

# FAQ's Oklahoma Local Food for Schools Program

- **What is the purpose of the program?**
  - The purpose of the Oklahoma Local Food for Schools Program is to maintain and improve food and agricultural supply chain resiliency.
- **What are the requirements to apply for the Oklahoma Local Food for Schools Program?**
  - Any public-school district accredited by the Oklahoma State Department of Education.
- **How do I apply?**
  - Applications shall be electronically submitted to the Department on a form designated by the Department. Applications available at [www.ag.ok.gov](http://www.ag.ok.gov).
- **How much can I apply for?**
  - Applicant may request a minimum of five thousand dollars (\$5,000.00) per month with a maximum request of twenty-five thousand dollars (\$25,000.00) per month. Requests shall be submitted in five-thousand-dollar (\$5,000.00) increments.
- **How many times can I apply for the program?**
  - Applicants may only apply for funding once a month and only if all previously allocated funding was used.
- **What do I do after application is approved for funding?**
  - Receive approval email from Brady Womack.
  - Receive contract from Ashley Bender.
  - Sign and return contract and three (3) written bids with a justification for choice if lowest price is not chosen from the Oklahoma Producers and Meat Processors list at [www.ok.gov](http://www.ok.gov) to Ashley Bender – [ashley.bender@ag.ok.gov](mailto:ashley.bender@ag.ok.gov).
  - Email confirmation will be sent with an approval from Ashley Bender.
  - School will receive a copy of fully executed contract from the Department.
  - School will receive a copy of purchase order from the Department.
  - School district can make purchases for reimbursement.
- **How do I get reimbursed?**
  - Submit the following three documents to Brady Womack – [brady.womack@ag.ok.gov](mailto:brady.womack@ag.ok.gov).
    - Copy of the credit card receipt, check or check stub showing payment to the producer/processor.
    - Itemized invoice the school received from the producer/processor.
    - Invoice ODAFF (Oklahoma Department of Agriculture Food, and Forestry) for reimbursement.
- **Is there a maximum amount we can receive?**
  - The maximum amount of funding an Applicant can receive in a fiscal year (July-June) is one hundred thousand dollars (\$100,000.00).
- **Is there a deadline for funding?**
  - All funding must be spent by June 30, 2026.
- **Who can I purchase food from?**
  - Approved applicants can only purchase items from the Department's approved vendor list ([www.ag.ok.gov](http://www.ag.ok.gov)). Vendors can be added to the list by submitting a request to the Department for approval ([www.ag.ok.gov](http://www.ag.ok.gov)). Upon approval by the Department a vendor will be added to the vendor list.
- **Do I need to bid out purchases?**
  - Yes, three (3) written bids with a justification for choice if lowest price isn't chosen must be submitted before purchase order will be executed.

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- Send an email to three (3) approved producers/processors off the ODAFF approved list. Make sure to send the exact same email to all of them with a deadline of at least one week to respond with the products you need pricing for.
  - Ex. 200 lbs ground beef, 100 lbs roast, 40 head of lettuce.
- If a producer/processor cannot provide you with the products you need that still counts as a bid.
- After the deadline for them to respond has expired, print all three emailed bids and attach with the signed contract to Ashley Bender, [ashley.bender@ag.ok.gov](mailto:ashley.bender@ag.ok.gov)
  - Don't just print off the bid. Make sure to print off who the email was from, and date received.
  - If a producer/processor is not responsive by the deadline, print off the email where you sent the bid and write no bid to include with the documentation because it will still count as a bid.
- **Can I purchase from a food service management company?**
  - School may utilize a food service management company to purchase products as long as the products are purchased from an ODAFF approved vendor.
  - Schools must work with the FSMC to determine the appropriate quantity of locally sourced food. Together, the SFA and FSMC evaluate key factors including district enrollment, average meal participation, and available freezer/storage capacity to establish the total pounds of product to purchase. In addition, both parties work jointly to identify the most appropriate product, cuts of meat or product specifications, ensuring all selections align with current USDA school meal program guidelines. This coordinated approach helps maximize product utilization, maintain compliance, and support efficient menu integration within the district's nutrition program.
- **Where are the requirements for a local producer to become approved to sell to a school?**
  - [Local Food Procurement Assistance Program – ODAFF](#)
- **Can I purchase from more than one vendor?**
  - There is no limit on the number of vendors a school can purchase from. All purchases must be from an approved ODAFF vendor.
- **Who coordinates the purchase, storage and delivery of the product?**
  - The school must coordinate and communicate with the producer. ODAFF is not responsible for making these connections.
- **What types of food am I able to purchase?**
  - Food must be minimally processed items including but not limited to ground beef, bacon, fresh fruits and vegetables, dairy products, nuts, and honey.
- **What food CANNOT be purchased?**
  - Processed items including but not limited to chicken nuggets, jelly, bread, spices, and condiments are not allowed.
  - High end items including but not limited to ribeye's are discouraged.
- **Define "minimally processed" foods?**
  - means food that has been processed in a way that doesn't significantly change its fundamental properties.
- **Who and where can I serve the food?**
  - Food purchased through this program shall be served to students and take place in the cafeteria when school is in session during the calendar year, including summer feeding programs.

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- **Where can food not be served?**
  - Food purchased through this program cannot be served in a concession stand, sporting events, teacher/board appreciation events, or other similar events.
- **Do I need to disclose any information regarding conflicts of interest?**
  - Schools must disclose any conflicts of interest to the Department, if the school or the person running the program for the school has a personal interest in the items purchased from a vendor. Conflicts of interest will be reviewed by the Department for approval.
- **Can I purchase live animals for processing?**
  - Live animals may be purchased for market value, on the day of purchase, for processing by a licensed processor. Funding through the Oklahoma Local Food for Schools Program may be used to cover processing fees if the processor is licensed by the Department or Federal government.
  - To purchase a live animal an applicant must submit three (3) bids from processors, submit a written statement on why the applicant selected a specific processor, and obtain prior approval from the Department to purchase the live animal.
  - “Market Value” means the price that a property would sell for in a competitive market under fair conditions.
  - **Where do I find the market value of an animal?**
    - Follow the link [CT156](#) to see what the market value is. If you have any questions in determining the market value, reach out to [brady.womack@ag.ok.gov](mailto:brady.womack@ag.ok.gov)
- **How is this funding related to the previous Local Food for School Program?**
  - The Local Food for Schools Grant Program, a cooperative agreement with USDA (February 2022 - December 2024) was a separate program. All contracts and purchase orders from this program have expired.

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