



ARKANSAS DEPARTMENT OF AGRICULTURE

2023 Local Food, Farms, and Jobs Act Report Reporting Form PDF

The Local Food, Farms, and Jobs Act (Local Food Act) was enacted in 2017 and amended in 2019 to create, strengthen, and expand local farm and food economies throughout the state. The Local Food Act **requires** institutions to set a goal of at least 20% of their food budget to be spent on local food and **requires** institutions to provide information on their local food procurement budget.

Getting Started

Complete the form below to report your institution's activities related to the Local Food, Farms, and Jobs Act for fiscal year 2023 (FY2023), which began on July 1, 2022, and ended on June 30, 2023.

Before completing the form, it is recommended that you first review a PDF copy of the full reporting form and gather any records or documentation that will aid you in filling out the data required by the form. Once you have gathered the necessary data for reporting, begin filling out the form. If you have any questions about the form, please contact LFFJAHelp@arkansas.gov.

Keep in mind that you can save the form at any point and continue at a later date and time. Scroll to the bottom of the form and press "Save." You will then be prompted to "copy your form link." Please keep note of this link. You can choose to receive an email with the link to your saved report by entering your email and clicking "Send."

To return to the form, copy the link and paste it into your browser. Alternatively, you can click "Resume Now" in the email received from the Arkansas Department of Agriculture if you chose the option to receive the link in your email inbox.

The link to the form will close at 11:59 PM on Friday, September 15, 2023. Please input and submit all of your institution's information before that time period.

More information can be found on the [Arkansas Department of Agriculture's website](https://www.arkansas.gov).

Deadline: September 15, 2023, 11:59 PM CST

A. Institution Information

Institution in this context refers to the organization for which you are reporting.

List your complete institution name as it is listed with the State of Arkansas. *

Example: Arkansas Department of Plants and Animals, Tiny Tots Preschool, Cucumber College, etc.

Enter your institution's Employer Identification Number (EIN) as registered with the Internal Revenue Service (IRS). *

The EIN is a 9-digit number (e.g. 12-3456789) assigned to entities for tax filing and reporting purposes.

You can locate your institution's EIN on the confirmation letter from the IRS, previous tax returns, previous business loan applications, your business credit report, or payroll paperwork. You can also contact the IRS to look up your EIN by calling the Business & Specialty Tax Line at 800-829-4933.

What type of institution is this? *

- ☐ Institute of Higher Education (College, University)
- ☐ School District
- ☐ Early Childhood Education Facility
- ☐ State Agency or Other Entity of the State
- ☐ Medicaid Funded/Provider (senior care center, residential treatment facility, skilled nursing facility, etc.)
- ☐

Address Information

Mailing Address *

Contact Information *

Please provide the contact information of the person completing this form.

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Name *

First Name

Last Name

_____’s Title at Institution *

Example: Manager of Procurement

_____’s Email Address at Institution *

Example: johndoe@thisorg.com

_____’s Phone Number at Institution *

B. Screening Questions

Institutions that received at least \$25,000 from the state and offered a food service program in fiscal year 2023 (FY2023) are **required** to report annually to the Arkansas Department of Agriculture.

In FY2023, how much funding did _____ receive from the State of Arkansas? *

This refers to funds from the state to support your institution in any capacity: operations, programming, or staffing, as well as funds that cover the cost of services your institution provides to your clients, residents, or students, in addition to your food program.

- ☐ Our institution did not receive any funding from the state in FY2023.
- ☐ \$1-24,999
- ☐ \$25,000-49,999
- ☐ \$50,000 or more

FY2023 State Funding

As a K-12 school district, it has been determined that your institution receives more than \$25,000 in state funding from the State of Arkansas. You can review previous state funding allocations for your institution at myschoolinfo.arkansas.gov.

In FY2023, did _____ offer a food service program? *

Note: "Food service program" means 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 institution.

- ☐ Yes
- ☐ No

[If the institution received \$0-24,999 in state funding and offers a food program] You are not required to report, but we would appreciate learning more about _____. Would you be willing to continue with this report to provide further information on the food and beverages purchased by _____? *

- ☐ Yes
- ☐ No

[Continue if eligible to complete the report.]

C. Food and Beverage Procurement FY23

How is _____'s food service program managed?

If you are unsure how your food service program is managed, please reach out to the person at your agency who is in charge of ordering food products for the agency.

- ☐ Self-operated (operated and managed by someone employed at your institution).
- ☐ Operated by a food service management company (e.g. Chartwells, Aramark, Compass, etc.)
- ☐ Other

If Other, please specify.

[If managed by a company] **What is the name of the food service management company?**

[If managed by a company] **What is the name of your institution's contact at the food service management company?**

First Name	Last Name
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[If managed by a company] **What is _____'s title at _____?**

Example: Manager of Procurement

[If managed by a company] **What is _____'s email at _____?**

Example: johndoe@thisorg.com

[If managed by a company] **What is _____'s phone number at _____?**

How many locations do you serve food?

What was your institution's total food budget for all locations for FY2023 in dollars?

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.

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Did your institution purchase any local farm and/or food products in FY2023? *

- ☐ Yes
☐ No

[Continue to this section if the institution reports "Yes" to purchasing local farm and/or food products.] Provide a report of your institution's spending on local farm and/or food products in FY2023.

The section below must be completed to help us understand the various vendors being used to access locally grown and/or processed food items.

*Please provide the vendor name and contact information for each of the vendors from whom you purchase. If purchasing through a distributor, and you do not have the vendor information, include any vendor information you have available from your distributor. You can add multiple vendors by clicking "**Add Vendor**" at the bottom left of your screen.*

Vendor 1

Vendor Name

Select "A Vendor Not Listed" if your vendor is not in the dropdown list.

Vendor Address

If the address for your vendor does not match an address in the dropdown, leave this field empty and select "yes" in the next question.

Is your vendor's address different from the option provided above?

- ☐ Yes
☐ No

[If "A Vendor Not Listed" was selected] Please enter your vendor's name.

[If "A Vendor Not Listed" was selected, or the vendor's address is different from listed] Please enter your vendor's address.

Address Line 1

City

Arkansas

ZIP Code

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Who is your contact at _____?

First Name

Last Name

_____’s Title at Vendor

Example: Manager of Procurement

_____’s Email Address at Vendor

Example: [johndoe@thisorg.com](mailto: johndoe@thisorg.com)

_____’s Phone Number at Vendor

Please enter all local farm and/or food products purchased from this vendor in FY2023.

The section below must be completed and is important in our efforts to increase the supply of local food for procurement. The options in each category were created based on last year's responses. If you purchased any additional items in any category, please type them in the "Other" box.

What types of local farm and/or food products have you purchased from _____ vendor in FY2023?

- ☐ Dairy
- ☐ Fresh herbs
- ☐ Fruit
- ☐ Meat, protein, eggs
- ☐ Non-dairy beverages
- ☐ Processed and prepared food
- ☐ Seasonings, sauces, condiments, jams
- ☐ Vegetables
- ☐ Whole grains, seeds, nuts

Which local dairy products did you purchase from _____ vendor in FY2023?

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- | | | |
|---|--|---|
| <input type="checkbox"/> 1% milk | <input type="checkbox"/> Goat cheese | <input type="checkbox"/> Strawberry milk |
| <input type="checkbox"/> 2% milk | <input type="checkbox"/> Half and half | <input type="checkbox"/> Swiss cheese |
| <input type="checkbox"/> American cheese | <input type="checkbox"/> Ice cream | <input type="checkbox"/> Whipped cream |
| <input type="checkbox"/> Buttermilk | <input type="checkbox"/> Lowfat cottage cheese | <input type="checkbox"/> Whipped topping |
| <input type="checkbox"/> Cheddar cheese | <input type="checkbox"/> Margarine | <input type="checkbox"/> Whole milk/3.25% |
| <input type="checkbox"/> Chocolate milk | <input type="checkbox"/> Pudding | <input type="checkbox"/> Yogurt - blueberry |
| <input type="checkbox"/> Condensed sweetened milk | <input type="checkbox"/> Shelf stable milk | <input type="checkbox"/> Yogurt - plain |
| <input type="checkbox"/> Cottage cheese | <input type="checkbox"/> Sherbert | <input type="checkbox"/> Yogurt - vanilla |
| <input type="checkbox"/> Cream cheese | <input type="checkbox"/> Skim milk | <input type="checkbox"/> Other <input type="text"/> |
| <input type="checkbox"/> Egg nog | <input type="checkbox"/> Sour cream | |

How much was spent on local dairy products from _____ vendor in FY2023?

Which local fresh herbs did you purchase from _____ vendor in FY2023?

- | | | |
|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Basil | <input type="checkbox"/> Mint | <input type="checkbox"/> Rosemary |
| <input type="checkbox"/> Cilantro | <input type="checkbox"/> Oregano | <input type="checkbox"/> Thyme |
| <input type="checkbox"/> Dill | <input type="checkbox"/> Parsley | <input type="checkbox"/> Other <input type="text"/> |

How much was spent on local fresh herbs from _____ vendor in FY2023?

Which local fruit products did you purchase from _____ vendor in FY2023?

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> Apples | <input type="checkbox"/> Cherries | <input type="checkbox"/> Raisins |
| <input type="checkbox"/> Applesauce | <input type="checkbox"/> Grapes | <input type="checkbox"/> Raspberries |
| <input type="checkbox"/> Bananas | <input type="checkbox"/> Honeydew melon | <input type="checkbox"/> Strawberries |
| <input type="checkbox"/> Black apples | <input type="checkbox"/> Peaches | <input type="checkbox"/> Watermelon |
| <input type="checkbox"/> Blueberries | <input type="checkbox"/> Pears | <input type="checkbox"/> Other <input type="text"/> |
| <input type="checkbox"/> Cantalope | <input type="checkbox"/> Plums | |

How much was spent on local fruit products from _____ vendor in FY2023?

Which local meat, protein, and egg products did you purchase from _____ vendor in FY2023?

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<input type="checkbox"/> Baby back ribs	<input type="checkbox"/> Chicken nuggets	<input type="checkbox"/> Popcorn chicken
<input type="checkbox"/> Bacon	<input type="checkbox"/> Chicken patties	<input type="checkbox"/> Pork rib patties
<input type="checkbox"/> BBQ patties	<input type="checkbox"/> Chicken sticks	<input type="checkbox"/> Pork steaks
<input type="checkbox"/> Beef brisket	<input type="checkbox"/> Chicken tenders	<input type="checkbox"/> Pulled pork
<input type="checkbox"/> Beef fingers	<input type="checkbox"/> Chicken thigh meat	<input type="checkbox"/> Salami
<input type="checkbox"/> Beef meatballs	<input type="checkbox"/> Chicken wings	<input type="checkbox"/> Salisbury steaks
<input type="checkbox"/> Beef patties	<input type="checkbox"/> Diced Chicken	<input type="checkbox"/> Sausages
<input type="checkbox"/> Bologna	<input type="checkbox"/> Eggs	<input type="checkbox"/> Turkey bacon
<input type="checkbox"/> Breaded chicken	<input type="checkbox"/> Ground beef	<input type="checkbox"/> Turkey breast
<input type="checkbox"/> Canadian bacon	<input type="checkbox"/> Ham diced	<input type="checkbox"/> Turkey roast
<input type="checkbox"/> Catfish	<input type="checkbox"/> Ham sliced	<input type="checkbox"/> Turkey sausages
<input type="checkbox"/> Chicken drumsticks	<input type="checkbox"/> Meatloaf	<input type="checkbox"/> Turkey slices
<input type="checkbox"/> Chicken fajita strips	<input type="checkbox"/> Pepperoni	<input type="checkbox"/> Other <input type="text"/>

How much was spent on local meat, protein, and egg products from _____ vendor in FY2023?

Which local non-dairy beverages did you purchase from _____ vendor in FY2023?

<input type="checkbox"/> Apple juice	<input type="checkbox"/> Punch	<input type="checkbox"/> Tea
<input type="checkbox"/> Coffee	<input type="checkbox"/> Soda	<input type="checkbox"/> Water
<input type="checkbox"/> Grape juice	<input type="checkbox"/> Sports drink	<input type="checkbox"/> Other <input type="text"/>
<input type="checkbox"/> Infant formula	<input type="checkbox"/> Strawberry banana juice	
<input type="checkbox"/> Non-dairy creamer	<input type="checkbox"/> Strawberry kiwi juice	

How much was spent on local non-dairy beverages from _____ vendor in FY2023?

Which local processed and prepared foods did you purchase from _____ vendor in FY2023?

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- | | | |
|--|--|---|
| <input type="checkbox"/> Animal crackers | <input type="checkbox"/> French fries | <input type="checkbox"/> Ravioli |
| <input type="checkbox"/> Batter mix | <input type="checkbox"/> Fruit cocktail | <input type="checkbox"/> Refried beans |
| <input type="checkbox"/> Biscuits | <input type="checkbox"/> Granola | <input type="checkbox"/> Rye bread |
| <input type="checkbox"/> Breadsticks | <input type="checkbox"/> Granola bars | <input type="checkbox"/> Sandwich buns |
| <input type="checkbox"/> Cereal | <input type="checkbox"/> Ham and cheese sandwiches | <input type="checkbox"/> Sandwich rolls |
| <input type="checkbox"/> Cheese sticks | <input type="checkbox"/> Hamburger buns | <input type="checkbox"/> Sausage pancake sticks |
| <input type="checkbox"/> Chicken and dumplings | <input type="checkbox"/> Hot dog buns | <input type="checkbox"/> Spanish rice |
| <input type="checkbox"/> Chili | <input type="checkbox"/> Hush puppies | <input type="checkbox"/> Spinach tortilla wraps |
| <input type="checkbox"/> Chow mein noodles | <input type="checkbox"/> Lasagna | <input type="checkbox"/> Stuffing |
| <input type="checkbox"/> Cinnamon rolls | <input type="checkbox"/> Macaroni and cheese | <input type="checkbox"/> Sushi |
| <input type="checkbox"/> Cookies | <input type="checkbox"/> Muffins | <input type="checkbox"/> Sweet potato fries |
| <input type="checkbox"/> Corn dogs | <input type="checkbox"/> Other sandwiches | <input type="checkbox"/> Taco shells |
| <input type="checkbox"/> Corn dogs - turkey | <input type="checkbox"/> Pancakes | <input type="checkbox"/> Tofu |
| <input type="checkbox"/> Corn tortillas | <input type="checkbox"/> Pasta | <input type="checkbox"/> Tortilla chips |
| <input type="checkbox"/> Crackers | <input type="checkbox"/> PB&J sandwiches | <input type="checkbox"/> Tortilla soup |
| <input type="checkbox"/> Croissants | <input type="checkbox"/> Peach cobbler | <input type="checkbox"/> Vegetarian patties |
| <input type="checkbox"/> Danish | <input type="checkbox"/> Pizza | <input type="checkbox"/> Waffles |
| <input type="checkbox"/> Donuts | <input type="checkbox"/> Pizza dough | <input type="checkbox"/> White bread |
| <input type="checkbox"/> Egg and cheese sandwiches | <input type="checkbox"/> Potato chips | <input type="checkbox"/> Whole wheat bread |
| <input type="checkbox"/> Eggrolls | <input type="checkbox"/> Potato salad | <input type="checkbox"/> Other |
| <input type="checkbox"/> Falafel | <input type="checkbox"/> Pretzel sticks | |
| <input type="checkbox"/> Flour tortillas | <input type="checkbox"/> Pretzels | |

How much was spent on local processed and prepared foods from _____ vendor in FY2023?

Which local seasonings, sauces, condiments, and jams did you purchase from _____ vendor in FY2023?

- | | | |
|--|---|--|
| <input type="checkbox"/> Alfredo sauce | <input type="checkbox"/> Ketchup | <input type="checkbox"/> Salsa verde |
| <input type="checkbox"/> BBQ sauce | <input type="checkbox"/> Marinade | <input type="checkbox"/> Salt |
| <input type="checkbox"/> Buffalo sauce | <input type="checkbox"/> Marinara sauce | <input type="checkbox"/> Seasonings |
| <input type="checkbox"/> Cheese sauce | <input type="checkbox"/> Marmalade | <input type="checkbox"/> Shortening |
| <input type="checkbox"/> Cranberry sauce | <input type="checkbox"/> Mayonnaise | <input type="checkbox"/> Sprinkles |
| <input type="checkbox"/> Dried herbs | <input type="checkbox"/> Mustard | <input type="checkbox"/> Sugar |
| <input type="checkbox"/> Gravy | <input type="checkbox"/> Oil | <input type="checkbox"/> Sweet chili sauce |
| <input type="checkbox"/> Guacamole | <input type="checkbox"/> Peanut butter | <input type="checkbox"/> Syrup |
| <input type="checkbox"/> Honey | <input type="checkbox"/> Pesto | <input type="checkbox"/> Tartar sauce |
| <input type="checkbox"/> Horseradish | <input type="checkbox"/> Pickles | <input type="checkbox"/> Tzatziki sauce |
| <input type="checkbox"/> Hummus | <input type="checkbox"/> Pico de gallo | <input type="checkbox"/> Vinegar - white |
| <input type="checkbox"/> Jam | <input type="checkbox"/> Ranch dressing | <input type="checkbox"/> Other |
| <input type="checkbox"/> Jelly | <input type="checkbox"/> Relish | |

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How much was spent on local seasonings, condiments, and jams from _____ vendor in FY2023?

Which local vegetable did you purchase from _____ vendor in FY2023?

- | | | |
|---|---|---|
| <input type="checkbox"/> Artichoke hearts | <input type="checkbox"/> Edamame | <input type="checkbox"/> Pinto beans |
| <input type="checkbox"/> Asparagus spears | <input type="checkbox"/> Eggplants | <input type="checkbox"/> Potatoes |
| <input type="checkbox"/> Baby carrots | <input type="checkbox"/> Garlic | <input type="checkbox"/> Purplehull peas |
| <input type="checkbox"/> Baked beans | <input type="checkbox"/> Green peas | <input type="checkbox"/> Radishes |
| <input type="checkbox"/> Baking potatoes | <input type="checkbox"/> Kale | <input type="checkbox"/> Red cabbage |
| <input type="checkbox"/> Black beans | <input type="checkbox"/> Kidney beans | <input type="checkbox"/> Salad/Spring mix |
| <input type="checkbox"/> Blackeyed peas | <input type="checkbox"/> Lettuce | <input type="checkbox"/> Spinach |
| <input type="checkbox"/> Broccoli | <input type="checkbox"/> Lima beans | <input type="checkbox"/> Sweet corn |
| <input type="checkbox"/> Butternut squash | <input type="checkbox"/> Mixed greens | <input type="checkbox"/> Sweet potatoes |
| <input type="checkbox"/> Cabbage | <input type="checkbox"/> Mushrooms | <input type="checkbox"/> Tomatoes |
| <input type="checkbox"/> Carrots | <input type="checkbox"/> Mustard greens | <input type="checkbox"/> Turnip greens |
| <input type="checkbox"/> Cauliflower | <input type="checkbox"/> Okra | <input type="checkbox"/> Whole kernel corn |
| <input type="checkbox"/> Celery | <input type="checkbox"/> Olives | <input type="checkbox"/> Yellow squash |
| <input type="checkbox"/> Collard greens | <input type="checkbox"/> Onions | <input type="checkbox"/> Zipper peas/Field peas |
| <input type="checkbox"/> Corn on the cob | <input type="checkbox"/> Parsnips | <input type="checkbox"/> Zucchini |
| <input type="checkbox"/> Cucumbers | <input type="checkbox"/> Peppers | <input type="checkbox"/> Other <input type="text"/> |

How much was spent on local vegetables from _____ vendor in FY2023?

Which local whole grains, seeds, and nuts did you purchase from _____ vendor in FY2023?

- | | | |
|---|---------------------------------|---|
| <input type="checkbox"/> Barley pearled | <input type="checkbox"/> Flour | <input type="checkbox"/> Walnut pieces |
| <input type="checkbox"/> Brown rice | <input type="checkbox"/> Oats | <input type="checkbox"/> White rice |
| <input type="checkbox"/> Chestnuts | <input type="checkbox"/> Pecans | <input type="checkbox"/> Other <input type="text"/> |

How much was spent on local whole grains, seeds, and nuts from _____ vendor in FY2023?

PLEASE ADD ANY ADDITIONAL LOCAL VENDORS FOR FY2023 BELOW:

Total Spent on Local Farm and/or Farm Products:

Reported Total Food Budget:

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You have reported a total spending of _____ on local farm and/or food products in FY2023. Is this information correct? *

- ☐ Yes
- ☐ No

[Continue if reported information is correct, and total spending does not exceed reported budget.]

D. Institution Commitment for FY2023

The procurement goal outlined in the Local Food, Farms, and Jobs Act states: "For fiscal years beginning on and after July 1, 2018, each agency shall make it a goal to ensure that at least twenty percent (20%) of the agency's purchases of food products is spent on local farm or food products."

Submit a policy statement signed by the executive head of _____ or _____'s designee expressing a commitment to comply with this legislation.

Upload or drag files here.

If you do not have a written policy statement, you may use [this template](#).

How do you intend to purchase or procure local farm and/or food products in FY2023 and beyond? (Check all that apply.)

- ☐ Direct from producer/grower/farmer/processor.
- ☐ Via broadline or wholesale distributor (e.g. Sysco, Ben E Keith, US Foods, etc.).
- ☐ Grow or produce on site.
- ☐ Work through a food hub (local food aggregator who either distributes directly to an agency/institution or to a distributor).
- ☐ Work through a cooperative.
- ☐ Other

[If 'Other'] Please specify.

Which product categories are you particularly interested in purchasing locally? (Check all that apply.)

- ☐ Meat
- ☐ Fish
- ☐ Dairy
- ☐ Fruit
- ☐ Vegetables
- ☐ Grains
- ☐ Non-Dairy Beverages
- ☐ Other

[If 'Other'] Please specify.