Wyoming Farm to School

Resource Guide



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Introduction

The purpose of this guide is to connect Wyoming schools, producers and other interested participants with resources for building successful Farm to School programs.

Farm to School programs bring nutritious, locally produced foods to school children and communities nationwide. The programs provide the opportunities to teach students about where food comes from, who grows it and instill lifelong healthy eating habits. Use of local produce in cafeterias also gives local producers a new direct market and mitigates the effects of transporting food long distances.

The Farm to School network endeavors to support community based food systems, strengthen family farms, reduce childhood obesity and improve student nutrition habits. The Farm to School program can extend far beyond using local foods in the cafeteria to include waste management programs like composting, hands-on educational opportunities such as planting school gardens, cooking demonstrations and farm field-trips. Farm to School not only aids children in gaining agricultural and nutritional knowledge, but also benefits local producers and helps foster a stronger community.

Farm to School Contacts

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Wyoming Farm to Plate Website

www.wyfarm2plate.org

Wyoming Department of Agriculture

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Wyoming Business Council

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Wyoming Department of Education

Contact Us webpage: edu.wyoming.gov/ContactUs.aspx

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National Farm to School Network

Contact Us webpage: www.farmtoschool.org/contact.php

What is Farm to School?

Farm to School is a broad term used to describe efforts to connect healthy local foods and agriculture with schools, students and other institutions.

The goal of the Wyoming Farm to School Program is to support healthy children, schools, farms and communities by utilizing local agriculture.

Farm to School programs are based on the premise that students will choose healthier foods, including more fruits and vegetables, if products are fresh, locally grown and picked at the peak of their flavor and if those choices are reinforced with educational activities.

All Child Nutrition Programs can participate in the Farm to School Program including:

- The National School Breakfast and Lunch Program
- The Fresh Fruit and Vegetable Program
- The Summer Food Program
- The Child and Adult Care Food Program

Key components of the Wyoming Farm to School program include:

- Fresh, locally grown and produced products served in school meals and snacks
- Educating students about nutrition and agriculture
- · School gardens
- Producer visit and farm/ranch tours

Why Farm to School?

Farm to School projects provide benefits to the entire community: children, producers, food service staff, parents and teachers.

- Enhance students' educational experience and cultivate long-term healthy eating habits.
- Open new markets and increase revenues and customer base for farmers.
- Develop community support and awareness about local food systems.
- Open opportunities to make a positive difference in the lives of Wyoming school children.
- Strengthen community relationships.
- Increase knowledge of where food comes from and who grows it.
- Support family agricultural production, which is facing the greatest decline of all occupations in the U.S.
- Use school gardens to teach students the connection between growing plants and eating healthy foods.
- Combat childhood obesity.
- Reduce the number of miles food travels from producer to plate. The average distance food travels is 1,500 to 2,400 miles.

Farm to School for Wyoming Schools

What is Farm to School?

Farm to School connects schools and local producers with the objectives of:

- Serving healthy meals in school cafeterias
- Providing agriculture, health and nutrition education opportunities
- Supporting local producers
- Fostering the knowledge of where food comes from and who grows it.
 - National Farm to School Website: www.farmtoschool.org
 - Wyoming Farm to School Website:
 http://edu.wyoming.gov/Programs/nutrition/Farm to School.aspx
 - USDA Know Your Farmer Know Your Food: www.usda.gov/wps/portal/usda/usdahome?navid=KNOWYOURFARMER

There are many ways to become a farm to school purchaser. The details of the school's Farm to School program will have to fit the specific requirements and procedures of the school and will vary with the producers involved, however there are some common aspects to be considered...

Food Safety

National and state food safety regulations are applicable at every school. Schools may have additional regulations and procedures dependent on the kind of product being purchased and served. These additional resources may be helpful:

- The Wyoming Department of Agriculture Consumer Health Services oversees food safety in WY: agriculture.wy.gov/divisions/chs
- GAP (Good Agricultural Practices) and GHP (Good Handling Practices) provide principles for safe production and handling processes.
 - The USDA Grading, Certification and Verification webpage includes GAP and GHP info.: <u>www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateN&page=GAP</u> GHPAuditVerificationProgram
- ServeSafe presents training information and programs for food safety practices: www.servsafe.com
- The USDA Farm to School, Food Safety Page addresses aspects of food safety in farm to school programs: www.fns.usda.gov/cnd/f2s/implementing/safety.htm

Seasonality

Seasonality can create challenges when buying local produce. The availability of farm products changes with the seasons and, at times, typical menu items may not be grown locally. Creativity and flexibility are important in this area. Salad bars, processing, pick-of-the-month programs and in-season substitutes are a few of the possibilities for addressing seasonal challenges.

 The National Farm to School Network presents ideas in this publication on how to approach seasonality: www.farmtoschool.org/files/publications 349.pdf

Tips for Schools

 Meat processed in Wyoming state inspected plants may be purchased by any licensed establishment (including schools) within the state of Wyoming. Contact the Wyoming Department of Agriculture Consumer Health Services with questions or concerns: agriculture.wy.gov/divisions/chs



• The USDA Farm to School page has resources for student education, school gardens, staff training and more: www.fns.usda.gov/cnd/f2s/f2s-resources.htm

Finding Fresh Produce

- The Fresh Fruit and Vegetable Program (FFVP) is administered nationally by the U.S. Department of Agriculture's Food and Nutrition Service and in Wyoming by the State Department of Education. The program seeks to increase school access to fresh fruits and vegetables.
 - The USDA FFVP Page: www.fns.usda.gov/cnd/ffvp/
 - The Wyoming Department of Education FFVP page:
 edu.wyoming.gov/Programs/nutrition/fresh fruit and vegetable program.aspx
- The DoD Fresh Fruit and Vegetable Program (DoD Fresh) is sponsored by the Department of Defense. The program works to bring schools a greater variety of fresh produce.
 - o The USDA DoD Fresh page: www.fns.usda.gov/fdd/programs/dod/default.htm
- Farmers markets are a source of fresh and locally grown products.
 - Listing of farmers markets in Wyoming:
 www.wyomingfarmersmarkets.org/List of WY Farmers Markets.pdf
 - The Wyoming Business Council's farmers market page:
 www.wyomingbusiness.org/program/farmers-markets/1302
- Geographical Preference Price Points are used to help schools purchase locally produced foods.
 - The USDA explains applying Geographical Preference in this Q &A Document: www.fns.usda.gov/cnd/governance/Policy-Memos/2011/SP18-2011_os.pdf
- The University of Wyoming Extension's Eat Wyoming website provides a local food database and information:www.wyomingextension.org/eatwyoming/index.asp

Make Your Contact

Producers must have a clear understanding of the SFA's needs and policies. Producers will not know exactly what your food service program needs are unless you tell them. Therefore, take some time and develop specifications for what is needed, considering the categories listed below.

Product Information

- Which products types and volume are produced?
- O What time of year and how often are products available?
- o How much advance notice can the producer give of available product?
- O What is the price per unit?

Food Safety & Liability

- o What kind of storage is necessary to keep products fresh and in good condition?
- o What food safety plans/procedures does the producer have in place?
- O Does the producer carry liability insurance?

Other Considerations

- O What transportation and delivery options can be arranged?
- O What methods of communication are mutually agreeable?

Section 1: Resources for Schools

Finding Local Foods

Perhaps the most challenging aspect of implementing a Farm to School program is sourcing local foods. There are many ways to find and take delivery of local products. Whichever methods are chosen, they should meet the needs of both your school food service and the local producers involved in order to be sustainable over the long term.

The Wyoming Department of Agriculture can assist you in finding and contacting local producers.

2219 Carey Avenue Cheyenne, WY 82002-0100 (307) 777-7321 (307) 777-6593 (FAX)

Email: wda1@wyo.gov
Website: agriculture.wy.gov

- UW Extension; Eat Wyoming, local food database and information: www.wyomingextension.org/eatwyoming/index.asp
- The USDA Farm to School FNS Policy webpage provides food procurement information and links: http://www.fns.usda.gov/cnd/F2S/f2spolicy.htm
- Colorado Farm to School; Colorado Glossary of School Food & Farm to School Procurement Terms: docs.google.com/file/d/0B6uR2v3JVfdpX192czluaXVnSU0/edit

Geographical Preference Price Points

Child Nutrition Programs can apply a geographic preference (state, county and/or region) when procuring unprocessed locally grown and locally raised agricultural products.

- The USDA explains applying Geographical Preference in this Q &A Document: http://www.fns.usda.gov/cnd/governance/Policy-Memos/2011/SP18-2011 os.pdf
- This National Farm to School Network publication answers questions about how to apply Geographic Preference: www.farmtoschool.org/files/publications 365.pdf

Meat Processing Plants

Meat processed in Wyoming state inspected plants may be purchased by any licensed establishment (including schools) within the state of Wyoming.

- Contact the Wyoming Department of Agriculture Consumer Health Services with questions or concerns. WDA CHS webpage: http://agriculture.wy.gov/divisions/chs
- The WDA Wyoming Meat Inspection Program handout (pg. 8-9) provides state inspected meat plant contact information.

• The Wyoming State Inspected Meat Plants map (pg.7) shows Wyoming meat plant names and

locations.



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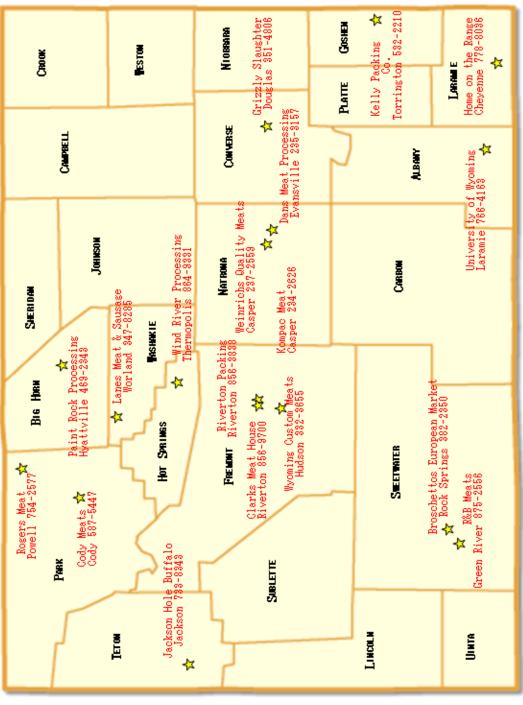
Wyoming State Inspected Meat Plants

CONSUMER HEALTH SERVICES (CHS)

- Reduces the occurrences of food safety hazards.
- Reduces the occurrences of hazards to health & safety that are created by interaction of the public
- HACCP (Hazard Analysis Critical Control Point) trainings

County Name Processing plant and phone number

Wyoming Department of Agriculture 2219 Carey Avenue Cheyenne, WY 82002 (307) 777-7321 agriculture, Wy. gov

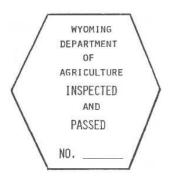




WYOMING MEAT INSPECTION PROGRAM

February 2012 presentation to FSA Program

There are 20 state inspected meat plant and 28 custom exempt plants in Wyoming. The meat plants are broken down into 3 categories; state inspected, custom exempt and wild game. Wyoming Department of Agriculture Consumer Health Services (CHS) inspectors inspect the state meat plants every time the slaughter and processing of animals occurs. The inspector reviews the slaughter process of all animals from the time they are received at the plant to the time the carcass is placed in the cooler. The meat processed in a state inspected plant can be sold to any licensed establishment. These include stores, restaurants and institutions such as schools, hospitals, prisons or individuals within the state of Wyoming but cannot be sold out of state. CHS inspectors are in the state inspected meat plants during all slaughter and processing procedures. In some instances, this requires the CHS inspector to be in the plant on a daily basis. The state inspected plants are considered by USDA to have an "equal to status". Wyoming receives grants to operate their meat program from USDA. Therefore, the Wyoming Department of Agriculture Consumer Health Services Division is audited every three years and yearly a self assessment is submitted to USDA to maintain its "equal to status". This allows state meat plants to apply the Wyoming mark of inspection to meat products.



The custom exempt meat plants slaughter animals and process the meat for the individual

owner. Meat processed in a custom exempt plant cannot be sold to establishments or other

individuals. Some state and custom meat plants will purchase meat from a federal or state

inspected plant then further process the meat and then can sell it to other establishments or

individuals.

USDA has an exemption from inspection for HRI (hotel, restaurant and institution) that a custom

plant can process under. But there are restrictions they are as follows:

• There must be a valid retail meat sales business at the establishment

• HRI under this exemption is only for raw meat products

• Under the retail exemption regulations, sales to HRI have two maximum limits: 25 % or

the dollar value of total product sales, or the calendar year dollar limitations. The USDA

sets the dollar limits according to the consumer index: for 2011 it was \$61,900 for meat

and \$50, 200 for poultry.

• If an establishment goes over these limits they must come under inspection.

• In Wyoming a custom exempt plant is probably not feasible due to low volume retail

sales. They can easily exceed the exemption requirements by selling meat under HRI.

Wyoming state inspected meat plants do different processes. Some only do slaughter, processing

or combination of slaughter and processing. There are areas of the state where there are not state

meat plants within several hundred miles.

The state meat plants in 2011 did the following in volume:

Beef slaughtered – 2662 head

Raw product such as steaks and roasts – 651,463 lbs.

Raw ground product this is mainly beef -595,318 lbs.

Raw fresh sausage – 79,618 lbs.

Wyoming Department of Agriculture Consumer Health Services Division

Webpage: agriculture.wy.gov/divisions/chs

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Farmers Markets

Farmers markets are a source of fresh and locally grown products.

- Listing of farmers markets in Wyoming: www.wyomingfarmersmarkets.org/List of WY Farmers Markets.pdf
- The Wyoming Business Council's farmers market webpage: www.wyomingbusiness.org/program/farmers-markets/1302
- The Wyoming Farmers Marketing Association works to promote WY farmers markets and local food producers: www.wyomingfarmersmarkets.org

Seasonality

Seasonality can create challenges when buying local produce. The availability of fresh products changes with the seasons and, at times, typical menu items may not be grown locally. Creativity and flexibility are important in this area. Salad bars, processing, pick-of-the-month programs and in-season substitutes are a few of the possibilities for addressing seasonal challenges.

 The National Farm to School Network presents ideas in this publication on how to approach seasonality: www.farmtoschool.org/files/publications 349.pdf

Using Local Foods

The freshness and nutritional value of local foods can help cultivate long-term healthy eating habits in students. Offering locally grown foods in your cafeteria also gives you a chance to use food as a teaching tool. It can help students understand where their food comes from and who grows it.

- USDA presents a guide to buying and serving locally grown produce in school meals: www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELDEV3101426
- Vermont FEED, A Guide for Using Local Foods in Schools:
 food-hub.org/files/resources/FEED_LocalPurchasingManualFINAL.pdf
- Food Research and Action Center (FRAC); Using Local Foods in Afterschool and Summer Nutrition
 Programs, Fresh from the Farm: frac.org/newsite/wp-content/uploads/2009/09/produceguide.pdf

Recipes

Menu planning with local foods can be a challenge. Here are some resources that may be helpful.

- The Lunch Box is an online school food toolkit, including recipes and a searchable food database: www.thelunchbox.org
- Oklahoma Farm to School; Kidchen Expedition, Online Cookbook: www.kidchenexpedition.com/cookbook/
- Massachusetts Farm to School Cookbook, Fresh From the Farm:
 www.mass.gov/agr/markets/Farm to school/docs/farm to school cookbook.pdf
- New Hampshire, Fruit and Veggie Quantity Cookbook: www.dhhs.nh.gov/dphs/nhp/documents/cookbook.pdf

- Vermont FEED, Healthy Snacks recipes: www.vtfeed.org/sites/default/files/staff-files/site-downloads/Recipes/healthy%20snacks%20recipes.pdf
- New Jersey Farm to School recipes webpage: www.njfarmtoschool.org/foodservice/recipes/
- Minnesota Farm to School; A Collection of Simple Scratch Recipes Served in Minnesota Schools: www.health.state.mn.us/schools/greattrays/pdfs/NowCooking.August22.pdf

Units/Conversion

- Kansas Farm to School; Volumes and Conversions, How Do You "Measure Up"?:
 www.kn-eat.org/F2S/F2S Docs/Guidance/Volume Conversion Chart.pdf
- Kansas Farm to School; Weights and Approx. Processed Yields:

www.kn-

eat.org/F2S/F2S Docs/Guidance/Weights and Approx Processed Yields Common Fruits Veggies.pdf

Salad Bars

Salad bars are a good way to introduce local foods and encourage students to make healthy food decisions.

The Let's Move's Salad Bars to School Program offers salad bar grant opportunities for schools.

- Let's Move Salad Bars to School website: saladbars2schools.org
- Let's Move Salad Bars to School's publication explains their program and the importance of salad bars in schools: mofarmtoschool.missouri.edu/foodservice/why_salad_bars.pdf

Food Safety

Food safety is a priority for schools and local producers. National and state food safety regulations are applicable at every school. Other regulations and procedures may be dependent on the school and type of product.

- The Wyoming Department of Agriculture Consumer Health Services oversees food safety in WY: agriculture.wy.gov/divisions/chs
- This USDA publication gives recommendation for handling fresh produce in schools: www.fns.usda.gov/fns/safety/pdf/best_practices.pdf

GAP (Good Agricultural Practices) and GHP (Good Handling Practices) provide principles for safe production and handling processes.

 The USDA Grading, Certification and Verification webpage includes GAP and GHP information: <u>www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateN&page=GAPGHPAuditVerificationProgram</u>

Staff Training Resources

Training staff members in food safety practices is an important part of ensuring food safety.

- The USDA webpage addressing food safety aspects (including staff training) in Farm to School programs: www.fns.usda.gov/cnd/f2s/implementing/safety.htm
- ServeSafe presents training information and programs for food safety practices: www.servsafe.com/home

National School Food Programs

The following programs work to promote healthy school foods and may be helpful in fostering a Farm to School program.

 The USDA School Meals Regulations webpage provides the rules and regulations for USDA school food programs:

www.fns.usda.gov/cnd/governance/regulations.htm

The DoD Fresh Fruit and Vegetable Program (DoD Fresh) is sponsored by the Department of Defense. The program works to bring schools a greater variety of fresh produce.

- USDA DoD Fresh webpage: www.fns.usda.gov/fdd/programs/dod/default.htm
- Community Food Security Coalition publication on DoD Fresh Program frequently asked questions:
 www.foodsecurity.org/dod f2s.pdf

The USDA Fresh Fruit and Vegetable Program (FFVP) is administered nationally by the U.S. Department of Agriculture's Food and Nutrition Service and in Wyoming by the State Department of Education. The program seeks to increase school access to fresh fruits and vegetables.

- USDA FFVP webpage: www.fns.usda.gov/cnd/ffvp/
- Wyoming Department of Education FFVP webpage:
 edu.wyoming.gov/Programs/nutrition/fresh fruit and vegetable program.aspx

Educational Resources for Schools

Farm to School programs provide excellent educational opportunities. Students gain increased knowledge of nutrition, healthy eating, local foods, agriculture and the environment. There are many tools available to assist you.

- The Agriculture in the Classroom program seeks to improve agricultural literacy in schools.
 - National Agriculture in the Classroom website: www.agclassroom.org/index.cfm
 - Wyoming Agriculture in the Classroom website: www.wyomingagclassroom.org

Curriculum

These curriculum resources present materials for everything from specific Farm to School lessons to basic nutrition and agricultural education.

- Junior Master Gardener seeks to enhance the learning process through gardening education: jmgkids.us
- Midwest Farm to School Network; Farm to School Lessons and Curricular Resource Links: <u>www.agri.ohio.gov/public_docs/FarmToSchool/F2S%20Lessons%20and%20Curricular%20Resource</u> %20Links.pdf
- Sustainable Agriculture Research & Education (SARE); Sustainable Agriculture Resources and Programs for K-12 Youth, webpage: www.sare.org/Learning-Center/Courses-and-Curricula/Sustainable-Agriculture-Resources-and-Programs-for-K-12-Youth
- The Food Project; Sustainable Agriculture Curriculum webpage: <u>thefoodproject.org/sustainable-agriculture-curriculum</u>
- Kentucky Farm to School; 9th-12th Grade curriculum: www.kyagr.com/consumer/food/documents/FarmtoSchoolCurriculum.pdf
- South Carolina Farm to School Educational Resources webpage: scfarmtoschool.com
- Georgia Farm to School Lesson Plans webpage: www.georgiaorganics.org/farmToSchool/ForTeachers/samplefarmtoschoollessonplans.aspx
- Farm to Preschool: Curriculum; Powerpoint:
 www.agri.ohio.gov/public_docs/FarmToSchool/Farm%20to%20Preschool%20Curriculums.pdf
- Food, Land & People (FLP); Resources for Learning webpage: www.foodlandpeople.org
- Granny's Garden School; Learning Resources webpage: www.grannysgardenschool.com
- Cooking with Kids Inc.; Curriculum webpage: cookingwithkids.net/store/curriculum/

Team Nutrition is a USDA program that promotes childhood health and education through community involvement and improved school meals.

- Team Nutrition website: www.fns.usda.gov/tn/Default.htm
- Resource Library webpage: <u>teamnutrition.usda.gov/Resources/growit.html</u>
- Preschool Fun with Fruits and Vegetables, Grow It, Try It, Like It! Books:
 - o Book 1- The Basics: teamnutrition.usda.gov/Resources/growit book1.pdf
 - o Book 2- Crookneck Squash Row: <u>teamnutrition.usda.gov/Resources/growit_book2.pdf</u>
 - Book 3- Spinach Lane: <u>teamnutrition.usda.gov/Resources/growit_book3.pdf</u>
 - Book 4- Sweet Potato Hill: teamnutrition.usda.gov/Resources/growit book4.pdf
 - o Book 5- Cantaloupe Corner: <u>teamnutrition.usda.gov/Resources/growit_book5.pdf</u>
 - o Book 6- Peach Tree Orchard: teamnutrition.usda.gov/Resources/growit_book6.pdf
 - o Book 7- Strawberry Patch: teamnutrition.usda.gov/Resources/growit_book7.pdf

 Food and Nutrition Fun for Preschoolers; Resource List: teamnutrition.usda.gov/Resources/growit fun.pdf

Projects and Activities

Hands-on projects and fun activities are another good way for children to learn.

- The Wyoming commodity map for kids (pg. 15)
- Vermont FEED; guide to Taste Testing New Foods in the Classroom and Cafeteria, Manual: www.okfarmtoschool.com/pdf/Taste-testing-new-foods.pdf
- Missouri Farm to School; Activity Worksheets, Resources for School Staff webpage: mofarmtoschool.missouri.edu/foodservice/resources.html
- Alaska Farm to School; class activity instructions, Carrot Seed Tape Activity: <u>dnr.alaska.gov/ag/FarmToSchool/Carrot_seed_tape.pdf</u>
- Kansas Farm to School; physically interactive activity instructions, Knock Out Snacks Game: www.kn-eat.org/F2S/F2S Docs/Resources/Knock Out Snacks Game.pdf
- Kansas Farm to School; Cross word puzzle, Producer Power Puzzle: www.kn-eat.org/F2S/F2S Docs/Resources/Produce Power Puzzle.pdf

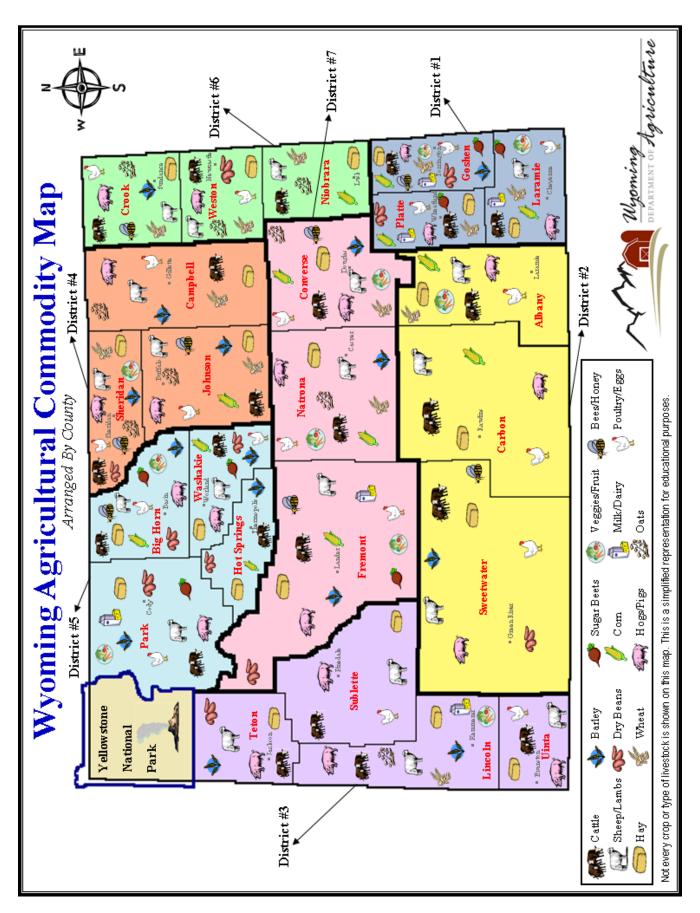
Oklahoma Farm to School

- Craft activity, Construct a Fun Bean Stalk Fort: www.okfarmtoschool.com/edible-school-gardens/ConstructABeanStalk.pdf
- Class activity and worksheets, Plant Parts We Eat:
 www.okfarmtoschool.com/edible-school-gardens/Plant-Parts-We-Eat.pdf
- Physically interactive activities, Play with Your Food:
 www.okfarmtoschool.com/edible-school-gardens/PlaywithFood.pdf
- Recipes for Kids:
 www.okfarmtoschool.com/edible-school-gardens/Ag Classroom_recipes.pdf

Farm Field Trips

Field trips are an excellent way of showing students where food comes from and who grows it.

Appalachian Sustainable Agriculture Project; Guide to Farm Field Trips:
 growing-minds.org/documents/the-hayride-a-resource-for-educational-farm-field-trips.pdf



School Gardens

The main goal of a school garden is teach students how to grow plants from "seed to table". While participating in a school garden program, students learn about agriculture and are responsible for the care of things that live and grow.

• The School Garden Wizard - resources for creating and sustaining school gardens, website: www.schoolgardenwizard.org

Starting a School Garden

These resources may help you with planning and starting a sustainable school garden.

- EECoM- How to Start a School Garden: www.eecom.net/mfsp/projects school garden.pdf
- LSU AgCenter- Steps to Growing a Successful School Garden:
 www.lsuagcenter.com/NR/rdonlyres/5345334A-2839-4A66-9343-A68F6A528C06/73491/pub3145schoolgardensHIGHRES1.pdf
- New Jersey Farm to School- Dorothy Mullen, Checklist for Starting a School Garden: www.njfarmtoschool.org/wp-content/uploads/2011/08/school%20garden%20checklist-1.pdf
- Oklahoma Farm to School- A Planning Guide for Edible School Gardens: www.okfarmtoschool.com/edible-school-gardens/EdibleGardens.pdf
- South Carolina Farm to School- Toolkit for starting or enhancing a school garden, Eat Smart...It's in the Garden: <u>agriculture.sc.gov/userfiles/file/Garden%20Toolkit%20copy.pdf</u>
- MN, Statewide Health Improvement Program (SHIP)- Creating and Growing Edible Schoolyards: <u>www.health.state.mn.us/divs/hpcd/chp/cdrr/nutrition/docsandpdf/CreatingandGrowingEdibleSchoolyardsManual.pdf</u>
- Bon Appetit Management Company- Student Gardens and Food Service: docs.google.com/file/d/0B6uR2v3JVfdpZ2NGN0otVFgzODQ/edit

School Garden Materials List

 Colorado Farm to School- How-to Guide for Starting and Maintaining a School Garden: <u>www.farmtoschool.org/files/publications 322.pdf</u>

School Garden Legal and Safety Considerations

Food safety and legality are always a consideration when using school garden products in the cafeteria.

- USDA- School Gardens Q & A Sheet: www.fns.usda.gov/cnd/governance/Policy-Memos/2009/SP 32-2009 os.pdf
- National Policy & Legal Analysis Network- Serving School Garden Produce in the Cafeteria:
 saladbars2schools.org/pdf/SchoolGarden to Cafeteria Liability May2011
- University of Connecticut- Five Steps to Food Safe School Gardening: www.sde.ct.gov/sde/LIB/sde/pdf/DEPS/Nutrition/OPmemos/10/5stepsOM1010.pdf

- Vermont FEED- Best Practices for Using School Gardens Produce, Fresh, Healthy, and Safe Food: www.sde.ct.gov/sde/LIB/sde/pdf/DEPS/Nutrition/OPmemos/10/5stepsOM1010.pdf
- USDA- Best Practices for Using Produce from School Gardens, Fresh, Healthy, and Safe Food: www.okfarmtoschool.com/resources/fts-distro-foodsafetymanual/section2-fresh-healthy-safe-food.pdf

Additional School Garden Resources

- USDA, Team Nutrition- School Garden Resource Library webpage: healthymeals.nal.usda.gov/resource-library/school-gardens
- How to Start and Sustain a Kids' Garden Project in Your Community- Sowing Seeds of Success: www.hort.cornell.edu/gbl/pubs/sowingseeds.pdf
- American Heart Association- Teaching Gardens webpage: <u>www.heart.org/HEARTORG/GettingHealthy/HealthierKids/TeachingGardens/Teaching-Gardens_UCM_436602_SubHomePage.jsp</u>
- Cornell University- Garden Based Learning webpage: blogs.cornell.edu/garden/
- Sustainable Table- School Garden and Food Projects webpage: www.sustainabletable.org/schools/projects
- Kids Gardening- School Gardening webpage: www.kidsgardening.org/school-gardening
- WDA- Nonprofit Organization Community Garden Grant, Specialty Crop Grant Information Page: agriculture.wy.gov/component/content/article/34-agnews/178-specialty-crop-grant-information
 - Nonprofit Organization Community Garden Grant Brochure:
 agriculture.wy.gov/images/stories/news/specialtycrop/commgardengrant-brochure.pdf

Farm to School for Wyoming Producers



What is Farm to School?

Farm to School is a program that connects schools and local farms with the objectives of:

- Serving healthy meals in school cafeterias
- Providing agriculture, health and nutrition education opportunities
- Supporting local producers
- Fostering the knowledge of where food comes from and who grows it
 - National Farm to School Website: www.farmtoschool.org
 - Wyoming Farm to School Website:
 http://edu.wyoming.gov/Programs/nutrition/Farm to School.aspx
 - USDA Know Your Farmer Know Your Food: www.usda.gov/wps/portal/usda/usdahome?navid=KNOWYOURFARMER

There are many ways to become a Farm to School producer. The requirements and procedures involved in working with schools vary by county, district and individual schools, however there are some common aspects to be considered...

Food Safety

National and state food safety regulations are applicable at every school. Other regulations and procedures may be dependent on the school and type of product.

- The Wyoming Department of Agriculture Consumer Health Services oversees food safety in WY: <u>agriculture.wy.gov/divisions/chs</u>
- GAP (Good Agricultural Practices) and GHP (Good Handling Practices) provide principles for safe
 production and handling processes. Utilizing GAP and GHP promotes good guidelines ensuring your
 operation is employing adequate food safety and sanitation practices.
 - The publication Food Safety Begins on the Farm is a producer's guide to GAP: www.gaps.cornell.edu/Educationalmaterials/Samples/FSBFEngMED.pdf
 - The USDA Grading, Certification and Verification webpage includes GAP and GHP info.: <u>www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateN&page=GAPGHPAuditVerificationProgram</u>

Seasonality

Seasonality can create challenges when selling fresh produce to schools. Many schools are used to having the items they want available year round. Creativity and flexibility are important in this area. Salad bars, processing, pick-of-the- month programs, season extension and in-season substitutions are a few of the possibilities for addressing seasonal challenges.

 The National Farm to School Network provides ideas on how to approach seasonality: www.farmtoschool.org/files/publications 349.pdf

Tips for Producers

 Meat processed in Wyoming state inspected plants may be sold to any licensed establishment (including schools) within the state of Wyoming. Contact the Wyoming Department of Agriculture Consumer Health Services with questions or concerns: agriculture.wy.gov/divisions/chs

Know Your Product

It is important to be prepared before contacting potential school customers. Know your practices, products and goals. These questions may help you get started:

Availability

- O What products do you have available to sell?
- O What volume do you produce?
- O What time of year and how often are your products available?

Food Safety

- o What storage and packaging actions are necessary to keep your product in good condition?
- o What food safety plans/procedures do you have for your operation?

Other Considerations

- What are your delivery/transportation capabilities?
- O What is your price per unit?
 - Compare local market prices to ensure competitive product price point.

Make Your Contact

- The Wyoming Department of Education's School Food Service Personnel Directory may assist you in finding a school contact:
 - o <u>edu.wyoming.gov/sf-docs/publications/SY12 Food Service Directory.pdf?sfvrsn=0</u>

Working one-on-one with school staff gives opportunity for arrangements to be tailored to the needs of both parties involved. Keep in mind, schools already comply with many regulations in food procurement and may not be able to be flexible in some areas. Form a clear understanding of the school's needs, methods and regulations. Here are some questions to consider:

• Ordering and Payment

- O What is the school's ordering procedure?
- O What is the school's payment method and schedule?
- o Is the school aware of Geographical Preference Price Points?
 - The USDA explains applying Geographical Preference in this Q &A Document:
 www.fns.usda.gov/cnd/governance/Policy-Memos/2011/SP18-2011 os.pdf

Food Safety & Liability

- Does the school have additional food safety regulations and requirements?
- Does the school require producer liability insurance? If so what type and how much?

Processing & Storage

- What are the school's processing capabilities and requirements?
- O What kind of food storage facilities does the school have?

Specifications

- o Does the school have specific packaging requirements?
- O What are the school's expectations for grade, size and quality?

Other Considerations

- O What transportation and delivery options are acceptable?
- o What methods of communication (phone, email, etc.) are preferable?
- o Would the school like you to be part of their agricultural education activities?

Section 2: Resources for Producers

Selling to Schools

Working one-on-one with school staff provides an opportunity for arrangements to be tailored to the needs of both parties involved. Farm to School producers can broaden their market base by selling to local schools, and also make a difference in the lives of school children both nutritionally and educationally.

The Wyoming Department of Agriculture can assist you in finding and contacting local schools.

2219 Carey Avenue Cheyenne, WY 82002-0100 (307) 777-7321 (307) 777-6593 (FAX)

Email: wda1@wyo.gov
Website: agriculture.wy.gov

- Wyoming Department of Education; School Food Service Personnel Directory:
 edu.wyoming.gov/sf-docs/publications/SY12 Food Service Directory.pdf?sfvrsn=0
- Wyoming Department of Education; Nutrition Programs webpage: edu.wyoming.gov/programs/nutrition.aspx
- Farm Aid; Transforming School Cafeterias with the Family Farm, Farm to School 101 Toolkit: <u>www.farmaid.org/atf/cf/%7B6ef41923-f003-4e0f-a4a6-ae0031db12fb%7D/FARM TO SCHOOL 101-FARM AID TOOLKIT.PDF</u>
- MU Extension; Selling Strategies for Local Food Producers: http://extension.missouri.edu/publications/DisplayPub.aspx?P=G6222

Meat Processing Plants

Meat processed in Wyoming state inspected plants may be sold to any licensed establishment (including schools) within the state of Wyoming.

- Contact the Wyoming Department of Agriculture Consumer Health Services with questions or concerns. WDA CHS webpage: http://agriculture.wy.gov/divisions/chs
- The WDA Wyoming Meat Inspection Program handout (pg. 8-9) provides state inspected meat plant contact information.
- The Wyoming State Inspected Meat Plants map (pg.7) shows Wyoming meat plant names and locations.

Producer Food Safety

Food safety is a priority for schools and local producers. National and state food safety regulations are applicable at every school. Other regulations and procedures may be dependent on the school and type of product.

- The Wyoming Department of Agriculture Consumer Health Services oversees food safety in WY: agriculture.wy.gov/divisions/chs
- Appropriate Technology Transfer for Rural Areas(ATTRA); Postharvest Handling of Fruits and Vegetables: www.okfarmtoschool.com/pdf/postharvest.pdf
- Kansas State University; Containers and Packaging Fruits & Vegetables: http://www.okfarmtoschool.com/pdf/containers-and-packaging.pdf

GAP (Good Agricultural Practices) and GHP (Good Handling Practices) provide principles for safe production and handling processes. Utilizing GAP and GHP promotes good guidelines ensuring your operation is employing adequate food safety and sanitation practices.

- The USDA Grading, Certification and Verification webpage includes GAP and GHP information: <u>www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateN&page=GAPGHPAud</u> itVerificationProgram
- Cornell University; Good Agricultural Practices for Fresh Fruits and Vegetables, Food Safety Begins
 on the Farm: www.gaps.cornell.edu/Educationalmaterials/Samples/FSBFEngMED.pdf

Season Extension

Seasonality can create challenges when selling fresh produce to schools. Many schools are used to having the items they want available year round. Season extension techniques can help to increase availability.

 National Sustainable Agriculture Information Service (ATTRA); Season Extension Techniques for Market Gardeners: www.okfarmtoschool.com/pdf/attra-seasonext.pdf

High Tunnels

High Tunnels are non-permanent plastic covered structures used to protect crops from the elements in order to lengthen growing seasons.

USDA sponsored; High Tunnel Testing and Promoting Project: www.hightunnels.org

The Wyoming Department of Agriculture (WDA) Specialty Crop Program offers season extension grants for Wyoming producers.

- WDA Specialty Crop Grant Information webpage: griculture.wy.gov/component/content/article/178
- Season Extension Producer Grant Brochure: agriculture.wy.gov/images/stories/news/specialtycrop/seasonextensiongrant-brochure.pdf
- Nonprofit Organization High-Tunnel Grant Brochure:
 agriculture.wy.gov/images/stories/news/specialtycrop/nonprofitgrant-brochure.pdf
- Nonprofit Organization Community Garden Grant Brochure:
 agriculture.wy.gov/images/stories/news/specialtycrop/commgardengrant-brochure.pdf

Section 3: More Resources

Wyoming Resources

The following resources are based in the state of Wyoming and may be helpful Farm to School tools.

Wyoming Department of Agriculture (WDA): assists Wyoming citizens to live safe and healthy lives, promote agricultural community, manage our natural resources, and achieve marketplace integrity.

• WDA website: <u>agriculture.wy.gov</u>

Wyoming Department of Education (WDE): oversees and fosters education in the state of Wyoming.

• WDE website: edu.wyoming.gov

Wyoming Business Council: endeavors to help build a strong job creation base and strengthen existing business and industry groups.

Wyoming Business Council website: www.wyomingbusiness.org

Wyoming Farmers Market Association: promotes Wyoming farmers markets and local food production through education, advocacy and networking.

Wyoming Farmers Market Association website: www.wyomingfarmersmarkets.org

Wyoming Organic Association: provides information about organics for consumers and producers.

Wyoming Organic Association website: <u>wyomingorganicassociation.org</u>

University of Wyoming Extension: helps Wyoming citizens with community development, sustainable agriculture, nutrition, food safety, and many other contemporary challenges.

UW Extension website: www.uwyo.edu/ces/

Wyoming Master Gardeners: provides citizens with training in basic horticulture, entomology, soil science, plant pathology and pesticide safety.

Wyoming Master Gardeners website: <u>www.uwyo.edu/mstrgardener/</u>

Wyoming Ag in the Classroom: brings agriculture and natural resource education to the classroom.

Wyoming Ag in the Classroom website: www.wyomingagclassroom.org

Wyoming Beef Council: works on behalf of the cattle producers of Wyoming to increase demand for beef through promotion, education and research.

• Wyoming Beef Council website: <u>www.wybeef.com</u>

Wyoming Farm Bureau Federation: members work to develop agricultural resources, policy, programs and services to enhance the rural lifestyle of Wyoming.

Wyoming Farm Bureau Federation website: www.wyfb.org

Wyoming Wheat Growers Association: strives to identify and act on the issues and challenges facing the Wyoming wheat industry.

• Wyoming Wheat Growers Association website: <u>www.wyomingwheat.com</u>

National Resources

These nationwide resources range from nutrition to education and may assist in Farm to School efforts.

National Farm to School Network: endeavors to help benefit communities and local producers while giving children access to nutritious food.

- National Farm to School Network website: www.farmtoschool.org
- USDA Farm to School webpage: <u>www.fns.usda.gov/cnd/f2s/</u>
- Paths to Success for Farm to School Programs: mofarmtoschool.missouri.edu/files/goinglocal.pdf
- Farm to School Program Evaluation Resources and Recommendation, Bearing Fruit: mofarmtoschool.missouri.edu/files/BF%20full%20report.pdf
- Farm to School First Organizing Meeting: www.foodsecurity.org/organizing f2s meeting.pdf

Team Nutrition: USDA initiative supporting Child Nutrition Programs through training, technical assistance, nutritional education, etc.

• Team Nutrition website: www.fns.usda.gov/tn/

Eat Smart Play Hard (ESPH): USDA nutrition education and promotion campaign which provides healthy diet and physical activity information.

ESPH webpage: www.fns.usda.gov/eatsmartplayhardhealthylifestyle/

Action for Healthy Kids: Action for Healthy Kids endeavors to improve child health through proper diet and physical activity.

Action for Healthy Kids website: www.actionforhealthykids.org

Know Your Farmer Know Your Food (KYF2): USDA effort to strengthen local and regional food systems.

KYF2 website: www.usda.gov/knowyourfarmer/

Community Food Security Coalition (CFSC): strives to help build successful local food systems though networking, training and advocacy.

- CFSC website: www.foodsecurity.org
- Evaluating the Barriers and opportunities for Farm-to-School Programs, Healthy Farms, Healthy Kids: www.foodsecurity.org/pub/HealthyFarmsHealthyKids.pdf
- Food Safety and Liability Insurance for Small-scale and Limited Resource Farmers:
 www.foodsecurity.org/pub/Food Safety and Liability Insurance-brochure.pdf
- Emerging Issues for Farmers and Institutions, Food Safety and Liability Insurance:
 www.foodsecurity.org/pub/Food Safety and Liability Ins-EmergingIssues.pdf

National Sustainable Agriculture Information Service (ATTRA): provides information for those involved in sustainable agriculture in the U.S.

- ATTRA website: https: attra.ncat.org
- Farm to School/Institution programs resource guide, Bringing Local Food to Local Institutions: attra.ncat.org/attra-pub/viewhtml.php?id=261

School Food Focus: striving to make school meals more healthful, locally produced, and sustainable.

School Food Focus website: www.schoolfoodfocus.org

The Cost of Lunch, Food 101: www.schoolfoodfocus.org/site/wp-content/uploads/2010/05/School-Food-101-Cost-of-School-Lunch1.pdf

Center for Ecoliteracy: offers resources and training in school food reform and K-12 curricula sustainability integration.

www.ecoliteracy.org

Growing Minds: provides resources and training for farm to School participants in order to foster Farm to School efforts.

• growing-minds.org

State Farm to School Programs

The Farm to School programs in states around the country offer a wide variety of resources. Some of these resources are listed below.

Alaska

- Alaska Farm to School website: dnr.alaska.gov/ag/ag FTS.htm
- Alaska School Garden Food Safety Guidelines: dnr.alaska.gov/ag/FarmToSchool/SGfoodsafetyguide.pdf
- AK Grown Barley Rolls Recipe Cards: dnr.alaska.gov/ag/ag SchoolFood.htm

California

- California Farm to School website: www.cafarmtoschool.org
- Community Alliance with Family Farmers (CAFF); Farm to School Field Guide for Parents & Community Members: caff.org/wp-content/uploads/2011/07/FTS parentguide caff.pdf

Colorado

- Colorado Farm to School website: www.coloradofarmtoschool.org
- Healthy Community Food Systems, Colorado Farm to School Primer: movement.livewellcolorado.org/uploads/files/CO-FtoS-Primer.pdf
- The Colorado Farm to School "How To... Resources": docs.google.com/file/d/0B6uR2v3JVfdpTWpGblNGMnlDS0k/edit
- School Food Sales and Geographic Preference:
 <u>docs.google.com/file/d/0B9jHm5oZD78FNTUzZDkxNWYtYTYwNC00Y2VkLWIxNjktMTQ4MmQwYWNhNjVm/edit</u>
- School Food Procurement and Geographic Preference: <u>docs.google.com/file/d/0B9jHm5oZD78FZWNmYjgzOTUtMmU2MC00Mjg1LWI0NzYtZjc3ZGRjMmRj</u> NmM3/edit
- Finding & Knowing Local Farmers: docs.google.com/file/d/0B6uR2v3JVfdpMktXcE90WGpqUTQ/edit

Georgia

- Georgia Farm to School website: www.georgiaorganics.org/farmtoschool.aspx
- Farm to School and Educational Garden Programs Manual: www.georgiaorganics.org/Files/Farm%20to%20School%20toolkit.8.09pdf%5B1%5D.pdf
- Farm to School Implementation Handbook:
 archives.doe.k12.ga.us/DMGetDocument.aspx/Farm%20to%20School%20Handbook.pdf?p=6CC6799
 F8C1371F6BB088CFFAF772D994EFDED8231831BB6953196F15C569CCF&Type=D

Hawaii

 Kokua Hawai'I Foundation; Farm to School Resources for Hawai'i Educators, Parents, and Students webpage: <u>kokuahawaiifoundation.org/schoolprograms/ainainschools/farmtoschoolresources/</u>

Idaho

- Idaho Farm to School website: www.sde.idaho.gov/site/cnp/farmToSchool/
- The Idaho Farm to School Manual: www.sde.idaho.gov/site/cnp/farmToSchool/docs/farm%20to%20school%20manual%20final.pdf

Illinois

- Illinois Farm to School website: web.extension.illinois.edu/farmtoschool/cafeteria.cfm
- Starting a Local Foods Movement at Your School, Parents' Toolkit: web.extension.illinois.edu/farmtoschool/docs/ParentsToolkit.pdf

Iowa

- Iowa Farm to School website: www.iowaagriculture.gov/AgDiversification/farmToSchoolProgram.asp
- Why Start a Farm to School Chapter?:
 www.iowaagriculture.gov/AgDiversification/pdf/WhyStartaChapter.pdf
- Frequently Asked Questions about the Farm to School Program: www.iowaagriculture.gov/AgDiversification/pdf/FarmToSchoolQA.pdf
- Iowa State University Extension; Local Food Connections, Food Service Considerations: www.extension.iastate.edu/Publications/PM1853C.pdf
- Iowa State University Extension; Local Food Connections, From Farm to School: www.extension.iastate.edu/Publications/PM1853A.pdf

Kansas

Kansas Farm to School website: www.kn-eat.org/F2S/F2S Menus/F2S Home.htm

Kentucky

- Kentucky Farm to School website: www.kyagr.com/consumer/food/farmtoschool.htm
- Farm to School Kentucky Handbook: www.kyagr.com/consumer/food/documents/FP-FarmToSchoolKentuckyHandbook.pdf
- 10 Good Reasons to Buy Locally Grown Food: www.kyagr.com/consumer/documents/FT%20POSTER8-11.pdf

Massachusetts

- Massachusetts Farm to School website: www.mass.gov/agr/markets/Farm to school/
- A Resource Guide for Farm to School Activities, Grow, Cook, Teach!:
 www.farmtoschool.org/files/publications 343.pdf

Maryland

- Maryland Farm to School website: www.mda.state.md.us/mdfarmtoschool/index.php
- Maryland Cooperative Extension; Fact Sheet: Selling Your Farm Produce: extension.umd.edu/publications/PDFs/FS804.pdf

Michigan

- Michigan Farm to School website: www.mifarmtoschool.msu.edu
- How to buy and use Michigan produce in your institution, Putting Michigan Produce on Your Menu: www.mifarmtoschool.msu.edu/assets/files/Michigan_Produce_Booklet_May%202010%20low%20res.pdf
- A Step-By-Step Guide, Purchasing Michigan Products: www.mifarmtoschool.msu.edu/assets/farmToSchool/docs/MIFTS Purchasing Guide.pdf

Minnesota

- Minnesota Farm to School website: www.extension.umn.edu/farm-to-school/
- Minnesota Toolkit for School Foodservice: www.extension.umn.edu/farm-to-school/toolkit/

Missouri

- Missouri Farm to School website: mofarmtoschool.missouri.edu/foodservice/resources.html
- The Missouri Farm to School Resource Guide: mofarmtoschool.missouri.edu/files/FTSguide-final.pdf

Nebraska

Farm to School Toolkit: toolkit.centerfornutrition.org

New York

- Cornell University Farm to School Extension and Research Program website: <u>farmtoschool.cce.cornell.edu</u>
- A Toolkit for Extension Educators and other Community Leaders, Farm to School in the Northeast: farmtoschool.cce.cornell.edu/files/all/fts_toolkit_oct07_full.pdf
- How We Started a Farm-to-Cafeteria Program and How You Can Start One, Too: farmtoschool.cce.cornell.edu/files/all/how_we_started_a_farm-to-cafeteria_program.pdf
- Getting Started Worksheet: farmtoschool.cce.cornell.edu/files/all/fts_get_started.pdf

Oklahoma

- Oklahoma Farm to School website: www.okfarmtoschool.com/index.htm
- Tips, Tools & Guidelines for Food Distribution & Food Safety: www.okfarmtoschool.com/resources/fts-distro-foodsafetymanual/fts-web.pdf
- Things to Consider when Working with Farmers: www.okfarmtoschool.com/pdf/things-to-consider-when-working-w-farmers.pdf
- How Farmers Can Get Involved with Farm to School: www.okfarmtoschool.com/pdf/how-farmers-can-get-involved.pdf

Ohio

- Ohio Farm to School website: farmtoschool.osu.edu
- An Introductory guide for School Staff, Teachers and Farms to Start Farm to School Programs, Farm to School in Ohio: farmtoschool.osu.edu/Tools/Ohio%20Farm%20to%20School%20Guidebook.pdf

Pennsylvania

Pennsylvania Farm to School website:
 www.projectpa.org/v15 26/index.php?option=com content&view=article&id=260&Itemid=569

South Carolina

- South Carolina Farm to School website: <u>scfarmtoschool.com</u>
- Farm to School Implementation Handbook:
 <u>agriculture.sc.gov/userfiles/file/Farm%202%20School/Farm%20to%20School%20Implementation%20</u>
 Handbook.pdf

Vermont

- Vermont FEED website: www.vtfeed.org
- Vermont FEED Resource webpage: www.vtfeed.org/tools
- University of Vermont Extension; Ten Reasons to Buy Local Food: www.uvm.edu/vtvegandberry/factsheets/buylocal.html

Washington

Washington Farm to School website/toolkit: www.wafarmtoschool.org

Washington D.C.

- Washington D.C. Farm to School website: dcfarmtoschool.org
- A Guide to Purchasing and Serving Local Foods in Schools: <u>dcfarmtoschool.org/wp-content/uploads/2010/03/DC-Farm-to-School-Toolkit.pdf</u>

Wisconsin

- Wisconsin Farm to School website: dpi.wi.gov/fns/f2s.html
- Farm to School Toolkits webpage: <u>www.cias.wisc.edu/toolkits/</u>
- Connecting Nutrition Education and Local Foods, Nutritious, Delicious, Wisconsin: www.dpi.wi.gov/ne/pdf/ndw.pdf
- Wisconsin Local Food Marketing Guide: datcp.wi.gov/uploads/Business/pdf/MK-DM-17 LFMG Second Edition Final Book for website.pdf
- Farm-to-school lessons from the Wisconsin Homegrown Lunch Project, If You Serve it, Will They Come?: www.cias.wisc.edu/wp-content/uploads/2008/07/whl report.pdf