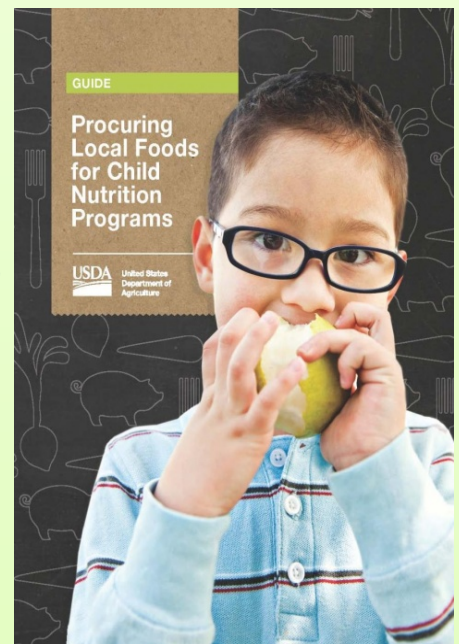


# USDA Local Procurement Resources

Want to get your hands on these resources?  
All materials are available for download and viewing at  
the USDA Farm to School website:  
<http://www.fns.usda.gov/farmtoschool/procuring-local-foods>

## Guide: Procuring Local Foods for Child Nutrition Programs

[Procuring Local Foods for Child Nutrition Programs](#) covers procurement basics, defining local, where to find local products, and the variety of ways child nutrition program operators can purchase locally in accordance with regulations. Throughout the guide, examples illustrate the many mechanisms to procure local food.



## Local Procurement Decision Tree

"Local" can't be used as a specification, but there are many ways to buy local products. This ["decision tree"](#) presents several options for including your desire for local products in your procurement process.



# Fact Sheets and Webinars

## **Fact Sheets**

*A variety of informational fact sheets are available and ready for print at the USDA F2S Website. The selection of procurement based sheets are below:*

**[Local Procurement Decision Tree](#)**

**[10 Facts About Local Food in Schools](#)**

**[Using DOD Fresh to Buy Local](#)**

**[Geographic Preference: What It Is and How To Use It](#)**

**[Selling Local Food to Schools: A Resource for Producers](#)**

**[USDA Foods: A Resource for Buying Local](#)**

**[Local Meat in Schools: Increasing Opportunities for Small and Mid Sized Livestock Ranchers and Fishermen](#)**



## ***Finding, Buying, and Serving Local Foods Webinar Series***

*In 2014, the USDA Farm to School Program hosted webinars to showcase the variety of ways school districts can purchase local foods. The series starts with an introduction to basic procurement principles, and then walks participants through strategies and tactics for buying local foods. The entire series can be viewed online:*

1. **[Introduction to Procurement](#)**
2. **[Conducting a Local Procurement Baseline Assessment](#)**
3. **[Finding Local Producers](#)**
4. **[Using the Informal Procurement Method](#)**
5. **[Using the Specifications, Requirements and Evaluation Criteria to Target Local Products](#)**
6. **[Working with Distributors](#)**
7. **[Using a Forward Contract](#)**
8. **[Introduction to Geographic Preference](#)**
9. **[Using Geographic Preference](#)**
10. **[Using USDA Foods as Resource to Purchase Local](#)**
11. **[Using DoD Fresh to Purchase Local](#)**
12. **[Tying It All Together and Digging In](#)**



**FARM** to **SCHOOL**  
PROGRAM

# Policy Memos & Regulations

**Use of State Administrative Expense (SAE) Funds and State Administrative Funds (SAF) for Farm to School Related Expenses** SP 28-2015 – This memo clarifies and highlights the uses of State Administrative Expense (SAE) funds, both as initially allocated and when reallocated, and State Administrative Funds (SAF) for State-level coordination of farm to school activities related to the administration of the Child Nutrition Programs (CNPs). Published March 13, 2015.

**Local Foods in the Child and Adult Care Food Program** CACFP 11-2015 – This memo provides guidance on the incorporation of local foods and agriculture-based curriculum in early childhood education and care settings. Published March 13, 2015.

**Farm to School and School Garden Expenses** SP 06 -2015 – This memo clarifies the flexibility schools have in spending funds on school garden and farm to school efforts. Published November 12, 2014.

**Procurement Geographic Preference Q&As Part II** SP 03-2013, CACFP 02-2013, SFSP 02-2013 – A memo addressing additional questions regarding application of the geographic preference option and other mechanisms for local procurement. Published October 9, 2012.

**Final Rule: Geographic Preference Option** – The final rule, published in the Federal Register, includes a summary, background, and final regulatory language, by program, for the geographic preference option. Published April 22, 2011.

**Procurement Geographic Preference Q&As Part I** SP 18 - 2011 – A memo addressing questions regarding application of the geographic preference option. Published February 1, 2011.

**School Garden Q&As** SP 32-2009 – This memo clarifies, among other things, that funds from the nonprofit school food service account can be used to purchase seeds and other supplies for starting and maintaining school gardens. Published July 29, 2009.

