



ARKANSAS DEPARTMENT OF AGRICULTURE

LOCAL FOOD, FARMS, AND JOBS ACT REPORT

Frequently Asked Questions

Updated 9/10/2020

KEY TERMS AND PHRASES:

Agency: the organization for which you are reporting. As defined by the Act, “agency” can include institutes of higher education, child care facilities (K-12 school, early childhood education, juvenile detention center, youth residential treatment facility), state parks, after-school programs, state agencies or other entities of the state, and designees under contract.

Local food and farm products: products that are grown in Arkansas or packaged and processed in Arkansas, or both.

Food product: a substance, whether in liquid, concentrated, solid, frozen, dried, or dehydrated form, that is sold for ingestion or chewing by humans and is consumed for its taste or nutritional value.

Food service program: refers to the preparation and consumption of food products at an on-site cafeteria and/or regularly serving meals, even if prepared in an off-site kitchen or location. Food service program DOES NOT include catered events, franchises, or privately owned third party vendors that do not serve as the primary provider for the delivery of food products on behalf of an agency.

Food budget: Food budget includes all dollars spent on any "food product", which means any substance, whether in liquid, concentrated, solid, frozen, dried, or dehydrated form, that is sold for ingestion or chewing by humans and is consumed for its taste or nutritional value.

QUESTIONS:

1. How do I know if I need to fill out the report?

As an agency receiving funding from the State of Arkansas, you are required by the Local Food, Farms, and Jobs Act, as amended in 2019 to respond to two screening questions to determine whether your agency meets the criteria for submitting a local food procurement report. Complete the first section of the report which includes the “Agency Information” section AND the “Screening Questions” section, and subsequent sections if applicable.



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2. What happens if I do not fill out the report?

If a state-funded agency chooses to not complete any component of the report, including these two sections, then the agency will be listed as “Did Not Respond”. If you are unsure whether or not you meet the criteria for completing the report, we recommend that you reach out to the person on your team responsible for receiving funds for your agency and/or the person responsible for any food-related activities that take place within your agency.

3. When is the report due?

The report is due by 11:59 PM on October 1, 2020.

4. What do you mean by \$25,000 from the state?

The \$25,000 refers to any funds your agency receives from the state for any purpose. The \$25,000 or more could have been received to support staff, salaries, programs, operations, or services provided by your agency.

5. Does the \$25,000 funding apply to the entire school district or just the food service department?

The funding applies to the entire school district. Every school district in the state is required to fill out the full report based on their agency’s structure.

6. What if our agency doesn’t receive money from the state?

To ensure you are not included on the “Did Not Respond” list, complete the first two sections of the report: “Agency Information” and “Screening Questions”. The report will be complete after those two questions.

7. What if we don’t have a food program?

To ensure you are not included on the “Did Not Respond” list, complete the first two sections of the report: “Agency Information” and “Screening Questions”. The report will be complete after those two questions.

8. What information do I need to have prepared in order to complete the report?

All agencies will need to submit information about your agency (type of agency, address information) and information about the person completing this report. All agencies will need to submit their state funding dollars received in FY2020. The following information is useful if the situation is applicable:

- information about your food service management company;
- total dollars spent by your agency on food products;
- number of meals, transactions, or people served through your agency's total food budget;
- total dollars spent on locally grown and/or processed foods;
- [vendor spending spreadsheet](#).



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9. Can I save my information in the report and come back to it later or share it with someone else?

You can also save the report at any point and continue at a later date and time. Scroll to the bottom of the report and press "Save and Return Later". You will then be prompted to copy and save a "Return Code". To be able to edit or add at a later date, you must copy this return code and keep it for your records. We will not be able to retrieve it for you. When coming back into the report, press "Returning" in the upper right hand corner. Click "Continue the Survey", and you will be prompted to enter your unique code to continue your report.

10. What if I'm not the right person within my agency to complete the report?

Forward the link to the report to the correct person. The report link is not unique to the original recipient.

11. What is the process when we have a contract with a food service management company like Aramark or someone similar?

If your food service program is managed by a third-party food service management company, work with them to gather all required information for the report. The report is designed so that you can save what you have completed and forward to your vendor to complete the specific food service program questions. (See question #9 for information on how to save and return to your report.)

12. What if our agency has more than one food service contract?

If each of those food service contracts is independently responsible for food procurement, then please submit a separate report for each contract but list the same agency name for each. Within each report there will be an opportunity to list the specific feeding sites included under this contract. Please work with your contract provider to complete the food budget and procurement questions.

13. How do I report that our agency serves food at more than one location?

If food is being served at multiple locations, you will list the name and city of the locations in the report when prompted. See question #12 for information about multiple food service contracts operated by one agency.

14. How do I find Arkansas farmers?

Several resources are available for locating Arkansas farmers. [The Local Food, Farms, and Jobs Act 2019 Annual Report](#) includes a list of farms that participated in 2019 on page 25. The Arkansas Grown and Arkansas Made membership can be found at www.arkansasgrown.org. And, Arkansas MarketMaker can be found at <https://ar.foodmarketmaker.com/>.

15. Is dairy included as local food?



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Yes, dairy is considered local if the product is produced on an Arkansas farm or from a business located in Arkansas in which products are processed and packaged.

16. Are larger Arkansas companies such as Tyson and Hiland Dairy considered local?

Yes, at this time, these companies are considered local even though they have operations outside of state lines. The Department is working to understand the traceability of those products.

17. If our school's ag department or ag team produces and/or processes meat to sell to the public, can we count that toward our 20% goal if we purchase it from them for use in our food service program?

Yes, when you purchase local food directly from a school's ag department or from a school garden, the funding will count towards the 20% goal.

18. Is food purchased for educational purposes reportable (e.g. a hospitality training program)?

We would welcome knowing more about procurement practices for food purchased for educational purposes, but it is not required to be reported since it is not part of the food service program.

19. What if I am not in compliance with the 20% local purchases, what happens?

The only requirement of the Local Food, Farms, and Jobs Act is that you submit a report annually. The 20% goal is a target. Your feedback is important to helping us reach this goal.

20. If I meet the two criteria to complete the report and my organization has not purchased any local farm or food products, how do I complete the report and vendor spreadsheet?

Complete all the questions in the report accordingly. When you download the vendor spreadsheet, type "Yes" in the box that indicates local food was not purchased this year, and then save and upload. Please note the information in the vendor spreadsheet that you will be required to submit once you start making local purchases. As you work to meet your goal, we strongly encourage you to keep a copy of the spreadsheet and complete it throughout the year. This will make completing your report easier next year.

21. Will the impact of the COVID-19 pandemic be taken into consideration if numbers are down?

Yes, we are aware that the COVID-19 pandemic will have an impact on numbers this year. We have added a question towards the end of the report where you can explain how your agency was specifically affected.



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22. What if I have more questions or comments?

On **August 18, 2020 at 2:00 PM CST** we hosted a **Local Food Act Q&A Webinar** that addressed more questions. The recording, as well as additional information, can be found on the [Arkansas Department of Agriculture's website](#). If you have any questions, please reach out to LFFJAHelp@arkansas.gov.