



**MASSACHUSETTS
FARM TO SCHOOL**

Northeast Food For Schools Reimbursement Form Instructions

Written 5/4/2023

Form Instructions

Mass. Farm to School will provide:

1. Link to Online Form
<https://survey.alchemer.com/s3/7324995/NEFS-Reimbursement-Form-Pilot>
2. Username & Password (one per district)
3. [Tutorial video](https://youtu.be/oE8kolr-pgw) (<https://youtu.be/oE8kolr-pgw>)

Overview of Submission Process

1. Login
2. Select either “Direct Farm Purchase” or “Local Purchase from Food Hub/Distributor”
3. Log purchases (by invoice*), including:
 - a. Farm Name
 - b. Farm Location (State)
 - c. Product Name & Description
 - d. Cost of Product
4. You will receive an email confirmation of your submission. Save this!

Form Instructions



Northeast Food for Schools Reimbursement Form

Northeast Food for Schools Reimbursement Form (Pilot)

Login

Please log in with the email address and password provided for your school district.

Have questions about entering your information? Please email nfs@massfarmtoschool.org.

New Login/Password

Username

Password

Next

0%

Enter Your Username & Password. This will be emailed to you directly.

Form Instructions



Northeast Food for Schools Reimbursement Form

Northeast Food for Schools Reimbursement Form (Pilot)

School Food Authority

Please confirm that all of the information below is correct (school food authority name & agreement number).

1. School Food Authority *

Cambridge Public Schools

2. Agreement Number *

500-01

3. Is all of the information listed above correct? *

Yes

No

Back

Next

13%

Confirm Your School Food Authority Name & Agreement Number. If these fields are not correct, please contact nfs@massfarmtoschool.org to receive the correct username & password.

Form Instructions

Select the type of purchase you will be entering: Direct from Farm OR Food Hub/Distributor.



Northeast Food for Schools Reimbursement Form

Northeast Food for Schools Reimbursement Form (Pilot)

Food Purchase Form

In this form, you will be asked to provide details about the local food products you are seeking reimbursement for.

This form submission must be completed by each individual invoice.*

**In the case of multiple cafeterias receiving delivery from the same vendor on the same date, you can aggregate information prior to entry into this form.*

To qualify for reimbursement, food products must be grown, raised, or caught within 400 miles of your School Food Authority.

Note: Do not press the back button on your browser to go backwards, please use the back button within the form!

4. Please indicate which type of purchase will you be submitting today? *

- Food products purchased directly from a farm
- Food products purchased from food hub and/or distributor

You will be directed to input each individual product you purchased. If you have more than 5 products from a farm or food hub to input, please submit your first 5 products, then return to the form to submit additional products.

Back

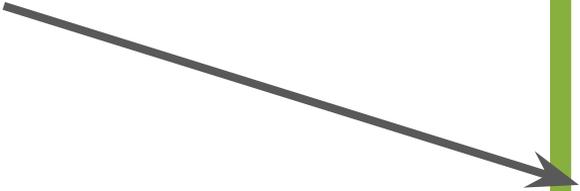
Next

25%



Form Instructions

Select the number of products you wish to enter. If you have more than 5 products to enter, please enter the first 5, and submit. Then re-open the form, login, and submit your additional products.



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Food Purchase Form

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4. Please indicate which type of purchase will you be submitting today? *

- Food products purchased directly from a farm
- Food products purchased from food hub and/or distributor

You will be directed to input each individual product you purchased. If you have more than 5 products from a farm or food hub to input, please submit your first 5 products, then return to the form to submit additional products.

How many products purchased directly from a farm will you be submitting today?

- 1
- 2
- 3
- 4
- 5

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25% |

Form Instructions



Northeast Food for Schools Reimbursement Form

Northeast Food for Schools Reimbursement Form (Pilot)

Direct Farm Purchase

Please provide the following information for this transaction.

Note: Do not press the back button on your browser to go backwards, please use the back button within the form!

6. What was the month of this purchase? *
7. What is the name of the farm? *
8. In what state is this farm located? *

Please list each food item purchased and the total cost for this item. For instance, if you purchased four bushels of apples, tell us the total cost for all four bushels. (Input image of sample invoice.)

Please include exact price in dollars and cents (e.g. 100.75). Do not type "\$" in the Total Cost field!

- | | | |
|--|---|---|
| 9. [Item 1] Product Name *
<input type="text" value="Apples"/> | 10. [Item 1] Product Description
<input type="text" value="Gala"/> | 11. [Item 1] Total Cost *
<input type="text" value="367.18"/>
<small>Characters used: 6 out of 8.</small> |
| 12. [Item 2] Product Name *
<input type="text" value="Strawberries"/> | 13. [Item 2] Product Description
<input type="text"/> | 14. [Item 2] Total Cost *
<input type="text" value="296.00"/>
<small>Characters used: 6 out of 8.</small> |

38%

Add the details of your purchase on this page. The product name should be "Apple, Pear, Redfish."

Including "Product Description" is optional. You may use this field to describe your product, i.e. "sliced apples, or varietal: Gala."

Please do not use \$ in the Total Cost field. Simply write the cost as, i.e. 315.15 OR 45.00.

Form Instructions



Northeast Food for Schools Reimbursement Form

Northeast Food for Schools Reimbursement Form (Pilot)

Review Your Submission

[Direct Farm Purchase]

This is a summary of your request for reimbursement. Please review for errors prior to submitting. If you have entered something incorrectly, press the back button within the form below (not in your browser) to correct the error. Once you click submit, you cannot edit your entry!

You will receive a copy of this summary page via email. Please retain a copy of the email for your records.

SFA Name: Cambridge Public Schools
SFA Agreement Number: 500-01

- Purchase Month: June
- Farm Name: Farmer Brown
- Farm Location: MA

Product #1
Name: Apples
Description: Gala
Cost: 367.18

Product #2
Name: Strawberries
Description:
Cost: 296.00

Product #3
Name:
Description:
Cost:

Product #4
Name:
Description:
Cost:

Product #5
Name:
Description:
Cost:

Back Submit

60%

This page will show an overview of your submission. Please review before hitting the "Submit" button. If you need to make changes, use the green "Back" button on the bottom of the form.

Form Instructions

Entering products purchased from a food hub or distributor.



Northeast Food for Schools Reimbursement Form (Pilot)

Food Purchase Form

In this form, you will be asked to provide details about the local food products you are seeking reimbursement for.

This form submission must be completed by each individual invoice.*

**In the case of multiple cafeterias receiving delivery from the same vendor on the same date, you can aggregate information prior to entry into this form.*

To qualify for reimbursement, food products must be grown, raised, or caught within 400 miles of your School Food Authority.

Note: Do not press the back button on your browser to go backwards, please use the back button within the form!

4. Please indicate which type of purchase will you be submitting today? *

- Food products purchased directly from a farm
- Food products purchased from food hub and/or distributor

You will be directed to input each individual product you purchased. If you have more than 5 products from a farm or food hub to input, please submit your first 5 products, then return to the form to submit additional products.

-1. How many items purchased from a food hub/distributor will you be submitting today?

- 1
- 2
- 3
- 4
- 5

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Form Instructions



Northeast Food for Schools Reimbursement Form

Northeast Food for Schools Reimbursement Form (Pilot)

Food Hub or Distributor Purchase

Please provide details regarding the items you purchased from this food hub or distributor.

Note: Do not press the back button on your browser to go backwards, please use the back button within the form!

6. What was the month of purchase? *

April

7. Food Hub/Distributor Name *

Worcester Food Hub

8. [Hub Item 1] Farm Name *

Farmer Brown

9. [Hub Item 1] Farm Location *

MA

10. [Hub Item 1] If Other: What state?

11. [Hub Item 1] Product Name *

Kale

12. [Hub Item 1] Product Description

13. [Hub Item 1] Total Cost *

308.18

Characters used: 6 out of 8.

14. [Hub Item 2] Farm Name *

Sunset Farms

15. [Hub Item 2] Farm Location *

Other

16. [Hub Item 2] If Other: What state?

Pennsylvania

17. [Hub Item 2] Product Name *

Peaches

18. [Hub Item 2] Product Description

19. [Hub Item 2] Total Cost *

395.00

Characters used: 6 out of 8.

Back Next

63%

If you are entering products purchased from a food hub or distributor, you will only enter the name of the vendor once, but will need to enter the farm name and location for each product entered.

Form Instructions

Northeast Food for Schools Reimbursement Form (Pilot)

Review Your Submission

[Food Hub or Distributor]

This is a summary of your request for reimbursement. Please review for errors prior to submitting. If you have entered something incorrectly, press the back button within the form below (not in your browser) to correct the error. Once you click submit, you cannot edit your entry!

You will receive a copy of this summary page via email. Please retain a copy of the email for your records.

SFA Name: Cambridge Public Schools

SFA Agreement Number: 500-01

- Purchase Month: June
- Vendor Name: Worcester Food Hub

Product #1

Farm Name: Farmer Brown

Farm Location: MA

Item Name: Kale

Item Description:

Item Cost: 308.18

Product #2

Farm Name: Sunset Farms

Farm Location: Other

Pennsylvania

Item Name: Peaches

Item Description:

Item Cost: 395.00

Product #3

Farm Name:

Farm Location:

Item Name:

Item Description:

Item Cost:

Product #4 Farm Name:

Farm Location:

Item Name:

Item Description:

Item Cost:

Product #5 Farm Name:

Farm Location:

Item Name:

Item Description:

Item Cost:

Back Submit

48%

This page will show an overview of your submission. Please review before hitting the "Submit" button. If you need to make changes, use the green "Back" button on the bottom of the form.

Form Instructions

Final Page!



Northeast Food for Schools Reimbursement Form

Northeast Food for Schools Reimbursement Form (Pilot)

Thank You!

Thank you for submitting your food purchases. You will receive a confirmation email shortly. If you have any questions regarding this form, or your reimbursement request, or remaining LFS funds, please contact nfs@massfarmtoschool.org.

100%

Questions?

Email:
nfs@massfarmtoschool.org

