

# Reimbursement Form Information

## Step by Step Instructions

### Step 1: Enter Your Login Information

**Northeast**  
FOOD FOR SCHOOLS

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## REIMBURSEMENT FORM

Welcome!

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

If you need help accessing your login information, please email [nfs@massfarmtoschool.org](mailto:nfs@massfarmtoschool.org)

New Login/Password

Username

Password

17%

# Reimbursement Form Information

## Step by Step Instructions

Step 2: Confirm your school food authority name & agreement number are correct.

Please confirm that the school food authority name you see on this page is correct.

Agreement Number \*

School Food Authority \*

Is all of the information listed above correct? \*

Yes

No

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# Reimbursement Form Information

## Step by Step Instructions

Step 3: Let us know who is filling out the form. Confirmation of submission will go to the person filling out the form & the School Nutrition Director.



### Who is filling this out?

This information will be used for confirmation of submission when you finish the form, and for follow up if there are any questions about your submission.

First Name: \*

Dena

Last Name: \*

Stearns

Email Address \*

dena@massfarmtoschool.org

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# Step by Step Instructions: Example #1

## Example #1: Submitting Claims from a Food Hub/Distributor

You have purchased carrots & apples from Boston Food Hub on September 28, 2023. The carrots cost \$125.43 and came from Smith Farm in Massachusetts. The apples (sliced) cost \$56.98 and came from Meadow Farm in Connecticut.

You may enter both carrots & apples on the same form to get reimbursed for this purchase.\*

\*Reminder: If you made purchases on two different dates, you will need to use the form twice, once for each date. If you made purchases from two different food hubs, or two different farms, you will need to enter those purchases individually. If you purchased apples & carrots from one farm on the same date, you may enter both apples & carrots on the same form.

# Step by Step Instructions: Example #1

## Example #1: Submitting Claims from a Food Hub/Distributor



### REIMBURSEMENT FORM

Please enter all items by purchase date and vendor only

If you have additional purchases from different vendors or delivery dates, you will be prompted to log them in another submission.

**To qualify for reimbursement, food items must be grown, raised, or caught within 400 miles of your SFA.**

What is the name of the vendor? \*

eg: Boston Food Hub, or Smith Farm

Is the vendor a farm/producer or food hub/distributor? \*

- Farm/Producer  
 Food Hub or Distributor

What is the invoice date? \*

MM/DD/YYYY

Delivery Fee, if applicable

Please enter in the total value. Do not use a dollar sign.

\$  example: 19.00

## Step by Step Instructions: Example #1

Enter information for your first item "Carrots."

Click "Add Another Item" to enter "Apples."

Please enter all items purchased from this vendor on the date listed above.

If you have further purchases from different dates or from a different vendor, you will have an opportunity to make another submission.

**Farm Name \***

eg: Smith Farm

**Farm Location \***

If "Other", please type in the location of the farm, including **town/city, and state**.  
Otherwise, type N/A

**Item Name \***

example: apples, carrots, ground beef

**Item Description** (optional)

If the product is minimally processed, please describe, i.e. sliced, chopped, ground.

examples: sliced, frozen, shredded

**How much did it cost? \***

Please enter in the total value of the item. Do not use a dollar sign.

\$  example: 100.25

Is this a product you would have bought even without the Northeast Food for Schools funds? (optional)

Yes

No

50%

# Step by Step Instructions: Example #1

Enter information for your second item, "apples."

**Farm Name \***

eg: Smith Farm

**Farm Location \***

If "Other", please type in the location of the farm, including **town/city, and state**.  
Otherwise, type N/A

**Item Name \***

example: apples, carrots, ground beef

**Item Description (optional)**

If the product is minimally processed, please describe, i.e. sliced, chopped, ground.

examples: sliced, frozen, shredded

**How much did it cost? \***

Please enter in the total value of the item. Do not use a dollar sign.

\$  example: 100.25

Is this a product you would have bought even without the Northeast Food for Schools funds? (optional)

Yes

No

[Remove Last Item](#)

# Step by Step Instructions: Example #1

Review your submission. If everything looks good, click Submit. If you need to adjust anything, click the green “Back” button. *Do not click the back button on your browser - you will lose all your work!*

Below is the summary of your submission by question category and should be maintained for your records.

You will receive a copy of this summary page via confirmation email.

A final sum total of the reimbursement requests made for this month will be provided to the food service director and business manager at the end of the next month.

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!

Submission Date: 08/14/2023

SFA Name: Dena Schools

SFA Agreement Number: 11111

**Purchase Date:** 09/28/2023

**Vendor Name:** Boston Food Hub

**Farm Name:** Smith Farm | Meadow Farm

**Farm Location:** MA | CT

Product(s): Carrots | Apples

Cost: 125.43 | 56.98

If you do not have any additional purchases to enter at this time, select **Finish Survey**, and **Submit** when prompted.

If you would like to submit more purchases for reimbursement, please select **Submit More Purchases**.

After you click **Submit**, you will be automatically redirected to the beginning of the form.

Finish Survey

Submit More Purchases

Back

Submit

# Reimbursement Form Information

## Step by Step Instructions

Your submission is now complete. You will receive an email confirmation, which will be sent to both the person filling out the form and to the school nutrition director automatically. If you do not receive an email confirmation, please contact [nfs@massfarmtoschool.org](mailto:nfs@massfarmtoschool.org)



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## REIMBURSEMENT FORM

Thank you for submitting your purchase!

You will receive a confirmation email shortly.

If you selected **Submit More Purchases**, you will be redirected to login again.

You may close this window, if you are finished.

Please contact [nfs@massfarmtoschool.org](mailto:nfs@massfarmtoschool.org), if you have any questions regarding this form, or your reimbursement request.

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## Step by Step Instructions: Example #2

### Example #2: Submitting Claims from a Farm

You have purchased \$75.00 worth of kale from Meadow Farm on September 5, 2023.

# Step by Step Instructions: Example #2



## REIMBURSEMENT FORM

Please enter all items by purchase date and vendor only

If you have additional purchases from different vendors or delivery dates, you will be prompted to log them in another submission.

**To qualify for reimbursement, food items must be grown, raised, or caught within 400 miles of your SFA.**

What is the name of the vendor? \*

eg: Boston Food Hub, or Smith Farm

Is the vendor a farm or food hub/distributor? \*

Farm

Food Hub or Distributor

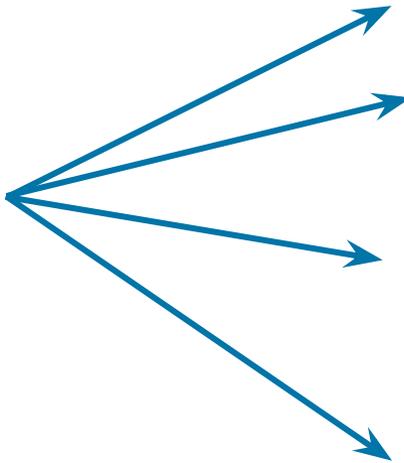
When was the purchase made? \*

MM/DD/YYYY

Did the Northeast Food for School's priority to increase purchases from socially disadvantaged producers influence your choice of vendor? (optional)

Yes

No



# Step by Step Instructions: Example #2

Enter information for your item, "kale."

Please enter all items purchased from this vendor on the date listed above.

If you have further purchases from different dates or from a different vendor, you will have an opportunity to make another submission.

**Farm Name \***

Meadow Farm

eg: Smith Farm

**Farm Location \***

MA

If "Other", please type in the location of the farm, including **town/city, and state**.  
Otherwise, type N/A

**Item Name \***

Kale

example: apples, carrots, ground beef

**Item Description** (optional)

If the product is minimally processed, please describe, i.e. sliced, chopped, ground.

examples: sliced, frozen, shredded

**How much did it cost? \***

Please enter in the total value of the item. Do not use a dollar sign.

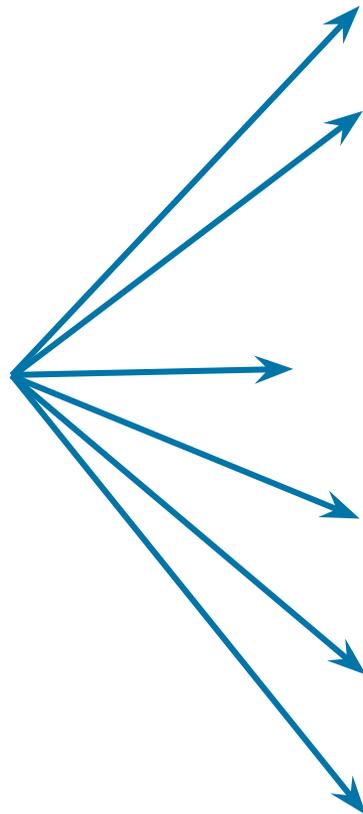
\$ 75.00

example: 100.25

Is this a product you would have bought even without the Northeast Food for Schools funds? (optional)

Yes

No



# Step by Step Instructions: Example #2

Review your submission. If everything looks good, click Submit. If you need to adjust anything, click the green "Back" button. *Do not click the back button on your browser - you will lose all your work!*

Below is the summary of your submission by question category and should be maintained for your records.

You will receive a copy of this summary page via confirmation email.

A final sum total of the reimbursement requests made for this month will be provided to the food service director and business manager at the end of the next month.

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!

Submission Date: 08/14/2023  
SFA Name: Dena Schools  
SFA Agreement Number: 11111

**Purchase Date:** 9/5/2023  
**Vendor Name:** Meadow Farm  
**Farm Name:** Meadow Farm  
**Farm Location:** MA

Product(s): Kale  
Cost: 75.00

If you do not have any additional purchases to enter at this time, select **Finish Survey**, and **Submit** when prompted.

If you would like to submit more purchases for reimbursement, please select **Submit More Purchases**.

After you click **Submit**, you will be automatically redirected to the beginning of the form.

- Finish Survey  
 Submit More Purchases

Back Submit

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