

30% Initiative Documentation Updates

UPDATED 5/27/2020

Harvest NY: Local Foods – Farm to Institution

Harvest NY's Farm to Institution program strives to strengthen NY's food and farming industry, and to increase school and institutional knowledge of NY agriculture, food systems, and nutrition by providing boots on the ground support to local supply chain partners, and statewide support via resource development, training, and technical assistance. We believe investing in local agriculture is vital to creating healthy, sustainable food systems that provide New Yorkers with equitable food access and healthy diets.

Intro

- Review updates and provide clarification of documentation required for 30% NY Initiative
- See also: 30% NY Initiative Documentation Guide (linked in presentation PDF)
 - Developed by Harvest NY as general guidance designed to prepare School Food Authorities to be successful in their 30% NY initiative audits
 - Disclaimer: Every scenario and food chain is different.
 - Best practice: obtain more documentation than you think you may need.
- Presentation reviews documentation only, not procurement, tracking, or application process.
 - See Child Nutrition website for more on application process
- NYSED was consulted in the development of the 30% NY Initiative Documentation Guide.

**School Food Authorities are responsible for
ensuring their tracking processes and
documentation are accurate and sufficient.**

Tracking Basics

- Retain all NY food purchase documentation, including invoices, packing slips, and product formulation statements.
 - If documentation seems unclear or insufficient, or if you are still working on gathering this information, retain or take a picture of the case label and keep it with your records.
- Invoices from distributors **MUST** state that a product is “NY.”
 - “Homegrown” and “Local” are not acceptable alternatives to “NY.”
 - It is not enough to have a different ordering account # with your distributor under which you only purchase NY products. The invoice must still indicate “NY” next to each item.
 - It *is* acceptable for invoices to very clearly indicate a NY subtotal.

UNACCEPTABLE/INSUFFICIENT AS-IS

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Produce	NYS Concord Grape Juice 96	1		23.25
Produce	Fresh Beets 10/ 1.1 lbs.	5		24.50
Purchase Order #20-00899				
BALANCE DUE				\$47.75

				P.O. No.	Terms	Project
X/O	Qty	Description	Unit price	Amount		
	2	LB RED BEETS NO TOPS	2.25	4.50		
	1	HEAD GREEN CABBAGE X LG	2.50	2.50		
	1	EACH 2 LB COOKING ONIONS	1.75	1.75		
		<u>SUBTOTAL OF ALL NEW YORK PRODUCE</u> GOOD!		8.75		
	1	1/2 CASE (PET) BANANNA	14.95	14.95		
	1	BAGS 5 LB MINI SLIM CARROTS	7.95	7.95		
	12	EACH CUCUMBERS	1.75	21.00		
	1	CASE SHREDDED LETTUCE (4X5LB BAGS)	19.95	19.95		
	2	LBS RED ONIONS	1.50	3.00		
	12	EACH GREEN PEPPERS LG/ EX LG	1.95	23.40		
	1	PINT GRAPE TOMATOES	2.75	2.75		
		THESE ITEMS LISTED BELOW ARE NOT ON PILOT LIST TEMPORARILY				
	3	BUNCH GREEN KALE	2.50	7.50		

Documentation Requirement Basics	
Unprocessed NY Products: Raw whole fruits and vegetables.	<ul style="list-style-type: none"> • Invoices: must list “NY” next to item, and/or provide a subtotal of NY items that clearly shows the food items included in the NY subtotal. • From farmer directly delivering product: <ul style="list-style-type: none"> ○ Signed letter on company letterhead listing their NY farm products and their farm address, OR ○ Email/letter including farmer’s name, title, farm name, and farm address • From produce distributor: List of farms from which they source (must be the farms that grew the produce), farm address, and what items they source from those farms.
Processed NY Products: Anything that isn’t a raw whole fruit or vegetable. Including but not limited to: <ul style="list-style-type: none"> • Cut, chopped, peeled, or shucked fruits and vegetables • Frozen fruits and vegetables • Meat • Dairy products • Maple syrup and honey • Packaged products (chips, juice, flour, etc.) 	<ul style="list-style-type: none"> • If item is NY Grown & Certified, no Product Formulation Statement is required. Be sure to provide documentation that product is NY Grown & Certified. • Product Formulation Statements are required. <ul style="list-style-type: none"> ○ A PFS statement is required for each processed product included in the final product. As such, multiple PFS may be required.
Separated Breakfast Costs	<ul style="list-style-type: none"> • Documentation of how breakfast costs are separated. • Complete breakfast and/or lunch production records • Percentages are unacceptable (track your milk!)
Use of NYS Products at Lunch	<ul style="list-style-type: none"> • Complete lunch production records. • For a la carte items, may use menu showing product was served.
Total NYS Money Requirement	<ul style="list-style-type: none"> • Revenue and Expenditure Report from school’s accounting system

Unprocessed NY Products: Raw whole fruits and vegetables.

- Invoices: must list "NY" next to item, and/or provide a subtotal of NY items that clearly shows the food items included in the NY subtotal.
- From farmer directly delivering product:
 - Signed letter on company letterhead listing their NY farm products and their farm address, OR
 - Email/letter including farmer's name, title, farm name, and farm address
- From produce distributor: List of farms from which they source (must be the farms that grew the produce), farm address, and what items they source from those farms.



30% Initiative Documentation Updates: Produce

Product Formulation Statements are required for minimally processed produce.

Anything that isn't a raw, whole fruit or vegetable

- Cut, chopped, peeled, wedged, shucked, frozen produce
- Common items:
 - ✓ Shucked corn
 - ✓ Chopped Brussels sprouts
 - ✓ Wedged potatoes
 - ✓ Shredded cabbage/coleslaw mix
 - ✓ Peeled carrots

Product Formulation Statement Basics

- Must be completed by the PROCESSOR
- The “Total amount of all NYS ingredients” and “Total amount raw product” must be listed as weight/volume, NOT as a percent
- The “Product Code,” “Product Batch/Run,” and “Production Date” must tie back to the invoice or packing slip, which must be kept with your documentation.
 - If the manufacturer ONLY produces a NY version of that product with a consistent % of NY ingredients, the “Product Batch/Run” and the “Production Date” should simply state “ALL.”
 - By stating “ALL” you eliminate the need to tie back to the invoice, packing slip, bill of lading, etc.
 - **In this case, the Product Code MUST be unique to the NY product. It cannot be associated with a non-NY version of the product (such as different runs made with non-NY ingredients)**

Common Errors

If the total amount of NYS ingredients is greater than the total amount of raw product due to water loss etc., this should be described in an accompanying letter or email from the processor.

Processor Name:					
Product Name:					
Product Code:					
Product Batch/Run #:					
Production Date(s):					
NYS Ingredient Name	NYS Ingredient Business/Farm of Origin Information				Amount of NYS Ingredient ¹
	Name	City	State	Zip Code	
Total amount of all NYS ingredients ¹					
Total amount raw product ¹					
Percent of NYS ingredients in product ²					

#1: Amount of NYS Ingredient, Total amount of all NYS ingredients, and Total amount raw product are listed as a percent

→ **MUST BE WEIGHT/VOLUME**

#2: Percent of NYS ingredients doesn't equal Total amount of all NYS ingredients/Total amount raw product

¹Amount in batch/run listed consistently by either weight or volume

²Total amount of NYS ingredients ÷ Total amount of raw product x 100

When is a PFS needed for Produce?

Scenario #1: You purchase raw potato wedges from Bippert's Farm Market, a grower and distributor. Bippert's sourced the whole potatoes from Aldinger's Farm and then sent them to a processor to be processed.

The processor must complete a PFS.

And Bippert's must provide a list of farms and products they are sourcing.

PFS Example – Accurately Completed

GOOD!

Note: this is a mock example to accompany Scenario #1. It is not an actual PFS submitted for a real product.

Processor Name: Name of PROCESSOR (not farmer or distributor) ←					
Product Name: Ex. Potato Wedges					
Product Code: Must track to invoice, label, or packing slip					
Product Batch/Run #: Must track to the invoice, label, or packing slip					
Production Date(s): Can use a single date or range of dates					
NYS Ingredient Name	NYS Ingredient Business/Farm of Origin Information				Amount of NYS Ingredient ¹
	Name	City	State	Zip Code	
Ex. Potatoes	Aldinger Farms	Alden	NY	14086	175 lbs. ←
Total amount of all NYS ingredients ¹					175 lbs. ←
Total amount raw product ¹					175 lbs. ←
Percent of NYS ingredients in product ²					100%

¹Amount in batch/run listed consistently by either weight or volume

²Total amount of NYS ingredients ÷ Total amount of raw product x 100

I certify the above information is true and correct and that the product identified above is comprised of over 51 percent agricultural raw materials grown, harvested, or produced in NYS, by weight or volume.

Signature of Official Company Representative

Title

PROCESSOR'S NAME ←

Printed Name

Date

Phone Number

When is a PFS needed for Produce?

Scenario #2: You purchase shucked corn from Eden Valley Growers (EVG). EVG farmers grew the corn and it was shucked on site.

You do not need a PFS.

Why? EVG is the grower *and* the processor. If products are processed on the farm where they are grown, you do not need a PFS.

It should be clear on the invoice that EVG grew the corn.

When is a PFS needed for Produce?

Scenario #3: You purchase shucked corn from Bippert's. Bippert's got it from EVG, who grew and shucked the corn on site.

You need a PFS from EVG.

Why? While EVG is the grower and the processor, you bought the corn from Bippert's so you still need a PFS.

When is a PFS needed for Produce?

Scenario #4: You purchase shucked corn from Bippert's. Bippert's bought the corn from the Genesee Valley Produce Auction and then shucked it on site at Bipperts.

You need a PFS from Bipperts.

Why? Bippert's is the processor.

PFS Example for Minimally Processed Produce – *Accurately Completed*

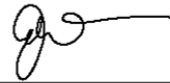
GOOD!

Processor Name: The Hub on the Hill					
Product Name: Carrot Slices (Coins, Raw)					
Product Code: 011620					
Product Batch/Run #: 011620					
Production Date(s): 01/16/2020					
NYS Ingredient Name	NYS Ingredient Business/Farm of Origin Information				Amount of NYS Ingredient ¹
	Name	City	State	Zip Code	
Carrot	Juniper Hill Farm	Wadhams	NY	12993	150 lbs.
Total amount of all NYS ingredients ¹					150 lbs.
Total amount raw product ¹					150 lbs.
Percent of NYS ingredients in product ²					100%

¹Amount in batch/run listed consistently by either weight or volume

²Total amount of NYS ingredients ÷ Total amount of raw product x 100

I certify the above information is true and correct and that the product identified above is comprised of over 51 percent agricultural raw materials grown, harvested, or produced in NYS, by weight or volume.



Signature of Official Company Representative
Jori Wekin

1/22/20

Printed Name

Date

Owner/Operator

Title
(518) 418-5564

Phone Number

For further guidance, please click [here](#).

30% Initiative Documentation Updates: Beef

- Invoice must tie back to the PFS
- PFS must be completed by the processor, NOT the farmer.
- PFS must be accompanied by a document on processor's company letterhead detailing their tracking process.
 - Must clearly describe how they ensure the processed product they are returning to the farmer, vendor, or distributor came from the cow provided by X farm.

Beef Invoice Example – *Insufficient*

**UNACCEPTABLE
AS-IS!**

Farm Name		Invoice		
Date	Invoice #			
1/10/2020	83			
<div>Bill To</div> <div>School District</div>				
<div>Nothing to track back to the NY animals (tag #, etc.)</div>				
P.O. No.		Terms	Project	
Pounds	Description	Rate	Regular Price	Amount
100	Bulk Burger 5 lb	4.00		400.00

Beef Letter Example – *Incorrectly* Completed

**UNACCEPTABLE
AS-IS!**

Zittel's Family Farm

7226 Taylor Rd
Hamburg, NY 14075

Sandie Zittel: (716) 912-8353

John Zittel: (716) 912-1287

**This letter needs to come from
the processor on processor
letterhead, NOT from the
farmer.**

December 2, 2019

ADDRESS REMOVED

To Whom It May Concern:

This letter is to inform you that all ground beef DISTRICT NAME REMOVED purchases from Zittel's is born, bred and raised here on our family farm.

The beef is USDA processed at: Stevens Brothers Processing, 392 Goshen Rd. Panama, NY 14767. Their strict procedures ensure us that the beef sent back to us is from the same cattle we send through their tagging and lot procedures they have in place.

The actual tagging and lot procedures need to be clearly spelled out so anyone reading the letter can understand how the processor ensures the processed beef they are giving back to a farmer/sending to a vendor came from the cows on X farm. This letter just says they keep track--that's not sufficient.

Sincerely,



Sandie Zittel

Needs to be completed and signed by processor, not farmer.

Beef PFS Example – *Accurately Completed*

GOOD!

Processor Name: ABC Quality Meats					
Product Name: Cow Farm's Ground Beef					
Product Code: Tag #116 and #117					
Product Batch/Run #: Tag #116 and #117					
Production Date(s): 1/5/2020					
NYS Ingredient Name	NYS Ingredient Business/Farm of Origin Information				Amount of NYS Ingredient ¹
	Name	City	State	Zip Code	
Whole Cows	Cow Farm	Andover	NY	14806	2,400 lbs.
				Boneless trimmed	Whole cows = 2,400 lbs.
				beef = 490 lbs.	Hanging weight = 1,500 lbs.
					Ground Beef = 370 lbs.
Total amount of all NYS ingredients ¹					370 lbs.
Total amount raw product ¹					370 lbs.
Percent of NYS ingredients in product ²					100%

¹Amount in batch/run listed consistently by either weight or volume
²Total amount of NYS ingredients ÷ Total amount of raw product = 100%

Uses tag numbers as the Product Code & Product/Batch Run. This is easy to tie back to the invoice.

Raw ingredient is whole cows – NOT beef

Includes explanation of how you get from the whole cow weight to the final product weight.

Beef Invoice Example – *Accurately Completed*

GOOD!

Cow Farm 123 Rice Road Andover, NY 14806		Invoice		
Date	Invoice #			
1/10/2020	83			
Bill To				
School District 123 School Road Town, NY 10512				
		P.O. No.	Terms	Project
Pounds	Description	Rate	Regular Price	Amount
370 lbs.	Ground Beef Tag #116, #117	4.00/lb		\$1,480

Includes tag
numbers



Beef Letter Example – *Accurately Completed*

GOOD!

Company Letterhead/Seal

123 State Rte 28
Glenford, NY 12433

9/20/2019

To Whom It May Concern:

ABC Quality Meats uses an in-plant tagging system to tag each whole animal we receive from a customer. We slaughter and process the tagged animals received from a customer in an individual lot without any animals from other customers, guaranteeing a customer receives all of and only the meat from the animals they dropped off.

Sincerely,

Tom Thompson
CEO, ABC Quality Meats

Completed by Beef
Processing Company,
on company
letterhead



30% Initiative Documentation: Processed Foods

- PFS NOT required for NY Grown & Certified products
- For NY Grown & Certified products, a copy of the company's NY Grown & Certified certificate is acceptable
 - NYSED may also accept a list of NY Grown & Certified products if one becomes available from NYS Department of Agriculture and Markets
- PFS are required for all processed foods that are not NY Grown & Certified.
- Some products may require more than one PFS.

Processed Foods PFS

Scenario #1: Issa's Pita Chips are made by Cedars Bakery and Deli LLC. with flour from Wild Hive Grain Project, Inc. Because flour itself is a processed product, it needs its own PFS. You also need a PFS for the actual pita chips.

PFS #1 of 2 required for Issa's Pita Chips


- Product: White Wholemeal Flour
- Processor: Wild Hive Grain Project, Inc.

GOOD!

Processor Name: Wild Hive Grain Project, Inc.					
Product Name: Wholemeal White					
Product Code: WHFWMW					
Product Batch/Run #: All					
Production Date(s): All					
NYS Ingredient Name	NYS Ingredient Business/Farm of Origin Information				Amount of NYS Ingredient ¹
	Name	City	State	Zip Code	
Soft White Winter Wheat	Hudson Valley Hops and Grains	Ancramdale	NY	12503	2000 lbs
Total amount of all NYS ingredients ¹					2000 lbs
Total amount raw product ¹					2000 lbs
Percent of NYS ingredients in product ²					100%

¹Amount in batch/run listed consistently by either weight or volume
²Total amount of NYS ingredients ÷ Total amount of raw product x 100

I certify the above information is true and correct and that the product identified above is comprised of over 51 percent agricultural raw materials grown, harvested, or produced in NYS, by weight or volume.

	Head of Operations	
Signature of Official Company Representative	Title	
Josh LaLande	3/19/20	845-266-0660
Printed Name	Date	Phone Number

PFS #2 of 2 required for Issa's Pita Chips

- Product: Issa's Pita Chips
- Processor: Cedar's Bakery and Deli LLC

GOOD!

Processor Name: Cedars Bakery And Deli LLC					
Product Name: Issa's Pita Chips					
Product Code: NYS102					
Product Batch/Run #: 1-16					
Production Date(s): 11/20/19-12/05/19					
NYS Ingredient Name	NYS Ingredient Business/Farm of Origin Information				Amount of NYS Ingredient ¹
	Name	City	State	Zip Code	
Whole Meal Flour	Wild Hive Grain Project	Clinton Corners	NY	12514	900lbs
Total amount of all NYS ingredients ¹					900lbs
Total amount raw product ¹					1600lbs
Percent of NYS ingredients in product ²					56.25%

¹Amount in batch/run listed consistently by either weight or volume
²Total amount of NYS ingredients ÷ Total amount of raw product x 100

I certify the above information is true and correct and that the product identified above is comprised of over 51 percent agricultural raw materials grown, harvested, or produced in NYS, by weight or volume.

Andrew Issa <small>Digitally signed by Andrew Issa Date: 2019.12.10 12:53:18 -05'00'</small>	Owner
Signature of Official Company Representative	Title
Andrew Issa	716-536-2369
Printed Name	Phone Number
12/10/19	
Date	

PFS #1 of 2 required for Welch's/Cool Tropics NY Concord Grape Juice

- Product: Welch's Concord Grape Juice Concentrate
- Processor: Welch's

GOOD!


Processor Name: Welch's					
Product Name: Welch's Concord Grape Juice Concentrate					
Product Code: 68 Brix Grape Concentrate					
Product Batch/Run #: ALL					
Production Date(s): ALL					
NYS Ingredient Name	NYS Ingredient Business/Farm of Origin Information				Amount of NYS Ingredient ¹
	Name	City	State	Zip Code	
Concord Grapes	Welch's	Westfield	NY	14787	267.49 M Tons
Total amount of all NYS ingredients ¹					267.49 M Tons
Total amount raw product ¹					270 M Tons
Percent of NYS ingredients in product ²					99.07%

¹Amount in batch/run listed consistently by either weight or volume
²Total amount of NYS ingredients ÷ Total amount of raw product x 100

PFS #2 of 2 required for Welch's/Cool Tropics NY Concord Grape Juice

- Product: Welch's Concord Grape Apple 100% Juice Cup
- Processor: King Brands, on behalf of Cool Tropics

GOOD!

Processor Name: King Brands on behalf of Cool Tropics 					
Product Name: Welch's Concord Grape Apple 100% Juice Cup					
Product Code: 17001					
Product Batch/Run #: ALL					
Production Date(s): ALL					
NYS Ingredient Name	NYS Ingredient Business/Farm of Origin Information				Amount of NYS Ingredient ¹
	Name	City	State	Zip Code	
Concord Grape Juice Concentrate	Welch's	Westfield	NY	14787	2.15 oz
Total amount of all NYS ingredients ¹					2.15 oz
Total amount raw product ¹					4.00 oz
Percent of NYS ingredients in product ²					53.78%

¹Amount in batch/run listed consistently by either weight or volume
²Total amount of NYS ingredients ÷ Total amount of raw product x 100

PFS Example – Accurately Completed

GOOD!

Processor Name: Ithaca Soy					
Product Name: Ithaca Soy Bulk Tofu					
Product Code: N/A					
Product Batch/Run #: ALL					
Production Date(s): ALL					
NYS Ingredient Name	NYS Ingredient Business/Farm of Origin Information				Amount of NYS Ingredient ¹
	Name	City	State	Zip Code	
Soy Beans	Potenza Organics	Trumansburg	NY	14886	12.8oz
Water		Ithaca	NY	14850	2.88oz
calcium sulfate	Chemical Dis.	Buffola	NY	14821	.032
Total amount of all NYS ingredients ¹					12.8oz
Total amount raw product ¹					16oz
Percent of NYS ingredients in product ²					80%

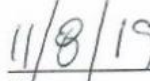
¹Amount in batch/run listed consistently by either weight or volume


²Total amount of NYS ingredients ÷ Total amount of raw product x 100

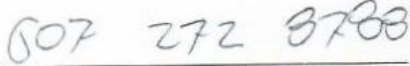
I certify the above information is true and correct and that the product identified above is comprised of over 51 percent agricultural raw materials grown, harvested, or produced in NYS, by weight or volume.


Signature of Official Company Representative


Printed Name


Date


Title


Phone Number

For further guidance, please click [here](#).

PFS Example – (Almost) Accurately Completed

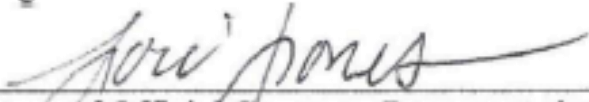
(almost)
GOOD!

While the company makes non-NY products, Product Code 301A is associated solely with the NY version of the eggroll. The unique Product Code means the Batch/Run# and Production Dates *do not need to be listed*.

Processor Name: Smart Foods 4 Schools					
Product Name: 3.6oz Whole Grain Vegetable Egg Roll					
Product Code: 301A					
Product Batch/Run #: As Marked on Each Case Label of This Product					
Production Date(s): As Marked on Each Case Label of This Product					
NYS Ingredient Name	NYS Ingredient Business/Farm of Origin Information				Amount of NYS Ingredient ¹
	Name	City	State	Zip Code	
Cabbage	Dayoub Marketing Inc.	Dunkirk	NY	14048	58.98g/serving
Total weight of NYS ingredients ¹					58.98g
Total weight of non-NYS ingredients ²					104.23g
Percentage of NYS ingredients in product ²					56.6%

¹ Determined by either weight or volume
² \div Total amount of raw product x 100

I certify the above information is true and correct and that the product identified above is comprised of over 51 percent agricultural raw materials grown, harvested, or produced in NYS, by weight or volume.

	Secretary / Treasurer
Signature of Official Company Representative	Title
Lori Jones	888-418-4065 ext. 123
Printed Name	Phone Number
12/11/18	
Date	

PFS Example – *Incorrectly Completed*

**UNACCEPTABLE
AS-IS!**

Processor Name: New York Chips					
Product Name: Wavy Sea Salt (bulk)					
Product Code: 6231					
Product Batch/Run #: 03062019					
Production Date(s): march 6, 2019					
NYS Ingredient Name	NYS Ingredient Business/Farm of Origin Information				Amount of NYS Ingredient ¹
	Name	City	State	Zip Code	
Potato	Marquart Products	Gainesville	NY	14066	85%
Total amount of all NYS ingredients ¹					85%
Total amount raw product ¹					85%
Percent of NYS ingredients in product ²					85%

¹Amount in batch/run listed consistently by either weight or volume
²Total amount of NYS ingredients ÷ Total amount of raw product x 100

Product Batch/Run # and
Production Date must track
back to invoice (because they
are not indicated as "All").

Ingredient and raw product
amounts must be a weight
or volume, NOT percent.

PFS Example – FIXED!

GOOD!

Processor Name: New York Chips					
Product Name: Bulk Ripple Potato Chips					
Product Code: 6231					
Product Batch/Run #: All					
Production Date(s): All					

Product Batch/Run # and Production Dates = "All" because this product is always made with 80% NY ingredients from the same farm.

NYS Ingredient Name	NYS Ingredient Business/Farm of Origin Information				Amount of NYS Ingredient ¹
	Name	City	State	Zip Code	
Potatoes	Marquart Bros. LLC	Gainesville	NY	14066	12.8 oz
Total amount of all NYS ingredients ¹					12.8 oz
Total amount raw product ¹					16 oz
Percent of NYS ingredients in product ²					80%

"Amount of NYS Ingredient" = total weight/volume of listed ingredient

"Total amount of all NYS ingredients" = total weight/volume of NY ingredients

"Total amount raw product" = total product weight/volume

¹Amount in batch/run listed consistently by either weight or volume

²Total amount of NYS ingredients ÷ Total amount of raw product x 100

When Additional Documentation Will be Accepted

Manufacturer's product code and Distributor's product code for the same product don't match

Batch/Run # or Production Dates cannot be tracked back to invoice

**"NY" or a NY Subtotal are not indicated on an invoice
(for unprocessed products only)**

Additional Documentation when Product Codes Don't Match

- Product Formulation Statement (completed by processor)
- Invoice
- Letter/statement from distributor demonstrating how they ensure the NY item on the invoice is the item on the Product Formulation Statement, and that this is the item the school received.
 - NYSED suggests including the following information in the letter:
 - NY Food Product Information (product name, pack size, manufacturer; must match PFS)
 - Production Date (must match PFS, or be “all”)
 - Batch/Run Number (must match PFS, or be “all”)
 - Processor Product Code (must match PFS)
 - Distributor Product Code
 - Written process of how the processor/distributor ensures the NY food product is being received by schools.

Additional Documentation When Batch/Run # or Production Dates are Untraceable to Invoice

- Product Formulation Statement (completed by processor)
- Invoice
- Letter/statement from distributor demonstrating how they ensure schools receive only products from specific batches/runs produced on specific dates
 - NYSED suggests including the following information in the letter:
 - NY Food Product Information (product name, pack size, manufacturer; must match PFS)
 - Production Date (must match PFS, or be “all”)
 - Batch/Run Number (must match PFS, or be “all”)
 - Processor Product Code (must match PFS)
 - Distributor Product Code
 - Written process of how the processor/distributor ensures schools only receive product produced during specific batches/runs on specific dates

“Food Distribution, Inc. assigns a unique product code to each product received from a manufacturer/processor. Our unique product code is always and only associated with the manufacturer/processor’s code for that product. A record of the code relationships is maintained in our internal ordering system. If a customer has a manufacturer/processor product code for a product they would like to order, we can look up the manufacturer/processor product code in our system and provide the customer with our associated unique product code which they can then use to order the correct product using our ordering system. Customers can confirm they received the correct product by checking the product code on their invoice/packing slip upon receipt.”

Additional Documentation When “NY” or NY Subtotal Not On Invoice for Unprocessed Produce

→ Invoice

→ Letter, statement, or other documentation indicating:

- Farm origin name
- Farm origin address
- Letter must demonstrate the product was grown on the farm indicated

Additional Documentation

Because of the significant differences in distributor invoices and internal operating systems, there is no “one size fits all” solution when the distributor and processor code do not match, or when “NY” or a NY subtotal are not indicated on an invoice. As such, NYSED will consider documentation on a case-by-case basis. SFAs should assess a distributor’s unique system/process to determine whether or not it reasonably connects back to their invoices, and what information needs to be reflected in a letter if it does not.

Reminders

- SFAs are responsible for ensuring their tracking processes and documentation are sufficient and accurate.
- Formal guidance and presentations from NYSED can be found on the Child Nutrition website.
- Please visit the Cornell Cooperative Extension – Harvest NY website for:
 - List of Farm to School support providers
 - PDF version of this presentation
 - 30% NY Documentation Guide
 - Link to the NY Product Database (TBA)

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Thank you!