

Reimbursement Form Information

Separate from the DESE Security Portal and Claims process, districts must enter their purchases via an online form by invoice to get reimbursed for local purchases.

Note: This form submission must be completed by individual invoice.*

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

Overview

Mass. Farm to School will provide:

1. Link to Online Form
2. Username & Password (one per district)
3. Tutorial video & step-by-step written instructions


Overview of Submission Process

1. Login
2. Select "Farm" or "Food Hub/Distributor"
3. Log purchases (by invoice*), including:
 - a. Farm Name
 - b. Farm Location (State)
 - c. Item Name
 - d. Item Description (i.e. sliced) - OPTIONAL
 - e. Cost of Product
4. You will receive an email confirmation of your submission. Save the email for your records.

Reimbursement Form Information

Step by Step Instructions

Step 1: Enter Your Login Information



Northeast
FOOD FOR SCHOOLS

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

New Login/Password

Username

Password

Next

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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

Back

Next

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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 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 #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

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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



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, 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

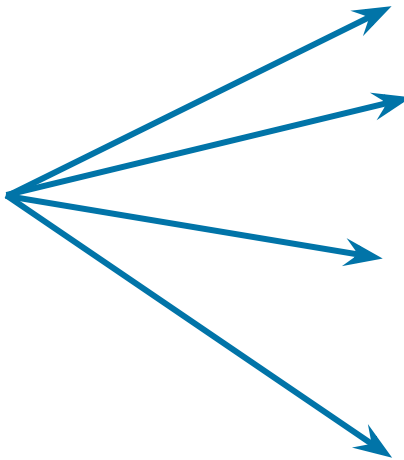
When was the purchase made? *

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.

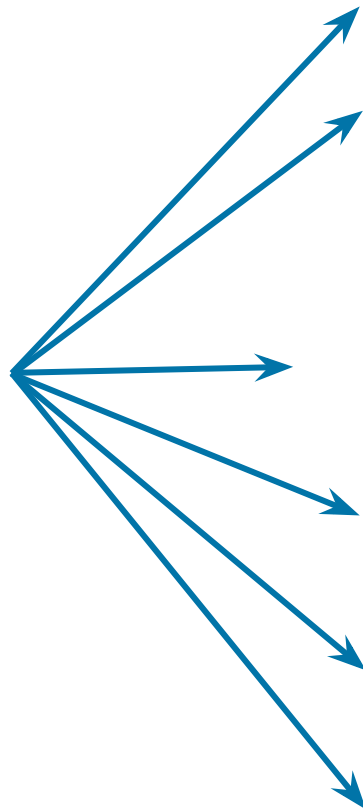
\$ 75.00

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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