row
    - Book 3- Spinach Lane
    - Book 4- Sweet Potato Hill
    - Book 5- Cantaloupe Corner
    - Book 6- Peach Tree Orchard
    - Book 7- Strawberry Patch

Projects and Activities

Hands-on projects and fun activities are another good way for children to learn.

- The Wyoming commodity map for kids (pg. 15)
- Vermont FEED; guide to Taste Testing New Foods in the Classroom and Cafeteria, Manual: http://okfarmtoschool.com/wp-content/uploads/Taste-testing-new-foods.pdf
- Missouri Farm to School; Activity Worksheets, Resources for School Staff webpage: mofarmtoschool.missouri.edu/foodservice/resources.html
- Alaska Farm to School; class activity instructions, Carrot Seed Tape Activity: dnr.alaska.gov/ag/FarmToSchool/Carrot_seed_tape.pdf
- Kansas Farm to School; physically interactive activity instructions, Knock Out Snacks Game: www.kn-eat.org/F2S/F2S_Docs/Resources/Knock_Out_Snacks_Game.pdf

- Kansas Farm to School; Cross word puzzle, Producer Power Puzzle: www.kn-eat.org/F2S/F2S_Docs/Resources/Produce_Power_Puzzle.pdf

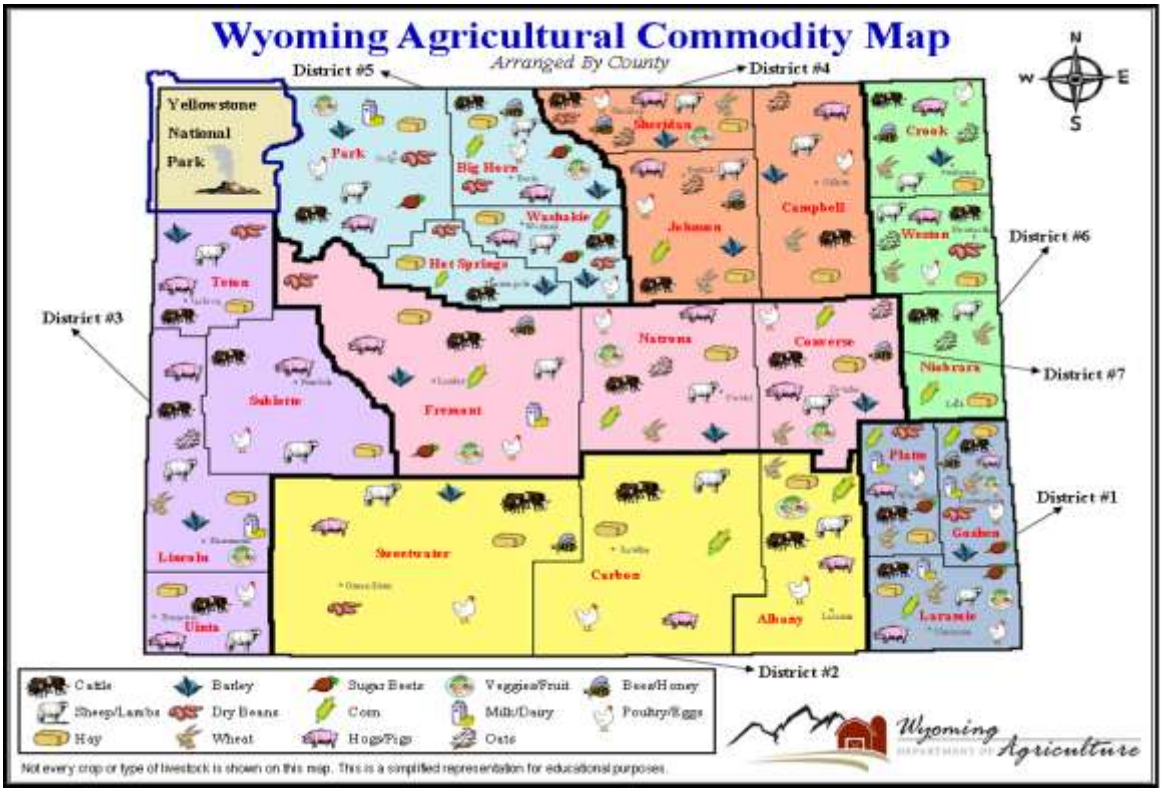
Oklahoma Farm to School

- Craft activity, Construct a Fun Bean Stalk Fort: www.okfarmtoschool.com/edible-school-gardens/ConstructABeanStalk.pdf
- Class activity and worksheets, Plant Parts We Eat: www.okfarmtoschool.com/edible-school-gardens/Plant-Parts-We-Eat.pdf
- Physically interactive activities, Play with Your Food: http://www.okfarmtoschool.com/edible-school-gardens/PlaywithFood.pdf
- Recipes for Kids:
- http://www.okfarmtoschool.com/edible-school-gardens/Ag_Classroom_recipes.pdf

Farm Field Trips

Field trips are an excellent way of showing students where food comes from and who grows it.

- Appalachian Sustainable Agriculture Project; Guide to Farm Field Trips: growing-minds.org/documents/the-hayride-a-resource-for-educational-farm-field-trips.pdf



School Gardens

The main goal of a school garden is teach students how to grow plants from "seed to table". While participating in a school garden program, students learn about agriculture and are responsible for the care of things that live and grow.

- The School Garden Wizard - resources for creating and sustaining school gardens, website: www.schoolgardenwizard.org

Starting a School Garden

These resources may help you with planning and starting a sustainable school garden.

- LSU AgCenter- Steps to Growing a Successful School Garden: www.lsuagcenter.com/NR/rdonlyres/5345334A-2839-4A66-9343-A68F6A528C06/73491/pub3145schoolgardensHIGHRES1.pdf
- New Jersey Farm to School- Dorothy Mullen, Checklist for Starting a School Garden: http://www.state.nj.us/education/students/safety/health/csh/SchoolToolkitJune2012.pdf
- Oklahoma Farm to School- A Planning Guide for Edible School Gardens: www.okfarmtoschool.com/edible-school-gardens/EdibleGardens.pdf
- MN, Statewide Health Improvement Program (SHIP)- Creating and Growing Edible Schoolyards: www.health.state.mn.us/divs/hpcd/chp/cdrr/nutrition/docsandpdf/CreatingandGrowingEdibleSchoolyardsManual.pdf
- Bon Appetit Management Company- Student Gardens and Food Service: docs.google.com/file/d/0B6uR2v3JVfdpZ2NGN0otVFgzODQ/edit

School Garden Materials List

- Colorado Farm to School- How-to Guide for Starting and Maintaining a School Garden: http://www.hcfs.org/resources/Farm-to-School/How_to_FtS_2_18_11.pdf

School Garden Legal and Safety Considerations

Food safety and legality are always a consideration when using school garden products in the cafeteria.

- USDA- School Gardens Q & A :
- http://www.fns.usda.gov/farmtoschool/implementing-farm-school-activities-food-safety
- University of Connecticut- Five Steps to Food Safe School Gardening: www.sde.ct.gov/sde/LIB/sde/pdf/DEPS/Nutrition/OPmemos/10/5stepsOM1010.pdf
- Vermont FEED- Best Practices for Using School Gardens Produce, Fresh, Healthy, and Safe Food: www.sde.ct.gov/sde/LIB/sde/pdf/DEPS/Nutrition/OPmemos/10/5stepsOM1010.pdf
- USDA- Best Practices for Using Produce from School Gardens, Fresh, Healthy, and Safe Food: http://www.fns.usda.gov/farmtoschool/implementing-farm-school-activities-food-safety

Additional School Garden Resources

- USDA, Team Nutrition- School Garden Resource Library webpage: healthymeals.nal.usda.gov/resource-library/school-gardens
- How to Start and Sustain a Kids' Garden Project in Your Community- Sowing Seeds of Success: www.hort.cornell.edu/gbl/pubs/sowingseeds.pdf
- American Heart Association- Teaching Gardens webpage: www.heart.org/HEARTORG/GettingHealthy/HealthierKids/TeachingGardens/Teaching-Gardens_UCM_436602_SubHomePage.jsp
- Cornell University- Garden Based Learning webpage: blogs.cornell.edu/garden/
- Kids Gardening- School Gardening webpage: http://www.kidsgardening.org/school-gardening
- WDA- Nonprofit Organization Community Garden Grant, Specialty Crop Grant Information Page: agriculture.wy.gov/component/content/article/34-agnews/178-specialty-crop-grant-information
    - Nonprofit Organization Community Garden Grant Brochure: agriculture.wy.gov/images/stories/news/specialtycrop/commgardengrant-brochure.pdf

Farm to School for Wyoming Producers

What is Farm to School?

Farm to School is a program that connects schools and local farms with the objectives of:

- Serving healthy meals in school cafeterias
- Providing agriculture, health and nutrition education opportunities
- Supporting local producers
- Fostering the knowledge of where food comes from and who grows it
    - National Farm to School Website: www.farmtoschool.org
    - Wyoming Farm to School Website: http://edu.wyoming.gov/beyond-the-classroom/nutrition/farm-to-school/
    - USDA Know Your Farmer Know Your Food: http://www.usda.gov/wps/portal/usda/knowyourfarmer?navid=KNOWYOURFARMER

There are many ways to become a Farm to School producer. The requirements and procedures involved in working with schools vary by county, district and individual schools, however there are some common aspects to be considered…

Food Safety

National and state food safety regulations are applicable at every school. Other regulations and procedures may be dependent on the school and type of product.

- The Wyoming Department of Agriculture Consumer Health Services oversees food safety in WY: agriculture.wy.gov/divisions/chs

- GAP (Good Agricultural Practices) and GHP (Good Handling Practices) provide principles for safe production and handling processes. Utilizing GAP and GHP promotes good guidelines ensuring your operation is employing adequate food safety and sanitation practices.
    - The publication *Food Safety Begins on the Farm* is a producer's guide to GAP: http://www.gaps.cornell.edu/documents/edumat/FSBFEngLOW.pdf
    - The USDA Grading, Certification and Verification webpage includes GAP and GHP info.: www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateN&page=GAPGHPAuditVerificationProgram

Seasonality

Seasonality can create challenges when selling fresh produce to schools. Many schools are used to having the items they want available year round. Creativity and flexibility are important in this area. Salad bars, processing, pick-of-the- month programs, season extension and in-season substitutions are a few of the possibilities for addressing seasonal challenges.

Know Your Product

It is important to be prepared before contacting potential school customers. Know your practices, products and goals. These questions may help you get started:

- **Availability**
    - What products do you have available to sell?
    - What volume do you produce?
    - What time of year and how often are your products available?
- **Food Safety**
    - What storage and packaging actions are necessary to keep your product in good condition?
    - What food safety plans/procedures do you have for your operation?
- **Other Considerations**
    - What are your delivery/transportation capabilities?
    - What is your price per unit?
        - Compare local market prices to ensure competitive product price point.

Make Your Contact

- The Wyoming Department of Education's School Food Service Personnel Directory may assist you in finding a school contact: https://edu.wyoming.gov/downloads/nutrition/nslp-fdp-contact-list.pdf

Working one-on-one with school staff gives opportunity for arrangements to be tailored to the needs of both parties involved. Keep in mind, schools already comply with many regulations in food procurement and may not be able to be flexible in some areas. Form a clear understanding of the school's needs, methods and regulations. Here are some questions to consider:

- **Ordering and Payment**
    - What is the school's ordering procedure?
    - What is the school's payment method and schedule?
    - Is the school aware of Geographical Preference Price Points?
        - The USDA explains applying Geographical Preference in this Q &A Document: www.fns.usda.gov/cnd/governance/Policy-Memos/2011/SP18-2011_os.pdf

- **Food Safety & Liability**
  - Does the school have additional food safety regulations and requirements?
  - Does the school require producer liability insurance? If so what type and how much?
- **Processing & Storage**
  - What are the school's processing capabilities and requirements?
  - What kind of food storage facilities does the school have?
- **Specifications**
  - Does the school have specific packaging requirements?
  - What are the school's expectations for grade, size and quality?
- **Other Considerations**
  - What transportation and delivery options are acceptable?
  - What methods of communication (phone, email, etc.) are preferable?
  - Would the school like you to be part of their agricultural education activities?

Section 2: Resources for Producers

Selling to Schools

Working one-on-one with school staff provides an opportunity for arrangements to be tailored to the needs of both parties involved. Farm to School producers can broaden their market base by selling to local schools, and also make a difference in the lives of school children both nutritionally and educationally.

The Wyoming Department of Agriculture can assist you in finding and contacting local schools.

2219 Carey Avenue
Cheyenne, WY 82002-0100
(307) 777-7321
(307) 777-6593 (FAX)
Email: wda1@wyo.gov
Website: agriculture.wy.gov

- Wyoming Department of Education; School Food Service Personnel Directory: https://edu.wyoming.gov/downloads/nutrition/nslp-fdp-contact-list.pdf
- Wyoming Department of Education; Nutrition Programs webpage:
- http://edu.wyoming.gov/beyond-the-classroom/nutrition/farm-to-school/
- Farm Aid; Transforming School Cafeterias with the Family Farm, Farm to School 101 Toolkit: www.farmaid.org/atf/cf/%7B6ef41923-f003-4e0f-a4a6-ae0031db12fb%7D/FARM_TO_SCHOOL_101-FARM_AID_TOOLKIT.PDF
- MU Extension; Selling Strategies for Local Food Producers: http://extension.missouri.edu/publications/DisplayPub.aspx?P=G6222

Producer Food Safety

Food safety is a priority for schools and local producers. National and state food safety regulations are applicable at every school. Other regulations and procedures may be dependent on the school and type of product.

- The Wyoming Department of Agriculture Consumer Health Services oversees food safety in WY: agriculture.wy.gov/divisions/chs
- Oklahoma Farm to School:
- http://okfarmtoschool.com/growers-tools/tips-tools-and-guidelines-for-food-distribution-and-food-safety/

GAP (Good Agricultural Practices) and GHP (Good Handling Practices) provide principles for safe production and handling processes. Utilizing GAP and GHP promotes good guidelines ensuring your operation is employing adequate food safety and sanitation practices.

- The USDA Grading, Certification and Verification webpage includes GAP and GHP information: www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateN&page=GAPGHPAuditVerificationProgram
- Cornell University; Good Agricultural Practices:
- http://www.gaps.cornell.edu/educationalmaterials.html

Season Extension

Seasonality can create challenges when selling fresh produce to schools. Many schools are used to having the items they want available year round. Season extension techniques can help to increase availability.

- National Sustainable Agriculture Information Service (ATTRA); Season Extension Techniques for Market Gardeners: www.okfarmtoschool.com/pdf/attra-seasonext.pdf

High Tunnels

High Tunnels are non-permanent plastic covered structures used to protect crops from the elements in order to lengthen growing seasons.

- USDA sponsored; High Tunnel Testing and Promoting Project: www.hightunnels.org

The Wyoming Department of Agriculture (WDA) Specialty Crop Program offers season extension grants for Wyoming producers.

- WDA Specialty Crop Grant Information webpage: griculture.wy.gov/component/content/article/178
- Season Extension Producer Grant Brochure: agriculture.wy.gov/images/stories/news/specialtycrop/seasonextensiongrant-brochure.pdf
- Nonprofit Organization High-Tunnel Grant Brochure: agriculture.wy.gov/images/stories/news/specialtycrop/nonprofitgrant-brochure.pdf
- Nonprofit Organization Community Garden Grant Brochure: agriculture.wy.gov/images/stories/news/specialtycrop/commgardengrant-brochure.pdf

Section 3: More Resources

Wyoming Resources

The following resources are based in the state of Wyoming and may be helpful Farm to School tools.

Wyoming Department of Agriculture (WDA): assists Wyoming citizens to live safe and healthy lives, promote agricultural community, manage our natural resources, and achieve marketplace integrity.

- WDA website: agriculture.wy.gov

Wyoming Department of Education (WDE): oversees and fosters education in the state of Wyoming.

- WDE website: edu.wyoming.gov

Wyoming Business Council: endeavors to help build a strong job creation base and strengthen existing business and industry groups.

- Wyoming Business Council website: www.wyomingbusiness.org
- Wyoming Business Council Market Maker **www.wyomarketmaker.com**

Wyoming Farmers Market Association: promotes Wyoming farmers markets and local food production through education, advocacy and networking.

- Wyoming Farmers Market Association website: www.wyomingfarmersmarkets.org

University of Wyoming Extension: helps Wyoming citizens with community development, sustainable agriculture, nutrition, food safety, and many other contemporary challenges.

- UW Extension website: www.uwyo.edu/ces/

Wyoming Master Gardeners: provides citizens with training in basic horticulture, entomology, soil science, plant pathology and pesticide safety.

- Wyoming Master Gardeners website: www.uwyo.edu/mstrgardener/

Wyoming Ag in the Classroom: brings agriculture and natural resource education to the classroom.

- Wyoming Ag in the Classroom website: http://wyaitc.org/

Wyoming Farm Bureau Federation: members work to develop agricultural resources, policy, programs and services to enhance the rural lifestyle of Wyoming.

- Wyoming Farm Bureau Federation website: www.wyfb.org

Wyoming Wheat Growers Association: strives to identify and act on the issues and challenges facing the Wyoming wheat industry.

- Wyoming Wheat Growers Association website: www.wyomingwheat.com

National Resources

These nationwide resources range from nutrition to education and may assist in Farm to School efforts.

National Farm to School Network: endeavors to help benefit communities and local producers while

giving children access to nutritious food.

- National Farm to School Network website: www.farmtoschool.org
- USDA Farm to School webpage: www.fns.usda.gov/cnd/f2s/
- Paths to Success for Farm to School Programs: mofarmtoschool.missouri.edu/files/goinglocal.pdf
- Farm to School Program Evaluation Resources and Recommendation, Bearing Fruit: mofarmtoschool.missouri.edu/files/BF%20full%20report.pdf

Team Nutrition: USDA initiative supporting Child Nutrition Programs through training, technical assistance, nutritional education, etc.

- Team Nutrition website: www.fns.usda.gov/tn/

Eat Smart Play Hard (ESPH): USDA nutrition education and promotion campaign which provides healthy diet and physical activity information.

- ESPH webpage: www.fns.usda.gov/eatsmartplayhardhealthylifestyle/

Action for Healthy Kids: Action for Healthy Kids endeavors to improve child health through proper diet and physical activity.

- Action for Healthy Kids website: www.actionforhealthykids.org

Know Your Farmer Know Your Food (KYF2): USDA effort to strengthen local and regional food systems.

- KYF2 website: www.usda.gov/knowyourfarmer/

Community Food Security Coalition (CFSC): strives to help build successful local food systems though networking, training and advocacy.

- CFSC website: http://foodsecurity.org/
- Evaluating the Barriers and opportunities for Farm-to-School Programs, Healthy Farms, Healthy Kids: http://mda.maryland.gov/farm_to_school/Documents/HealthyFarmsHealthyKids.pdf
- Food Safety and Liability Insurance for Small-scale and Limited Resource Farmers: http://www.cias.wisc.edu/farmertools14/3-prepare-your-business/food-safety-and-liability-insurance.pdf
- Emerging Issues for Farmers and Institutions, Food Safety and Liability Insurance:
- http://hfhpcoalition.org/wp-content/uploads/2013/05/MSPurchasingGuide-9-28-final.pdf

National Sustainable Agriculture Information Service (ATTRA): provides information for those involved in sustainable agriculture in the U.S.

- ATTRA website: https://attra.ncat.org/
- http://www.nhfarmtoschool.org/sites/nhfarmtoschool.org/files/media/farmtoschool.pdf

School Food Focus: striving to make school meals more healthful, locally produced, and sustainable.

- School Food Focus website: www.schoolfoodfocus.org
- The Cost of Lunch, Food 101: www.schoolfoodfocus.org/site/wp-content/uploads/2010/05/School-Food-101-Cost-of-School-Lunch1.pdf

Center for Ecoliteracy: offers resources and training in school food reform and K-12 curricula sustainability integration.

- www.ecoliteracy.org

Growing Minds: provides resources and training for farm to School participants in order to foster Farm to School efforts.

- growing-minds.org

State Farm to School Programs

The Farm to School programs in states around the country offer a wide variety of resources. Some of these resources are listed below.

Alaska

- Alaska Farm to School website: dnr.alaska.gov/ag/ag_FTS.htm
- Alaska School Garden Food Safety Guidelines: dnr.alaska.gov/ag/FarmToSchool/SGfoodsafetyguide.pdf
- AK Grown Barley Rolls Recipe Cards: dnr.alaska.gov/ag/ag_SchoolFood.htm

California

- California Farm to School website: www.cafarmtoschool.org
- Community Alliance with Family Farmers (CAFF); Farm to School Field Guide for Parents & Community Members: caff.org/wp-content/uploads/2011/07/FTS_parentguide_caff.pdf

Colorado

- Colorado Farm to School website: www.coloradofarmtoschool.org
- Healthy Community Food Systems, Colorado Farm to School Primer: movement.livewellcolorado.org/uploads/files/CO-FtoS-Primer.pdf
- The Colorado Farm to School "How To… Resources": docs.google.com/file/d/0B6uR2v3JVfdpTWpGblNGMnlDS0k/edit
- School Food Sales and Geographic Preference: docs.google.com/file/d/0B9jHm5oZD78FNTUzZDkxNWYtYTYwNC00Y2VkLWIxNjktMTQ4MmQwYWNhNjVm/edit
- School Food Procurement and Geographic Preference: docs.google.com/file/d/0B9jHm5oZD78FZWNmYjgzOTUtMmU2MC00Mjg1LWI0NzYtZjc3ZGRjMmRjNmM3/edit
- Finding & Knowing Local Farmers: docs.google.com/file/d/0B6uR2v3JVfdpMktXcE90WGpqUTQ/edit

Georgia

- Georgia Farm to School website: www.georgiaorganics.org/farmtoschool.aspx
- Farm to School Manual: http://georgiaorganics.org/for-schools/local-food-procurement
- Farm to School Implementation Handbook: archives.doe.k12.ga.us/DMGetDocument.aspx/Farm%20to%20School%20Handbook.pdf?p=6CC6799

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Hawaii

- Kokua Hawai'I Foundation; Farm to School Resources for Hawai'i Educators, Parents, and Students webpage: http://kokuahawaiifoundation.org/resources

Idaho

- Idaho Farm to School website: www.sde.idaho.gov/site/cnp/farmToSchool/
- The Idaho Farm to School Manual: www.sde.idaho.gov/site/cnp/farmToSchool/docs/farm%20to%20school%20manual%20final.pdf

Illinois

- Illinois Farm to School website: web.extension.illinois.edu/farmtoschool/cafeteria.cfm
- Starting a Local Foods Movement at Your School, Parents' Toolkit: web.extension.illinois.edu/farmtoschool/docs/ParentsToolkit.pdf

Iowa

- Iowa Farm to School website: www.iowaagriculture.gov/AgDiversification/farmToSchoolProgram.asp
- Why Start a Farm to School Chapter?: www.iowaagriculture.gov/AgDiversification/pdf/WhyStartaChapter.pdf
- Frequently Asked Questions about the Farm to School Program: www.iowaagriculture.gov/AgDiversification/pdf/FarmToSchoolQA.pdf
- Iowa State University Extension; Local Food Connections, Food Service Considerations: www.extension.iastate.edu/Publications/PM1853C.pdf
- Iowa State University Extension; Local Food Connections, From Farm to School: www.extension.iastate.edu/Publications/PM1853A.pdf

Kansas

- Kansas Farm to School website: www.kn-eat.org/F2S/F2S_Menus/F2S_Home.htm

Kentucky

- Kentucky Farm to School website: www.kyagr.com/consumer/food/farmtoschool.htm
- Farm to School Kentucky Handbook: http://www.kyagr.com/consumer/documents/FD_FS_KentuckyHandbook.pdf
- 10 Good Reasons to Buy Locally Grown Food: http://www.kyagr.com/search.html?q=%E2%80%A2%0910+Good+Reasons+to+Buy+Locally+Grown+Food

Maryland

- Maryland Farm to School website: http://www.mda.maryland.gov/farm_to_school/Pages/farm_to_school.aspx

Michigan

- Michigan Farm to School website: www.mifarmtoschool.msu.edu
- How to buy and use Michigan produce in your institution, Putting Michigan Produce on Your Menu: www.mifarmtoschool.msu.edu/assets/files/Michigan_Produce_Booklet_May%202010%20low%20res.pdf
- A Step-By-Step Guide, Purchasing Michigan Products: www.mifarmtoschool.msu.edu/assets/farmToSchool/docs/MIFTS_Purchasing_Guide.pdf

Minnesota

- Minnesota Farm to School website: www.extension.umn.edu/farm-to-school/
- Minnesota Toolkit for School Foodservice: www.extension.umn.edu/farm-to-school/toolkit/

Missouri

- Missouri Farm to School website: mofarmtoschool.missouri.edu/foodservice/resources.html
- The Missouri Farm to School Resource Guide: mofarmtoschool.missouri.edu/files/FTSguide-final.pdf

Nebraska

- Farm to School Toolkit: toolkit.centerfornutrition.org

New York

- Cornell University Farm to School Extension and Research Program website: farmtoschool.cce.cornell.edu
- A Toolkit for Extension Educators and other Community Leaders, Farm to School in the Northeast: http://farmtoschool.cce.cornell.edu/files/2014/06/fts_toolkit_oct07_full-v6i32y.pdf
- How We Started a Farm-to-Cafeteria Program and How You Can Start One, Too: http://www.seekingcommonground.org/123123/images/ftc_guide.pdf

Oklahoma

- Oklahoma Farm to School website: http://okfarmtoschool.com/
- Tips, Tools & Guidelines for Food Distribution & Food Safety:
- **http://okfarmtoschool.com/wp-content/uploads/fts-tips-tools-and-guidelines.pdf**
- How Farmers Can Get Involved with Farm to School: www.okfarmtoschool.com/pdf/how-farmers-can-get-involved.pdf

Ohio

- Ohio Farm to School website: http://farmtoschool.osu.edu/
- An Introductory guide for School Staff, Teachers and Farms to Start Farm to School Programs, Farm to School in Ohio: http://www.agri.ohio.gov/public_docs/farmtoschool/f2s_final_primer.pdf

Pennsylvania

- Pennsylvania Farm to School website: www.projectpa.org/v15_26/index.php?option=com_content&view=article&id=260&Itemid=569

South Carolina

- South Carolina Farm to School website: scfarmtoschool.com

Vermont

- Vermont FEED website: www.vtfeed.org
- Vermont FEED Resource webpage: www.vtfeed.org/tools
- University of Vermont Extension; Ten Reasons to Buy Local Food: www.uvm.edu/vtvegandberry/factsheets/buylocal.html

Washington

- Washington Farm to School website/toolkit: www.wafarmtoschool.org

Washington D.C.

- Washington D.C. Farm to School website: dcfarmtoschool.org

Wisconsin

- Wisconsin Farm to School website: dpi.wi.gov/fns/f2s.html
- Farm to School Toolkits webpage: www.cias.wisc.edu/toolkits/
- Connecting Nutrition Education and Local Foods, Nutritious, Delicious, Wisconsin: www.dpi.wi.gov/ne/pdf/ndw.pdf
- Wisconsin Local Food Marketing Guide: datcp.wi.gov/uploads/Business/pdf/MK-DM-17_LFMG_Second_Edition_Final_Book_for_website.pdf
- Farm-to-school lessons from the Wisconsin Homegrown Lunch Project, If You Serve it, Will They Come?: www.cias.wisc.edu/wp-content/uploads/2008/07/whl_report.pdf

Purchasing
Resource Guide
For Farm to School in Wyoming

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Wyoming Department of Education Farm to School
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Purchasing Locally Grown Food

Why Do Business With Local Producers?

- Local food offers exceptional quality.
- Buying locally supports the economic viability of communities by keeping money cycling locally.
- Schools can help protect the environment by reducing the distance products travel and the amount of fuel being used for transportation costs.
- Producers are knowledgeable about their crops, farming techniques, market trends, and agricultural history.
    - They can be excellent contributors to the educational experience of students.
- Hands-on classroom learning opportunities such as school gardens, recycling, and composting programs can fit into academic requirements.
- Local farms are a great resource for field trips, taste test samples, and school gardens.
- Farm to School can make school nutrition work more fun and satisfying.
- Knowing that you've supported local producers and offered students delicious, fresh food brings job satisfaction to a new level.

Direct from Producers

- Shortens the supply chain by cutting out middle man
- Can reduce product cost
- Can reduce fuel costs
- Build relationships by talking directly with producers about growing specifications

Practical Advice for Food Service Directors: Creating a Successful Farm to School Program

Start Small. A simple way to begin is add one or two easy changes to the school menu. Serving sweet potatoes, lettuce, local eggs or local meat for one meal at one school is the way some school districts start. Small steps count! They help establish relationships with producers and let both sides put "a toe in the water" to see how delivery, paperwork, and packing work.

Start talking. It's important for producers and food service directors to meet, get to know each other, and understand each other's needs and constraints. Inviting local producers for a meeting at the school cafeteria is a good way to start.

Work through existing distributors. In addition to working with local producers, you can ask current distributors if they offer any local products. More and more food distributors are offering locally grown foods; you may just have to ask for them. The more the large distributors hear requests for locally sourced food, the more likely they are to get on board.

Tell everyone. Tell everyone about what you're doing. That includes school board members, the superintendent, teachers, parents, students, the mayor, and the media. Invite community leaders to lunch.
Engage students in promotion. Invite art and photography classes to make posters. Ask music classes to write songs and raps. Encourage English classes to write poems, articles, and stories. Theater departments can do skits. Use the announcement system to advertise.

Strategies for Success

Farm to School projects vary greatly by region, by community, even by school district. However, a variety of key components are inherent in most farm-to-school initiatives. Using a combination of strategies may help you develop a strong and sustainable foundation for farm-to-school in your area.

- Assess need for additional resources and have adequate funding.
- Commit to a cooperative approach with key partners including producers, food service managers, school administrators, teachers, parents, and students in early planning discussions.
- Start small, build on success, and encourage project partners to join at their pace.
- Organize product supply; develop contact with farmer organizations, grower networks, cooperatives, and/or distributors.
- Work to develop a strong educational component aimed at increasing children's understanding and acceptance of new foods and menu formats.
- Commit to healthful foods for students that model positive choices and reflect the sound nutritional advice they receive in the classroom.
- Build policy support at the state, local, or district level for ongoing farm-to-school programming.
- Be patient and solve problems creatively; be willing to experiment.
- Communicate thoroughly, honestly, and as frequently as needed. Be sure to include all relevant partners and collaborators in important decisions.
- Promote your project through appropriate avenues such as the local media to build community awareness and support over time.
- Learn from the experiences of established programs. Share these examples with your key partners.

Channels for Purchasing Locally Grown Food

Finding Local Foods

Perhaps the most challenging aspect of implementing a Farm to School program is sourcing local foods. There are many ways to find and take delivery of local products. Whichever methods are chosen, they should meet the needs of both your school food service and the local producers involved in order to be sustainable over the long term.

- The Wyoming Department of Agriculture can assist you in finding and contacting local producers.
- UW Extension; Eat Wyoming, local food database and information.
- The USDA Farm to School FNS Policy webpage provides food procurement information and links.

Finding Fresh Produce

- The Fresh Fruit and Vegetable Program (FFVP) is administered nationally by the U.S. Department of Agriculture's Food and Nutrition Service and in Wyoming by the State Department of Education. The program seeks to increase school access to fresh fruits and vegetables.
    - The USDA FFVP Page: www.fns.usda.gov/cnd/ffvp/
    - The Wyoming Department of Education FFVP page: http://edu.wyoming.gov/beyond-the-classroom/nutrition/fruit-and-vegetable/
- The DoD Fresh Fruit and Vegetable Program (DoD Fresh) is sponsored by the Department of Defense. The program works to bring schools a greater variety of fresh produce.
    - The USDA DoD Fresh page: www.fns.usda.gov/fdd/programs/dod/default.htm
- Farmers markets are a source of fresh and locally grown products.
    - Listing of farmers markets in Wyoming: www.wyomingfarmersmarkets.org/List_of_WY_Farmers_Markets.pdf
    - The Wyoming Business Council's farmers market page: www.wyomingbusiness.org/program/farmers-markets/1302
- The University of Wyoming Extension's Eat Wyoming website provides a local food database and information:www.wyomingextension.org/eatwyoming/index.asp

Producers Markets

Producers markets are a source of fresh and locally grown products.

- Listing of producers markets in Wyoming: www.wyomingproducersmarkets.org/List_of_WY_Producers_Markets.pdf
- The Wyoming Business Council's producers market webpage: www.wyomingbusiness.org/program/producers-markets/1302
- The Wyoming Producers Marketing Association works to promote WY producers markets and local food producers: www.wyomingproducersmarkets.org

This information is referenced from the "Wyoming Farm to School Resource Guide." Please see this guide for additional links and resources.

Procuring Local Foods

Though procuring locally raised foods may seem daunting, it is not much different from the procurement that many School Food Authorities (SFAs) engage in on a regular basis. Most of the guidelines below will look familiar to those who have procured for school food services. Knowing a few key points will make the local procurement go smoothly and become a matter of course.

Follow the usual full and open competition guidelines for procurement. The most important principle of sound procurement is that it sets up free and open competition so all suppliers have the same opportunity to compete for bids. These regulations are designed to ensure that those given the authority to purchase with tax dollars are operating in a fair manner giving, all businesses a chance to offer the best product or service for the best price. Procurement procedures should never unduly restrict or eliminate competition.

Geographic preference is allowed for unprocessed, locally raised agricultural products. Though the state regulations ordinarily do not allow a geographical preference for purchases, they are trumped by the federal USDA Food and Nutrition Services guidelines that allow Geographic Preference for unprocessed locally grown or locally raised agricultural products. (See box below for what qualifies in these categories.)

Here's how a geographic preference works. Though the contract is generally given to the bidder who meets the specifications and has the lowest price, as part of the specifications the SFA could include "picked within one day of delivery", "harvested within a certain time period", or "traveled less than XX miles or hours." A bidder may be awarded points for meeting these criteria or be allowed to have a higher price than the lowest bid. There is no limit on the price percentage or points allotted, but the SFA may not necessarily restrict free and open competition. For example, an SFA cannot include language such as "we will only accept locally grown products," making it a requirement, rather than a preference.

How "local" is defined. Due to the geographic diversity in each state, the institution responsible for the procurement may define the area for any geographic preference (e.g., county, state, region, mile radius, etc.). Some School Food Service Directors define local as grown in their county others may use 100 mile radius as the guideline, allowing them to purchase from nearby producers in bordering states.

What Agricultural Products Qualify for the Use of a Geographic Preference?

Unprocessed locally grown agricultural products that retain their inherent character are eligible for a geographic preference. The following processes do not change the inherent nature and foods that have been treated in this way are eligible for purchase with a geographical preference: cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/ dehydration; vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk.

Items that *cannot* be given a geographical preference in the bidding process because their inherent nature has been changed include foods that have been canned, cooked, seasoned, or combined with any other products. Pasteurized milk is the only dairy product for which geographic preference may be applied.

Common Misconceptions about Procuring Food for Farm to School

Bidding and Prices. Although SFAs have many budgetary restrictions, many food service directors sympathize with producers and are interested in establishing **fair prices** and a reliable working relationship. It is important for producers to contact the SFA to understand its purchasing system. For example, larger school districts often will bid their entire operation to one produce company, while in smaller districts the food service director has the freedom *not* to bid out the contract as long as the total purchase is below a small purchase threshold. The system for obtaining quotes when purchasing below the threshold varies, so producers should contact the SFA to find out how to participate. When purchases are below this threshold, food service directors have much more freedom to make purchasing decisions based on quality, and not just price, although they are still bound by their budgets. However, even when food service operations put out bids, most districts also allow the food service director some flexibility.

Writing specifications is hard. It doesn't take long to write specifications and it's a great way to think about and plan exactly what you want. Once you've written specs, you can keep them year after year, making changes as necessary. Tools and sample specification sheets are on pages 16-18.
To qualify as "local", food has to be grown in the school's county or an adjacent county. Each district gets to define "locally grown food."
Small producers don't grow enough food to participate in Farm to School. You can purchase whatever amount a small farmer is able to offer and supplement with food from other producers or vendors.
When you put out a Request for Quotes you have to publicly announce it in the newspaper. You only have to announce the bid publicly if the amount you are planning on purchasing is over $25,000 (or whatever the small purchase threshold is for your district). While the most common way is to post the RFQ in the newspaper, you can also use websites, newsletters, mailings, and other methods as well.

What to Share with Producers about the School Nutrition Program

Farm to School thrives on relationships. In order to be successful, each partner must understand the needs and working conditions of the other. Sharing the information below with producers can go a long way toward a good working relationship.

SFAs must inform producers of the following:

- An understanding of the school nutrition program—its history, purpose, and how it operates.
- An explanation of the school system's bidding process.
- How producers will be notified when bids are released.
- An estimate of what items and how much of those items will be needed throughout the school year.
- The total estimated volume of each item to be purchased.
- Delivery schedule needed: date, time of day, frequency, and location.
- Packing requirements: standard box, grade, loose pack, or bulk.
- Post-harvest handling practices: Is the product to be delivered pre-cooled? How clean should the product be? Does the product require processing prior to delivery?
- Payment terms and payment processes.
- Names and phone numbers of the contact people for ordering, billing and trouble shooting.

Producers must inform the SFA of the following:

- **Product Information**
  - Which products types and volume are produced?
  - What time of year and how often are products available?
  - How much advance notice can the producer give of available product?
  - What is the price per unit?
- **Food Safety & Liability**
  - What kind of storage is necessary to keep products fresh and in good condition?
  - What food safety plans/procedures does the producer have in place?
  - Does the producer carry liability insurance?
- **Other Considerations**
  - What transportation and delivery options can be arranged?
  - What methods of communication are mutually agreeable?

SFAs can utilize tools like a Producer Survey **Attachment #1** or Producer Checklist **Attachment #2**. These are excellent examples of ways SFAS can collect producer information prior to purchase. The survey is a tool used by The Wisconsin Farm to School, while the check list was compiled by Andrea Rissing, Northern Iowa Food & Farm Partnership Farm to School Coordinator.

Understanding the Regulations that Guide Purchasing Local Food

SFAs must engage in conversation with their local (county) health inspector. They can help you understand the regulatory requirements for purchasing farm fresh food and can help you put in place a good system of documentation and traceability for all products purchased from local producers

Food Safety

How can I improve the safety of the food from my farm?

Over the last few years, many people were sickened and some even died as a result of eating products such as spinach, peanuts, beef, cantaloupes, and eggs that contained harmful bacteria. These outbreaks have caused serious alarm about the way producers grow and handle their food. Institutional markets need to know that the food they buy from producers is not going to sicken their customers, especially schoolchildren. In order to address the concerns of these important buyers, producers should be prepared to show

that they grow and handle food in a way that makes it safe for everyone to eat. One way you can increase your chances of selling to institutional markets is to learn about Good Agricultural Practices or GAPs. GAPs are a voluntary set of food-safety guidelines designed to help you handle food safely on your farm and all the way to market. This includes developing a food safety plan, training your employees, and documenting your farm practices to reduce the risk of dangerous bacteria or toxins in your farm products.

Food safety in Wyoming should be a priority for schools and local producers. National and state food safety regulations are applicable at every school. Other regulations and procedures may be dependent on the school and type of product. Below are some important Wyoming resources:

* The Wyoming Department of Agriculture Consumer Health Services oversees food safety in WY: agriculture.wy.gov/divisions/chs
* This USDA publication gives recommendation for handling fresh produce in schools: http://www.fns.usda.gov/sites/default/files/SP31-2013os.pdf
* GAP (Good Agricultural Practices) and GHP (Good Handling Practices) provide principles for safe production and handling processes.
* The USDA Grading, Certification and Verification webpage includes GAP and GHP information: www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateN&page=GAPGHPAuditVerificationProgram

Staff Training Resources

* The USDA webpage addressing food safety aspects (including staff training) in Farm to School programs: www.fns.usda.gov/cnd/f2s/implementing/safety.htm
* ServeSafe presents training information and programs for food safety practices: www.servsafe.com/home

Note: Some producers may be GAP Certified. GAP stands for Good Agricultural Practices and it is a certification program that many farms that sell to larger food distributors participate in.GAP Certification is not a requirement for farms to sell their products to schools. However, if a farm you are purchasing product from is GAP Certified, you probably do not need to go to the additional effort to fill out your own food safety checklist. Many small producers may not be GAP Certified—audits are expensive and there is no federal or state GAP mandate for small producers—but they may have an on-farm food safety plan that specifies the Good Agricultural Practices they use. You might ask your producers if they have implemented a GAP plan, and if so for a copy of it. If they don't have a written plan, you may request they develop one, but give them several weeks to complete it.

If we consider the different categories of food purchased in school food service operations, the basic guidelines for purchasing from local sources are:

Meat

Red meat animals raised in Wyoming and offered for sale within Wyoming must be slaughtered and processed in a state Department of Agriculture-inspected facility. If that meat is bought or sold across state lines, it must be processed in a federal USDA- inspected facility. Animals slaughtered and processed in a "custom-exempt" plant may not be sold; that meat is for consumption by the owner(s) of the animal.

Poultry

Poultry raised in Wyoming and offered for sale within the state must be slaughtered and processed in a state Department of Agriculture -inspected plant, a USDA-inspected plant, or be a grower inspected by the state. Wyoming agricultural producers selling raw poultry are exempt from licensing but not inspection. However, as with red meat, only poultry processed in a USDA-inspected plant may be sold or bought across state lines.

Dairy Products

Dairy products used in school food service programs must be pasteurized.

Eggs

Grade B or better eggs are required to be used in food service establishments, including school food service programs. Fresh shell eggs (Grade B or better) may be purchased from local producers if the farmer holds an egg-grader license from the Wyoming Department of Agriculture.

For additional reference, please see chapter 15 of the Wyoming Food Safety Rule for all of the requirements for selling and grading eggs

Produce (Fruit and Vegetables)

No formal inspections or regulatory oversight are required of fresh, whole uncut, raw produce. Processed items (including minimally processed such as sliced, chopped, or peeled) must have been processed by a Wyoming licensed manufacturer in a licensed and inspected facility. Processors/manufacturers must be licensed by the Wyoming Department of Agriculture Consumer Health Services division. Additionally, if the processor/manufacturer is from another state they must have a Wyoming Food license as a distributor.

References are from the Wyoming Food Safety Rule 2012
www.wyagric.state.wy.us/divisions/chs/food-safety

Three Easy Steps for an SFA to Ensuring Food Safety When Purchasing Farm Fresh Food

Including farm fresh products in your school food service programs is a wonderful way to connect children with healthy foods and raise their awareness of where their food comes from. Yet, if you haven't purchased directly from local farms in the past, you may be unsure about how to do recordkeeping to track food safety practices from the farm to your cafeteria.

1. Record keeping is important for tracing a product back to its source should a food safety problem arise. Make sure you keep records from the vendors on the products so you can identify the source of the product (often called traceability). Use the vendor's invoice or receipt similar to the one below.

The following may be utilized as a receipt from the producer:

Date: _____
Received by:_____
Donated: _____ Purchased:_____ Purchase price:_____
Description and volume of product purchased: _____
_____
Date harvested: _____
Harvest location: _____Lot # if available: _____
Name of grower: _____
Address: _____
Phone: _____ Email:_____

2. Utilize the information and resources in this guide to help you procure local foods.
3. Consult with your local health inspector or sanitarian, as they can provide assistance if needed to ensure food safety from the farm to the plate.

Liability Insurance Requirements

Many schools and/or distributors require a specific level of product liability insurance. There are currently no federal guidelines on the amount of insurance required, but it typically averages $1 to 5 million. This means that if someone gets sick, the insurance company will cover the medical or legal expenses of the injury up to $1 million or $5 million dollars in damage. This type of insurance could cost producers anywhere from $500 to $1,500 a year, depending on the farm income and what kind of coverage they want.

SFAs need to check with their Business Managers to determine what type of coverage and how much coverage they may need.

What is product liability insurance?

Insurance is a tool producers can purchase to protect their family or their farm from financial risk. There are many different types of insurance. If a producer sells fresh fruits, vegetables, or other farm products such as meat, cheese, or value-added goods, they should carry a type of insurance called product liability insurance. Product liability insurance protects producers against people who may claim to suffer illness, injury, or loss due to the product the producer sold them. This kind of insurance protects the producer from being sued if someone says they became ill from consuming their products. Product liability insurance covers medical expenses, legal expenses, and more.

Procurement

Additional Procurement Considerations

It is important to be aware of the required procurement regulations. Public agencies (which include School Districts) must use the most restrictive of State, local, or Federal standards. Private schools typically utilize the Federal policy or have one written specific to their school.

Small Purchases must be less than:

- Federal $150,000.00
- State $7,500.00, Elected Officials $20,000.00
- School Districts $25,000.00 (W.S. 21-3-110 (B)(viii)
    - **SFAs must get competitive bids for purchases between $10,000.00 and $25,000.00**
- Local (Depends on the SFAs written procurement standards)

For School Districts the general rules are:

- For purchases less than $10,000: No bidding process is required but follow prudent purchasing practices.
- For purchases between $10,000 - $25,000 again, no formal bidding process is required but the District must receive competitive bids.
- For purchases greater than $25,000: A formal bid or proposal is required.

The purpose of Procurement requirements:

- Enhance competition to get the best value
- Fair process- level playing field

- Safeguard against favoritism

What is "Open and Free Competition?"
The underlying foundation of all procurement, without regard to dollar value, is the procurement must be conducted in a manner that provides maximum open and free competition. Free and open competition basically means that all suppliers are "playing on a level playing field" with the same opportunity to compete. Procurement procedures must not restrict or eliminate competition.

Procurement Options

Procurement Steps

Step 1. SFAs determine their small purchase threshold level. This may be the state public school district level of $25,000 or, if applicable, a more restrictive amount set by the district. Remember to use the most restrictive level.
Step 2. Determine the estimated purchase amount of the product.
Step 3. Compare the estimated purchase amount to the purchasing threshold to determine if the **formal** or **informal** procurement method will be used.

Example: Produce is bid on a weekly basis. Produce purchases are usually around $550 and are not expected to exceed $750. The local district small purchases threshold is $25,000. Because the total purchases will fall below the $25,000 limit, an informal procurement method can be used.

Informal Procurement Method

If the purchases fall below $25,000 (or the district's small purchase threshold if it's more restrictive), the SFA must approach 3 vendors and obtain price quotes. SFAs may not intentionally split purchases to fall below the small purchase threshold and avoid formal procurement methods. Follow the steps below.

Informal Procurement:

1. Develop your specs in writing
2. Identify sources eligible, able and willing to provide products
3. Contact at least three sources
4. Evaluate bidders' response to your specs
5. Determine most responsive bidder at lowest price

Formal Procurement Method

If the procurement exceeds the small purchase threshold ($25,000, unless the district has a more restrictive amount), a formal procurement method is required. This entails public notification of the solicitation and a sealed bidding process. When procuring locally grown food, the notification may focus on the area in which the school is situated as a criteria of the solicitation. In a situation where the solicitation for locally unprocessed agricultural products is open to offers beyond the local area, geographic preference points can be granted to local producers who respond to the solicitation.

Competitive Sealed Bids – A method of procurement whereby sealed bids are publicly solicited and a fixed-price contract is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bid, is lowest in price.

Competitive Proposals – A method of procurement whereby proposals are requested from a number of sources and the request for proposal is publicized, negotiations are conducted with more than one of the sources submitting offers, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Competitive negotiation may be used if conditions are not appropriate for the use of competitive sealed bids.

Formal Procurement:

1. Develop solicitation and incorporate geographical preference points into scoring criteria
2. Publicly announce the IFB/RFP
3. Evaluate bidders using established criteria
4. Producers of locally-grown unprocessed products receive extra points in scoring
5. Determine most responsive and responsible bidder at lowest price

Developing Product Specifications

The key to successful purchasing of local food items is to take some steps before beginning the procurement process. Evaluating current food service operations and needs is very important.

Developing specifications that of the products the SFA seeks sets the stage for clear communication and a successful exchange. The following examples are

indicators that may be used for a product's specification. Although not all-encompassing, the examples provide some specification elements that are important factors to discuss with local producers to ensure that expectations and requirements are clear.

Specification elements & examples:

- **Size:** For example, indicate the size an apple must be to qualify as part of a reimbursable meal, so that expectations are set up front.
- **Quantity:** Producers and SFAs sometimes speak different languages—schools may not be used to ordering apples in "bushels;" be aware of language barriers.
- **Quality:** For example, indicate that lettuce must be a healthy green color with no brown leaves.
- **Cleanliness:** Indicate that lettuce should be clean with no visible signs of dirt or insects.
- **Packaging:** A local producer may sell product in 25 pound boxes, but the SFA may need lighter/smaller packaging in order for staff to carry. What type of packaging can you expect, standard box, grade, loose pack, bulk, etc? Note that package must protect integrity of food items.
- **Food Safety:** Include a checklist of questions for the producer to complete regarding their agricultural practices.
- **Delivery:** Establish a delivery day and time for products. How many deliveries are made per week per location and at what times? What type of delivery vehicle does the producer have? Is it climate controlled?
- **Other:**
    - How far in advance will producer be able to inform you of available product?
    - What is the communication process if producer is unable to complete order (amount or quality) and what is the timeframe for this notice?
    - What is the price per unit?
    - What substitutes are acceptable, if any?

Consult USDA resources such as the *Food Buying Guide for Child Nutrition Programs* and *Fruits and Vegetables Galore* to aid in the development of product specifications. Also, visit with other SFAs about their product specifications.

Specifications that are not product specific are:

- **Length of bid, transaction:** Bid period. 30 days, Monthly, Season
- **Order frequency:** Monthly, weekly, specific day of the week, one time order?
- **Frequency of delivery:** Weekly, bi-weekly, monthly.

- **Cost**
- **Payment frequency, payment procedures:** What is the lead time required by school district accounting office to add vendors? What is the timing for the payment of invoices?
- **Number of sites deliveries will be made to** (include locations and addresses). Also indicate where the delivery is to be made, e.g. to loading dock, into the milk cooler, or inside kitchen door.
- **How orders will be transmitted:** How do you prefer to place orders? Phone, fax, e-mail?
- **Insurance and/or liability policy requirements.**

Most of the items reference above can be part of a producer survey and/or checklist.

Below are several sample tools for a successful Farm to School Purchase:

- Sample Vendor Letter
- Sample Specification Worksheet
- Product Availability and Pricing Sheet
- Sample Simple Bid Sheet with Scoring
- Sample New Producer Meeting Checklist
- Attachment #1
- Attachment #2

Sample Vendor Letter

Send with: 1) producer Survey/Checklist and/or 2) availability/price form or with any needed District information

Date

Dear Producer:

Wyoming School District #1 is now accepting price quotes for fruits and vegetables for delivery to the district food service for the 2013/2014 school year.

Wyoming School District #1 is trying to identify producers that may have the ability to supply produce for the school cafeteria meals as part of the district's new Farm to School Program.

Enclosed please find a Producer Survey/Checklist for you to submit to the Food Service Department should you wish to submit one. Please submit this information to the address below by ***noon on August 22, 2013*** to the attention of the Food Service Director.

If you are selected as a potential producer for our Farm to School Program you will be contacted for purchasing information and/or asked to submit quotes

(bids). A meeting may also be schedule with the Food Service Director and/or other district administration. All arrangements between Wyoming School District #1 and selected producers regarding delivery schedules, ordering, payment and availability/seasonality of produce will be made during the above-mentioned meeting. A contract may be awarded, additionally, Wyoming School District #1 reserves the right to award contracts (bids) to multiple producers.

Please direct all responses, questions, and inquiries to:

Food Service Department
School District
Address
City, State, Zip
Phone
E-mail:

Sincerely,

Specification Worksheet

Item Name:	
Description (variety):	
Size:	
Grade/Standard:	
Pack Size/Weight:	

Price Quote: (by lb., dozen, case)	
Ripeness: (Maximum/Minimal level of ripeness acceptable)	
Delivery/Frequency:	
Growing Preference:	
Other:	

Sample Specification Worksheet for Apples

Item Name:	Apples
Description (variety):	Gala, apples to be fresh-picked, no bruising, no worm or insect damage, packed in a clean, unused box.
Size:	2 7/8 to 2 3/4 diameter
Grade/Standard:	US utility
Pack Size/Weight:	125-138 count

Price Quote: (by lb., dozen, case)	Standard 40lb box
Ripeness: (Maximum/Minimal level of ripeness acceptable)	Fully tree ripened
Delivery/Frequency:	Every three weeks and to be delivered to 2 sites. Or Purchased at local farmer's market
Growing Preference:	Grown within 75 miles radius Or Grown within ABC County
Other:	Un-waxed (not washed; washing would remove the natural wax)

Product Availability and Pricing

Farm/Business Name:

Contact name:

Address:

Phone: Fax:

Place order via (phone/fax/email/at Market):

Place an order by (date/day of week):

Item	Pack	Price	Comments

Sample Product Availability and Pricing

Farm/Business Name: ABC Farm

Contact name: Susan Benning

Address: 123 Sesame Street

Phone: 777-6280 Fax:

Place order via (phone/fax/email/at Market): Market

Place an order by (date/day of week): Monday, June 3rd

Item	Pack	Price	Comments
Spinach	10 lbs.	$ 4.00/ lb	leaf cut, washed

Apples	120-135 ct	$28/Case	mixed, unwashed
Lettuce-Romaine	12 ct	$10/Case	whole, washed

Sample Simple Bid Sheet with Scoring

Wyoming School District is accepting bids for apples

The minimum specifications are:
Apples, Mixed varieties (Gala, Red Delicious, Fireside, Jonathan, Empire, Cortland, Ida Red), Fresh 125-138 Count, Whole

Items submitted for bid must be delivered to the school food service. Please note the following: price per case, available varieties, location of orchard and availability to either visit a school for educational activities or host a school field trip on your orchard.

Grower A
Apples, Fireside, Jonathon, Empire, Cortland, Fresh 125-138 count, Whole: $26.00 per case. Located 10 miles from District Office, in County. Able to host field trip. Available for pick up on Wednesdays, no delivery.

Grower B
Apples, Red Delicious, Jonathon, Fireside, Cortland, Ida Red, Fresh 125-138 count, Whole: $30.00 per case. Located 25 miles from District Office, in County. Delivery to school food service. Available for a school visit and able to host field trip.

Grower C
Apples,Red Delicious, Gala, Fresh 125-135 count, Whole: $28.00 per case. Located in Colorado. Delivery to food service.

Weight	Criteria
15 points	Delivery
50 points	Cost
15 points	Count/size
10 points	Located within County
5 points	More than two varieties provided
5 points	Available to visit District or host a field trip

Total: 100 points

	Grower A	Grower B	Grower C
Delivery	0	15	15
Cost	50	40	45
Count	15	15	12
Location	10	10	0
# of varieties	5	5	0
Visit District or field trip	3	5	0
TOTAL POINTS	83	90	72

Bid to be awarded to Grower B

Sample Simple Beef Bid Sheet with Scoring

Wyoming School District is accepting bids for beef

The minimum specifications are:
Raw beef, no mechanical separation, minimally processed, no additives or preservatives, with minimum fat of 80/20. Bid is for Ground Beef 5lb. packs, 40lb case. Beef Patties 4:1, 60 each; 15 lb. case. Estimated usage 5,000 lbs.
Delivery for 2013-2014 school year expected by August 20, 2013 for Wyoming School District. Bid responses must include raw food cost (price), delivery cost, and pack sizes.

Producer A

Producer B

Producer C

Weight	Criteria

5 points	Pack Size
10 points	Total Pounds
50 points	Price
15 points	Delivery Cost
10 points	Located within County
5 points	Can Provide both Products
5 points	Total Pounds

Total: 100 points

	Grower A	Grower B	Grower C
Pack Size			
Total Pounds			
Price			
Delivery Cost			
Location			
Both Products			
Total Pounds			
TOTAL POINTS			

Sample New Producer Meeting Checklist

BEFORE

- Provide the Producer with the Producer Survey/Checklist and either provide to new vendor prior to the meeting or have them bring to the meeting.

DURING

- Review/complete the survey/checklist together
- Discuss and negotiate the important details
- Estimated volume of product to be delivered
- Ordering process (including best way to contact one another)
- Delivery schedule including time of day, frequency, location
- Packing requirements: Standard box, grade, loose pack, bulk, etc.
- Post-harvest handling practices: Is the produce pre-cooled? How clean should the product be?
- Cost per unit, payment terms, payment process

- Names, phone numbers and emails of contact people for ordering and billing
- If they are willing and able, invite them to participate in a tasting event or attend lunch on a day when their product is being served

AFTER

- Follow up with new producers
- Provide feedback on their product and service—both positive and negative
- Directly address any issues regarding product or service
- Consider exploring ways to work together to promote new foods to students

Attachment 2

Power Point Presentations

Wyoming Department of Agriculture

Local Foods
Selling to Institutions
Value-added Opportunities

Wyoming Department of Agriculture
2219 Carey Avenue
Cheyenne, WY 82002
(307) 777-7321
(307) 777-6593 Fax
http://agriculture.wy.gov

Wyoming Department of Agriculture

Local food programs support:

- Healthy children
- Healthy schools
- Healthy farms/ranches
- Healthy communities

Wyoming Department of Agriculture

Selling Local

- Contact local farmers market, stores, etc.
- Processed products must be prepared in a certified kitchen
- Obtain proper permits
- Make sure products are labeled
- Know your buyers
- Don't over-sell

Wyoming Department of Agriculture

Purchasing Local

- Farmers Market
- Local Grocery
- CSA
- Food-Coop
- Local Producer

Wyoming Department of Agriculture

Current Efforts:

- Develop an outreach program to help connect producers and schools/institutions
- Market and develop online information for food service buyers and local staff on opportunities to purchase local foods
- Develop producer resources and trainings to assist local ranchers, farmers and processors on how to sell to school districts and obtain certifications.

Wyoming Department of Agriculture

Selling to Institutions...

Wyoming Department of Agriculture

Department Of Defense:
Fresh Fruit and Vegetable Program

ADVANTAGES:

- GREATER BUYING POWER
- CONSISTENT DELIVERIES
- EMPHASIS ON HIGH QUALITY
- LARGE VARIETY
- EMPHASIS ON LOCAL

Wyoming Department of Agriculture

Fresh Fruit and Vegetable Program
Department of Agriculture
Food & Nutrition Services

The purpose of the program is to increase fresh fruit and vegetable consumption in schools.

To be selected for the FFVP, a school must:

- Be an elementary school
- Represent the highest percentage of students certified for free and reduced price benefits
- Participate in the NSLP
- Complete an annual application for the FFVP

Wyoming Department of Agriculture

Many producers and buyers have valid questions about expectations on quantity and quality. Additionally, small producers may not know what regulations their institution requires

Wyoming Department of Agriculture

- How do I sell to my local school?
- How do I know what they need or want?
- How do I know how much product they need?
- What regulations do I need to be aware of?

These are all valid questions for producers looking to sell to their local school district. The best place to start is with your local food service director. Contact Wyoming Department of Education or your local school district to obtain the Food Service Director's contact information.

Wyoming Department of Agriculture

Successes

LaGrange Potatoes: purchased through JoEd Produce for use in Laramie County Schools.

Beef: Converse County #2 put out a bid for and purchased 7 head of steers to be served in school lunches.

Wyoming Department of Agriculture

Opportunities for:

Value Added Marketing

- Kitchen Incubators
- Wyoming Made Catalog
- Others?

Wyoming Department of Agriculture

Connecting Local Producers with Purchasers

→ Database of producers listing commodities produced.

→ "How to" guide for selling to schools and institutions.

→ Website development containing resources.

Wyoming Department of Agriculture

Producer Benefits

→ New "niche" market

→ Decreased transportation costs

→ Consistent demand

→ Community development

→ Financial support programs

Wyoming Department of Agriculture

Specialty Crop Program:

Non-Profit Organization High Tunnel Grants

Purpose:

Small grants awarded to non-profit organizations and educational institutions to promote Specialty Crop season extension through High Tunnel projects.

Wyoming Department of Agriculture

Specialty Crop Program:

Non-Profit Organization High Tunnel Grants

Eligibility Requirements:

1. Registered non-profit Wyoming-based organization or educational institution in Wyoming.
2. Demonstrate organization is able to promote specialty crop production through high tunnel season extension.
3. Receive a recommendation from a local agricultural entity.

Wyoming Department of Agriculture

Specialty Crop Program:
Season Extension Small Grant Program

Purpose:

Small grants awarded to specialty crop agribusiness operations to develop methods for season extension, increased productivity and native seed productions. Eligible grants also include water conservation methods.

Wyoming Department of Agriculture

Specialty Crop Program:
Season Extension Small Grant Program

Eligibility requirements:

1. Private-sector Wyoming-based agricultural producer as defined by USDA.
2. Demonstrate capability of capitalizing on methods enhancing specialty crop production through season extensions, water conservation and native seed production.
3. Receive recommendation from a local entity or individual.

Wyoming Department of Agriculture

Specialty Crop Program:
Season Extension Small Grant Program

Limitations:

→Maximum $3500.00
→Minimum $500.00
→75% matching

(total grant award is limited to 75% to a max. of $3500 of the actual eligible expenditures per year)

Wyoming Department of Agriculture

Specialty Crop Program:
Scholarship Program 2011

Purpose:

Awarded to Wyoming specialty crop producers, processors and agricultural specialists to further their knowledge of production techniques, marketing and distribution methods.

Wyoming Department of Agriculture

Specialty Crop Program:

Scholarship Program 2011

Eligibility requirements:

1. Wyoming-based specialty crop producer, Wyoming-licensed specialty crop processor or Wyoming Agricultural Specialist directly involved with specialty crop production or marketing.
2. Demonstrate capability of capitalizing on training that will enhance specialty crop production, marketing and distribution in Wyoming.
3. Recommendation by local agricultural agency.

Wyoming Department of Agriculture

Specialty Crop Program:

Scholarship Program 2011

Award limitations:

→2/3's match

(total grant award is limited to 2/3's of the actual eligible expenditures up to $1000.00)

→Minimum $500.00

→Maximum $1000.00

Wyoming Department of Agriculture

Definition:

Specialty crops are defined in law as "fruits and vegetables, tree nuts, dried fruits, horticulture and nursery crops, including floriculture. Specialty crops are plants that are intensively cultivated. There are many plants that are specialty crops when cultivated, but are also collected from wild populations.

Wyoming Department of Agriculture

Grant contact information:

Ted Craig
Wyoming Department of Agriculture
(307) 777-6651
tcraig@state.wy.us

Mary Randolph
Wyoming Rural Development
(307) 777-6430
mary.randolphv@wybusiness.org

Wyoming Department of Agriculture

Resources

US Department of Agriculture: Food Nutrition Services
http://www.fns.usda.gov/cnd/F2S/default.htm

National Farm to School
http://www.farmtoschool.org/

Know Your Farmer, Know Your Food
http://www.usda.gov/wps/portal/usda/knowyourfarmer?navid=KNOWYOURFARMER

Wyoming Department of Agriculture

Discussion/Questions...

Brooke Gerke
Ag Education Coordinator
(307) 777-5612
brook.gerke@wyo.gov

WWW.REALFOODCOLORADO.COM

Real Food Colorado's Wyoming SNA FTS Presentation
February 16, 2012

Overview: Real Food Colorado's (RFCO) 1-hour *Cultivating A Farm to School Program in Wyoming Schools* presentation was made on February 16, 2012 to approximately 40 Food Service Directors of Wyoming school districts. Topics that were addressed:

- General overview on Farm to School (FTS) programs and their impact on school meals.
- A step by step overview on implementing a FTS program with focuses on the following (PDF version of the PowerPoint presentation is attached):
  - Organizing FTS programs based on individual district procurement methods
  - Benefits of pre-bid FTS workshops, addressing the process of "who", "what", and "how" in sourcing local food
  - Utilizing Geographic Preference within school bids as allowed under the 2008 Farm Bill
  - Local bid development and implementation
- A post presentation survey was distributed to all FSDs with approximately 28 surveys completed and collected. Survey results are also included and were utilized in order to provide a post-presentation evaluation.

Documents Included: In cooperation with Pat Hopper of Converse County School District, Wyoming Department of Agriculture (WYDA), Wyoming Department of Education (WYDE), and Colorado Department of Public Health and Environment (CDPHE), the following documents were provided to attendees and will be made available via the WYDA's office:

- PDF version of *Cultivating A Farm to School Program in Wyoming Schools*
- Converse County School District #2 Local Beef Bid (a collaborative effort between Converse and WY Dept. of Agriculture's office)
- WYDA Meat Inspection Program description and allowances
- Map of State inspected meat plants (WYDA)
- List of State inspected meat establishments (WYDA)
- List of custom meat establishments (WYDA)
- CDPHE's analysis of applying Geographic Preference in a Q&A format regarding school food procurement

Post Presentation Evaluation and Survey results:

The post-presentation survey consisted of 6 questions and was designed to ascertain potential next steps to cultivate FTS programs for WY school districts. The survey results indicate a high level of interest; however it was apparent that additional fact gathering info may be required to help kick start interests in other districts. Out of 28 surveys returned, only two school districts are currently participating in an FTS program, with the remaining respondents indicating that the "who" (identifying producers and products) and "how" (can we work together?) are still in need of further exploration.

The continued collaboration between WYDA and WYDE to promote and educate on FTS programs to WY FSDs are providing a viable conduit to exploring plausible FTS opportunities as well as identify needs and wants that may facilitate program development. However, for any single FSD developing a working FTS program—progress need to be slow. The development of such a program may butt up against other necessary administrative duties (one FSD noted that managing the new USDA mandates will be prohibitive to begin a secondary, optional program like FTS) as well as other hurdles such as identifying suitable local food products that are usable in school meals and how to procure such products.

RFCO's general impression of the presentation is that we may have provided the "next steps" in details that may have been premature. We may still need to address rudimentary steps as well as investigate the potential of a WY

WY SNA 2012 Next Steps

SurveyMonkey

1. Rate your level of interest in participating in a farm to school program:

	Response Percent	Response Count
Already Participating	7.4%	2
Likely to participate in the 2012/13 school year	3.7%	1
Interested in participating	**66.7%**	**18**
Likely will not participate in the foreseeable future	22.2%	6
Other (please specify)		0
answered question		**27**
skipped question		**1**

2. What aspects of Farm to School programs do you see as most important:

	Response Percent	Response Count
Connecting students to farmers by farm tours or farmer visits	18.5%	5
Agricultural lessons using school gardens	14.8%	4
Procurement of local food into the school kitchens	**81.5%**	**22**
Nutritional lessons on why local foods are more healthy	25.9%	7
Other (please specify)		0
answered question		**27**
skipped question		**1**

5. What type of Farm to School engagement would you participate in? (circle as many as applies)

	Response Percent	Response Count
General Conference with Workshop Sessions.	53.8%	14
Technical Workshops involving school procurement guidelines and accessing local Producers with field trips to a farm or school kitchen.	**69.2%**	**18**
Informal networking meeting of buyers and sellers in your region.	61.5%	16
Webinar (quarterly or so led by government partners and other technical experts).	7.7%	2
Webinar (quarterly or so highlighting different school/organizational efforts).	34.6%	9
Other (please specify)		0
answered question		**26**
skipped question		**2**

What is Farm to School?

- Broadly defined as a program that connects schools (K-12) and local farms with the following objectives:
  - serving healthy meals in school cafeterias
  - improving student nutrition
  - provide agriculture, health and nutrition education opportunities
  - support local and regional farmers
  - fostering the knowledge of where food comes from and who are the people that grow the food

Why Farm to School?

- One-third of U.S. children are obese and overweight.
- The typical food item in the U.S. travels 1,500 to 2,400 miles from farm to plate.
- With only 2.2 million farmers, the U.S. has more prisoners than farmers:
  - Vast majority of farms are owned and operated by individuals or families.
  - With about 40% of farmers aged 55 years and older, there is a concern that "graying" of farming has led to concerns about the long-term health of family farms as an American institution.

Farm to School Benefits

- Identified by Center for Disease Control (CDC) as "an effective mechanism to improve the quality of school meals and enhance effectiveness of nutrition education..."
  - Choice of healthier options in the cafeteria through FTS meals results in consumption of more fruits and vegetables with an average increase of 0.99 to 1.3 servings per day, including at home.
  - Districts report a 3 to 16 percent increase in school meal participation when farm-fresh food is served in FTS programs.
- Open up new markets and increase revenues and customer base for farmers.
- Develop community support and awareness about local food systems.

How to Start a FTS Program in your school

- Research and Assess: identify who your local producers are and what products are best suited for your school food program. Begin with a product that is easy to process and are popular among kids.
- Organize and Plan: coordination is key in ensuring that your FTS program is successful which can often be conducted through a **Farm to School or pre-bid conference**. Community support through parents, school board or local organizations can be key in establishing a FTS program in your district.
- One Step at a Time: begin small and grow your program according to your district's school food program.

Step 1: Research and Assess

- How do you define Local?
- Who are your Local Producers and what products do they grow or raise and when are they available?
- Which part of your school food program can the FTS product be featured?
- Can your school food program, kitchen facilities, and food service professionals handle local food products?
- Can you collaborate with other school districts in a FTS program?

Step 2: Organize

- Identify which procurement method you need to follow based on your individual district requirements:
  - Is this FTS purchase below your minimal threshold?
    - If yes, are you able to receive price quotes from multiple vendors (at least 3)?
  - Do you need to release a Bid?
    - If yes, identify appropriate Bid release date so to maximize responses from local producers. This may require understanding your local agriculture production schedule.
    - Utilize Geographic Preference in Bid process.
- Identify your usage per FTS product.
- Identify delivery requirements.
- Identify all other requirements such as food safety measurements, general liability insurance, etc.

Step 2: Organize

- Wyoming (WY) school districts face barriers on variety of local products:
  - Limited on produce items, may need to think outside of "local" and expand to "regional": Rocky Mountain region versus Wyoming locally grown.
  - Wyoming beef is far more accessible. School districts are allowed to purchase meat processed by State-inspected plants
    - Limited amounts of meat can be purchased from custom processing facilities with a retail front.
- For WY school districts who do not utilize raw beef, pre-cooked products are required.

Step 2: Farm to School* Workshops

*This is a preliminary step to establish key components between Producers and School Districts. If utilizing a formal procurement method, this may be referred to as a Pre-Bid Conference.

- A Farm to School conference can be effective in:
  - Gathering multiple local producers and processors who can respond to your Bid.
  - Opportunity to REVIEW the Bid including how the Geographic Preference may be applied.
  - Share all your IDENTIFIED information to set expectations such as your:
    - Desired Products
    - Delivery Requirements
    - Food Safety Concerns and Requirements
    - General Liability Insurance
  - Opportunity for multiple school districts to collaborate in a cooperative buying program.
  - Opportunity for Producers to share with School Districts their practices as well as what they offer.

Step 2: Benefits of A Pre-Bid Process

- Pre-Bid communication between Producers and Districts can often increase a District's ability to:
  - Build strong personal relationships.
  - Expand resources to effectively connect local Producers to large volume Purchaser, such as a school district.
  - Share information to effectively communicate and educate each party's business role and set expectations and requirements to fulfill their role in local procurement.
  - Integrate "human dimension" and personal relationships into a new business model.

Step 2: Geographic Preference

- The 2008 Farm Bill directed the Secretary of Agriculture to encourage institutions operating Child Nutrition Programs* to purchase unprocessed locally grown and locally raised agricultural products. Simply put, the geographic preference helps districts purchase locally grown foods.
  - *Programs include: the National School Lunch Program, the School Breakfast Program, the Fresh Fruit & Vegetable Program, the Special Milk Program, the Child and Adult Care Food Program, and the Summer Food Service Program, and the Department of Defense Fresh Program.
- On February 1, 2011, the USDA released guidance on how school food directors could apply "geographic preference" to purchase locally grown foods.
- In April 2011, the Department of Agriculture Food and Nutrition Service promulgated a final rule governing the application of the geographic preference option in school food procurement.

Step 2: Geographic Preference

- An example of how to apply Geographic Preference in an Invitation to Bid (IFB):
  - A School Food Authority (SFA) must clearly indicate in the IFB that it will give a certain number of "preference points" to local products, e.g., SFA will give 10 preference points to bidders who provide locally raised and grown agricultural products.
  - 1 point would equal 1 cent; in other words, 10 points would translate into 10 cents.

Step 2: Geographic Preference

	Bidder 1	Bidder 2	Bidder 3
Price	$1.97	$2.04	$2.00
Meets geographic preference	NO	YES = 10 points (cents)	NO
Price w/ preference points	$1.97	$1.94*	$2.00

Bidder 2 wins the bid.

* **Note**: Deducting ten cents from the prices of responsive bidders that met the geographic preference **only** applies to determining the winning bidder and **would not affect the actual price paid to a bidder**.

Step 2: Procurement Methods

	Informal	Formal
Fundamental principle Threshold	Allows for free and open competition. (Q1, Q9, Q10) Under $100,000 or lower if set by local school district. Splitting purchases to fall below the small purchase threshold is not allowed. (Q8, Q9)	Allows for free and open competition. (Q1, Q7) Over $100,000 or over minimum set by local school district. (Q9)
Method of solicitation	SFA can approach potential contractors. (Q9)	SFA must use a sealed bidding process (IFB) or a competitive negotiation process (RFP). This entails public notice of the solicitation. (October 2009 Q8A)
How to incorporate geographic preference	So long as the SFA contacts at least three sources, it can focus only on those eligible, able, and willing to provide the locally grown food. (Q9)	Options include: • Using specs that have the likely effect of attracting contractors who grow or raise food locally. (Q5) • Using geographic preference points or percentages in the scoring criteria. (Q5) • Focusing on the locale in which the school is situated as a criteria of the solicitation. (October 2009 Q8A)
What the geographic preference applies to	The unprocessed locally grown product, not the primary business location of the bidder. (Q4)	The unprocessed locally grown product, not the primary business location of the bidder. (Q4)
Line between "preference" and "requirement"	[The USDA does not refer to this with regard to informal bids, but presumably Q3 applies.]Full and open competition must still occur whether formal or informal.	Not OK to exclude all non-locally grown food in a solicitation because this is a **requirement**, not a **preference**. (Q3)

Step 2 Local Bid

- Local bids do not limit competition as long as you follow the procurement rules.
- Wyoming local beef bid
  - Food safety requirements are pre-determined USDA and State guidelines.
    - All Wyoming State-inspected plants are "equal to" USDA Federally-inspected plants.
  - Nutritional requirements of local beef must meet USDA guidelines.
- Northern Colorado Coop which includes Laramie 1 School District to secure "local" produce (identified as 150 miles from school district, which includes Colorado produce growers).

Step 2: Other FTS Options

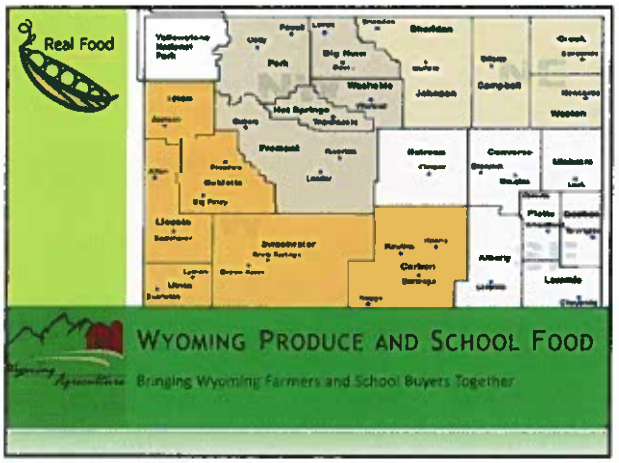
- Ask for geographic and/or farm name labeling of products and identify what locally grown and raised products are available from other vendors:
  - Department of Defense (DoD)
  - Broadline distributors
  - School food management organizations

Step 3
FTS in your School District

- Feature local foods in lunch, breakfast or snacks.
- Offer a local food salad bar as part of the National School Lunch Program.
- Plan nutrition education activities, such as Harvest of the Month, featuring local foods.
- Connect instructional school gardens and garden-based learning activities to the curriculum.
- Use local foods as a healthy school fundraiser or featured at a special event.
- Organize agriculture education opportunities such as farm tours or farmers' presentations.

Real Food Colorado
Farm to Institution Workshops

- The Farm to Institution Workshop focuses on providing tutorial and technical assistances to school districts and local producers including:
  - Food Safety
  - Local bid process
  - Connecting local producers and school districts
  - Pre-bid conferences



WHAT IS FARM TO SCHOOL?

- Broadly defined as a program that connects schools (K-12) and local farms with the following objectives:
  - serving healthy meals in school cafeterias
  - improving student nutrition
  - provide agriculture, health and nutrition education opportunities
  - support local and regional farmers
  - fostering the knowledge of where food comes from and who are the people that grow the food

US FOOD MILES

- The typical food item in the U.S. travels 1,500 to 2,400 miles from farm to plate.
- With only 2.2 million farmers, the U.S. has more prisoners than farmers:
  - Vast majority of farms are owned and operated by individuals or families.
  - With about 40% of farmers aged 55 years and older has led to concerns about the long-term health of family farms as an American institution.

WY'S WEIGHT

- One-third of U.S. children are obese and overweight:
  - 1 in 4 WY residents is obese
  - Increased more than 80% in 15 years
- Prevalence of adult obesity: 25.4%; National Rank: 35
- Prevalence of childhood obesity: 10.2%; National Rank: 50
- Prevalence of diabetes: 7.2%; Increase 1995-2010: 71.4%

Opportunity for Better Health...

- 15,226 children participating in school breakfast
- 56,540 children participating in school lunch
- 13,687 participants in the Women, Infants and Children Program
- 34,799 participants in SNAP Program (Formerly Known as Food Stamp Program)

WY School Food dollars

- **Impact of Federal Fruit & Vegetable Programs:**
  - Farm Bill Specialty Crop Block Grants provided $488,582 from 2008-2010 used to fund 24 projects to increase competitiveness and profitability of Wyoming producers
  - Fresh Fruit & Vegetable Program provides Wyoming $1,719,518 to fund fruit and vegetable snacks in 126 elementary schools this year
  - WIC provides Wyoming participants an estimated $1.3 million annually in fruit and vegetable vouchers

WY Produce Facts

- Fruits, Tree Nuts & Berries – Farms: 29; Acres: N/A
- Vegetables, Potatoes & Melons – Farms: 46; Acres: 949
  - 15 farmers markets selling fresh fruits and vegetables
  - 3,208 FTE produce industry employment impact from producer to retailer

What is Local?

- It all depends on the interpretation....
  - Number of designated miles
  - State
  - Region
- Local food sourcing = supporting local economy

Why Farm to School?

- Open up new markets and increase revenues and customer base for farmers:
  - Keeps farms AS FARMS
  - Scaling up opportunities
  - Expand marketplace
- Develop community support and awareness about local food systems:
  - Re-localize food
  - Keep money in local economy

Farm to School: Business Relationships 101

- School districts must follow regulatory procedures:
  - Formal and informal purchasing process must allow competitive pricing
  - Offer volume
  - Price points are based on institutional budgets
- Learning curve for local farms, ranchers, and processors:
  - Can yield contracts from a large volume purchaser
  - Volume needs may require pre-planning process to shore up raw resources.

Wyoming K-12 Schools

- Spends roughly $14 million dollars—expenditures for food and beverages served to students and adults through the school food service. This includes lunch, breakfast, milk, special functions, food service vending and a la carte items. (http://legnet.state.wy.us/LSOWeb/SchoolFinance/Documents/D10511FoodServiceLegRelativeReport.pdf)
- 48 school districts
  - Serves approx. 26,280 breakfasts
  - Serves approx. 56,453 lunches

Farm to School Purchasing: Pre-Bid Process

- Pre-Bid communication between Producers and Districts can often increase a Producers' ability to:
  - Build strong personal relationships.
  - Identify resources to effectively connect to large volume purchasers such as a school district.
  - Share information to effectively communicate and educate each party's business role and set expectations and requirements to fulfill their role in local procurement.
  - Integrate "human dimension" and personal relationships into a new business model.

Geographic Preference (GP)

- The 2008 Farm Bill directed the Secretary of Agriculture to encourage institutions operating Child Nutrition Programs* to purchase **unprocessed locally grown and locally raised agricultural products**. Simply put, the geographic preference helps districts purchase locally grown foods.
- Local farms, ranches and processors can receive preference in the bidding process when schools make food purchasing decisions.
  - A bid is generally awarded to a bidder who meets the specifications and lowest price, however a school buyer can utilize **a price equation**.
- Qualifying for geographic preference is determined based on how "local" is defined in the Bid.

Get Involved

- Talk to your local school district
  - Start small
  - Sell what you grow
  - Promote yourself
  - Be proactive and get education:
    - School buying programs
    - Food safety

Real Food Colorado Farm to Institution Workshops

- The Farm to Institution Workshops focuses on providing tutorial and technical assistances to school districts and local producers including:
  - Connecting local producers and school districts
  - Food Safety
  - Pre-bid process
  - Value added resources and services
  - School food menu planning
  - Facilities assessments: warehouses and individual site and central kitchens

Contacting Real Food Colorado

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Wyoming Department of Agriculture

Farm to School Program

Wyoming Department of Agriculture
2219 Carey Avenue
Cheyenne, WY 82002
(307) 777-7321
(307) 777-6593 Fax
http://agriculture.wy.gov

Wyoming Department of Agriculture

- → Introduction
- → What is Farm to School?
- → Benefits to Producers
- → Available Grants
- → Current Efforts
- → Questions/Discussion

Wyoming Department of Agriculture

What is Farm to School?

1. Connecting local producers with purchasers.
2. Education/School gardens.

Wyoming Department of Agriculture

What is Farm to School?

Farm to School is a broad term outlining efforts to integrate fresh, local foods into school and institution meals while educating students and communities about their food sources and the importance of agriculture.

Wyoming Department of Agriculture

Farm to School programs support:

- → Healthy children
- → Healthy schools
- → Healthy farms/ranches
- → Healthy communities

Wyoming Department of Agriculture

Connecting local producers with purchasers

- → Database of producers listing commodities produced.
- → "How to" guide for selling to schools and institutions.
- → Website development containing resources.

Wyoming Department of Agriculture

Education

- → Curriculum focusing on science, math and nutrition education standards
- → Farm/ranch visits
- → Community gardens
- → 4-H/FFA involvement
- → Afterschool/summer programs
- → Junior and Master Gardener Certifications
- → All ages

Wyoming Department of Agriculture

Producer Benefits

- → New "niche" market
- → Decreased transportation costs
- → Consistent demand
- → Community development
- → Financial support programs

Wyoming Department of Agriculture

Available Grants

- →Specialty Crop: Non-Profit Organization High Tunnel Grants
- →Specialty Crop: Producers Season Extension Small Grant Program
- →Specialty Crop: Scholarship Program 2011

Wyoming Department of Agriculture

Specialty Crop Program:

Non-Profit Organization High Tunnel Grants

Purpose:

Small grants awarded to non-profit organizations and educational institutions to promote Specialty Crop season extension through High Tunnel projects.

Wyoming Department of Agriculture

Specialty Crop Program:

Non-Profit Organization High Tunnel Grants

Eligibility Requirements:

1. Registered non-profit Wyoming-based organization or educational institution in Wyoming.
2. Demonstrate organization is able to promote specialty crop production through high tunnel season extension.
3. Receive a recommendation from a local agricultural entity.

Wyoming Department of Agriculture

Specialty Crop Program:

Season Extension Small Grant Program

Purpose:

Small grants awarded to specialty crop agribusiness operations to develop methods for season extension, increased productivity and native seed productions. Eligible grants also include water conservation methods.

Wyoming Department of Agriculture

Specialty Crop Program:

Season Extension Small Grant Program

Eligibility requirements:

1. Private-sector Wyoming-based agricultural producer as defined by USDA.
2. Demonstrate capability of capitalizing on methods enhancing specialty crop production through season extensions, water conservation and native seed production.
3. Receive recommendation from a local entity or individual.

Wyoming Department of Agriculture

Specialty Crop Program:

Season Extension Small Grant Program

Limitations:

→Maximum $3500.00

→Minimum $500.00

→75% matching

(total grant award is limited to 75% to a max. of $3500 of the actual eligible expenditures per year)

Wyoming Department of Agriculture

Specialty Crop Program:

Scholarship Program 2011

Purpose:

Awarded to Wyoming specialty crop producers, processors and agricultural specialists to further their knowledge of production techniques, marketing and distribution methods.

Wyoming Department of Agriculture

Specialty Crop Program:
Scholarship Program 2011

Eligibility requirements:

1. Wyoming-based specialty crop producer, Wyoming-licensed specialty crop processor or Wyoming Agricultural Specialist directly involved with specialty crop production or marketing.
2. Demonstrate capability of capitalizing on training that will enhance specialty crop production, marketing and distribution in Wyoming.
3. Recommendation by local agricultural agency.

Wyoming Department of Agriculture

Specialty Crop Program:
Scholarship Program 2011

Award limitations:

→2/3's match
(total grant award is limited to 2/3's of the actual eligible expenditures up to $1000.00)
→Minimum $500.00
→Maximum $1000.00

Wyoming Department of Agriculture

Definition:

Specialty crops are defined in law as "fruits and vegetables, tree nuts, dried fruits, horticulture and nursery crops, including floriculture. Specialty crops are plants that are intensively cultivated. There are many plants that are specialty crops when cultivated, but are also collected from wild populations.

Wyoming Department of Agriculture

Grant contact information:

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Mary Randolph
Wyoming Rural Development
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mary.randolphy@wybusiness.org

Wyoming Department of Agriculture

Current Efforts:

→Producer survey
→Food service director survey
→Website development
→"How to" manual development
→Seasonal availability chart
→Curriculum development
→School/community garden projects

Wyoming Department of Agriculture

Discussion/Questions...

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Ag Education Coordinator
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Wyoming Farm to School 101

Connecting Farm to Plate

What is Farm to School (FTS)?

- Broadly defined as a program that connects schools/institutions and local producers with the objectives of **serving healthy meals in school cafeterias, improving student nutrition, providing agriculture, health and nutrition education opportunities, and support local and regional producers:**
  - 50 States
  - 12, 429 Schools (2011-2012 SY)
  - 5,746,400 students
  - $13 million spent for locally purchased foods

US Food Miles

- The typical food item in the U.S. travels 1,500 to 2,400 miles from farm to plate.
- With only 2.2 million producers, the U.S. has more prisoners than producers:
  - Vast majority of farms/ranches are owned and operated by individuals or families.
  - Greying of the Agriculture Industry:
    - 40% of producers aged 55 years and older
    - Long-term health of family farms/ranches as an American institution at risk

Farm to school promotes the health of Wyoming children, farms and communities by connecting schools to local producers that supply fresh, healthy and minimally processed foods.

WY FTS Goals #1

- Promote children's health by providing fresh, healthy and minimally processed foods in schools to support the development of healthy eating habits

WY FTS Goals #2

- Strengthen children's and communities' knowledge about and attitudes toward agriculture, food, nutrition and the environment

WY FTS Goals #3

- Strengthen local economies by expanding markets for Wyoming's agricultural producers and food entrepreneurs.

Wyoming K-12 Schools

- Spends roughly $14 million dollars—expenditures for food and beverages served to students and adults through the school food service. This includes lunch, breakfast, milk, special functions, food service vending and a la carte items.
  http://legisweb.state.wy.us/LSOWeb/SchoolFinance/Documents/010511FoodServiceLegislativeReport.pdf
- 48 school districts
  - Serves approx. 26,280 breakfasts
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WY Federal Food dollars

- **Impact of Federal Fruit & Vegetable Programs:**
  - Farm Bill Specialty Crop Block Grants provided $488,582 from 2008-2010 used to fund 24 projects to increase competitiveness and profitability of Wyoming producers
  - Fresh Fruit & Vegetable Program provides Wyoming $1,719,518 to fund fruit and vegetable snacks in 126 elementary schools this year
  - WIC provides Wyoming participants an estimated $1.3 million annually in fruit and vegetable vouchers

WY Agriculture Facts

- 2011: 11,000 farms and ranches, 30. 2 million acres:
  - Livestock products:
    - Meat Animals: $981.1 million
    - Dairy: $23.8 million
    - Poultry/Eggs: $.6 million
  - Produce:
    - Vegetables: $31.7 million
    - Fruits & Nuts: $.3 million
    - Other crops: $13.1 million
  - 51 farmers markets selling fresh fruits and vegetables

From Wyoming 2011 Agriculture Statistics

What is Local?

- Up to the Buyer:
  - Number of miles
  - State
  - Region

- Local food sourcing = supporting local economy

Local Food Sources

- Local, farm-fresh foods can be purchased:
  - Directly from Producers and Processors
  - From a farmers' market
  - From a Producers' collaborative or cooperative
  - Through a distributor or broker who procures from local Producers

Why Farm to School?

- New markets, increase sales and customer base for farmers:
  - Keeps farms AS FARMS/RANCHES
  - Scaling up opportunities
  - Expand marketplace
- Develop community support and awareness about local food systems:
  - Re-localize food
  - Keep money as local as the food
  - Agriculture for the next generation

Farm to School: Business Relationships 101

- School districts must follow regulatory procedures:
  - Formal and informal purchasing process must allow competitive pricing
  - Offer volume
  - Price points are based on institutional budgets
- Learning curve for local farmers, ranchers, and processors:
  - Can yield contracts from a large volume purchaser
  - Volume needs may require pre-planning process to shore up raw resources.

School Food Service Challenges

- Finding Local Producers
  - Seasonality
  - Scale/reliable supply
  - Labor/food prep
  - Staff skills
  - Storage/refrigeration
  - Student preferences
- Logistics
- Food safety
- Price
- Time

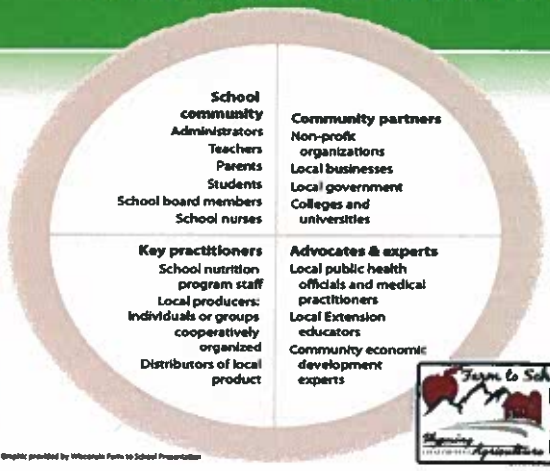
Producer Challenges

- Food safety/liability insurance
- Price point
- Delivery
- Scale
- Time
- Meeting packing specs
- Seasonality
- Storage/refrigeration

FTS Programs: Not One Size Fits All

- Talk to your local school district:
  - Be proactive and seek information:
    - School buying programs
    - Food safety
    - How the system works
- Start small
- Buy and sell what you grow or raise
- Promote yourself and the program

Integrated Partnerships



Graphic provided by Wisconsin Farm to School Presentation

Your Neighboring States

- Montana FTS Program:
  - Highlight seasonal Montana foods through special meal events
  - School districts contract with farmers to purchase large volume of their harvest
  - In class FTS activities and garden based education
  - Farmer classroom visits
  - School greenhouses or season extending houses

Provided by National Farm to School

Your Neighboring States

- Idaho:
  - Healthy Harvest celebrates local food harvest in the month of September through education and serving fresh local food in the cafeterias.
  - Other programming includes fundraising with local foods items, AG in the Classroom and local food posters distributed to classroom teachers.
- South Dakota:
  - Non-profit organization piloting FTS efforts.
- Nebraska FTS Program:
  - Partnership with non-profits to spearhead local sourcing programs including technical assistance and training for six counties, including training producers.

Provided by National Farm to School

FTS: Single Product

- New Hampshire Statewide Program:
  - Focus on apples and apple products
  - Using established distribution systems
  - Offering comparable prices
  - Nutrition and Agriculture education
  - 250+ schools / 66+ districts
  - Facilitated by University of New Hampshire

Provided by National Farm to School

FTS: Cooperative

- Florida, Georgia, Alabama Program:
  - New North Florida Cooperative Association
  - 15 school districts - 300,000 students: served fresh produce all year
  - Focus on few, seasonal items
  - Relationship marketing
  - Educational posters about crops
  - Diversifying into value added products

Provided by National Farm to School

FTS: School Gardens

- Wyoming Department of Agriculture:
  - Hoop house grant funding program:
    - School sites
    - Community gardens
    - Producers
      - Year round growing
      - Season extension

FTS: Education

- Agriculture Education
- Experiential Learning
- Farm/Ranch Tours
- Visits by Producers

Geographic Preference

- Farm Bill encourages Schools to purchase local foods.
- Local farms, ranches and processors can receive "preference" when schools make food purchasing decisions.
  - A bid is generally awarded to a bidder who meets the specifications and lowest price, however a school buyer can utilize a **price equation**.
- Qualifying for geographic preference is determined based on how "local" is defined in the Bid.

FTS Moves Policy

- To date, more than 24 States have passed legislation supporting Farm to School programs.
- Policies generally:
  - Establish an official FTS program
  - Allow public institutions to preference locally grown products
  - Provide state funding for FTS programs
  - Encourage institutions to purchase locally or support federal FTS policy
  - Create a FTS "task force" to research the viability of a program

FTS Moves Policy

- Examples of State Legislation:
  - Iowa – SF 601 (2007) Statewide FTS program
  - Kentucky – KRS 45A.645 (2006)
  - Maryland – HB 883 (2006) & SB 158 (2008)
  - Washington – HB 2657 (2002) & HB 6483 (2008)
  - Colorado – SB 81 (2010)

Wyoming Farm to Plate Taskforce

- Established in 2012, includes Dept. of AG, Dept. of ED, Business Council, UW Extension, and AG in the Classroom:
  - Promote quality, local foods in schools, daycares, institutions, restaurants and retail stores.
- Mission to provide a consistent and unified foundation for the WY Farm to Plate stakeholders through:
  - Increasing statewide support
  - Improving communications
  - Promoting LOCAL, QUALITY, and NUTRITIOUS foods
  - Support local producers and rural economics

Real Food Colorado
Farm to Institution Workshops

- The Farm to Institution Workshops focuses on providing tutorial and technical assistances to school districts and local producers including:
  - Connecting local producers and school districts
  - Food Safety
  - Pre-bid process
  - Value added resources and services
  - School food menu planning
  - Facilities assessments: warehouses site and central kitchens

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School Food Authority Purchasing Practices for Farm to School

PROCUREMENT IN THE NSLP

PURCHASING FOR THE NATIONAL SCHOOL LUNCH PROGRAM

- Procurement (purchasing rules) must apply to all purchases that are supported, in while or in part, with non-profit food service account funds.
- Proper Procurement will:
  - Ensure fairness
  - Make the best use of federal, state, and local funds
  - Save money
  - Obtain the best products and services

FORMAL VS INFORMAL PROCUREMENT

- Informal Procurement (Small Purchase Threshold)
  - Public agencies must use the most restrictive of State, local, or Federal standards.
  - Must be less than:
    - Federal $150,000.00
    - State $7,500.00, Elected Officials $20,000.00
    - School Districts $25,000.00 (W.S. 21-3-110 (B)(viii)
      - SFAs must get competitive bids for purchases between $10,000.00 and $25,000.00
    - Local (Depends on the SFAs written procurement standards)

SMALL PURCHASE

- Solicitation documents
  - Describe the goods or services (should be in writing)
    - Before contacting any potential bidders (draft specs)
  - Due dates
  - Other relevant factors
- Contact an adequate number of qualified sources
  - Achieve competition
    - Recommend at least 3 sources who are eligible, able, and willing to provide the product or service.
- Written price/rate quotes
  - Time frames
  - Confirm verbal quotes
- Documentation
  - Purchase information

FORMAL PROCUREMENT

- Value of purchase exceeds threshold for small purchases.
- More rigorous and prescriptive:
  - Competitive Sealed Bidding (i.e., IFB)
  - Competitive Negotiation (i.e., RFP)
- Allows for the identification of evaluation factors and their relative importance

FORMAL PROCUREMENT PROCEDURE

- Identify allowable methods:
  - RFP or IFB
- Prepare solicitation and contract documents. Detailed bid specs must be developed
- Advertise. Bids/Proposals must be publicly solicited
- Receive and evaluate submissions. Measure and document why one company's response to a particular criterion is better than another
- Award contract
- Execute contract
- Administer contract
- Maintain documentation
  - Retain all required records for three years after final payments and all pending matters have been closed and completed
  - SFAs and/or contractors may be required to submit any or all documents to the State Agency for review
- Have written protest procedures

PROTEST PROCEDURES

- SFASs and contractors (bidders) will be responsible for the settlement of all contractual and administrative issues arising out of procurements.
- Protest procedures must be in place to handle and resolve disputes.
- A protestor must exhaust all administrative remedies with both the SFA and State Agency before pursuing a protest with the USDA
- Review of protests by the USDA will be limited to specific instances.

COMPETITIVE PROPOSALS VS SEALED BIDS

Competitive Sealed Bidding

- Bids are publicly solicited using an Invitation for Bid (IFB).
- A **fixed price contract** is awarded to the best responsive bid.
- Use only when clear and accurate specifications or descriptions of the product or service are available.
- Responsive bids will not differ other than price. The contract will be awarded to the lowest priced, responsive and responsible bidder.
- Must have more than one qualified source be willing and able to compete for the award

COMPETITIVE PROPOSALS VS SEALED BIDS

Competitive Proposals

- Proposals are publicly solicited using a Request for Proposal (RFP).
- **A fixed price contract** *or* **a cost reimbursable contract** is awarded to the most responsive bidder after negotiations have taken place.
- Use when the SFA lacks specificity and is requesting goods and services that are not "one size fits all".
- Expectations can be identified, but more than one method can be used to achieve the SFA's desired outcome.
- Criteria allows for the measurement of factors that differ along other dimensions than just price.
- The RFP will ask respondents how they will accomplish the services requested.
  - Therefore, the SFA's staff must have sufficient skill and expertise to evaluate proposals and conduct negotiations
- SFAs must be able to measure and document why one bidder's response to a particular criterion is better than another.

SOLICITATION AND CONTRACT DOCUMENTS

- The SFA must:
  - Have a clear and accurate description of the material, product, or service to be procured
  - Identify all requirements which must be fulfilled
  - Cannot contain features which unduly restrict competition
- A potential vendor cannot:
  - Develop or draft specifications, requirements, and statements of work
  - Invitations for bids or requests for proposals
  - Contract terms and conditions
  - Any other document for use in conducting procurement Per 3016.60(b)

REMEMBER

- SFAs may not intentionally split purchases to have them fall below the small purchase threshold and avoid formal procurement methods.
- There may be instances in which a specific market supports the need to separate certain products from the overall procurement
  - For example, milk and bread are commonly procured separately because there are fundamental differences between them and other food products (i.e., shorter shelf-life, specialized pricing mechanisms, and durability)

REMEMBER-CONTINUED

- An SFA may find that fresh produce may be considered a separate market, and may want to separate this procurement from their overall food procurement.
- If an SFA is participating in an activity such as a "Harvest Week" for their school lunch programs where they are trying out new vegetables and it is necessary to procure specific food items, it is allowable for the SFA to conduct a separate procurement for those specific products.
- If the SFA awards main produce (product) contracts with a main distributor, they should reserve such a right to do individual competitive procurement of certain local, seasonal produce items.
  - This needs to be considered prior to issuing a solicitation for a main produce distributor.

SOLICITATION DOCUMENTS

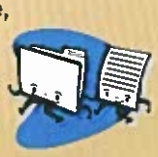
- The description and scope need to be in line with what is being procured and need to be clearly stated so that bidders will understand and can be responsive to what the SFA needs.
- Identify all of the requirements that bidders must fulfill.
- The solicitation must specify the resulting contract type (clearly state whether solicitation will result in fixed price or cost reimbursable contract)
- Include contract duration
- Include specific pricing structure
- What other contractual clauses does 7 CFR Part 3016 or 210 require?
- How all bids will be evaluated
- While the specification should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured, it should not contain features which unduly restrict competition

SOLICITATION DOCUMENTS – LOCAL PRODUCTS

- An SFA can issue a solicitation that includes specifications related to factors such as freshness, ripeness, time elapsed between harvest and delivery, etc. in addition to preferences related to geographic location.
- Specifications may be written for a wide variety of ways to complement a preference for local products. These factors could be provided as either required specifications or preferred specifications.
- These factors may include, but are not limited to:
  - Freshness;
  - Ripeness; and
  - Time elapsed between harvest and delivery.
- The SFA will need to determine whether specifications of this nature unreasonably limit competition.

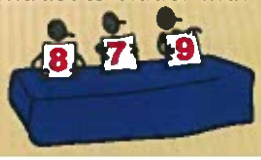
NECESSARY CONTRACT ELEMENTS

- Ensure other needed contract elements are included in solicitation:
  - The return of all discounts, rebates, and applicable credits
  - Clear and specific time periods
  - Clauses regarding termination for cause or convenience
  - Remedies for breach (i.e., negligence, nonperformance)
    - Financial penalties
    - Corrective actions or
    - Restitution



HOW WILL THE BIDS/PROPOSALS BE SCORED?

- Clearly develop **scoring criteria** in order to evaluate all bids/proposals received
  - Scoring criteria should identify all evaluation criteria and their relative importance
  - E.g., points assigned to each criteria
  - Note: IFBs don't generally include preference points (SFA determines who is responsive based on the solicitation and awards contract to bidder with lowest price)



2008 FARM BILL

- The 2008 Farm Bill amended the National School Lunch Act to allow institutions receiving funds through the Child Nutrition Programs to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural product.
- Final Rule Published April 22, 2011
- Rule became effective on May 23, 2011

WHAT ARE UNPROCESSED PRODUCTS??

- Products that meet the definition of unprocessed or minimally process per 7CFR Part 210.21(g)(2).
- Allowable products include, but are not limited to:
  - Fruits;
  - Vegetables;
  - Meats (Including fresh or unprocessed frozen products and formed products, such as patties, that contain no additives or fillers.);
  - Fish (Including whole, form, filets or nuggets that contain no additives or fillers.);
  - Poultry (Including whole, form, or various cuts.);
  - Dairy (Please note that while unflavored fluid milk is allowed, flavored milk or any processed dairy products such as yogurt, cheeses, etc. is not allowed.);
  - Eggs; and
  - Grains (Including quinoa, rice, barley, etc. in whole form and other grains in ground form such as flour.)

ALLOWABLE FOOD HANDLING AND PRESERVATION TECHNIQUES

- Cooling, refrigerating, freezing, drying/dehydration;
- Size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding;
- Forming ground products into patties without any additives or fillers;
- Washing; butchering livestock and poultry; cleaning fish; and the pasteurization of milk;
- Packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package);
- Addition of ascorbic acid or other preservatives to prevent oxidation of produce

UNALLOWABLE FOOD HANDLING AND PRESERVATION TECHNIQUES

- Heating/canning – the inherent character of the product is not retained because the heating process involved in canning changes the agricultural product into a product of a different kind or character

GEOGRAPHIC PREFERENCE

- Even if there are state or local laws for geographic preference, applying a geographic preference is prohibited in Federal procurement except where applicable Federal laws expressly permit their use.
  - Wyoming procurement guidelines do have a geographic preference that cannot be applied when using federal funds to pay for a contract. (Buy Wyoming)
  - However, an SFA may specifically identify the geographic area within which unprocessed locally raised and locally grown agricultural products will originate.

GEOGRAPHIC PREFERENCE OPTION FOR UNPROCESSED AGRICULTURAL PRODUCTS

- The Federal regulations require certain processes to be followed when providing geographic preference in order to ensure open and free competition
- Geographic preference applies ONLY to unprocessed locally grown or raised agricultural product
- This means that it is irrelevant where the bidder's/respondent's business is incorporated or has a principal place of business
- Preference follows the agricultural product, not the location of the bidder/respondent

NOT ALLOWED FOR PROCESSORS

- The geographic preference procurement option can be used in sourcing the raw ingredients.
- The geographic preference procurement option CANNOT be used when selecting a vendor to process the locally sourced items.
- An SFA may use a competitive procurement and include in its solicitation documents a requirement that the processor use only the raw ingredients provided (i.e., the local ones procured using the geographic preference procurement option).

HOW IS LOCAL DEFINED

- Discretion to define the local area for any geographic preference is left to the SFA responsible for procurement.
  - Local may be defined using a mileage range such as "within 150 miles" or "within 400 miles" of a specified location.
  - Local could also be defined by county. Only purchase from Laramie County.
- "Local" must be defined in a way that does not unnecessarily limit competition.
  - For example, indicating a preference for products grown within 5 miles when only one farm meets that definition, would be considered an unreasonable limit on competition. However, if 100 farms meet that definition, the preference would not result in an unreasonable limit on competition. The SFA has to use their best judgment.
- However:
  - There is no requirement that SFAs must purchase locally grown and locally raised agricultural products
  - There is also no requirement that SFAs must apply a geographic preference in their procurements of these products

DEFINE LOCAL - CONTINUES

- A State or other local government entity cannot require the use of a specific definition of local when applying the geographic preference procurement option.
  - The geographic preference regulation states that **only the SFA** can determine the definition of local.
- An SFA operating in a state with state laws designed to encourage buying of products grown within the state may **elect** to use a "within the state" definition but is under no obligation to do so. The choice of which definition to use, if any at all, rests solely with the SFA.
- Politically defined areas such as "within the county" or "within the state" may be used. But a definition of local may include more than one state (i.e., Colorado, Montana, Nebraska) or discrete parts of several states. Regardless of which definition is used, ensure that the definition of local does not restrict free and open competition in such a way that only one or two respondents meet the definition.

DEFINE LOCAL - CONTINUES

- When are meat products considered "local"?
  - The geographic preference procurement option may state that farm animals need to be raised in a certain geographic area.
  - Remember:
    - The geographic preference rule does not apply to any meat products that have been cooked, heated, canned or that have any additives. It does apply to fresh and frozen meats, ground meats, and even formed meat patties provided there are no additives in any of these meat products.

HOW TO SCORE BIDS/PROPOSALS?

- SFAs must clearly develop **scoring criteria** in order to evaluate all bids/proposals received
  - Scoring criteria should identify all evaluation criteria and their relative importance
  - Reminder: IFB don't generally include preference points (the SFA determines who is responsive based on the solicitation and award the contract to the lowest priced bidder) However, Geographic preference points can be incorporated in an IFB if necessary.
- The regulations are not prescriptive as to how proposals can or should be evaluated.
  - A point system, percentage based system, or a different weighted system may be used. There is no set method.
  - The solicitation must clearly define and describe the evaluation criteria to be used.
  - The SFA must ensure the method chosen does not unreasonably limit free and open competition.
- Federal regulations do not prescribe how to develop scoring criteria to evaluate bids/proposals or the maximum number of preference points.

EXAMPLE OPTION FOR SCORING

- Wyoming has a "buy within the state" legislation, however SFAs should define local for purposes of procuring unprocessed locally grown or raised agricultural products and cannot say "Buy Wyoming".
  - "We will only accept locally grown agricultural products from Wyoming." This statement is not a preference but a requirement of bidding and would, therefore, be overly restrictive and is *not allowed*.
  - The SFA, however, would like to honor the state preference for products grown within the state, while also giving preference to the products that are local in its area the includes Colorado. How might they do this?
- There are a variety of options which may be explored. One option is the use of a tiered approach in a procurement preference - Awarding 5 extra points to vendors with products grown within the state, while awarding 8 extra points to vendors with products grown within 150 miles.
  - An example for an IFB is if a bidder meets the geographic preference then it is given 10 points which would translate into deducting ten cents from that bidder's price.

GEOGRAPHIC PREFERENCE IN AN INFORMAL PROCUREMENT

- An SFA can utilize the geographic preference procurement option when using the informal procurement method (i.e., procurement valued under the small purchase threshold).
- However, the SFA must clearly describe the manner in which the geographic preference will be applied within the written specifications.

QUESTIONS?

- Can SFAs have specifications related to agricultural practices, (i.e. organic or no-spray)?
  - Product practices can be included as specifications as long as doing so does not unnecessarily limit competition. However, geographic preference cannot be applied to such specifications as they are not geographic in nature, rather they are attributes of a product.
- Can SFAs participate in Community Supported Agriculture Programs (CSA)?
  - Yes, there may be instances where participation in a CSA program is reasonable; however, in general FNS does not recommend such. By paying in advance, the SFA will share in the harvest all season, but also shares the risks of bad weather, oversupply or crop failure with the farmer.

MORE QUESTIONS?

- Can an SFA procure unprocessed locally grown or raised products at a farmers market?
- Yes, generally SFAs may be able to procure unprocessed locally grown or raised products at a farmers market through the informal procurement method (small purchase). However, the SFA must still draft specifications in writing and ensure that the sources it contacts, including a vendor at the farmers market, provide the type of products described in the specifications in the specified quantity. For example, the entity may compare three sources at the farmers market for cherry tomatoes <u>or</u> contact two sources outside of the farmers market for cherry tomatoes and then compare source(s) at the farmers market providing the same product as described within the written product specifications.

QUESTIONS CONTINUED

- Contract be awarded to a farmer who did not respond to the solicitation?
  - No, even if their costs are lowest.
- Can an SFA use market reports to obtain quotes in an informal procurement?
  - No. While market reports may be used as a guide to determine if a bidder is selling their agriculture product at a fair price, these reports do not assure a quoted price or volume from a particular bidder and, therefore, may not be used as a method for satisfying the informal procurement requirements.

QUESTIONS CONTINUED

- May a State mandate or otherwise require that a SFA use the geographic preference procurement option?
  - No. Any SFAs participating in the Federal CNPs (Child Nutrition Programs) has the option to apply a geographic preference when procuring unprocessed, locally grown or raised agricultural products. States may not prohibit use of the geographic preference procurement option.
  - SFAs responsible for the procurement have the discretion to determine whether and how a geographic preference meets its needs. This is also further outlined in the final rule, Geographic Preference Option for the Procurement of Unprocessed Agricultural Products in Child Nutrition Programs (http://www.fns.usda.gov/cnd/Governance/regulations/2011-04-22.pdf).

FINALLY, ASK QUESTIONS

- State Agency
- Legal Representatives
- Food Service Personnel
- Business Officials

Farm to School Journey- A Nutrition Service Director's Perspective

Learning Objectives

- Gain understanding of what Farm-to-School (FTS) is
- Explain 2-3 benefits of purchasing local foods
- Identify barriers/perceived barriers to purchasing local foods
- Gain understanding of Geographic Preference
- Gain understanding of how to start a FTS program
- Insight on Important Partnerships
- Colorado FTS Taskforce Work/D6 Initiatives

What is Farm to School?

An effort to purchase and serve locally procured foods in K-12.

- Direct purchase from Farm to School
- Farm to Processor/Distributor to School
- School Gardens, Special Promotions
- Farm tours, composting, recycling
- Nutrition Education
- What is Local?

Why Farm to School Matters –

Local Foods are More Nutritious

Research on local produce demonstrates higher nutritional content in fresh-picked & consumed foods.

- On the whole, locally grown produce is more nutritious than fresh produce shipped a thousand miles or canned food.
- Schools that source locally with small & medium size farms have the opportunity to work directly with the farmer

Why Farm to School Matters –

Children Learn to Eat Better

Research on Farm to School demonstrates children's diets improve both at school and outside of school.

- Children in schools with extensive Farm to School programs increase their intake of fruits & vegetables more than children who have only fresh food offered in their cafeteria.
- Successful FTS programming includes
  - the locally sourced food offered in the cafeteria is identified as local;
  - educational materials are connected to the region & identify local farms;
  - field trips are taken to the farms providing produce in the school
  - the farmers visit students in the classroom
  - school gardens are tended by students and the produce is harvested by students and used in the cafeteria

Why Farm to School Matters –

Economic Development

- Robust local & regional food systems create stable jobs & tax bases for struggling rural and frontier communities.
- Developing local food systems to bolster the local economy is a strategy identified by rural and frontier counties, many of which currently meet the definition of a food desert.
- Farm to School in these counties addresses both struggling economies and access to healthy foods.

From the School's Perspective–

Barriers to FTS Purchasing

- *I can't buy local*
- Increased Administrative Burden
- Finding adequate supply of local products
- Food Safety Concerns
- Infrastructure & Equipment
- Staff skill set
- Increased Price

From the Producer's Perspective–

Barriers to FTS Purchasing

- *I can't sell directly to schools.*
- Finding Buyers
- Distribution/Infrastructure
- Volume of purchase desired
- Navigating bid process
- Price points/Payment process

Geographic Preference

Local Food can cost more, but there is help…

Q: What is geographic preference?

A: The 2008 Farm Bill directed the Secretary of Agriculture to encourage institutions operating Child Nutrition Programs to purchase ***unprocessed locally grown and locally raised agricultural products***. Simply put, the geographic preference helps schools purchase locally grown foods.

"Unprocessed Foods?"

Agricultural products must maintain their "inherent character." (USDA)

Specifically, this includes: ground beef and other ground products that do not contain additives or preservatives; frozen vegetables, and portion sized or single-serving bags, such as apples or carrots.

"Unprocessed" allows for some minimal processing of food, such as freezing, grinding, chopping or bagging.

Many Entrances into FTS

Nutrition Services
Parents
Students
Teachers
Community Group
Growers/Producers
Colorado Proud Day
School Gardens
Harvest of Month
Fresh Fruit/Veg Program
Salad Bars
Curriculum/Clubs

FTS Statewide

- *FTS began in Colorado roughly 7 years ago*
- *FTS Taskforce established December 2010.*
- *Dramatic increase in school districts participating in some form of FTS efforts.*
- *Purchases of local produce and meats*

Important Partnerships

- Industry Peers
- Farm to School Websites
- State and Local Health Department
- Growers and Local Food Associations
- Nutrition & Wellness Organizations
- National Farm to School Network
- Food Banks
- Cooperative Extension

Colorado FTS Taskforce

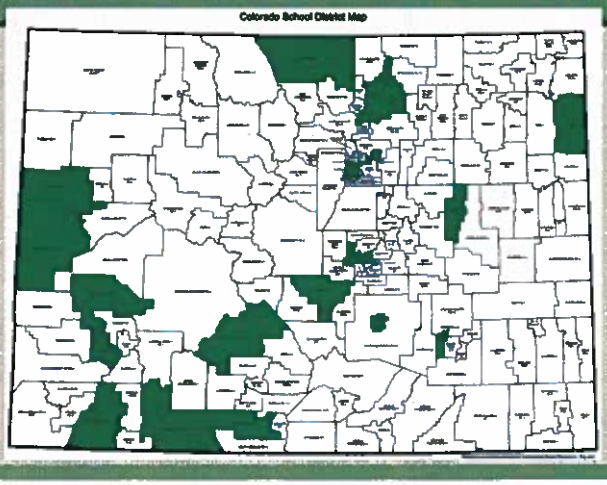
2010 - Senate Bill 81
"Farm-to School Healthy Kids Act"

- *Increasing the use of local farm and ranch products in school food service programs to improve child nutrition*
- *Strengthen local and regional agricultural economies*

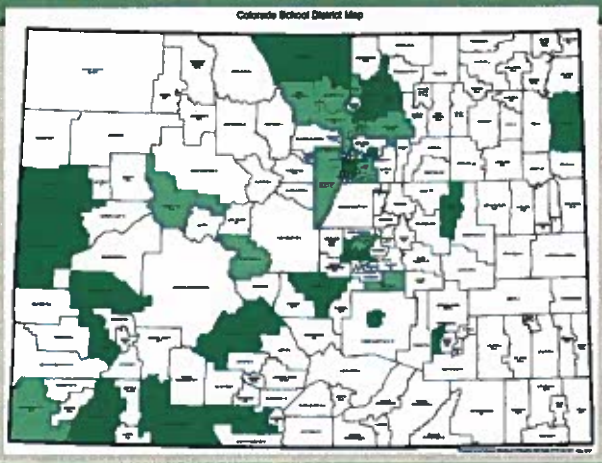
Specifically....

- Creating or expanding farm-to-school program pilots;
- Offering assistance in identifying funding sources and grants;
- Identifying, designing, or making available training programs to enable local farmers and ranchers;
- Advising school districts
- Providing assistance to schools on recipes, menu rotation, proper handling, preparing, storing, and other internal processes that accommodate the use of locally grown foods in public schools.

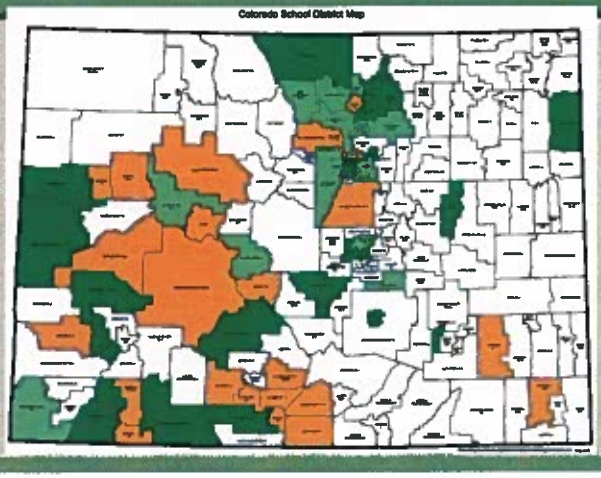
FTS Efforts 2010 or Earlier



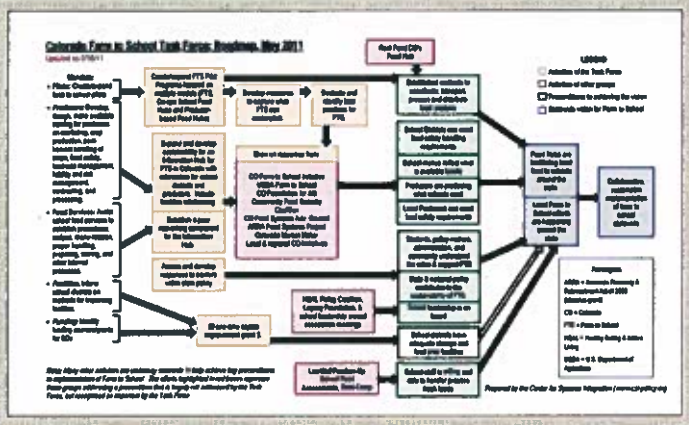
FTS Efforts 2011



Current FTS Efforts



Farm to School Road Map



Greeley-Evans Weld County School District 6

- K-12 Public School District
  - (13th Largest in CO)
- 20,000 Students/60% F&R
  - 58% Hispanic; Growing Refugee population
- 10,500 Lunches/4,200 Breakfasts
- 150 Staff; 31 Kitchens; Annual Budget $7.6M
- NSB, NSLP, ASSP, FFVP, Head Start, Catering, Contract Sites

WCSD6 Journey

- SY09- First local crop purchased.
  - Began with one crop from a single farm to purchasing over 30 crops from five local farms
- SY11- Collaborative bid process with the Northern Colorado Coop begins. (10 Districts bid together for FTS)
- January 2011 "School Food Renaissance" school meal improvement program begins.

WCSD6 Journey

- May 2011- End school year with <20% entrees being prepared from scratch.
- June 2011- Central Production Kitchen remodel begins.
- SY12-Salad bars implemented at all sites. 75% of entrees prepared from scratch.
- June 2012 Phase 1 of Food Hub begins.

Food Hubs in Colorado – a model

USDA Definition of a Food Hub:

"centrally located facility with a business management structure facilitating the aggregation, storage, processing, distribution, and/or marketing of locally/regionally produced food products"

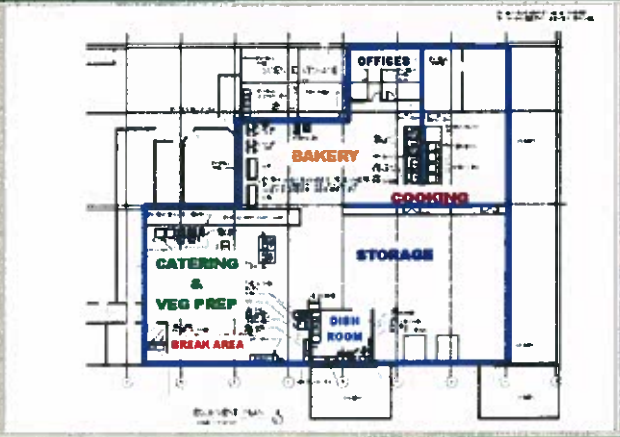
- Four proposed models
  - School-based hub (D6)
  - Producer-based hub
  - Community-based hub (Ft. Lyon)
  - Corporate-based hub

School Based Food Hub Project Weld County Phase 1

Phase 1 Project Scope:

- Remodel existing facility allowing for an expanded central scratch cooking production as well as self-processing of farm fresh produce items.
  - Purchase from local farms and provide a central delivery destination.
  - Ability to process products for immediate in-season use as well as process products for extended use.
  - Self distribute within District.

Greeley-Evans Weld 6 Central Kitchen Facilities



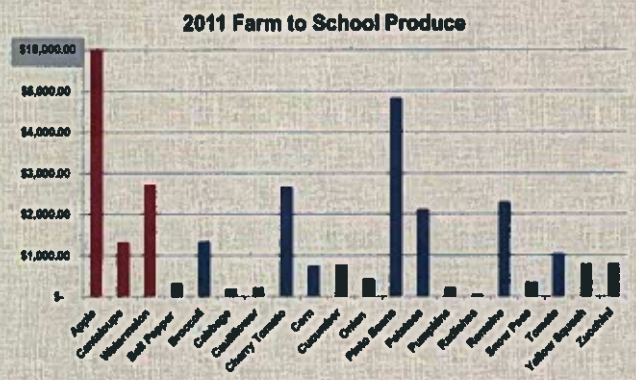
Pictures of Change-

Production Kitchen

Pictures of Change- Production Kitchen

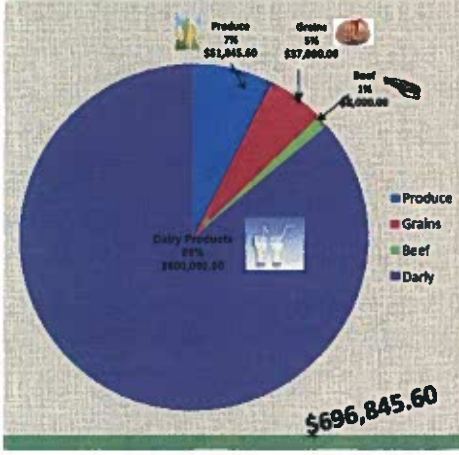
Greeley-Evans D6 Produce Purchasing History

Farm Products Purchased



District 6 Local Purchases

District 6 Local Purchases



Anticipated Purchases 2012-2013 SY

22% of all food purchases from local sources!

The Burrito Story…

Before: 35+ ingredients
532 MG of Sodium

After:
12 ingredients
406mg NA

The future holds….

- Reaching out to additional districts
- Reaching out to institutions
- Being the conduit to local foods in Northern Colorado

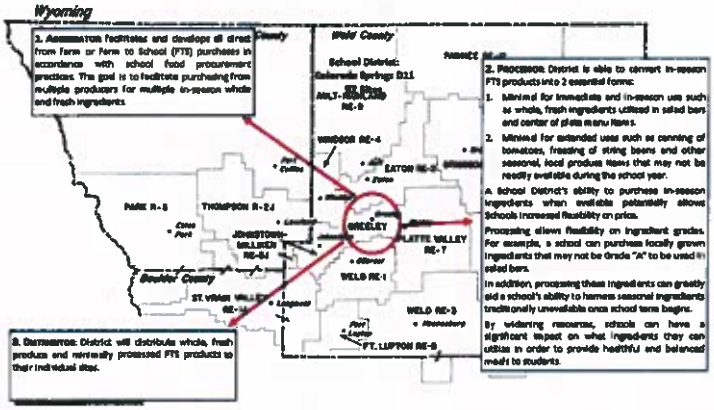
School District Based Food Hub: PHASE 1
Greeley Evans Weld 6
Jeremy West, Nutrition Director

Phase 1 Project Scope: Weld 6 recently underwent a revitalization of their Central Kitchen Facility allowing for an expanded central scratch cooking production as well as self-processing of farm fresh produce items.

Phase 1 Population Served: 15,000 meals served daily

Phase 1 Roll-Out: October 2011

NORTH CENTRAL REGION



2. Processor: District is able to convert in-season FTS products into 2 essential forms:

1. Minimal for immediate and in-season use such as whole, fresh ingredients utilized in salad bars and center of plate menu items.
2. Minimal for extended uses such as canning of tomatoes, freezing of string beans and other seasonal, local produce items that may not be readily available during the school year.

A School District's ability to purchase in-season ingredients when available potentially allows schools increased flexibility on price.

Processing allows flexibility on ingredient grades. For example, a school can purchase locally grown ingredients that may not be Grade "A" to be used in salad bars.

In addition, processing these ingredients can greatly aid a school's ability to harness seasonal ingredients traditionally unavailable once school term begins.

By widening resources, schools can have a significant impact on what ingredients they can utilize in order to provide healthful and balanced meals to students.

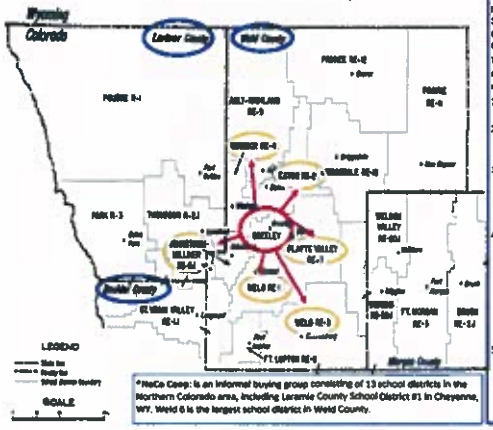
3. Distributor: District will distribute whole, fresh produce and minimally processed FTS products to their individual sites.

School District Based Food Hub: PHASE 2
Greeley Evans Weld 6
Jeremy West, Nutrition Director

Phase 2 Project Scope: Expansion beyond Weld 6 District sites to servicing other School Districts within Weld County as well as participating NoCo Coop* Members that consist of 12 other School Districts, including one in Wyoming.

Phase 2 Population Served: 72,654 meals served daily

NORTH CENTRAL REGION



*NoCo Coop: is an informal buying group consisting of 13 school districts in the Northern Colorado area, including Laramie County School District #1 in Cheyenne, WY. Weld 6 is the largest school district in Weld County.

Weld 6 Food Hub: aggregates, processes and distributes fresh fruit and vegetables via FTS purchasing programs for participating NoCo Coop School Districts, potentially 12 other neighboring school districts within Weld, Larimer and Boulder Counties with an active interest in FTS purchasing.

The expansion of Weld 6 Food Hub Phase 2 allows multiple and much smaller school districts to engage local producers by:

1. buying collectively can provide competitive pricing with higher usage figures.
2. Schools with limited infrastructure can receive ingredients in usable forms that match their food service needs.
3. Increases access to fresh fruits and vegetables to underserved population by creating access points for other school districts who may be limited in resources and facilities to receive whole, fresh produce.
4. Increases access to more locally grown fresh fruit and vegetables by making meaningful connections to local producers. This can create mutually beneficial relationships between schools and local producers where schools can receive the freshest and most nutritiously impactful ingredients while local farms can diversify their business, allowing fairness in the marketplace for small to mid-sized farms.
5. Creates system change by empowering school districts with self-sufficient infrastructure capabilities, diversifying resources thereby increasing ingredient choices in order to create the most nutritious, balanced and healthful meals for students.

Top 10 Tips for Successful FTS Implementation

1. Know what's "local" for your area
2. Start Small
3. Visit the Farm
4. Train Staff
5. Avoid excess administrative work
6. Develop a plan/Menu Generically
7. Market the Program
8. Collect Data
9. Look for "Opportunity Buys"
10. Consider full year crops.

Thank You!

Jeremy West, CDM/SNS

Nutrition Service Director,
Weld County School District 6

Chairman of Colorado FTS Taskforce

jwest@greeleyschools.org

www.greeleyschools.org/nutrition

Consumer Health Services

A division of the Wyoming Department of Agriculture

Consumer Health Services

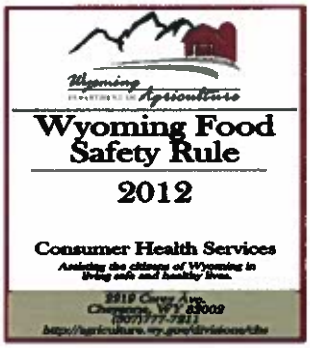
- The CHS staff is comprised of:
  - 20 field staff
  - Two supervisors
  - One HACCP Coordinator
  - One assistant manager
  - One program manager and
  - One support staff position

The staff have degrees in Animal Science, Food Science and Environmental Health.

Consumer Health Services

- The Consumer Health Services Section of the Wyoming Department of Agriculture is charged with overseeing the safety of the state's food supply. (W.S. 35-7-109-127)

December 10, 2012



Consumer Health Services

- The section also has some Environmental Health duties such as swimming pool inspections, assisting with drinking water safety, and assisting communities with nuisance complaints.
- CHS inspectors are also encouraged to be members of the LEPC in their communities.

Consumer Health Services

- CHS conducts food safety education and inspectional activities in all areas of the state not covered by local health departments.
- There are six local health departments in Wyoming (the counties of Laramie, Natrona, Teton, Sweetwater, and Sublette, and the city of Laramie).

Consumer Health Services

- CHS maintains an "at least equal to" status with USDA/FSIS and conducts all meat slaughter and processing inspections, even where local health departments exist. (FMIA, PPIA, 9 CFR 300 to End)

Consumer Health Services

- CHS also maintains a state-wide dairy program and participates in enforcing the Pasteurized Milk Ordinance as a signatory to the Interstate Milk Shippers Conference. (DHHS PMO)

CHS promotes public health & safety by conducting Hazard Analysis based inspections in the following establishments:

- **Bed & Breakfast establishments**
- **Child care facilities**
- **Meat plants**
- **Restaurants**
- **Swimming pools & spas**
- **Schools & Institutions**
- **Dairies**
- **Grocery & convenience stores**
- **Temporary food stands**
- **Mobile food establishments**
- **Food processing establishments**
- **Farmers' Markets**

Consumer Health Services

- Consumer Health Specialists conduct inspections that focus on understanding how people prepare and handle food and how the flow of food intersects with the cycles of food borne illness.

Consumer Health Services

- Our inspectors work with owners and managers in a consultative way to help them make safer foods.
- In order to influence behavior and assure the greatest compliance/safety in any establishment, an inspector must understand the operation and set out specific goals to strengthen each system.

Consumer Health Services

Food Safety...
Delivered Through Partnerships

Partnerships are key to food safety & public health programs today...

Consumer Health Services

Education Partners

- CHS partners with the Wyoming Food Safety Coalition comprised of individuals working for a variety of agencies and organizations dedicated to food safety in Wyoming.

  The WFSC members provide educational training for industry, food workers and consumers.

  In FY 11, WFSC members reached over 1304 Food Handlers trained in food safety.

Consumer Health Services

- CHS has also reached a solid cooperative partnership with the state health department in the investigation of food borne illness. The state epidemiologist, the manager of CHS and other public health officials meet every week to discuss infectious disease reports & public health issues.

- The public health nurses and CHS inspectors work together to conduct the investigations. It is a true team effort and communication is complete and positive.

Consumer Health Services

- CHS has established a solid Partnership with the Wyoming Department of Environmental Quality, U.S. Environmental Protection Agency, Wyoming Department of Health, State Engineers Office and local health departments through the creation of the Water/Wastewater Task Force.

- The Task Force meets semi-annually to discuss water/wastewater issues in Wyoming in an effort to prevent water borne illness outbreaks.

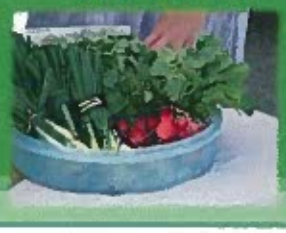
CATEGORIES OF FOOD PRODUCTS

- *RAW AGRICULTURAL PRODUCERS*
- *PROCESSED FOODS*
  - *COMMERCIAL PROCESSORS*
  - *HOME PROCESSED*
  - *MEAT AND POULTRY*
  - *DAIRY PRODUCTS*

RAW AGRICULTURAL PRODUCER

PRODUCER MUST BE THE GROWER

PRODUCT UNCUT RAW FRUITS AND VEGETABLES OR GRAINS IN THEIR NATURAL STATE



Good Agricultural Practices - Produce

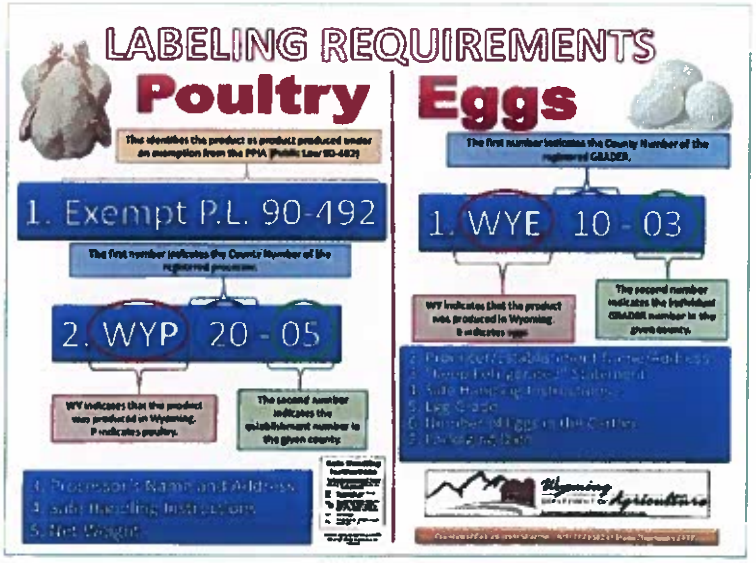
- Good agricultural practices are soon to be required by the new Food Modernization Act (FSMA) open comment for the new rule is until May 16, 2013.
- Organic Certification is not a guarantee of food safety it only certifies that certain processes and practices were followed.
- Purchase specifications does the grower – farmer have a Hazard Analysis & Risk – Based Preventive Control (HARPC) Plan

HARPC Plan

- Small home gardens will be exempt from the FSMA rule
- But food service operations still need to assure product received is not adulterated
- Standards that growers should follow: soil amendments, hygiene, packaging, temperature controls, animals in growing area, water, transportation vehicles
- If the agricultural producer does any processing other than the raw natural product they must be under inspection and licensed by Wyoming Dept. of Agriculture

Eggs

- *Label the carton "Ungraded eggs"*
- *Include name and address of exempt producer and*
- *Packing date and the statement "Keep Refrigerated" if not already on the carton.*
- *Cartons maybe reused only if they are clean and in good condition.*
- *Cartons with the USDA Grade shield shall not be used.*
- *All wording and dates on reused cartons shall be completely marked out.*
- *Eggs must be held at 45°F at all times by the exempt producer.*
- *These eggs can only be sold to the final consumer they cannot be sold to or used in a licensed establishment.*



Poultry Products

- *Poultry products must be from an inspected source*
- *Poultry producers that qualify for the less than 1000 bird exemption are required to meet requirements of USDA and Wyoming Poultry exemption regulations*
- *An approved facility and inspection is required by WDA*
- *All products must be properly labeled and can only be sold within Wyoming*
- *These products can be sold to the final consumer as well as licensed establishments in Wyoming*

Commercial Processors

- *Meet all the requirements of the Wyoming Food Safety Rule including labeling and be licensed.*
- *If vendors are from another state, they must get a Wyoming food distributor license.*
- *Vendors may sell:*
  - *Jams / Jellies*
  - *Honey*
  - *Baked goods*
  - *Sauces / Dressings*
  - *Salsa / Relishes (shelf stable and not shelf stable)*
  - *Pasta*

Meat Products

- Meat products must be from an inspected source
- Meat from state inspected meat plants can only be sold within the state
- Meat from the meat plant can be sold to retail stores, to restaurants and to other food establishments, at farmers' markets, and other food stands, this includes meat burritos
- Packages of meat must bear the state inspection stamp for Wyoming.
- There are no federally inspected meat plants in Wyoming
- All states adjacent to Wyoming have federally inspected meat plants that will accept animals from Wyoming
- In order to sell meat across state lines, animals must be slaughtered and processed in a federally inspected meat plant and the packages of meat must bear the federal inspection stamp.

Dairy Products

- Dairy products can only be sold from an approved source
- The Wyoming Food Safety Rule, Chapter 3, Section 8 (g) states: Unpasteurized milk and products made from unpasteurized milk (except cheese qualifying under subsection (d)) may not be sold, delivered, served, or provided for human consumption
- This section states that it is illegal to sell raw milk and it is legal to provide raw milk through animal shares but only to those share holders and their family and non paying guests
- Dairy products from another state must come from a licensed and approved source
- The vendor must also have a Wyoming food distributor license.

Home Processed Foods

- Foods that are not potentially hazardous can be sold from the private home, farmers' markets, roadside stands, and at functions. Home processor are exempt from licensing or inspection.

"Not potentially hazardous food" means any food which does not require time or temperature control for safety to limit pathogenic microorganism growth or toxin formation. The natural pH or the final pH of the acidified food must be 4.6 or less.

These products are not allowed for sale to restaurants, retail stores, institutions, child care facilities or other food service establishments.

Consumer Health Services

307-777-7211

Real Food

Farm to School Opportunities for Wyoming Beef

Connecting Wyoming Farms, Ranches, and Processors with their Local School Marketplace

What is Farm to School?

- Broadly defined as a program that connects schools/institutions and local producers with the following objectives:
  - serving healthy meals in cafeterias
  - Improving nutrition
  - provide agriculture, health and nutrition education opportunities
  - support local and regional producers
  - fostering the knowledge of where food comes from and the people that grow food

Why Farm to School?

- The typical food item in the U.S. travels 1,500 to 2,400 miles from farm to plate.
- Open up new markets and increase revenues and customer base for local producers and processors:
  - Institutional buyers such as schools provide business opportunities that support local food businesses such as Farms, Ranches and Processors.
- Develop community support and awareness about local food systems.
- Connect with future consumer base: school students.

What is Local?

- It all depends on the interpretation....
  - Number of designated miles
  - State borders
  - Region
- Local food sourcing = supporting local economy

Wyoming Meat Plants

- 20 State inspected plants
  - Meat processed in a state inspected plant can be sold to WY institutions:
    - Schools
    - Hospitals
    - Universities
- 28 custom exempt plants
  - HRI exemption includes restrictions to sell to WY institutional buyers

Farm to School: Business Relationships 101

- School districts must follow regulatory procedures:
  - Formal and informal purchasing processes must allow competitive pricing
  - Offer high-volume purchasing
  - Price points are based on institutional budgets
- Learning curve for local farmers, ranchers, and processors:
  - Can yield contracts from a large volume purchaser
  - Volume needs may require pre-planning process to shore up raw resources.

Wyoming K-12 Schools

- Spend roughly $14 million dollars—expenditures for food and beverages served to students and adults through the school food service. This includes lunch, breakfast, milk, special functions, food service vending and a la carte items. (http://legislature.state.wy.us/LSO/Web/SchoolFinance/Documents/010511FoodServicelegislativeReport.pdf)
- 48 school districts
  - Serve approx. 26,280 breakfasts
  - Serve approx. 56,453 lunches

Farm to School Purchasing: Pre-Bid Process

- Pre-Bid communication between Processors and Districts can often increase a Processor's ability to:
  - Build strong personal relationships.
  - Identify resources to effectively connect to large volume purchasers such as a school district.
  - Share information to effectively communicate and educate each party's business role and set expectations and requirements to fulfill their role in local procurement.
  - Integrate "human dimension" and personal relationships into a new business model.

Geographic Preference (GP)

- The 2008 Farm Bill directed the Secretary of Agriculture to encourage institutions operating Child Nutrition Programs to purchase **unprocessed locally grown and locally raised agricultural products**. Simply put, the geographic preference helps districts purchase locally grown foods.
- Local farms, ranches and processors can receive preference in the bidding process when schools make food purchasing decisions.
  - A bid is generally awarded to a bidder who meets the specifications and lowest price, however a school buyer can utilize **a price equation**.
- Qualifying for geographic preference is determined based on how "local" is defined in the Bid.

Real Food Colorado Farm to Institution Workshops

- The Farm to Institution Workshops focus on providing tutorial and technical assistances to school districts and local producers including:
  - Connecting local producers and school districts
  - Food Safety
  - Pre-bid process
  - Value added resources and services
  - School food menu planning
  - Facilities assessments: warehouses and individual site and central kitchens

Wyoming Farm to Plate Advocate Workshop

Presented by
Wyoming Department of Agriculture
Wyoming Farm to Plate Task Force
Real Food Colorado

AGENDA

- Introduction to Wyoming Farm to Plate Advocate Workshop
- Resource Discussion
- LUNCH
- Listening Session
- Closing

Wyoming Farm to Plate Advocate Workshop

- Task Force
- Successes
- Resources
- Next Steps

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Farm to Plate

- Broadly defined as a program that connects schools, institutions, stores, restaurants and local producers with the following objectives:
  - Serving healthy meals in cafeterias
  - Improving student nutrition
  - Provide agriculture, health and nutrition education opportunities
  - Support local and regional producers
  - Fostering knowledge of where food comes from and who grows it

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Wyoming Farm to Plate

- Provide a consistent and unified foundation for Wyoming Farm to Plate Stakeholders including:
  - Producers
  - Consumers
  - Retailers
  - Schools
  - Additional

Goals

- Increase statewide support for Wyoming Farm to Plate
- Improve communications between local Wyoming Farm to Plate Stakeholders
- Promote LOCAL, QUALITY, and NUTRITIOUS foods
- Support local producers and rural economics

Task Force

- A multi-agency collaborative focused on promoting local, quality and nutritious foods by supporting local producers and rural economies.
- Task Force includes:
  - Wyoming Department of Agriculture
  - Wyoming Department of Education
  - Wyoming Business Council
  - University of Wyoming Cooperative Extension
  - Wyoming Agriculture in the Classroom
  - Local Producers

Successes

- Farm to Plate Website:
  - http://edu.wyoming.gov/Programs/nutrition/Farm_to_School.aspx
- Farm to Plate Facebook page:
  - https://www.facebook.com/WyomingFarmToPlate?refhl Statewide Farm to School Workshop/Webinar
- Success Stories
- Developed Resources

Resources

- Farm to Plate Talking Points:
  - For Schools
  - For Producers
- Farm to Plate Facebook page
- Food Service Director Contact Information
- Statewide Farm to School Workshop/Webinar Recording:
  - http://www.anymeeting.com/FarmtoschoolWork/E051078A8964F
  - http://www.youtube.com/watch?v=eGMAkL_Zvko
- National Farm to School Newsletter
- Email Listserv

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Next Steps

- Farm to Plate Webinars:
  - Bid Process http://www.youtube.com/watch?v=eGMAkL_Zvko
  - Distribution
  - Marketing
- Success Story publication
- Partnership with Wyoming Farmers Marketing Association
- Partnership with Wyoming Buy Fresh Buy Local program
- Possible education funding through grant resources
- Additional resources and trainings as requested

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Expectations of Community Advocate

- Stakeholder Session
- Listening and Learning
- How It Works
- Many Entrances to FTP
- Tips for Successful Implementation
- Tips for Programming

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Becoming a Farm to Plate Advocate

- Outreach
- Education
- Develop network of partners

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Stakeholder Session

- Designed to proactively engage local and/or regional community stakeholders in an effort to share information on two primary levels:
  - Current landscape of local and/or regional food and farm to school (FTS) and Farm to Plate (FTP) efforts occurring in the community
  - Best practices and other efforts occurring throughout the State
- Primary goal is to inform, excite and engage

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Listening and Learning

- Small round table discussions where each group identifies critical areas:
  - Identify local food and FTS and FTP barriers
  - Local community's immediate next steps
  - Long term goals for community's local food and FTS and FTP efforts
  - Resources needed
- Large group discussion to share and articulate what the community stakeholders' have identified through smaller working groups:
  - Those items can be mapped into a "work plan" designed by participating stakeholders based on community criteria such as need, value, impact, and other factors.

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How It Works

- **Research and Assess:** identify the products you want to market and decide what schools/institutions or restaurants you want to market to. How much and how often will you be able to supply?
- **Organize and Plan:** coordination is key in ensuring success. Communicate with the food service director or manager. Know your product and find out how much, the market needs and in what form.
- **One Step at a Time:** begin small and grow your program according to your supply. Don't over estimate your supply and be sure to have constant communication and contingency plans for natural disasters, extra product, etc.

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Many Entrances to FTP

Growers/Producers
Community Group
Teachers
Students
Parents
Nutrition Services
Salad Bars
Curriculum/Clubs
Wellness Policy
Fresh Fruit/Veg Program
Harvest of Month
School Gardens
Local Food Day

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Tips for Successful Implementation

- Start small
- Begin with what you know
- Identify resources
- Identify partners

Tips for Programming

- Feature local foods in lunch, breakfast or snacks (eggs, meat, veggies)
- Extra garden produce can be used to supplement other items on salad bars
- Plan nutrition education activities, such as Cut/Harvest of the Month, featuring local foods
- Connect instructional school activities to field trips or in class presentations
- Use local foods as a healthy school fundraiser or featured at a special event
- Organize agriculture education opportunities such as producer tours or presentations

Resource Discussion

- Procurement: Farm to Institution
- School/Community Garden/Farms
- Food Safety

Lunch

Listening Session

Food for Thought...

School:

- What kind of commodities are available for your district and area?
- Do you have adequate infrastructure support?

Listening Session

Food for Thought...

Community:

- What resources are available locally (organizations, individuals, existing programs)?

Listening Session

Food for Thought...

Food System:

- How can your local food system evolve?
- What resources—locally and statewide—are needed?

Closing

- Comments and Feedback

What is Farm to School?

- Broadly defined as a program that connects schools (K-12) and local farms with the following objectives:
  - serving healthy meals in school cafeterias
  - improving student nutrition
  - provide agriculture, health and nutrition education opportunities
  - support local and regional farmers
  - fostering the knowledge of where food comes from and who are the people that grow the food

Why Farm to School?

- One-third of U.S. children are obese and overweight.
- The typical food item in the U.S. travels 1,500 to 2,400 miles from farm to plate.
- With only 2.2 million farmers, the U.S. has more prisoners than farmers:
  - Vast majority of farms are owned and operated by individuals or families.
  - With about 40% of farmers aged 55 years and older, there is a concern that "graying" of farming has led to concerns about the long-term health of family farms as an American institution.

Farm to School Benefits

- Identified by Center for Disease Control (CDC) as "an effective mechanism to improve the quality of school meals and enhance effectiveness of nutrition education..."
  - Choice of healthier options in the cafeteria through FTS meals results in consumption of more fruits and vegetables with an average increase of 0.99 to 1.3 servings per day, including at home.
  - Districts report a 3 to 16 percent increase in school meal participation when farm-fresh food is served in FTS programs.
- Open up new markets and increase revenues and customer base for farmers.
- Develop community support and awareness about local food systems.

How to Start a FTS Program in your school

- Research and Assess: identify who your local producers are and what products are best suited for your school food program. Begin with a product that is easy to process and are popular among kids.
- Organize and Plan: coordination is key in ensuring that your FTS program is successful which can often be conducted through a **Farm to School or pre-bid conference**. Community support through parents, school board or local organizations can be key in establishing a FTS program in your district.
- One Step at a Time: begin small and grow your program according to your district's school food program.

Step 1: Research and Assess

- How do you define Local?
- Who are your Local Producers and what products do they grow or raise and when are they available?
- Which part of your school food program can the FTS product be featured?
- Can your school food program, kitchen facilities, and food service professionals handle local food products?
- Can you collaborate with other school districts in a FTS program?

Step 2: Organize

- Identify which procurement method you need to follow based on your individual district requirements:
  - Is this FTS purchase below your minimal threshold?
    - If yes, are you able to receive price quotes from multiple vendors (at least 3)?
  - Do you need to release a Bid?
    - If yes, identify appropriate Bid release date so to maximize responses from local producers. This may require understanding your local agriculture production schedule.
    - Utilize Geographic Preference in Bid process.
- Identify your usage per FTS product.
- Identify delivery requirements.
- Identify all other requirements such as food safety measurements, general liability insurance, etc.

Step 2: Organize

- Wyoming (WY) school districts face barriers on variety of local products:
  - Limited on produce items, may need to think outside of "local" and expand to "regional": Rocky Mountain region versus Wyoming locally grown.
  - Wyoming beef is far more accessible. School districts are allowed to purchase meat processed by State-inspected plants
    - Limited amounts of meat can be purchased from custom processing facilities with a retail front.
- For WY school districts who do not utilize raw beef, pre-cooked products are required.

Step 2: Farm to School* Workshops

*This is a preliminary step to establish key components between Producers and School Districts. If utilizing a formal procurement method, this may be referred to as a Pre-Bid Conference.

- A Farm to School conference can be effective in:
  - Gathering multiple local producers and processors who can respond to your Bid.
  - Opportunity to REVIEW the Bid including how the Geographic Preference may be applied.
  - Share all your IDENTIFIED information to set expectations such as your:
    - Desired Products
    - Delivery Requirements
    - Food Safety Concerns and Requirements
    - General Liability Insurance
  - Opportunity for multiple school districts to collaborate in a cooperative buying program.
  - Opportunity for Producers to share with School Districts their practices as well as what they offer.

Step 2: Benefits of A Pre-Bid Process

- Pre-Bid communication between Producers and Districts can often increase a District's ability to:
  - Build strong personal relationships.
  - Expand resources to effectively connect local Producers to large volume Purchaser, such as a school district.
  - Share information to effectively communicate and educate each party's business role and set expectations and requirements to fulfill their role in local procurement.
  - Integrate "human dimension" and personal relationships into a new business model.

Step 2: Geographic Preference

- The 2008 Farm Bill directed the Secretary of Agriculture to encourage institutions operating Child Nutrition Programs* to purchase unprocessed locally grown and locally raised agricultural products. Simply put, the geographic preference helps districts purchase locally grown foods.
  - *Programs include: the National School Lunch Program, the School Breakfast Program, the Fresh Fruit & Vegetable Program, the Special Milk Program, the Child and Adult Care Food Program, and the Summer Food Service Program, and the Department of Defense Fresh Program.
- On February 1, 2011, the USDA released guidance on how school food directors could apply "geographic preference" to purchase locally grown foods.
- In April 2011, the Department of Agriculture Food and Nutrition Service promulgated a final rule governing the application of the geographic preference option in school food procurement.

Step 2: Geographic Preference

- An example of how to apply Geographic Preference in an Invitation to Bid (IFB):
  - A School Food Authority (SFA) must clearly indicate in the IFB that it will give a certain number of "preference points" to local products, e.g., SFA will give 10 preference points to bidders who provide locally raised and grown agricultural products.
  - 1 point would equal 1 cent; in other words, 10 points would translate into 10 cents.

Step 2: Geographic Preference

	Bidder 1	Bidder 2	Bidder 3
Price	$1.97	$2.04	$2.00
Meets geographic preference	NO	YES = 10 points (cents)	NO
Price w/ preference points	$1.97	$1.94*	$2.00

Bidder 2 wins the bid.

* **Note**: Deducting ten cents from the prices of responsive bidders that met the geographic preference **only** applies to determining the winning bidder and **would not affect the actual price paid to a bidder**.

Step 2: Procurement Methods

	Informal	Formal
Fundamental principle "Threshold"	Allows for free and open competition. (Q1, Q5, Q10) Under $100,000 or lower if set by local school district. Splitting purchases to fall below the small purchase threshold is not allowed. (Q6, Q9)	Allows for free and open competition. (Q1, Q7) Over $100,000 or over minimum set by local school district. (Q9)
Method of solicitation	SFA can approach potential contractors. (Q9)	SFA must use a sealed bidding process (IFB) or a competitive negotiation process (RFP). This entails public notice of the solicitation. (October 2009 Q&A)
How to incorporate geographic preference	So long as the SFA contacts at least three sources, it can focus only on those eligible, able, and willing to provide the locally grown food. (Q9)	Options include: • Using specs that have the likely effect of attracting contractors who grow or raise food locally. (Q3) • Using geographic preference points or percentages in the scoring criteria. (Q3) • Focusing on the locale in which the school is situated as a criteria of the solicitation. (October 2009 Q&A)
What the geographic preference applies to	The unprocessed locally grown product, not the primary business location of the bidder. (Q4)	The unprocessed locally grown product, not the primary business location of the bidder. (Q4)
Line between "preference" and "requirement"	[The USDA does not refer to this with regard to informal bids, but presumably Q3 applies.]Full and open competition must still occur whether formal or informal.	Not OK to exclude all non-locally grown food in a solicitation because this is a requirement, not a preference. (Q3)

Step 2 Local Bid

- Local bids do not limit competition as long as you follow the procurement rules.
- Wyoming local beef bid
  - Food safety requirements are pre-determined USDA and State guidelines.
    - All Wyoming State-inspected plants are "equal to" USDA Federally-inspected plants.
  - Nutritional requirements of local beef must meet USDA guidelines.
- Northern Colorado Coop which includes Laramie 1 School District to secure "local" produce (identified as 150 miles from school district, which includes Colorado produce growers).

Step 2: Other FTS Options

- Ask for geographic and/or farm name labeling of products and identify what locally grown and raised products are available from other vendors:
  - Department of Defense (DoD)
  - Broadline distributors
  - School food management organizations

Step 3
FTS in your School District

- Feature local foods in lunch, breakfast or snacks.
- Offer a local food salad bar as part of the National School Lunch Program.
- Plan nutrition education activities, such as Harvest of the Month, featuring local foods.
- Connect instructional school gardens and garden-based learning activities to the curriculum.
- Use local foods as a healthy school fundraiser or featured at a special event.
- Organize agriculture education opportunities such as farm tours or farmers' presentations.

Real Food Colorado
Farm to Institution Workshops

- The Farm to Institution Workshop focuses on providing tutorial and technical assistances to school districts and local producers including:
  - Food Safety
  - Local bid process
  - Connecting local producers and school districts
  - Pre-bid conferences

Attachment 3

Surveys

Attachment 3

Surveys

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Wyoming Farmers Market Association: Farm to School Survey

1. Please tell us about yourself:

   - ☐ Fruit Producer
   - ☐ Vegetable Producer
   - ☐ Multi-product Producer

2. Please tell us what type of products you grow/raise:

   - ☐ Tree fruit
   - ☐ Other fruits (berries, melon, etc.)
   - ☐ Leafy greens and cool season crops
   - ☐ Tomatoes, peppers, beans and warm season crops
   - ☐ Potatoes, squash and storage crops
   - ☐ Grains and/or legumes
   - ☐ Diary and/or eggs
   - ☐ Meat, poultry, and/or fish
   - ☐ Other, please describe: _____

3. How many years have you been involved in your farm operation?

   - ☐ 5 years or less
   - ☐ 6 – 10 years
   - ☐ 11-19 years
   - ☐ Greater than 20 years

4. The size of my farm is roughly:

   - ☐ 0-5 acres
   - ☐ 6-50 acres
   - ☐ 51-250 acres
   - ☐ 251-999 acres
   - ☐ 1000-2000 acres
   - ☐ Over 2000 acres

5. Where is your operation located?

   - ☐ Albany
   - ☐ Big Horn
   - ☐ Campbell
   - ☐ Carbon
   - ☐ Converse
   - ☐ Crook
   - ☐ Fremont
   - ☐ Goshen
   - ☐ Hot Springs
   - ☐ Johnson
   - ☐ Laramie
   - ☐ Lincoln
   - ☐ Natrona
   - ☐ Niobrara
   - ☐ Park
   - ☐ Platte
   - ☐ Sheridan
   - ☐ Sublette
   - ☐ Sweetwater
   - ☐ Teton
   - ☐ Uinta
   - ☐ Washakie
   - ☐ Weston

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6. How would you describe your farm operations?

- ☐ Farmland
- ☐ Hoop House
- ☐ High Tunnel
- ☐ Greenhouse
- ☐ Community Garden
- ☐ Other: _____

7. Please tell us how you currently market your products. *(Check all that* apply)

- ☐ Farmers' Market
- ☐ Direct sales to restaurants, grocery stores, retail front, etc.
- ☐ To a distributor
- ☐ To a cooperative distribution site
- ☐ To a food coop
- ☐ Institutional sales such as universities, hospitals, school districts

8. How would you categorize your primary direct market?

- ☐ Within the State you operate
- ☐ Regional
- ☐ National
- ☐ Other: _____

9. Rate your level of understanding of Farm to School business opportunities?

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ None

10. Are you aware of local food procurement policies for institutions that pertain to your region?

- ☐ No

Yes, check all that apply:

- ☐ Individual School District
- ☐ School District
- ☐ City
- ☐ County
- ☐ State

11. Rate your level of interest in participating in a Farm to School program:

- ☐ Likely to participate in the 2012/13 school year
- ☐ Interested in participating but need more information
- ☐ Likely will not participate in the foreseeable future
- ☐ Already Participating (please note which school(s) or districts)

_____

_____

12. What do you see as the biggest barrier for your business entering the Farm to School arena?

- ☐ Limited knowledge of our institutional buyers
- ☐ Do not have relationships with school food service, staff
- ☐ Schools' product specifications are hard for us to meet (e.g., products of specific count size)
- ☐ Schools' volume needs are too large for my operation
- ☐ Schools cannot afford my products
- ☐ Could not provide the most competitive price

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13. How do you define Local:

☐ State specific ☐ Mile radius (i.e.: 400 mile radius) ☐ Regional

14. What technical assistance would you desire in order to participate in a WY Farm to School purchasing program? *(circle all that apply)*

☐ Info about what specific products schools want

☐ Opportunities to meet face-to-face with school food service staff

☐ Help marketing my product to schools

☐ How to navigate the school bid process.

☐ Food Safety measurements.

☐ Farm to School education and marketing.

☐ Peer to peer sessions

15. What type of Farm to School engagement would you participate in? (*circle all that apply*)

☐ General Conference with Workshop Sessions.

☐ Technical Workshops involving school procurement guidelines and accessing local Producers with field trips to a farm or school kitchen.

☐ Informal networking meeting of buyers and sellers in your region.

☐ Webinar (quarterly or so led by government partners and other technical experts).

☐ Webinar (quarterly or so highlighting different school/organizational efforts).

☐ Other (please describe):

_____

_____

16. Why are you interested in selling to schools and other institutions? *(Circle all that apply)*

☐ Educate children about the food system and where food comes from

☐ Increase access to more locally raised foods

☐ Other: _____

☐ New revenue source for my operations

☐ Build relationships within my community

17. Other comments:

_____

_____

_____

1. Please tell us about yourself:

	Response Percent	Response Count
Fruit Producer	0.0%	0
Vegetable Producer	16.7%	1
Multi-product Producer	**83.3%**	**5**
	answered question	**6**
	skipped question	**0**

2. Please tell us what type of products you grow/raise:

	Response Percent	Response Count
Tree fruit	16.7%	1
Other fruits (berries, melon, etc.)	33.3%	2
Leafy greens and cool season crops	**83.3%**	**5**
Tomatoes, peppers, beans and warm season crops	66.7%	4
Potatoes, squash and storage crops	50.0%	3
Grains and/or legumes	66.7%	4
Dairy and/or eggs	50.0%	3
Meat, poultry, and/or fish	**83.3%**	**5**
Other (please specify)	16.7%	1
	answered question	**6**
	skipped question	**0**

3. How many years have you been involved in your farm operation?

	Response Percent	Response Count
5 years or less	**40.0%**	**2**
6-10 years	0.0%	0
11-19 years	20.0%	1
Greater than 20 years	**40.0%**	**2**
	answered question	**5**
	skipped question	**1**

4. The size of my farm is roughly:

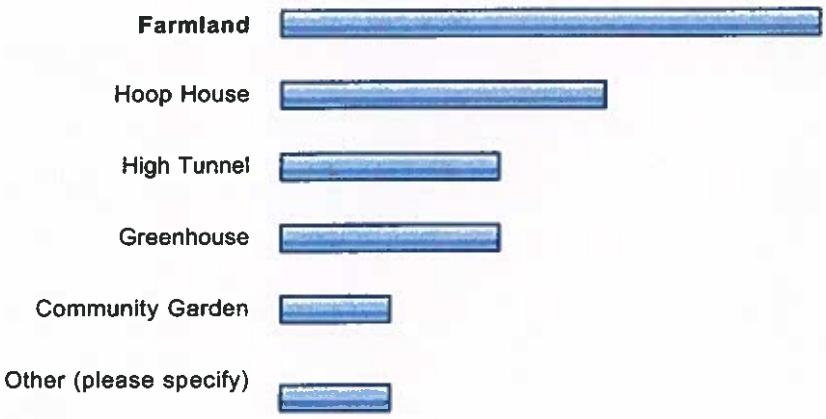
	Response Percent	Response Count
0-5 acres	20.0%	1
6-50 acres	20.0%	1
51-250 acres	20.0%	1
251-999 acres	20.0%	1
1000-2000 acres	0.0%	0
Over 2000 acres	20.0%	1
	answered question	5
	skipped question	1

5. Where is your operation located?

	Response Percent	Response Count
Albany	0.0%	0
Big Horn	16.7%	1
Campbell	0.0%	0
Carbon	0.0%	0
Converse	0.0%	0
Crook	0.0%	0
Fremont	**50.0%**	**3**
Goshen	0.0%	0
Hot Springs	16.7%	1
Johnson	0.0%	0
Laramie	0.0%	0
Lincoln	0.0%	0
Natrona	0.0%	0
Niobrara	0.0%	0
Park	16.7%	1
Platte	0.0%	0
Sheridan	0.0%	0
Sublette	0.0%	0
Sweetwater	0.0%	0
Teton	0.0%	0
Uinta	0.0%	0
Washakie	0.0%	0
Weston	0.0%	0

answered question	**6**
skipped question	**0**

6. How would you describe your farm operations?



	Response Percent	Response Count
Farmland	**83.3%**	**5**
Hoop House	50.0%	3
High Tunnel	33.3%	2
Greenhouse	33.3%	2
Community Garden	16.7%	1
Other (please specify)	16.7%	1
answered question		**6**
skipped question		**0**

7. Please tell us how you currently market your products. (Circle all that apply)

	Response Percent	Response Count
Farmers' Market	**100.0%**	**6**
Direct sales to restaurants, grocery stores, retail front, etc.	16.7%	1
To a distributor	0.0%	0
To a cooperative distribution site	0.0%	0
To a food coop	0.0%	0
Institutional sales such as universities, hospitals, school districts	0.0%	0
answered question		**6**
skipped question		**0**

8. How would you categorize your primary direct market?

	Response Percent	Response Count
Within the State you operate	**66.7%**	**4**
Regional	50.0%	3
National	0.0%	0
Other (please specify)	0.0%	0
answered question		**6**
skipped question		**0**

9. Rate your level of understanding of Farm to School business opportunities?

	Response Percent	Response Count
Excellent	0.0%	0
Good	50.0%	3
Fair	50.0%	3
None	0.0%	0
answered question		6
skipped question		0

10. Are you aware of local food procurement policies for institutions that pertain to your region?

	Response Percent	Response Count
No	66.7%	4
Yes, check all that apply:	0.0%	0
Individual School District	16.7%	1
School District	33.3%	2
City	16.7%	1
County	16.7%	1
State	0.0%	0
answered question		6
skipped question		0

11. Rate your level of interest in participating in a Farm to School program:

	Response Percent	Response Count
Likely to participate in the 2012/13 school year	50.0%	3
Interested in participating but need more information	**66.7%**	**4**
Likely will not participate in the foreseeable future	0.0%	0
Already Participating (please note which school(s) or districts)		0
answered question		**6**
skipped question		**0**

12. What do you see as the biggest barrier for your business entering the Farm to School arena?

	Response Percent	Response Count
Limited knowledge of our institutional buyers	50.0%	3
Do not have relationships with school food service, staff	33.3%	2
Schools' product specifications are hard for us to meet (e.g., products of specific count size)	16.7%	1
Schools' volume needs are too large for my operation	**83.3%**	**5**
Schools cannot afford my products	16.7%	1
Could not provide the most competitive price	16.7%	1
answered question		**6**
skipped question		**0**

13. How do you define Local:

	Response Percent	Response Count
State specific	16.7%	1
Mile radius (i.e.: 400 mile radius)	**50.0%**	**3**
Regional	**50.0%**	**3**
	answered question	**6**
	skipped question	**0**

14. What technical assistance would you desire in order to participate in a WY Farm to School purchasing program? (circle all that apply)

	Response Percent	Response Count
Info about what specific products schools want	50.0%	3
Opportunities to meet face-to-face with school food service staff	33.3%	2
Help marketing my product to schools	50.0%	3
How to navigate the school bid process.	**83.3%**	**5**
Food Safety measurements.	**83.3%**	**5**
Farm to School education and marketing.	50.0%	3
Peer to peer sessions	50.0%	3
	answered question	**6**
	skipped question	**0**

15. What type of Farm to School engagement would you participate in? (circle all that apply)

	Response Percent	Response Count
General Conference with Workshop Sessions.	40.0%	2
Technical Workshops involving school procurement guidelines and accessing local Producers with field trips to a farm or school kitchen.	40.0%	2
Informal networking meeting of buyers and sellers in your region.	**60.0%**	**3**
Webinar (quarterly or so led by government partners and other technical experts).	40.0%	2
Webinar (quarterly or so highlighting different school/organizational efforts).	20.0%	1
Other (please specify)		0
answered question		**5**
skipped question		**1**

16. Why are you interested in selling to schools and other institutions? (Circle all that apply)

	Response Percent	Response Count
Educate children about the food system and where food comes from	83.3%	5
Increase access to more locally raised foods	**100.0%**	**6**
New revenue source for my operations	66.7%	4
Build relationships within my community	83.3%	5
Other (please specify)		1
answered question		**6**
skipped question		**0**

17. Other comments:

	Response Count
	2
answered question	**2**
skipped question	**4**

Farm to School: WY Food Service Director Survey

1. Introduction

The Wyoming Department of Agriculture and Wyoming Department of Education are working cooperatively to enhance school meals with local meat and fresh produce. This effort compliments school Wellness Policies and also helps students to have an awareness of where their food comes from while creating a niche market for local producers. In addition to increasing consumption of local products in school meals, the two state departments will also be working to increase the number of school and community gardens in Wyoming. Education efforts will be accompanied by curriculum meeting Wyoming education standards and focusing on science, math and nutrition education.

2. About this survey

This survey was developed to gauge the interest of Wyoming School District Foodservice Directors in purchasing local or regionally raised meat and other agricultural products to serve in school meal programs. The survey also addresses the capability of existing food service facilities to handle fresh foods. Products include meats(beef, pork, lamb, etc.), fresh fruits and vegetables, eggs and other available agriculture commodities.

1. Have you or are you...

- ◯ heard of Farm to School?
- ◯ read about Farm to School?
- ◯ participated in a Farm to School program?
- ◯ interested in becoming involved with a Farm to School program?
- ◯ Other

Other (please specify)

3. Basic Information

1. Name

2. What is your role?

- ◯ Foodservice Director
- ◯ Foodservice Business Manager
- ◯ Cook
- ◯ Buyer
- ◯ Dietitian
- ◯ Kitchen Staff
- ◯ Other

Other (please specify)

3. School District

4. County

5. How many schools in your district?

- 1-3
- 4-6
- 7-10
- 11-14
- 15-20
- 21-25
- 26-30
- 31+

Other (please specify)

6. Does your district have a central kitchen and/or warehouse?

- Yes
- No

Other (please specify)

7. How is your food preparation currently handled? (If your district has more than 10 schools, please designate schools and facilities in the comment box.)

- On-site kitchen
- Satellite kitchen
- Centrally processed

Other (please specify)

8. How many students are served at...

Breakfast

Lunch

Snack

9. How many of the schools in your district have...

Site kitchens

Cold Storage

Freezer Storage

10. How often do you purchase:

	Weekly	Bi-weekly	Monthly	Bi-Monthly	Quarterly	Annually	Other
beef	○	○	○	○	○	○	○
pork	○	○	○	○	○	○	○
lamb	○	○	○	○	○	○	○
chicken	○	○	○	○	○	○	○
dry legumes	○	○	○	○	○	○	○
potatoes	○	○	○	○	○	○	○
eggs	○	○	○	○	○	○	○
fresh fruits	○	○	○	○	○	○	○
fresh vegetables	○	○	○	○	○	○	○
staples	○	○	○	○	○	○	○

Other (please specify)

4. Program and Facility Questions

1. Does your kitchen or facility have the capacity to handle and cook fresh meat? (Handling may including thawing and cooking, forming patties or meatball, freezing and storing, etc.)

	Yes	No
Kitchen Facilities	○	○
Staffing	○	○
Storage/Refrigeration	○	○

Comments

2. Does your kitchen or facility currently have the ability to minimally process fresh fruits and vegetables? (Minimal processing may include cleaning, cutting, etc.)

	Yes	No
Kichen Facilities	○	○
Staffing	○	○
Storage/Refrigeration	○	○

Other (please specify)

3. Is your staff capable of...

	Well trained	Somewhat	Not at all
preparing fresh produce	◯	◯	◯
preparing foods from scratch	◯	◯	◯

Comments

5. Outside Purchasing

The following questions ask information about your current purchasing methods and vendors.

1. Do you use a vendor, multiple vendors or a management company to purchase a majority of your goods?

- ☐ Prime Vendor
- ☐ Multiple Vendors
- ☐ Management Company
- ☐ Other

Other (please specify)

2. Which prime vendors or management companies do you use? Please list all who are used.

3. Are you required to purchase a certain percentage from your vendors or management company?

- ◯ Yes
- ◯ No

If yes, please list.

4. Do you require your vendors to have liability insurance?

- ◯ Yes
- ◯ No

If yes, how much?

5. Does your vendor or management company offer locally grown produce in season?

- ◯ Yes
- ◯ No
- ◯ Don't know

If yes, please list vendor and available produce.

6. Have you specifically requested locally grown food from a vendor, management company or local producer?

	Yes	No
Vendor	◯	◯
Management Company	◯	◯
Local Producer	◯	◯

If yes, please specify.

7. What locally grown or fresh foods have you requested from your vendor, management company or producer?

	Vendor	Management Company	Producer
Greens	☐	☐	☐
Potatoes	☐	☐	☐
Fruits	☐	☐	☐
Berries	☐	☐	☐
Beef	☐	☐	☐
Pork	☐	☐	☐
Lamb	☐	☐	☐
Chicken	☐	☐	☐
Eggs	☐	☐	☐
Cheese	☐	☐	☐
Dry Beans	☐	☐	☐
Wheat Flour	☐	☐	☐
Honey	☐	☐	☐
None	☐	☐	☐

Other (please specify)

6. Benefits/Concerns

This section gathers information as to benefits or concerns you may have with purching or using local foods.

1. What benefits might be seen by purchasing locally grown meat and other foods through a Farm to School program?

- ☐ Increase student consumption/awareness of food source
- ☐ Higher quality/fresher product
- ☐ Increased involvement from students, parents, school administrators and teachers
- ☐ Support local economy
- ☐ Support WY producers
- ☐ Good public relations

Other (please specify)

2. What concerns do you have with purchasing locally grown foods through a Farm to School program?

- [ ] Liability/farmer compliance with food safety and handling standards
- [ ] Extra prep and handling time
- [ ] Budget
- [ ] Product quality
- [ ] Availability of produce
- [ ] Timing and frequency of delivery
- [ ] Finding producers to purchase from
- [ ] Distributor does not offer local options
- [ ] Too many orders/invoices
- [ ] Working seasonal produce into menus

Other (please specify)

7. Current Practices

Questions in this section gather information as to current operating methods and programs.

1. Have you ever purchased or currently purchase locally grown food through a Farm to School program or directly from a producer? [(Includes meats (beef, pork, lamb, fruits, vegetables,etc.)]

- ( ) Yes
- ( ) No

If yes, what and how much?

2. Do you have a HACCP (Hazard Analysis and Critical Control Point) policy in place?

- ( ) Yes
- ( ) No
- ( ) Don't know

Other (please specify)

3. Do you participate in the Department of Defense (DOD) Fresh program?

- ◯ Yes
- ◯ No

Comments

4. Do you participate in the USDA Fresh Fruit and Vegetable Program (FFVP)?

- ◯ Yes
- ◯ No

Comments

5. Does your school have any of the following...

	Yes	No
School Gardens	◯	◯
Cooking Classes	◯	◯
Nutrition Education	◯	◯

Other (please specify)

8. Purchasing Local

The next sections and questions are designed to gather information gauging interest in the Farm to School program and school gardens. The questions also assess what products are desired.

Farm to School: WY Food Service Director Survey

1. How interested would you be in the following local food Farm to School tools?

	Very Interested	Somewhat Interested	Not Interested
Local products minimally processed ready for use (i.e.: salad bar items) or for scratch cooking	○	○	○
Local products fully processed for extended shelf life (i.e.:stewed tomatoes or sauces, frozen veggies, etc.)	○	○	○
On-going, additional funding support	○	○	○
Information on what is available and where to purchase it	○	○	○
Cost comparison for local and non-local menu options	○	○	○
Local product that is clean and ready to use	○	○	○
Information on USDA purchasing regulation related to local food	○	○	○
Marketing and promotional tools about local food activities for use with parents, staff, media, etc.	○	○	○
Buying times and available products	○	○	○
Menu ideas and recipes using local foods	○	○	○
Educational resources/curriculum about local food to be used in the cafeteria	○	○	○
strategies for connecting with community partners	○	○	○
In-person training on Farm to School that would provide CEU credits	○	○	○
Basic production skills training on preparation for local products	○	○	○
Online training module for Farm to School	○	○	○

9.

Farm to School: WY Food Service Director Survey

1. Overall, how interested are you in purchasing locally grown foods through a Farm to School program?

- ◯ Very interested
- ◯ Somewhat interested
- ◯ Not interested

2. What local/fresh foods might you be interested in purchasing?

- ☐ Beef (fresh ground)
- ☐ Beef (cooked ground)
- ☐ Beef (other)
- ☐ Pork (ham or bacon)
- ☐ Pork (sausage)
- ☐ Pork (other)
- ☐ Lamb
- ☐ Chicken
- ☐ Eggs
- ☐ Lettuce
- ☐ Bell Peppers
- ☐ Sweet Corn (on cob)
- ☐ Green Beans
- ☐ Peas
- ☐ Onions
- ☐ Potatoes
- ☐ Summer Squash
- ☐ Winter Squash
- ☐ Carrots
- ☐ Cucumbers
- ☐ Beets
- ☐ Wheat flour
- ☐ Rhubarb
- ☐ Berries
- ☐ Herbs
- ☐ Dry Beans
- ☐ Honey
- ☐ Spinach
- ☐ Watermelon
- ☐ Chokecherries
- ☐ Radishes
- ☐ Cheese

Other (please specify)

3. Would you like to participate in developing the Farm to School program?

- ◯ Yes
- ◯ No

4. Thank you for taking the time to participate in our survey. Please provide any other comments you may have.

10. End of Survey

For more information please contact:

Wyoming Department of Agriculture
Brook Gerke, Ag Education Coordinator
2219 Carey Avenue
Cheyenne, WY 82002
Office: 307-777-5612
bgerke@state.wy.us
http://agriculture.wy.gov

Wyoming Department of Education
Tamra Jackson, Nutrition Programs Supervisor
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050
Office: 307-777-6263
Cell: 307-630-3036
tjacks@educ.state.wy.us
http://edu.wyoming.gov

Farm to School: WY Food Service Director Survey

1. Have you or are you...

	Response Percent	Response Count
heard of Farm to School?	**56.5%**	**13**
read about Farm to School?	13.0%	3
participated in a Farm to School program?	4.3%	1
interested in becoming involved with a Farm to School program?	21.7%	5
Other	4.3%	1
Other (please specify)		1
answered question		**23**
skipped question		**0**

2. Name

	Response Count
	23
answered question	**23**
skipped question	**0**

3. What is your role?

	Response Percent	Response Count
Foodservice Director	**87.0%**	**20**
Foodservice Business Manager	4.3%	1
Cook	0.0%	0
Buyer	0.0%	0
Dietitian	0.0%	0
Kitchen Staff	0.0%	0
Other	8.7%	2
	Other (please specify)	2
	answered question	**23**
	skipped question	**0**

4. School District

	Response Count
	23
answered question	**23**
skipped question	**0**

5. County

	Response Count
	23
answered question	**23**
skipped question	**0**

6. How many schools in your district?

	Response Percent	Response Count
1-3	35.0%	7
4-6	30.0%	6
7-10	25.0%	5
11-14	0.0%	0
15-20	0.0%	0
21-25	0.0%	0
26-30	0.0%	0
31+	10.0%	2
Other (please specify)		2
answered question		**20**
skipped question		**3**

7. Does your district have a central kitchen and/or warehouse?

	Response Percent	Response Count
Yes	**69.6%**	**16**
No	30.4%	7
Other (please specify)		0
answered question		**23**
skipped question		**0**

8. How is your food preparation currently handled? (If your district has more than 10 schools, please designate schools and facilities in the comment box.)

	Response Percent	Response Count
On-site kitchen	**69.6%**	**16**
Satellite kitchen	30.4%	7
Centrally processed	26.1%	6
Other (please specify)		2
answered question		**23**
skipped question		**0**

9. How many students are served at...

	Response Average	Response Total	Response Count
Breakfast	434.10	9,116	21
Lunch	**1,387.78**	**31,919**	23
Snack	189.50	2,653	14
	answered question		**23**
	skipped question		**0**

10. How many of the schools in your district have...

	Response Average	Response Total	Response Count
Site kitchens	**3.65**	**84**	23
Cold Storage	3.55	78	22
Freezer Storage	3.23	71	22
	answered question		**23**
	skipped question		**0**

11. How often do you purchase:

	Weekly	Bi-weekly	Monthly	Bi-Monthly	Quarterly	Annually	Other	Response Count
beef	**30.4% (7)**	26.1% (6)	21.7% (5)	13.0% (3)	4.3% (1)	0.0% (0)	4.3% (1)	23
pork	27.8% (5)	0.0% (0)	**33.3% (6)**	5.6% (1)	5.6% (1)	11.1% (2)	16.7% (3)	18
lamb	14.3% (2)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	**85.7% (12)**	14
chicken	**36.4% (8)**	31.8% (7)	18.2% (4)	4.5% (1)	0.0% (0)	0.0% (0)	9.1% (2)	22
dry legumes	5.9% (1)	5.9% (1)	29.4% (5)	5.9% (1)	11.8% (2)	0.0% (0)	**41.2% (7)**	17
potatoes	23.8% (5)	28.6% (6)	**33.3% (7)**	0.0% (0)	9.5% (2)	0.0% (0)	4.8% (1)	21
eggs	**42.9% (9)**	14.3% (3)	28.6% (6)	4.8% (1)	4.8% (1)	0.0% (0)	4.8% (1)	21
fresh fruits	**100.0% (23)**	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	23
fresh vegetables	**100.0% (23)**	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	23
staples	**68.2% (15)**	4.5% (1)	22.7% (5)	0.0% (0)	0.0% (0)	0.0% (0)	4.5% (1)	22
							Other (please specify)	3
							answered question	**23**
							skipped question	**0**

12. Does your kitchen or facility have the capacity to handle and cook fresh meat? (Handling may including thawing and cooking, forming patties or meatball, freezing and storing, etc.)

	Yes	No	Response Count
Kitchen Facilities	**95.7% (22)**	4.3% (1)	23
Staffing	**72.7% (16)**	27.3% (6)	22
Storage/Refrigeration	**81.8% (18)**	18.2% (4)	22
		Comments	3
		answered question	**23**
		skipped question	**0**

13. Does your kitchen or facility currently have the ability to minimally process fresh fruits and vegetables? (Minimal processing may include cleaning, cutting, etc.)

	Yes	No	Response Count
Kichen Facilities	**100.0% (23)**	0.0% (0)	23
Staffing	**87.0% (20)**	13.0% (3)	23
Storage/Refrigeration	**87.0% (20)**	13.0% (3)	23
		Other (please specify)	1
		answered question	**23**
		skipped question	**0**

14. Is your staff capable of...

	Well trained	Somewhat	Not at all	Response Count
preparing fresh produce	**87.0% (20)**	8.7% (2)	4.3% (1)	23
preparing foods from scratch	**60.9% (14)**	39.1% (9)	0.0% (0)	23
			Comments	2
			answered question	**23**
			skipped question	**0**

15. Do you use a vendor, multiple vendors or a management company to purchase a majority of your goods?

		Response Percent	Response Count
Prime Vendor		**59.1%**	**13**
Multiple Vendors		36.4%	8
Management Company		0.0%	0
Other		4.5%	1
		Other (please specify)	3
		answered question	**22**
		skipped question	**1**

16. Which prime vendors or management companies do you use? Please list all who are used.

	Response Count
	22
answered question	**22**
skipped question	**1**

17. Are you required to purchase a certain percentage from your vendors or management company?

	Response Percent	Response Count
Yes	**52.2%**	**12**
No	47.8%	11
	If yes, please list.	8
	answered question	**23**
	skipped question	**0**

18. Do you require your vendors to have liability insurance?

	Response Percent	Response Count
Yes	42.1%	8
No	**57.9%**	**11**
	If yes, how much?	3
	answered question	**19**
	skipped question	**4**

19. Does your vendor or management company offer locally grown produce in season?

	Response Percent	Response Count
Yes	9.1%	2
No	27.3%	6
Don't know	**63.6%**	**14**
If yes, please list vendor and available produce.		1
answered question		**22**
skipped question		**1**

20. Have you specifically requested locally grown food from a vendor, management company or local producer?

	Yes	No	Response Count
Vendor	8.7% (2)	**91.3% (21)**	23
Management Company	0.0% (0)	**100.0% (15)**	15
Local Producer	18.8% (3)	**81.3% (13)**	16
		If yes, please specify.	2
		answered question	**23**
		skipped question	**0**

21. What locally grown or fresh foods have you requested from your vendor, management company or producer?

	Vendor	Management Company	Producer	Response Count
Greens	**75.0% (3)**	0.0% (0)	25.0% (1)	4
Potatoes	**100.0% (1)**	0.0% (0)	0.0% (0)	1
Fruits	**80.0% (4)**	0.0% (0)	20.0% (1)	5
Berries	**100.0% (2)**	0.0% (0)	0.0% (0)	2
Beef	**100.0% (3)**	0.0% (0)	0.0% (0)	3
Pork	**100.0% (1)**	0.0% (0)	0.0% (0)	1
Lamb	0.0% (0)	0.0% (0)	0.0% (0)	0
Chicken	**100.0% (2)**	0.0% (0)	0.0% (0)	2
Eggs	**100.0% (1)**	0.0% (0)	0.0% (0)	1
Cheese	**100.0% (1)**	0.0% (0)	0.0% (0)	1
Dry Beans	**100.0% (1)**	0.0% (0)	0.0% (0)	1
Wheat Flour	**100.0% (1)**	0.0% (0)	0.0% (0)	1
Honey	**50.0% (1)**	0.0% (0)	**50.0% (1)**	2
None	**100.0% (3)**	**100.0% (3)**	**100.0% (3)**	3
			Other (please specify)	1
			answered question	**10**
			skipped question	**13**

22. What benefits might be seen by purchasing locally grown meat and other foods through a Farm to School program?

	Response Percent	Response Count
Increase student consumption/awareness of food source	54.5%	12
Higher quality/fresher product	72.7%	16
Increased involvement from students, parents, school administrators and teachers	40.9%	9
Support local economy	**100.0%**	**22**
Support WY producers	90.9%	20
Good public relations	81.8%	18
Other (please specify)		0
answered question		**22**
skipped question		**1**

23. What concerns do you have with purchasing locally grown foods through a Farm to School program?

	Response Percent	Response Count
Liability/farmer compliance with food safety and handling standards	60.9%	14
Extra prep and handling time	52.2%	12
Budget	65.2%	15
Product quality	30.4%	7
Availability of produce	**91.3%**	**21**
Timing and frequency of delivery	69.6%	16
Finding producers to purchase from	87.0%	20
Distributor does not offer local options	30.4%	7
Too many orders/invoices	13.0%	3
Working seasonal produce into menus	26.1%	6
Other (please specify)		2
answered question		**23**
skipped question		**0**

24. Have you ever purchased or currently purchase locally grown food through a Farm to School program or directly from a producer? [(Includes meats (beef, pork, lamb, fruits, vegetables,etc.)]

	Response Percent	Response Count
Yes	21.7%	5
No	78.3%	18
If yes, what and how much?		5
answered question		23
skipped question		0

25. Do you have a HACCP (Hazard Analysis and Critical Control Point) policy in place?

	Response Percent	Response Count
Yes	91.3%	21
No	4.3%	1
Don't know	4.3%	1
Other (please specify)		2
answered question		23
skipped question		0

26. Do you participate in the Department of Defense (DOD) Fresh program?

	Response Percent	Response Count
Yes	45.5%	10
No	54.5%	12
Comments		2
answered question		22
skipped question		1

27. Do you participate in the USDA Fresh Fruit and Vegetable Program (FFVP)?

	Response Percent	Response Count
Yes	60.9%	14
No	39.1%	9
Comments		2
answered question		23
skipped question		0

28. Does your school have any of the following...

	Yes	No	Response Count
School Gardens	27.3% (6)	**72.7% (16)**	22
Cooking Classes	**68.4% (13)**	31.6% (6)	19
Nutrition Education	**90.0% (18)**	10.0% (2)	20
		Other (please specify)	5
		answered question	**23**
		skipped question	**0**

29. How interested would you be in the following local food Farm to School tools?

	Very Interested	Somewhat Interested	Not Interested	Rating Average	Response Count
Local products minimally processed ready for use (i.e.: salad bar items) or for scratch cooking	**47.8% (11)**	43.5% (10)	8.7% (2)	1.61	23
Local products fully processed for extended shelf life (i.e.:stewed tomatoes or sauces, frozen veggies, etc.)	**47.8% (11)**	34.8% (8)	17.4% (4)	1.70	23
On-going, additional funding support	**76.2% (16)**	23.8% (5)	0.0% (0)	1.24	21
Information on what is available and where to purchase it	**72.7% (16)**	27.3% (6)	0.0% (0)	1.27	22
Cost comparison for local and non-local menu options	**73.9% (17)**	26.1% (6)	0.0% (0)	1.26	23
Local product that is clean and ready to use	**77.3% (17)**	22.7% (5)	0.0% (0)	1.23	22
Information on USDA purchasing regulation related to local food	**77.3% (17)**	22.7% (5)	0.0% (0)	1.23	22
Marketing and promotional tools about local food activities for use with parents, staff, media, etc.	**54.5% (12)**	40.9% (9)	4.5% (1)	1.50	22
Buying times and available products	**61.9% (13)**	38.1% (8)	0.0% (0)	1.38	21
Menu ideas and recipes using local foods	**54.5% (12)**	40.9% (9)	4.5% (1)	1.50	22
Educational resources/curriculum about local food to be used in the cafeteria	**55.0% (11)**	40.0% (8)	5.0% (1)	1.50	20
strategies for connecting with community partners	**47.6% (10)**	**47.6% (10)**	4.8% (1)	1.57	21
In-person training on Farm to School that would provide CEU credits	42.9% (9)	**47.6% (10)**	9.5% (2)	1.67	21

Basic production skills training on preparation for local products	33.3% (7)	**52.4% (11)**	14.3% (3)	1.81	21
Online training module for Farm to School	**47.6% (10)**	**47.6% (10)**	4.8% (1)	1.57	21
				answered question	**23**
				skipped question	**0**

30. Overall, how interested are you in purchasing locally grown foods through a Farm to School program?

		Response Percent	Response Count
Very interested		**50.0%**	**11**
Somewhat interested		**50.0%**	**11**
Not interested		0.0%	0
		answered question	**22**
		skipped question	**1**

31. What local/fresh foods might you be interested in purchasing?

	Response Percent	Response Count
Beef (fresh ground)	86.4%	19
Beef (cooked ground)	40.9%	9
Beef (other)	45.5%	10
Pork (ham or bacon)	36.4%	8
Pork (sausage)	36.4%	8
Pork (other)	45.5%	10
Lamb	4.5%	1
Chicken	45.5%	10
Eggs	77.3%	17
Lettuce	77.3%	17
Bell Peppers	77.3%	17
Sweet Corn (on cob)	63.6%	14
Green Beans	63.6%	14
Peas	50.0%	11
Onions	77.3%	17
Potatoes	68.2%	15
Summer Squash	45.5%	10
Winter Squash	31.8%	7
Carrots	81.8%	18
Cucumbers	**95.5%**	**21**
Beets	18.2%	4
Wheat flour	59.1%	13
Rhubarb	9.1%	2

Berries	72.7%	16
Herbs	22.7%	5
Dry Beans	45.5%	10
Honey	40.9%	9
Spinach	59.1%	13
Watermelon	72.7%	16
Chokecherries	18.2%	4
Radishes	59.1%	13
Cheese	63.6%	14
Other (please specify)		1
answered question		**22**
skipped question		**1**

32. Would you like to participate in developing the Farm to School program?

	Response Percent	Response Count
Yes	43.5%	10
No	**56.5%**	**13**
answered question		**23**
skipped question		**0**

33. Thank you for taking the time to participate in our survey. Please provide any other comments you may have.

	Response Count
	1
answered question	1
skipped question	22

Page 2, Q1. Have you or are you...

1	Interested in hearing about the program.	Apr 13, 2011 1:27 PM

Page 3, Q3. School District

1	Sheridan Dist. 2	May 6, 2011 3:12 PM
2	Crook County School District # 1	Apr 26, 2011 12:23 PM
3	FCSD #1	Apr 18, 2011 8:07 AM
4	Fremont County School Dist. # 24 - Shoshoni	Apr 15, 2011 2:40 PM
5	Sheridan County School Dist. #1	Apr 15, 2011 6:59 AM
6	Big Horn County #4	Apr 14, 2011 9:53 AM
7	Park County School District #16	Apr 14, 2011 9:18 AM
8	Uinta County School District #1	Apr 14, 2011 8:31 AM
9	Fremont County School dist #38 ARAPAHOE	Apr 14, 2011 6:20 AM
10	Fremont County Group Homes, Inc.	Apr 13, 2011 5:49 PM
11	Fremont County School District #14	Apr 13, 2011 3:03 PM
12	PARK CO SCHOOL DISTRICT 6	Apr 13, 2011 2:54 PM
13	Goshen County School District	Apr 13, 2011 2:47 PM
14	St. Laurence School	Apr 13, 2011 2:45 PM
15	LCSD #1	Apr 13, 2011 2:42 PM
16	Lincoln 2	Apr 13, 2011 2:20 PM
17	WCSD#2	Apr 13, 2011 2:05 PM
18	Converse County School District #1	Apr 13, 2011 1:52 PM
19	Sheridan Dist. 2	Apr 13, 2011 1:49 PM
20	Big Horn #2	Apr 13, 2011 1:44 PM
21	Natrona County School district	Apr 13, 2011 1:33 PM
22	Johnson County School District #1	Apr 13, 2011 1:31 PM
23	Sublette Co. School DIstrcit # 1	Apr 13, 2011 1:27 PM

Page 3, Q4. County

1	Sheridan	May 6, 2011 3:12 PM
2	Crook County	Apr 26, 2011 12:23 PM
3	Fremont	Apr 18, 2011 8:07 AM
4	Fremont	Apr 15, 2011 2:40 PM
5	Sheridan	Apr 15, 2011 6:59 AM
6	Big Horn County #4	Apr 14, 2011 9:53 AM
7	Park County	Apr 14, 2011 9:18 AM
8	Uinta	Apr 14, 2011 8:31 AM
9	FREMONT	Apr 14, 2011 6:20 AM
10	Fremont	Apr 13, 2011 5:49 PM
11	fremont	Apr 13, 2011 3:03 PM
12	PARK	Apr 13, 2011 2:54 PM
13	GOshen	Apr 13, 2011 2:47 PM
14	Albany	Apr 13, 2011 2:45 PM
15	Laramie	Apr 13, 2011 2:42 PM
16	Lincoln	Apr 13, 2011 2:20 PM
17	Washakie	Apr 13, 2011 2:05 PM
18	Converse	Apr 13, 2011 1:52 PM
19	Sheridan	Apr 13, 2011 1:49 PM
20	Big Horn	Apr 13, 2011 1:44 PM
21	Natrona	Apr 13, 2011 1:33 PM
22	Johnson County	Apr 13, 2011 1:31 PM
23	SUblette	Apr 13, 2011 1:27 PM

Page 3, Q5. How many schools in your district?

1	2 Homes (RCCI's)	Apr 13, 2011 5:49 PM
2	We are a private school	Apr 13, 2011 2:45 PM

Page 3, Q7. How is your food preparation currently handled? (If your district has more than 10 schools, please designate schools and facilities in the comment box.)

1	We have two main production kitchens with some preparation don e in satelite kitchens	Apr 15, 2011 6:59 AM
2	5 production kitchens that satellite to elementary schools.	Apr 13, 2011 2:42 PM

Page 3, Q8. How many students are served at...

	Breakfast	
1	250	May 6, 2011 3:12 PM
2	300	Apr 26, 2011 12:23 PM
3	200	Apr 18, 2011 8:07 AM
4	0	Apr 15, 2011 2:40 PM
5	600	Apr 15, 2011 6:59 AM
6	75	Apr 14, 2011 9:53 AM
7	85	Apr 14, 2011 9:18 AM
8	500	Apr 14, 2011 8:31 AM
9	275	Apr 14, 2011 6:20 AM
10	18	Apr 13, 2011 5:49 PM
11	350	Apr 13, 2011 3:03 PM
13	500	Apr 13, 2011 2:47 PM
14	0	Apr 13, 2011 2:45 PM
15	2000	Apr 13, 2011 2:42 PM
16	313	Apr 13, 2011 2:20 PM
18	300	Apr 13, 2011 1:52 PM
19	540	Apr 13, 2011 1:49 PM
20	100	Apr 13, 2011 1:44 PM
21	2500	Apr 13, 2011 1:33 PM
22	70	Apr 13, 2011 1:31 PM
23	140	Apr 13, 2011 1:27 PM
	Lunch	
1	1800	May 6, 2011 3:12 PM
2	600	Apr 26, 2011 12:23 PM
3	850	Apr 18, 2011 8:07 AM
4	250	Apr 15, 2011 2:40 PM
5	800	Apr 15, 2011 6:59 AM
6	245	Apr 14, 2011 9:53 AM

Page 3, Q8. How many students are served at...

7	105	Apr 14, 2011 9:18 AM
8	2200	Apr 14, 2011 8:31 AM
9	390	Apr 14, 2011 6:20 AM
10	18	Apr 13, 2011 5:49 PM
11	500	Apr 13, 2011 3:03 PM
12	900	Apr 13, 2011 2:54 PM
13	1300	Apr 13, 2011 2:47 PM
14	55	Apr 13, 2011 2:45 PM
15	8100	Apr 13, 2011 2:42 PM
16	1576	Apr 13, 2011 2:20 PM
17	90	Apr 13, 2011 2:05 PM
18	1300	Apr 13, 2011 1:52 PM
19	1800	Apr 13, 2011 1:49 PM
20	540	Apr 13, 2011 1:44 PM
21	7000	Apr 13, 2011 1:33 PM
22	750	Apr 13, 2011 1:31 PM
23	750	Apr 13, 2011 1:27 PM

Snack

3	0	Apr 18, 2011 8:07 AM
4	0	Apr 15, 2011 2:40 PM
7	53	Apr 14, 2011 9:18 AM
8	250	Apr 14, 2011 8:31 AM
9	300	Apr 14, 2011 6:20 AM
10	18	Apr 13, 2011 5:49 PM
11	327	Apr 13, 2011 3:03 PM
13	700	Apr 13, 2011 2:47 PM
14	75	Apr 13, 2011 2:45 PM
15	200	Apr 13, 2011 2:42 PM
18	200	Apr 13, 2011 1:52 PM

Page 3, Q8. How many students are served at...

20	30	Apr 13, 2011 1:44 PM
21	500	Apr 13, 2011 1:33 PM
23	0	Apr 13, 2011 1:27 PM

Page 3, Q9. How many of the schools in your district have...

	Site kitchens	
1	7	May 6, 2011 3:12 PM
2	3	Apr 26, 2011 12:23 PM
3	5	Apr 18, 2011 8:07 AM
4	1	Apr 15, 2011 2:40 PM
5	4	Apr 15, 2011 6:59 AM
6	2	Apr 14, 2011 9:53 AM
7	1	Apr 14, 2011 9:18 AM
8	7	Apr 14, 2011 8:31 AM
9	1	Apr 14, 2011 6:20 AM
10	2	Apr 13, 2011 5:49 PM
11	3	Apr 13, 2011 3:03 PM
12	2	Apr 13, 2011 2:54 PM
13	7	Apr 13, 2011 2:47 PM
14	1	Apr 13, 2011 2:45 PM
15	6	Apr 13, 2011 2:42 PM
16	7	Apr 13, 2011 2:20 PM
17	1	Apr 13, 2011 2:05 PM
18	1	Apr 13, 2011 1:52 PM
19	7	Apr 13, 2011 1:49 PM
20	1	Apr 13, 2011 1:44 PM
21	8	Apr 13, 2011 1:33 PM
22	5	Apr 13, 2011 1:31 PM
23	2	Apr 13, 2011 1:27 PM
	Cold Storage	
1	7	May 6, 2011 3:12 PM
2	3	Apr 26, 2011 12:23 PM
4	1	Apr 15, 2011 2:40 PM

5	4		Apr 15, 2011 6:59 AM
6	2		Apr 14, 2011 9:53 AM
7	1		Apr 14, 2011 9:18 AM
8	7		Apr 14, 2011 8:31 AM
9	1		Apr 14, 2011 6:20 AM
10	2		Apr 13, 2011 5:49 PM
11	3		Apr 13, 2011 3:03 PM
12	2		Apr 13, 2011 2:54 PM
13	7		Apr 13, 2011 2:47 PM
14	1		Apr 13, 2011 2:45 PM
15	6		Apr 13, 2011 2:42 PM
16	7		Apr 13, 2011 2:20 PM
17	1		Apr 13, 2011 2:05 PM
18	2		Apr 13, 2011 1:52 PM
19	5		Apr 13, 2011 1:49 PM
20	2		Apr 13, 2011 1:44 PM
21	8		Apr 13, 2011 1:33 PM
22	5		Apr 13, 2011 1:31 PM
23	1		Apr 13, 2011 1:27 PM
		Freezer Storage	
1	4		May 6, 2011 3:12 PM
2	3		Apr 26, 2011 12:23 PM
4	1		Apr 15, 2011 2:40 PM
5	4		Apr 15, 2011 6:59 AM
6	2		Apr 14, 2011 9:53 AM
7	1		Apr 14, 2011 9:18 AM
8	7		Apr 14, 2011 8:31 AM
9	1		Apr 14, 2011 6:20 AM

Page 3, Q9. How many of the schools in your district have...

10	2	Apr 13, 2011 5:49 PM
11	3	Apr 13, 2011 3:03 PM
12	2	Apr 13, 2011 2:54 PM
13	5	Apr 13, 2011 2:47 PM
14	1	Apr 13, 2011 2:45 PM
15	6	Apr 13, 2011 2:42 PM
16	7	Apr 13, 2011 2:20 PM
17	1	Apr 13, 2011 2:05 PM
18	2	Apr 13, 2011 1:52 PM
19	4	Apr 13, 2011 1:49 PM
20	1	Apr 13, 2011 1:44 PM
21	8	Apr 13, 2011 1:33 PM
22	5	Apr 13, 2011 1:31 PM
23	1	Apr 13, 2011 1:27 PM

Page 3, Q10. How often do you purchase:

1	everything needed to feed 18 hungry kids?	Apr 13, 2011 5:49 PM
2	BEEF ONLY FRESH MEAT PURCHASED	Apr 13, 2011 2:54 PM
3	Most of the food we use is USDA commodity food	Apr 13, 2011 2:45 PM

Page 4, Q1. Does your kitchen or facility have the capacity to handle and cook fresh meat? (Handling may including thawing and cooking, forming patties or meatball, freezing and storing, etc.)

1	I am an executive chef hired only this year. I am now in the process of training my cooks to prepare more items from scratch, including fresh meats. Previously, most menu items were frozen convenience foods.	Apr 15, 2011 7:02 AM
2	WE WOULD NEED TO INCREASE STAFFING TO COOK FRESH MEAT ON A DAILY BASIS	Apr 13, 2011 2:57 PM

Page 4, Q1. Does your kitchen or facility have the capacity to handle and cook fresh meat? (Handling may including thawing and cooking, forming patties or meatball, freezing and storing, etc.)

3	We buy most of our meat in a ready-to-cook form (hamburger patties, chicken nuggets, etc.). We keep our staff numbers as low as possible, and would have to hire additional staff members or increase hours and benefits in order to do these things from scratch.	Apr 13, 2011 2:50 PM

Page 4, Q2. Does your kitchen or facility currently have the ability to minimally process fresh fruits and vegetables?
(Minimal processing may include cleaning, cutting, etc.)

1	We already purchase a large quanity of unprocessed fresh fruits and vegetables.	Apr 13, 2011 2:50 PM

Page 4, Q3. Is your staff capable of...

1	TIME LIMITS COOKING FROM SCRATCH AT THIS POINT. WOULD NEED TO INCREASE HOURS/STAFFING TO COOK FROM SCRATCH ON A REGULAR BASIS.	Apr 13, 2011 2:57 PM
2	I wouldn't say well trained but capable of simple meals	Apr 13, 2011 2:47 PM

Page 5, Q1. Do you use a vendor, multiple vendors or a management company to purchase a majority of your goods?

1	Food Coop.	Apr 26, 2011 12:27 PM
2	we are part of a buying group representing most wyoming SFA's and are buying from FSA.	Apr 15, 2011 7:06 AM
3	we buy groceries at Walmart	Apr 13, 2011 5:51 PM

Page 5, Q2. Which prime vendors or management companies do you use? Please list all who are used.

1	Food Services of America	May 6, 2011 3:13 PM
2	Sysco, Tweeds wholesale	Apr 18, 2011 8:08 AM
3	Food Services of America - Billings Clark's Meat House - Riverton Meadow Gold Dairy - Billings IBC - Sweetheart Bread - Riverton	Apr 15, 2011 2:46 PM
4	Food Services of America	Apr 15, 2011 7:06 AM
5	Food Services of America	Apr 14, 2011 9:56 AM
6	Food service	Apr 14, 2011 9:20 AM
7	Nicholas and co.	Apr 14, 2011 8:35 AM
8	SYSCO FOOD SERVICE OF AMERICA	Apr 14, 2011 6:27 AM
9	Walmart	Apr 13, 2011 5:51 PM
10	food service of america	Apr 13, 2011 3:05 PM
11	FOOD SERVICES OF AMERICA	Apr 13, 2011 3:03 PM
12	Shamrock Foods, Food Services of America, Robert's Dairy (for our milk and dairy products), Sara Lee/ Earthgrain's Baking Co. (for our breads and buns)	Apr 13, 2011 2:53 PM
13	US Food Service, Safeway, Shamrock Foods (deliver commodity orders), Farmers Market (in summer)	Apr 13, 2011 2:48 PM
14	US Foodservice Denver	Apr 13, 2011 2:44 PM
15	Nicholas IBC Sales Corporation Meadow Gold Muir Copper Canyon Robinson Farms Haderlie Farms Evergreen Farm	Apr 13, 2011 2:33 PM
16	Food Services of America	Apr 13, 2011 2:07 PM
17	Food Services of America	Apr 13, 2011 2:05 PM
18	FSA	Apr 13, 2011 1:54 PM
19	Food Services of America	Apr 13, 2011 1:53 PM
20	FSA, Jo Ed, Meadow Gold	Apr 13, 2011 1:35 PM
21	Food Services of America Meadow Gold	Apr 13, 2011 1:33 PM
22	Nicholas, US Foodservice	Apr 13, 2011 1:30 PM

Page 5, Q3. Are you required to purchase a certain percentage from your vendors or management company?

1	We belong to the Wyoming BOCES Food Co-op	Apr 15, 2011 2:46 PM
2	80%	Apr 15, 2011 7:06 AM
3	80%	Apr 14, 2011 9:56 AM
4	80%	Apr 14, 2011 9:20 AM
5	80%	Apr 13, 2011 3:03 PM
6	16 items or no delivery	Apr 13, 2011 2:48 PM
7	Nicholas took the grocery bid, so we try to buy everything we can through them. We use Robinson, Haderlie and Evergreen for our FFVP. Muir is our vendor for USDA commodity fresh fruit and vegetables. We did use Muir for the FFVP also.	Apr 13, 2011 2:33 PM
8	80 percent	Apr 13, 2011 2:05 PM

Page 5, Q4. Do you require your vendors to have liability insurance?

1	1 millon	Apr 14, 2011 6:27 AM
2	not sure	Apr 13, 2011 2:53 PM
3	?	Apr 13, 2011 2:05 PM

Page 5, Q5. Does your vendor or management company offer locally grown produce in season?

1	Not that I know of	Apr 13, 2011 2:53 PM

Page 5, Q6. Have you specifically requested locally grown food from a vendor, management company or local producer?

1	meat(beef,pork,)	Apr 14, 2011 6:27 AM
2	We have requested Green River Watermelon and Utah crab apples. Everything we get from our local farmers is grown on right here in Star Valley	Apr 13, 2011 2:33 PM

Page 5, Q7. What locally grown or fresh foods have you requested from your vendor, management company or producer?

1	apples, tomatoes	Apr 13, 2011 2:05 PM

Page 6, Q2. What concerns do you have with purchasing locally grown foods through a Farm to School program?

1	As far as I can see, there isn't any locally grown produce that would meet our demand and purchasing time (during the winter). I am going to look into buying locally grown beef from a nearby ranch/processor.	Apr 15, 2011 7:09 AM
2	Lack of available products--our local farmers grow beef, pork, potatoes, field corn (for animal consumption), wheat, and legumes. There's not that much available locally for us to purchase. There are no fresh fruits grown locally during the school year that I am aware of, and most fresh vegetables aren't grown in a large enough quantity to sell to the school district.	Apr 13, 2011 2:55 PM

Page 7, Q1. Have you ever purchased or currently purchase locally grown food through a Farm to School program or directly from a producer? [(Includes meats (beef, pork, lamb, fruits, vegetables,etc.)]

1	Donated buffalo	Apr 14, 2011 9:23 AM
2	all of my hamburger comes from Wy.custom meats in Hudson,WY 100-200 lbs per week	Apr 14, 2011 6:30 AM
3	BEEF PATTIES - 2500 lbs.	Apr 13, 2011 3:07 PM
4	Only from the Farmers Market in the summer	Apr 13, 2011 2:53 PM
5	Vegetables for FFVP-	Apr 13, 2011 2:36 PM

Page 7, Q2. Do you have a HACCP (Hazard Analysis and Critical Control Point) policy in place?

1	We have one from the previous FSD, but it neeeds to be updated and revised	Apr 15, 2011 7:12 AM
2	Somewhat some aspects not implemented	Apr 13, 2011 2:46 PM

Page 7, Q3. Do you participate in the Department of Defense (DOD) Fresh program?

1	starting next school year	Apr 15, 2011 7:12 AM
2	GREAT PROGRAM!	Apr 13, 2011 3:07 PM

Page 7, Q4. Do you participate in the USDA Fresh Fruit and Vegetable Program (FFVP)?

1	GREAT PROGRAM!	Apr 13, 2011 3:07 PM
2	Our elementary students and teachers love the FFVP.	Apr 13, 2011 2:05 PM

Page 7, Q5. Does your school have any of the following...

1	We are in the process of working with our elementary school to start a garden this summer.	Apr 14, 2011 9:58 AM
2	we are just starting growing season in our new school green house	Apr 14, 2011 6:30 AM
3	Our Special Education department at Torrington High School has a small garden that it works on every summer, but this is the only school garden we have. They do not supply produce to anyone outside of their department.	Apr 13, 2011 2:56 PM
4	We qualified for a matching grant from the Laramie River Conservation District. This will be our first year of planting. Please contact Trish Penny at the LRCD for information. She is a priceless assett on garden building and resources.	Apr 13, 2011 2:53 PM
5	Our High School does some school gardening, both vegetables and flowers.	Apr 13, 2011 2:05 PM

Page 9, Q2. What local/fresh foods might you be interested in purchasing?

1	We don't have any locally grown food here, other than beef, we would have to get it from Utah or other parts of the state. cost would be an issue.	Apr 14, 2011 8:45 AM

Page 9, Q4. Thank you for taking the time to participate in our survey. Please provide any other comments you may have.

1	We don't have any locally grown food here, other than beef, we would have to get it from Utah or other parts of the state. cost would be an issue.	Apr 14, 2011 8:45 AM

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Wyoming SNA Next Step Questions

1. **Rate your level of interest in participating in a farm to school program:**
    a. Already participating
    b. Likely to participate in the 2012/13 school year
    c. Interested in participating
    d. Likely will not participate in the foreseeable future

2. **What aspects of Farm to School programs do you see as most important:**
    a. Connecting students to farmers by farm tours or farmer visits
    b. Agricultural lessons using school gardens
    c. Procurement of local food into the school kitchens
    d. Nutritional lessons on why local foods are more healthy

3. **What is the biggest barrier for your school district to launch a Farm to School Program?**
    a. We don't know any farmers or have access to the agricultural community
    b. Our school kitchens don't have the facilities or the staff skills to handle local foods
    c. Our school menus cannot accommodate local foods
    d. The students will not appreciate the local foods in their menus
    e. The cost of local foods exceeds our budgets

4. **How do you define Local:**
    a. State specific
    b. Mile radius (i.e.: 400 mile radius)
    c. Regional

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5. **What type of Farm to School engagement would you participate in? (circle as many as applies)**
    a. General Conference with Workshop Sessions
    b. Technical Workshops involving school procurement guidelines and accessing local Producers with field trips to a farm or school kitchen
    c. Informal networking meeting of buyers and sellers in your region
    d. Webinar (quarterly or so led by government partners and other technical experts)
    e. Webinar (quarterly or so highlighting different school/organizational efforts)
    f. Other (please describe):

    _____

6. **What technical subject would be of assistance regarding WY Farm to School? (circle as many as applies)**
    a. How to navigate the bid process
    b. Food Safety measurements
    c. Farm to School education and marketing
    d. Peer to peer sessions
    e. Connecting local producers with schools to discuss specifically how they can work together
    f. Working with Farms/Ranches: locating local producers and determining how much food can they supply your school

Additional Comments:

WY SNA 2012 Next Steps

SurveyMonkey

1. Rate your level of interest in participating in a farm to school program:

	Response Percent	Response Count
Already Participating	7.4%	2
Likely to participate in the 2012/13 school year	3.7%	1
Interested in participating	**66.7%**	**18**
Likely will not participate in the foreseeable future	22.2%	6
Other (please specify)		0
answered question		**27**
skipped question		**1**

2. What aspects of Farm to School programs do you see as most important:

	Response Percent	Response Count
Connecting students to farmers by farm tours or farmer visits	18.5%	5
Agricultural lessons using school gardens	14.8%	4
Procurement of local food into the school kitchens	**81.5%**	**22**
Nutritional lessons on why local foods are more healthy	25.9%	7
Other (please specify)		0
answered question		**27**
skipped question		**1**

3. What is the biggest barrier for your school district to launch a Farm to School Program?

	Response Percent	Response Count
We don't know any farmers or have access to the agricultural community	**62.5%**	**15**
Our school kitchens don't have the facilities or the staff skills to handle local foods	20.8%	5
Our school menus cannot accommodate local foods	4.2%	1
The students will not appreciate the local foods in their menus	4.2%	1
The cost of local foods exceeds our budgets	41.7%	10
Other (please specify)		2
answered question		**24**
skipped question		**4**

4. How do you define Local:

	Response Percent	Response Count
State specific	21.4%	6
Mile radius (i.e.: 400 mile radius)	32.1%	9
Regional	**50.0%**	**14**
Other (please specify)		1
answered question		**28**
skipped question		**0**

5. What type of Farm to School engagement would you participate in? (circle as many as applies)

	Response Percent	Response Count
General Conference with Workshop Sessions.	53.8%	14
Technical Workshops involving school procurement guidelines and accessing local Producers with field trips to a farm or school kitchen.	**69.2%**	**18**
Informal networking meeting of buyers and sellers in your region.	61.5%	16
Webinar (quarterly or so led by government partners and other technical experts).	7.7%	2
Webinar (quarterly or so highlighting different school/organizational efforts).	34.6%	9
Other (please specify)		0
answered question		**26**
skipped question		**2**

6. What technical subject would be of assistance regarding WY Farm to School? (circle as many as applies):

	Response Percent	Response Count
How to navigate the bid process.	50.0%	13
Food Safety measurements.	57.7%	15
Farm to School education and marketing.	50.0%	13
Peer to peer sessions.	26.9%	7
Connecting local producers with schools to discuss specifically how they can work together.	**69.2%**	**18**
Working with Farms/Ranches: locating local producers and determining how much food can they supply your school.	46.2%	12
Other (please specify)		2
answered question		**26**
skipped question		**2**

Real Food Colorado

WWW.REALFOODCOLORADO.COM

Wyoming Agriculture

Wyoming/Colorado Meat Processors: Farm to School Survey

1. **How would you classify your Meat Processing Operation?**
   a. State-Inspected
   b. Custom

2. **Where is your operation located?**
   a. Colorado
      i. Please provide County: _____
   b. Wyoming
      i. Please provide County: _____

3. **Please tell us how you currently market your products.** *(Circle all that* apply)
   a. Farmers' Market
   b. Direct sales to restaurants, grocery stores, retail front, etc.
   c. To a distributor
   d. To a cooperative distribution site
   e. To a food coop
   f. Institutional sales such as universities, hospitals, school districts

4. **How would you categorize your primary direct market?**
   a. Within the State you operate
   b. Regional
   c. National
   d. Other:
      _____
      _____
      _____

5. **Rate your level of understanding of Farm to School business opportunities?**
   a. Excellent
   b. Good
   c. Fair
   d. None

6. **Rate your level of interest in participating in a Farm to School program:**
   a. Already Participating (please note which school(s) or districts)
      _____
      _____
      _____
   b. Likely to participate in the 2012/13 school year
   c. Interested in participating but need more information
   d. Likely will not participate in the foreseeable future

7. **What do you see as the biggest barrier for your business entering the Farm to School arena?**
   a. Limited knowledge of our institutional buyers
   b. Do not have relationships with school food service, staff
   c. Schools' product specifications are hard for us to meet (e.g., products of specific count size)
   d. Schools' volume needs are too large for my operation
   e. Schools cannot afford my products
   f. Could not provide the most competitive price

Real Food Colorado

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Wyoming Agriculture

8. **How do you define Local:**
   a. State specific
   b. Mile radius (i.e.: 400 mile radius)
   c. Regional

9. **What technical assistance would you desire in order to participate in a WY Farm to School purchasing program?** *(circle all that apply)*
   a. Info about what specific products schools want
   b. Opportunities to meet face-to-face with school food service staff
   c. Help marketing my product to schools
   d. How to navigate the school bid process.
   e. Food Safety measurements.
   f. Farm to School education and marketing.
   g. Peer to peer sessions

10. **What type of Farm to School engagement would you participate in?** *(circle all that apply)*
   a. General Conference with Workshop Sessions.
   b. Technical Workshops involving school procurement guidelines and accessing local Producers with field trips to a farm or school kitchen.
   c. Informal networking meeting of buyers and sellers in your region.
   d. Webinar (quarterly or so led by government partners and other technical experts).
   e. Webinar (quarterly or so highlighting different school/organizational efforts).
   f. Other (please describe): _____ _____

11. **Why are you interested in selling to schools and other institutions?** *(Circle all that apply)*
   a. Educate children about the food system and where food comes from
   b. Increase access to more locally raised foods
   c. New revenue source for my operations
   d. Build relationships within my community
   e. Other: _____ _____ _____

12. **Other comments:**

_____
_____
_____
_____
_____
_____

WY CO Meat Processors 2012

SurveyMonkey

1. How would you classify your Meat Processing Operation?

	Response Percent	Response Count
State-Inspected	**63.6%**	**7**
Custom	36.4%	4
answered question		**11**
skipped question		**0**

2. Where is your operation located?

	Response Percent	Response Count
Colorado: Please provide County:	**72.7%**	**8**
Wyoming: Please provide County:	27.3%	3
answered question		**11**
skipped question		**0**

3. Please tell us how you currently market your products. (Circle all that apply)

	Response Percent	Response Count
Farmers' Market	25.0%	2
Direct sales to restaurants, grocery stores, retail front, etc.	**75.0%**	**6**
To a distributor	0.0%	0
To a cooperative distribution site	0.0%	0
To a food coop	0.0%	0
Institutional sales such as universities, hospitals, school districts	50.0%	4
answered question		**8**
skipped question		**3**

4. How would you categorize your primary direct market?

	Response Percent	Response Count
Within the State you operate	**90.0%**	**9**
Regional	10.0%	1
National	0.0%	0
Other (please specify)		1
answered question		**10**
skipped question		**1**

5. Rate your level of understanding of Farm to School business opportunities?

	Response Percent	Response Count
Excellent	10.0%	1
Good	30.0%	3
Fair	20.0%	2
None	**40.0%**	**4**
	answered question	**10**
	skipped question	**1**

6. Rate your level of interest in participating in a Farm to School program:

	Response Percent	Response Count
Likely to participate in the 2012/13 school year	0.0%	0
Interested in participating but need more information	**57.1%**	**4**
Likely will not participate in the foreseeable future	42.9%	3
Already Participating (please note which school(s) or districts)		4
	answered question	**7**
	skipped question	**4**

7. What do you see as the biggest barrier for your business entering the Farm to School arena?

	Response Percent	Response Count
Limited knowledge of our institutional buyers	25.0%	2
Do not have relationships with school food service, staff	25.0%	2
Schools' product specifications are hard for us to meet (e.g., products of specific count size)	0.0%	0
Schools' volume needs are too large for my operation	12.5%	1
Schools cannot afford my products	25.0%	2
Could not provide the most competitive price	**75.0%**	**6**
	answered question	**8**
	skipped question	**3**

8. How do you define Local:

	Response Percent	Response Count
State specific	30.0%	3
Mile radius (i.e.: 400 mile radius)	10.0%	1
Regional	**60.0%**	**6**
	answered question	**10**
	skipped question	**1**

9. What technical assistance would you desire in order to participate in a WY Farm to School purchasing program? (circle all that apply)

	Response Percent	Response Count
Info about what specific products schools want	33.3%	1
Opportunities to meet face-to-face with school food service staff	**100.0%**	**3**
Help marketing my product to schools	**100.0%**	**3**
How to navigate the school bid process.	66.7%	2
Food Safety measurements.	0.0%	0
Farm to School education and marketing.	0.0%	0
Peer to peer sessions	0.0%	0
	answered question	**3**
	skipped question	**8**

10. What type of Farm to School engagement would you participate in? (circle all that apply)

	Response Percent	Response Count
General Conference with Workshop Sessions.	66.7%	4
Technical Workshops involving school procurement guidelines and accessing local Producers with field trips to a farm or school kitchen.	50.0%	3
Informal networking meeting of buyers and sellers in your region.	**83.3%**	**5**
Webinar (quarterly or so led by government partners and other technical experts).	0.0%	0
Webinar (quarterly or so highlighting different school/organizational efforts).	16.7%	1
Other (please specify)		0
answered question		**6**
skipped question		**5**

11. Why are you interested in selling to schools and other institutions? (Circle all that apply)

	Response Percent	Response Count
Educate children about the food system and where food comes from	66.7%	4
Increase access to more locally raised foods	50.0%	3
New revenue source for my operations	**100.0%**	**6**
Build relationships within my community	**100.0%**	**6**
Other (please specify)		2
answered question		**6**
skipped question		**5**

12. Other comments:

	Response Count
	6
answered question	**6**
skipped question	**5**

ARE YOU A WYOMING PRODUCER?

Take 5 and help us gather information for the Farm to School Program.

Enter the link below to participate. We appreciate your time!

http://www.surveymonkey.com/s/F2SProducer

Wyoming DEPARTMENT OF Agriculture

http://agriculture.wy.gov

ARE YOU A WYOMING PRODUCER?

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http://www.surveymonkey.com/s/F2SProducer

Wyoming DEPARTMENT OF Agriculture

http://agriculture.wy.gov

Farm to School: Producer Survey

1. About the Survey

The purpose of this survey is to gauge the capacity and interest of Wyoming agricultural producers to sell beef, other meat products and fresh produce to schools as an additional niche market through the Farm to School program. Commodities may include but are not limited to beef, produce, pork, lamb, eggs and all other available products. In addition to marketing products to schools, this survey also gathers data on producer willingness to aid in student nutrition and agricultural education.

This survey is designed ONLY to collect data on current agricultural production and gauge interest in participating in the Farm to School program. By completing the survey you are NOT committing to participation or subjecting your information to third party collections. A box is provided at the end of the survey if you wish to participate in the Farm to School Initiative program.

2. Information

1. Are you aware of current efforts to expand the Farm to School program in Wyoming?

- ◯ Yes
- ◯ No

2. It is important for producers to play a role in educating students about the benefits of local agriculture. Do you:

- ◯ Agree
- ◯ Disagree
- ◯ No opinion

Comments

3. Participating in a Farm to School program is an opportunity to develop new or expand current markets for my operation. (Includes both livestock and crop sales) Do you:

- ◯ Agree
- ◯ Disagree
- ◯ No opinion

Comments

4. I am interested in participating in a Wyoming Farm to School program.

- ◯ Yes
- ◯ No
- ◯ Maybe

3.

1. What are the best methods for you to receive information about Farm to School, nutrition, produce demand, delivery information, purchasing processes, regulations, etc.? (Please check all that apply)

- ☐ Internet
- ☐ Email
- ☐ Postal mail
- ☐ Conferences/Workshops
- ☐ Telephone

Other (please specify)

2. Have you ever been or are you currently involved in a Farm to School Program?

- ◯ Yes
- ◯ No

3. What products would you be able to provide?

- [ ] Beef
- [ ] Pork
- [ ] Lamb
- [ ] Chicken
- [ ] Eggs
- [ ] Herbs
- [ ] Squash
- [ ] Tomatoes
- [ ] Sweet Corn
- [ ] Apples
- [ ] Beets
- [ ] Potatoes
- [ ] Dry Beans
- [ ] Green Beans
- [ ] Carrots
- [ ] Onions
- [ ] Broccoli
- [ ] Cauliflower
- [ ] Cucumbers
- [ ] Greens
- [ ] Bell Peppers
- [ ] Grapes
- [ ] Whole Wheat Flour
- [ ] Baked Goods
- [ ] Honey
- [ ] Berries
- [ ] Assorted Vegetables
- [ ] Assorted Fruits
- [ ] Other

Other: Please describe.

4. Do you have the capability to deliver processed meat or fresh produce to local markets or schools?

- ○ Yes
- ○ No

Comments

4.

1. What concerns/obstacles do you have in selling directly to schools?

- [ ] Price
- [ ] Liability
- [ ] Transportation
- [ ] Rules/Regulations
- [ ] Capacity for minimal processing
- [ ] Food safety/handling
- [ ] Not enough volume
- [ ] Too much volume
- [ ] Bidding Process
- [ ] Who to contact
- [ ] Seasonal constraints

Other (please specify)

2. What benefits do you see in selling to schools?

- [ ] Access to a local market
- [ ] Contract growing or pre-arranged sales
- [ ] Increasing volume of sales with a short delivery distance
- [ ] Decreased transportation costs
- [ ] Sale to USDA commodities programs that serve school food programs
- [ ] Good for the environment
- [ ] Increase student consumption of local foods
- [ ] Raising public awareness about agriculture
- [ ] Strengthening community relationships
- [ ] Schools knowing the source of their products
- [ ] Support local economy and community

Other (please specify)

5.

1. Would you be willing to participate with school buyers to feed livestock or grow crops specific to their needs?

- ◯ Yes
- ◯ No

Comments

2. Would you be willing to work with school buyers to sell your products to local schools?

- ◯ Yes
- ◯ No

Comments

3. Would you be willing to participate with school educators to teach students about agriculture?

- [ ] Farm/Ranch Tours
- [ ] Classroom Visits
- [ ] Pen Pal Programs
- [ ] Not Interested

Other (please specify)

4. If you are interested in participating in the Farm to School program for Wyoming or would like more information, please provide your contact information below.

Name

Farm/Ranch/Business Name

Address

City/State/Zip

Phone

Email

5. Thank you for taking the time to participate in our Farm to School survey. Please list any additional comments below.

6. End of Survey

For more information please contact:
Wyoming Department of Agriculture
Brook Gerke, Ag Education Coordinator
2219 Carey Avenue
Cheyenne, WY 82002
307-777-6512
bgerke@state.wy.us
http://agriculture.wy.gov

#1

COMPLETE

Collector: New Link (Web Link)
Started: Friday, April 29, 2011 11:10:36 AM
Last Modified: Friday, April 29, 2011 11:25:45 AM
Time Spent: 00:15:08
IP Address: 69.71.176.21

PAGE 2: Information

Q1: **Are you aware of current efforts to expand the Farm to School program in Wyoming?**	No
Q2: **It is important for producers to play a role in educating students about the benefits of local agriculture. Do you:**	Agree
Q3: **Participating in a Farm to School program is an opportunity to develop new or expand current markets for my operation. (Includes both livestock and crop sales) Do you:**	Agree
Q4: **I am interested in participating in a Wyoming Farm to School program.**	Yes

PAGE 3

Q5: **What are the best methods for you to receive information about Farm to School, nutrition, produce demand, delivery information, purchasing processes, regulations, etc.? (Please check all that apply)**	Internet, Email
Q6: **Have you ever been or are you currently involved in a Farm to School Program?**	No
Q7: **What products would you be able to provide?**	Herbs, Squash, Tomatoes, Sweet Corn, Beets, Carrots, Onions, Cucumbers, Greens, Assorted Vegetables
Q8: **Do you have the capability to deliver processed meat or fresh produce to local markets or schools?**	Yes

PAGE 4

Q9: **What concerns/obstacles do you have in selling directly to schools?**	Seasonal constraints
Q10: **What benefits do you see in selling to schools?**	Access to a local market, Contract growing or pre-arranged sales, Increasing volume of sales with a short delivery distance , Decreased transportation costs, Sale to USDA commodities programs that serve school food programs , Good for the environment, Increase student consumption of local foods, Raising public awareness about agriculture, Strengthening community relationships, Schools knowing the source of their products, Support local economy and community, Other (please specify) fresher and better quality than imported foods

PAGE 5

Q11: **Would you be willing to participate with school buyers to feed livestock or grow crops specific to their needs?**	Yes
Q12: **Would you be willing to work with school buyers to sell your products to local schools?**	Yes
Q13: **Would you be willing to participate with school educators to teach students about agriculture?**	Farm/Ranch Tours, Classroom Visits

#2

COMPLETE

Collector: New Link (Web Link)
Started: Wednesday, May 04, 2011 5:39:43 PM
Last Modified: Wednesday, May 04, 2011 5:45:16 PM
Time Spent: 00:05:32
IP Address: 96.31.112.210

PAGE 2: Information

Q1: **Are you aware of current efforts to expand the Farm to School program in Wyoming?**	No
Q2: **It is important for producers to play a role in educating students about the benefits of local agriculture. Do you:**	Agree
Q3: **Participating in a Farm to School program is an opportunity to develop new or expand current markets for my operation. (Includes both livestock and crop sales) Do you:**	Agree
Q4: **I am interested in participating in a Wyoming Farm to School program.**	Yes

PAGE 3

Q5: **What are the best methods for you to receive information about Farm to School, nutrition, produce demand, delivery information, purchasing processes, regulations, etc.? (Please check all that apply)**	Email
Q6: **Have you ever been or are you currently involved in a Farm to School Program?**	No
Q7: **What products would you be able to provide?**	Beef, Lamb, Eggs, Apples, Potatoes
Q8: **Do you have the capability to deliver processed meat or fresh produce to local markets or schools?**	Yes

PAGE 4

Q9: **What concerns/obstacles do you have in selling directly to schools?**	Rules/Regulations, Food safety/handling, Not enough volume
Q10: **What benefits do you see in selling to schools?**	Access to a local market, Contract growing or pre-arranged sales, Good for the environment, Increase student consumption of local foods, Raising public awareness about agriculture, Strengthening community relationships, Schools knowing the source of their products, Support local economy and community

PAGE 5

Q11: **Would you be willing to participate with school buyers to feed livestock or grow crops specific to their needs?**	Yes
Q12: **Would you be willing to work with school buyers to sell your products to local schools?**	Yes
Q13: **Would you be willing to participate with school educators to teach students about agriculture?**	Farm/Ranch Tours, Classroom Visits
Q14: If you are interested in participating in the Farm to School program for Wyoming or would like more information, please provide your contact information below.	*Respondent skipped this question*
Q15: Thank you for taking the time to participate in our Farm to School survey. Please list any additional comments below.	*Respondent skipped this question*

#3

COMPLETE

Collector: New Link (Web Link)
Started: Wednesday, June 01, 2011 3:03:22 PM
Last Modified: Wednesday, June 01, 2011 3:08:27 PM
Time Spent: 00:05:05
IP Address: 159.238.10.149

PAGE 2: Information

Q1: **Are you aware of current efforts to expand the Farm to School program in Wyoming?**	No
Q2: **It is important for producers to play a role in educating students about the benefits of local agriculture. Do you:**	No opinion, Comments It might be ideal for producers to educate but we're often busy and don't have the financial time to spend in schools.
Q3: **Participating in a Farm to School program is an opportunity to develop new or expand current markets for my operation. (Includes both livestock and crop sales) Do you:**	Agree
Q4: **I am interested in participating in a Wyoming Farm to School program.**	Yes

PAGE 3

Q5: **What are the best methods for you to receive information about Farm to School, nutrition, produce demand, delivery information, purchasing processes, regulations, etc.? (Please check all that apply)**	Email, Postal mail
Q6: **Have you ever been or are you currently involved in a Farm to School Program?**	No
Q7: **What products would you be able to provide?**	Beef, Other: Please describe. May be able to provide sheep & goat in the future
Q8: **Do you have the capability to deliver processed meat or fresh produce to local markets or schools?**	Yes

PAGE 4

Q9: **What concerns/obstacles do you have in selling directly to schools?**	Price, Liability, Not enough volume, Too much volume, Bidding Process, Who to contact
Q10: **What benefits do you see in selling to schools?**	Access to a local market, Contract growing or pre-arranged sales, Increasing volume of sales with a short delivery distance , Good for the environment, Increase student consumption of local foods, Raising public awareness about agriculture, Strengthening community relationships, Schools knowing the source of their products, Support local economy and community, Other (please specify) Student Health: Not getting adequate grassfed food in schools currently.

PAGE 5

Q11: **Would you be willing to participate with school buyers to feed livestock or grow crops specific to their needs?**	Yes, Comments So long as it is grass-based food
Q12: **Would you be willing to work with school buyers to sell your products to local schools?**	Yes
Q13: **Would you be willing to participate with school educators to teach students about agriculture?**	Farm/Ranch Tours, Classroom Visits

Q14: **If you are interested in participating in the Farm to School program for Wyoming or would like more information, please provide your contact information below.**

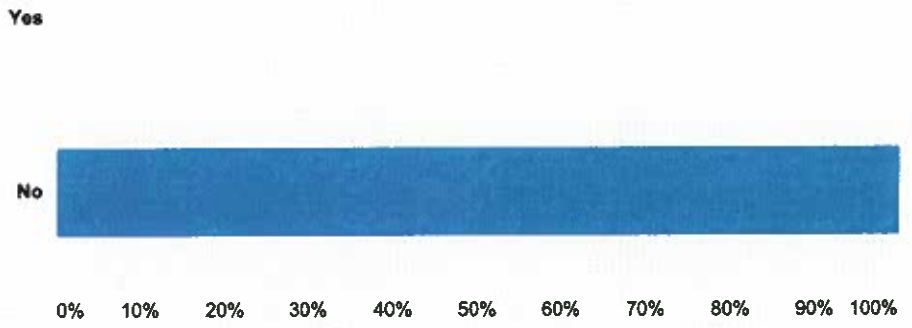
Name	Christy Lohof
Farm/Ranch/Business Name	LOHOF Grass-Finished BEEF
Address	64 Boyce Road
City/State/Zip	Otter, MT 59062
Phone	406-784-22549
Email	jplohof@rangeweb.net

Q15: **Thank you for taking the time to participate in our Farm to School survey. Please list any additional comments below.**

Do the school have the facilities and storage to buy local food along with the personnel to prepare it?

Q1 Are you aware of current efforts to expand the Farm to School program in Wyoming?

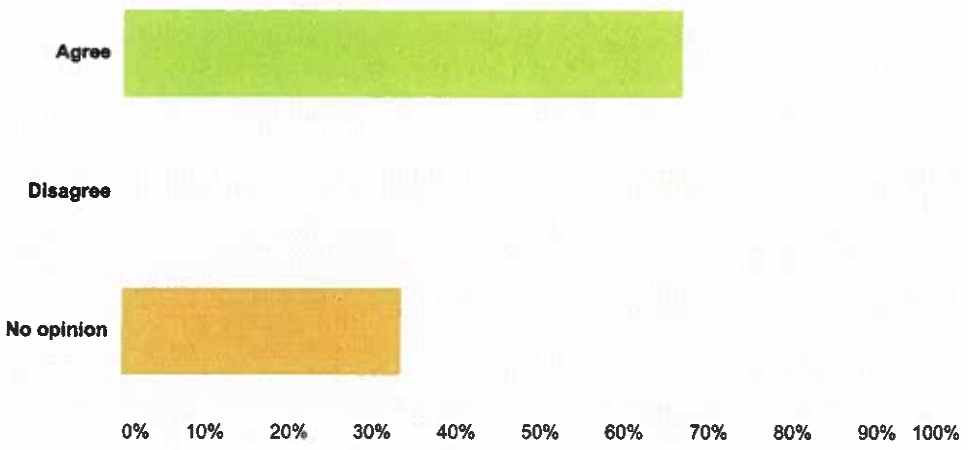
Answered: 3 Skipped: 0



Answer Choices	Responses	
Yes	0.00%	0
No	100.00%	3
Total		3

Q2 It is important for producers to play a role in educating students about the benefits of local agriculture. Do you:

Answered: 3 Skipped: 0

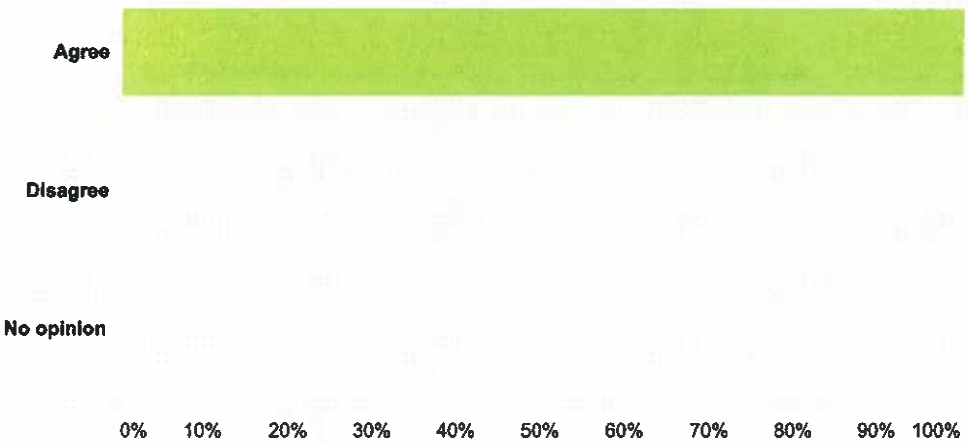


Answer Choices	Responses	
Agree	66.67%	2
Disagree	0.00%	0
No opinion	33.33%	1
Total		**3**

#	Comments	Date
1	It might be ideal for producers to educate but we're often busy and don't have the financial time to spend in schools.	6/1/2011 4:05 PM

Q3 Participating in a Farm to School program is an opportunity to develop new or expand current markets for my operation. (Includes both livestock and crop sales) Do you:

Answered: 3 Skipped: 0

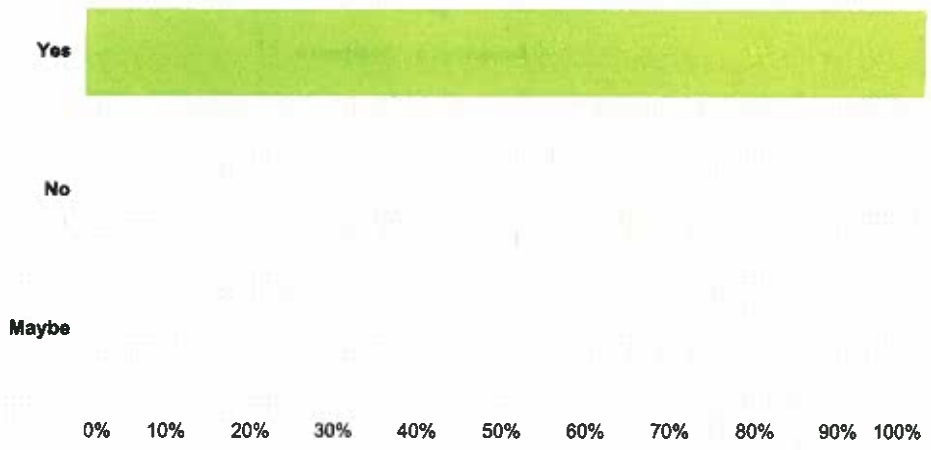


Answer Choices	Responses	
Agree	100.00%	3
Disagree	0.00%	0
No opinion	0.00%	0
Total		3

#	Comments	Date
	There are no responses.	

Q4 I am interested in participating in a Wyoming Farm to School program.

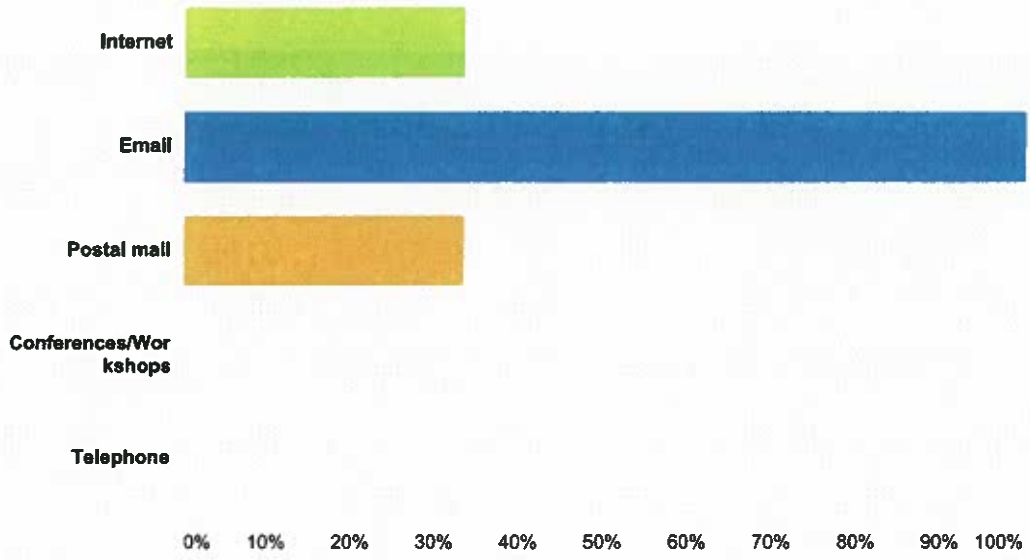
Answered: 3 Skipped: 0



Answer Choices	Responses	
Yes	100.00%	3
No	0.00%	0
Maybe	0.00%	0
Total		3

Q5 What are the best methods for you to receive information about Farm to School, nutrition, produce demand, delivery information, purchasing processes, regulations, etc.? (Please check all that apply)

Answered: 3 Skipped: 0



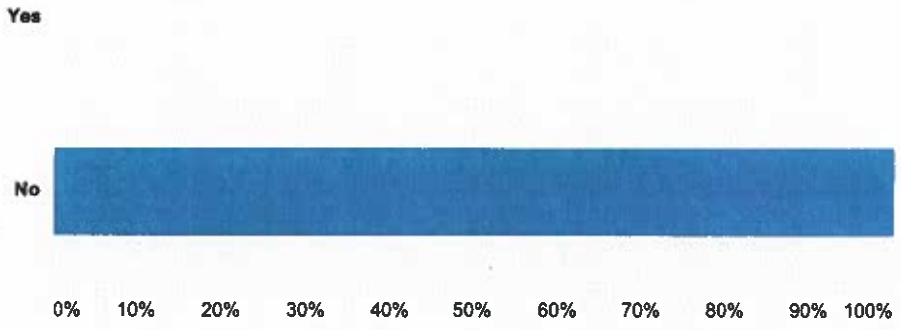
Answer Choices	Responses	
Internet	33.33%	1
Email	100.00%	3
Postal mail	33.33%	1
Conferences/Workshops	0.00%	0
Telephone	0.00%	0

Total Respondents: 3

#	Other (please specify)	Date
	There are no responses.	

Q6 Have you ever been or are you currently involved in a Farm to School Program?

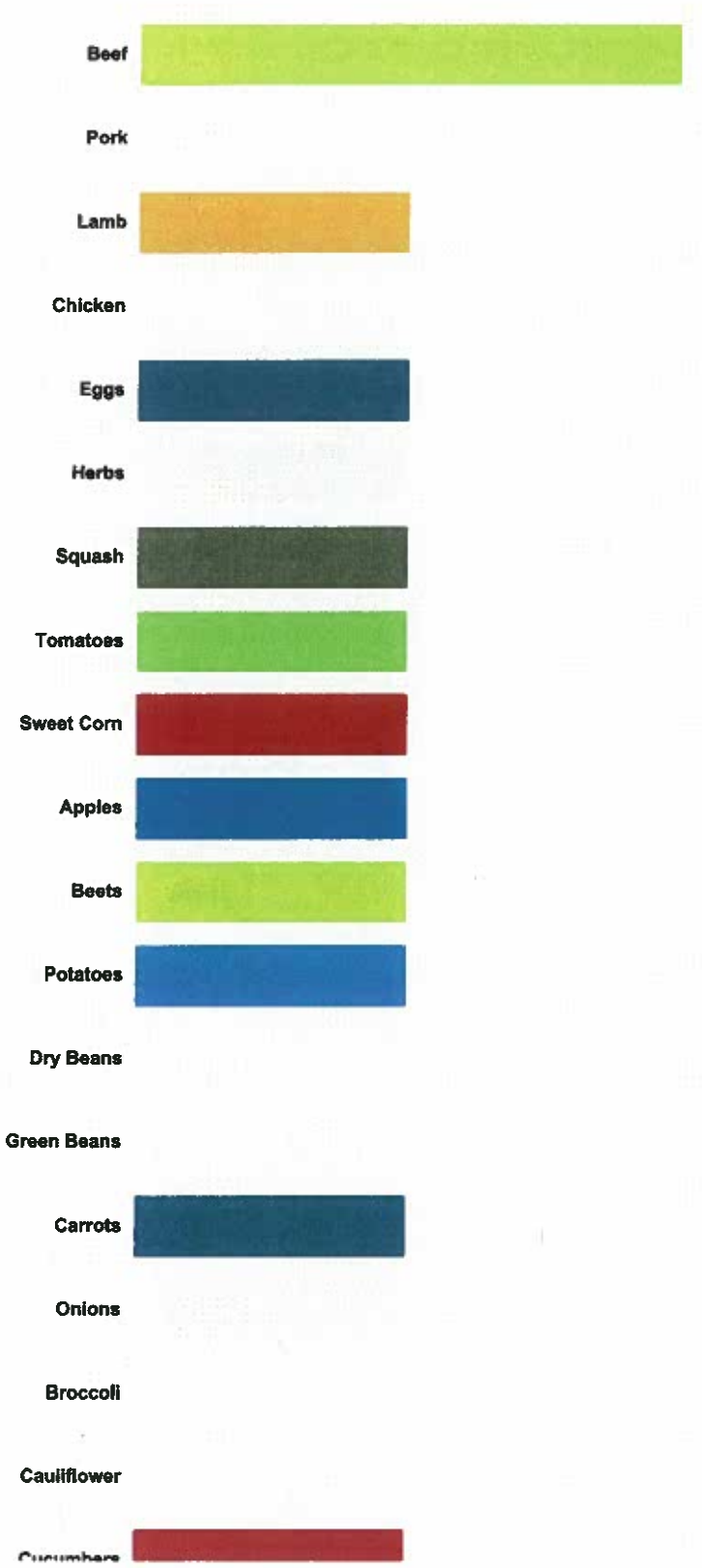
Answered: 3 Skipped: 0

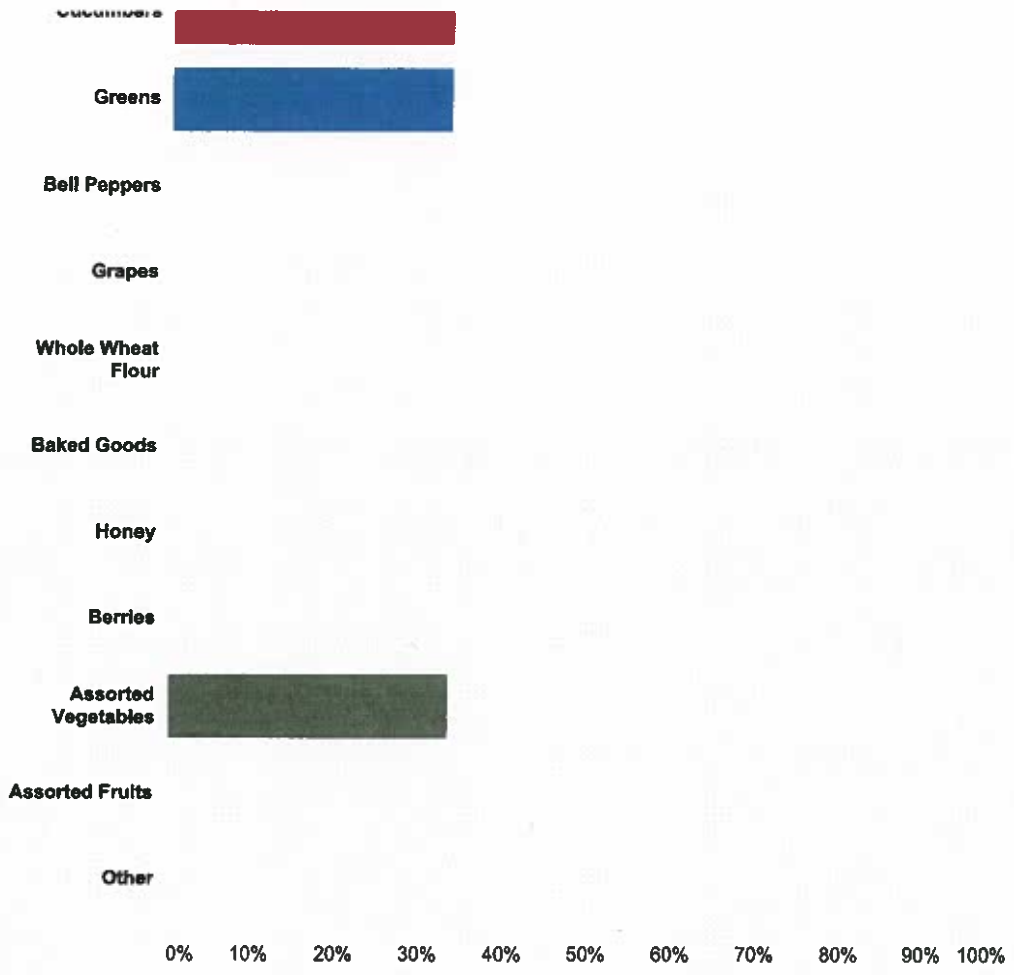


Answer Choices	Responses	
Yes	0.00%	0
No	100.00%	3
Total		3

Q7 What products would you be able to provide?

Answered: 3 Skipped: 0





Answer Choices	Responses	
Beef	66.67%	2
Pork	0.00%	0
Lamb	33.33%	1
Chicken	0.00%	0
Eggs	33.33%	1
Herbs	33.33%	1
Squash	33.33%	1
Tomatoes	33.33%	1
Sweet Corn	33.33%	1
Apples	33.33%	1
Beets	33.33%	1
Potatoes	33.33%	1

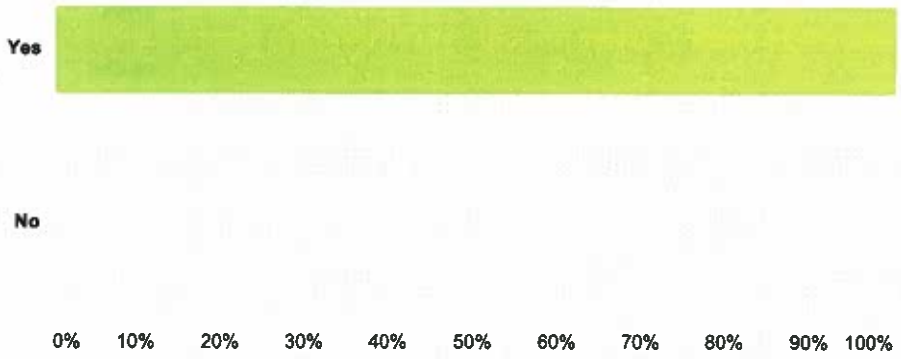
Dry Beans	0.00%	0
Green Beans	0.00%	0
Carrots	33.33%	1
Onions	33.33%	1
Broccoli	0.00%	0
Cauliflower	0.00%	0
Cucumbers	33.33%	1
Greens	33.33%	1
Bell Peppers	0.00%	0
Grapes	0.00%	0
Whole Wheat Flour	0.00%	0
Baked Goods	0.00%	0
Honey	0.00%	0
Berries	0.00%	0
Assorted Vegetables	33.33%	1
Assorted Fruits	0.00%	0
Other	0.00%	0

Total Respondents: 3

#	Other: Please describe.	Date
1	May be able to provide sheep & goat in the future	6/1/2011 4:05 PM

Q8 Do you have the capability to deliver processed meat or fresh produce to local markets or schools?

Answered: 3 Skipped: 0

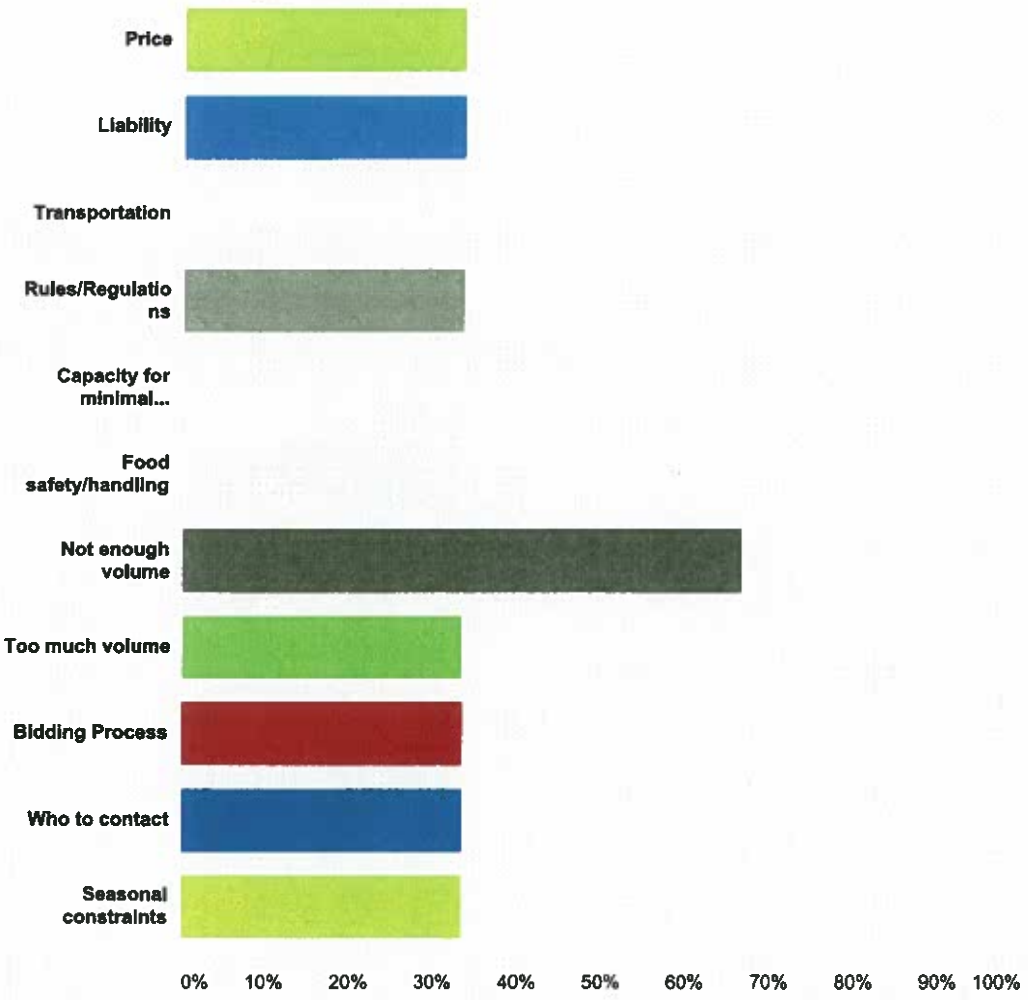


Answer Choices	Responses	
Yes	100.00%	3
No	0.00%	0
Total		3

#	Comments	Date
	There are no responses.	

Q9 What concerns/obstacles do you have in selling directly to schools?

Answered: 3 Skipped: 0



Answer Choices	Responses	
Price	33.33%	1
Liability	33.33%	1
Transportation	0.00%	0
Rules/Regulations	33.33%	1
Capacity for minimal processing	0.00%	0
Food safety/handling	33.33%	1
Not enough volume	66.67%	2
Too much volume	33.33%	1

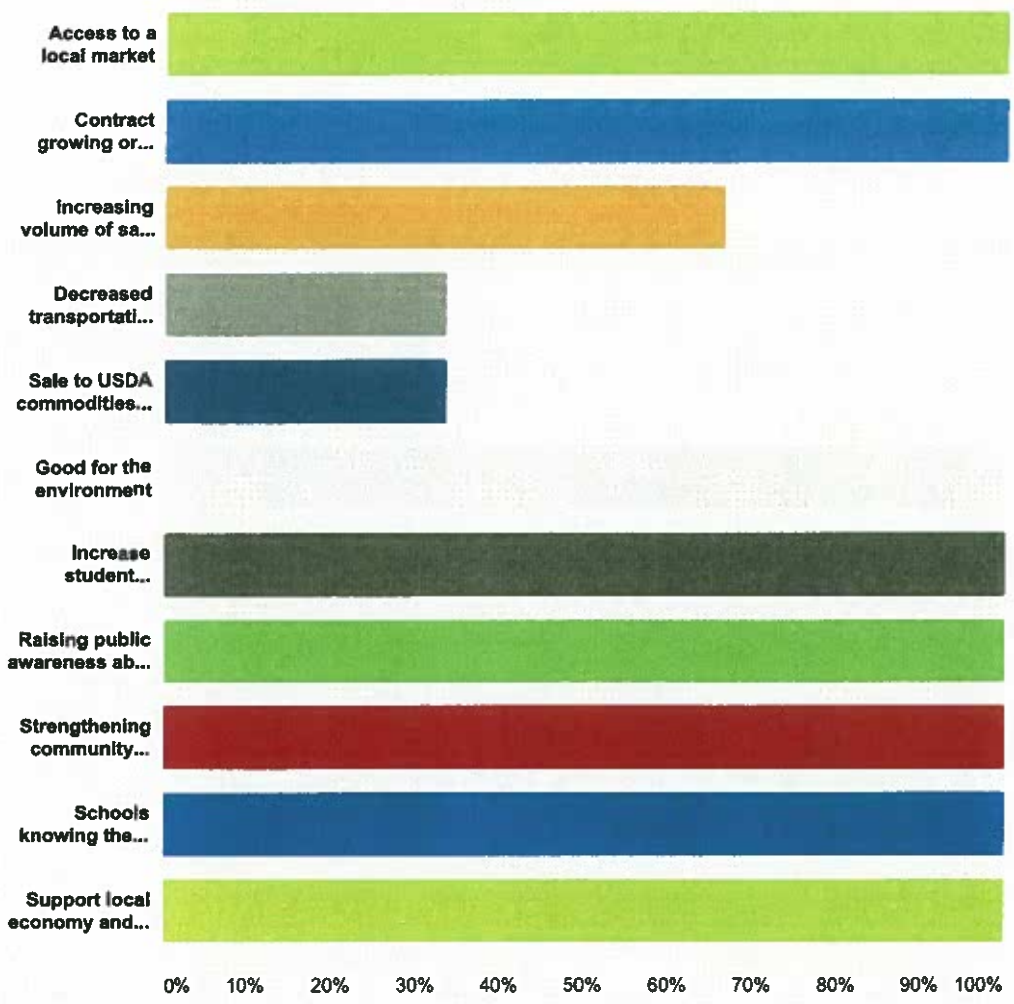
Bidding Process	33.33%	1
Who to contact	33.33%	1
Seasonal constraints	33.33%	1

Total Respondents: 3

#	Other (please specify)	Date
	There are no responses.	

Q10 What benefits do you see in selling to schools?

Answered: 3 Skipped: 0



Answer Choices	Responses	
Access to a local market	100.00%	3
Contract growing or pre-arranged sales	100.00%	3
Increasing volume of sales with a short delivery distance	66.67%	2
Decreased transportation costs	33.33%	1
Sale to USDA commodities programs that serve school food programs	33.33%	1
Good for the environment	100.00%	3
Increase student consumption of local foods	100.00%	3
Raising public awareness about agriculture	100.00%	3

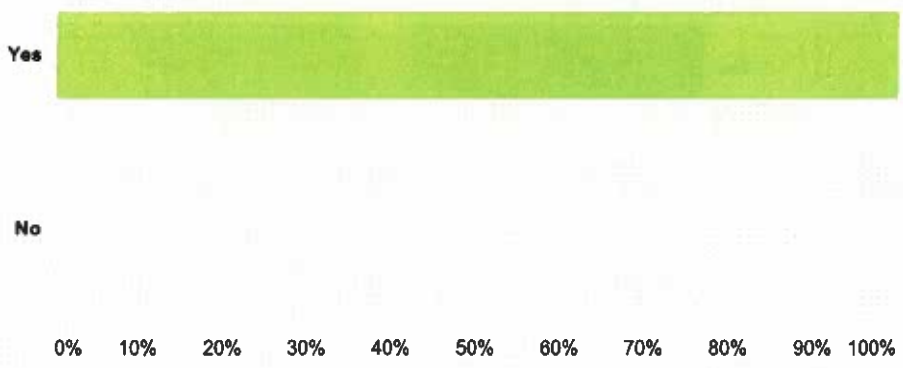
Strengthening community relationships	**100.00%**	3
Schools knowing the source of their products	**100.00%**	3
Support local economy and community	**100.00%**	3

Total Respondents: 3

#	Other (please specify)	Date
1	Student Health: Not getting adequate grassfed food in schools currently.	6/1/2011 4:07 PM
2	fresher and better quality than imported foods	4/29/2011 12:17 PM

Q11 Would you be willing to participate with school buyers to feed livestock or grow crops specific to their needs?

Answered: 3 Skipped: 0

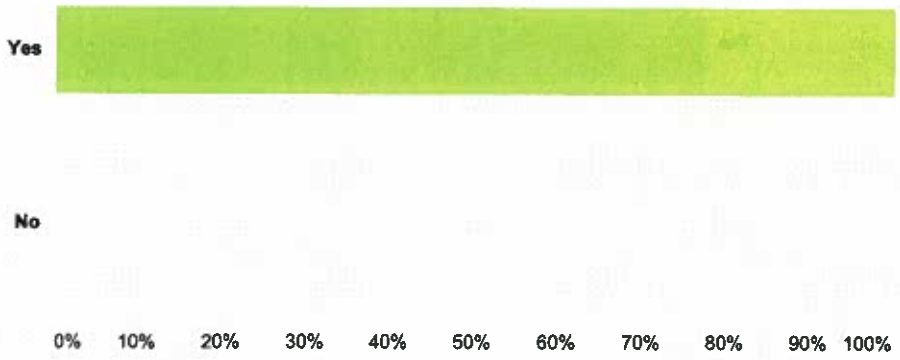


Answer Choices	Responses	
Yes	100.00%	3
No	0.00%	0
Total		3

#	Comments	Date
1	So long as it is grass-based food	6/1/2011 4:08 PM

Q12 Would you be willing to work with school buyers to sell your products to local schools?

Answered: 3 Skipped: 0

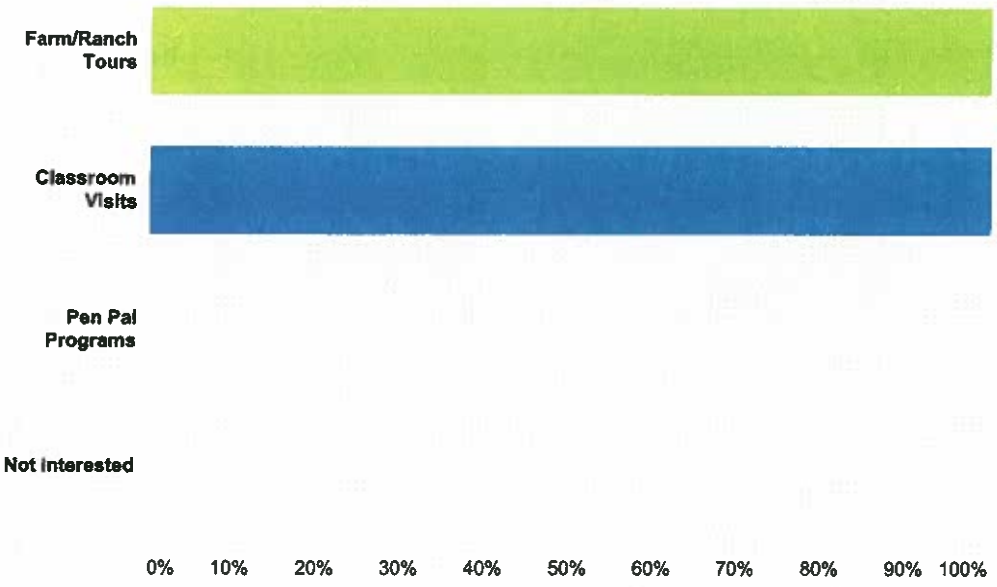


Answer Choices	Responses	
Yes	100.00%	3
No	0.00%	0
Total		3

#	Comments	Date
	There are no responses.	

Q13 Would you be willing to participate with school educators to teach students about agriculture?

Answered: 3 Skipped: 0



Answer Choices	Responses	
Farm/Ranch Tours	100.00%	3
Classroom Visits	100.00%	3
Pen Pal Programs	0.00%	0
Not Interested	0.00%	0

Total Respondents: 3

#	Other (please specify)	Date
	There are no responses.	

Q14 If you are interested in participating in the Farm to School program for Wyoming or would like more information, please provide your contact information below.

Answered: 2 Skipped: 1

Answer Choices	Responses	
Name	100.00%	2
Farm/Ranch/Business Name	100.00%	2
Address	100.00%	2
City/State/Zip	100.00%	2
Phone	100.00%	2
Email	100.00%	2

#	Name	Date
1	Christy Lohof	6/1/2011 4:08 PM
2	Allan Burns	4/29/2011 12:25 PM

#	Farm/Ranch/Business Name	Date
1	LOHOF Grass-Finished BEEF	6/1/2011 4:08 PM
2	South Fork Gardens	4/29/2011 12:25 PM

#	Address	Date
1	64 Boyce Road	6/1/2011 4:08 PM
2	50 Douglas Drive	4/29/2011 12:25 PM

#	City/State/Zip	Date
1	Otter, MT 59062	6/1/2011 4:08 PM
2	Cody, WY 82414	4/29/2011 12:25 PM

#	Phone	Date
1	406-784-22549	6/1/2011 4:08 PM
2	(307) 272-5307	4/29/2011 12:25 PM

#	Email	Date
1	jplohof@rangeweb.net	6/1/2011 4:08 PM
2	taacody@yahoo.com	4/29/2011 12:25 PM

Q15 Thank you for taking the time to participate in our Farm to School survey. Please list any additional comments below.

Answered: 2 Skipped: 1

#	Responses	Date
1	Do the school have the facilities and storage to buy local food along with the personnel to prepare it?	6/1/2011 4:08 PM
2	This is a VERY worthwhile undertaking. We believe that our kids our not receiving the best nutritional value by dealing with corporate food suppliers.	4/29/2011 12:25 PM