ACTION REQUIRED: ODE Farm to School Procurement Grant Instructions

Hello (name),

You are receiving this because you are either a Nutrition Services Director or Business Manager for a school district that participates in the Oregon Department of Education (ODE) National School Lunch Program (NSLP), or you are a Food Program Coordinator or Authorized Representative for an ODE Child and Adult Care Food Program (CACFP) or Summer Food Service Program (SFSP).

You have be automatically opted in for the ODE Farm to School Grant for Reimbursement of Oregon Grown or Processed Food, also known as the “ODE Procurement Grant” for short.

You have been awarded $(amount) for (school district or CACFP/SFSP operation) based on all meals served in your Child Nutrition Programs.

Here are the next steps you will need to do in order to participate in the Procurement Grant:

* Visit our [grant webpage](https://www.oregon.gov/ode/students-and-family/childnutrition/F2S/Pages/ORf2sGrant.aspx). There you’ll find the following:
1. On the grant webpage, sign up for our [LISTSERV](https://public.govdelivery.com/accounts/ORED/subscriber/new?topic_id=ORED_85) if you have not already. This is our preferred method for contacting everyone in case there are any changes.

On the grant webpage, you will find the **procurement grant** section on the left. There you will need to do the following:

1. Fill out one of the **addendum** **agreements** and return to us at farmtoCNP@state.or.us. If you participate in multiple Child Nutrition Programs, you will only have to fill out one of the addendum agreements. For example, if you participate in the NSLP, CACFP and SFSP, you should just return the NSLP addendum agreement. If you participate in the CACFP and SFSP, you should just return the CACFP addendum agreement. Please bear with us as the addition of more programs might be a bit confusing, as there might be multiple persons listed as a contact for one program. Please read the addendum agreement carefully as it has the program requirements listed.
2. You will need to watch the **live training webinar** (link posted in the “application materials” under the agreement links) or watch the recorded version. The website will have the recorded version posted soon after the live webinar. We will have specific webinars for NSLP (School Districts) as well as a CACFP/SFSP-specific webinar available. Please check the website for times of the trainings. You will only need to watch one of the webinars if you participate in multiple CNP programs. After you watch the webinar you’ll need to send in an **attestation form** that you viewed the webinar
3. A **Baseline Survey** will need to be completed, but only if you are a new farm to school procurement grant sponsor.
* We will not be able to process any claims until we receive the addendum agreement, attestation form that you watched the webinar and baseline survey for new sponsors. Also, we will need to make sure we received your final report from last year before returning sponsors will be able to submit their first claim.
* In addition, many of our CACFP or SFSP sponsors will need to sign up for our Electronic Grant Management System (EGMS). This is the method for ODE to disburse funds to all sponsors. The website lists an information packet on how to sign up as well.
* We will have another opportunity coming this winter for sponsors to apply to receive even MORE funding! So, feel free to get going on a plan to purchase as much as you can as soon as you can, as successful sponsors will be eligible to receive more funding when this portions opens up.
* NEW email address! You can send any questions you may have to farmtoCNP@state.or.us. All of our farm to school staff will be able to access these emails. If you want to send an email to one of us individually, you can still send to one of the following:
	+ Rick Sherman, Farm to School Coordinator at rick.sherman@state.or.us
	+ Amy Jean Williams, Farm to School Assistant at Amy.williams@state.or.us
	+ TBA – we will welcome our second assistant sometime this fall.