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July 23, 2026

MEMORANDUM

TO: School Nutrition Supervisors
Single Unit and Special School Administrators

FROM: Aimee F. Beam, MS, RD 
Director, Nutrition Programs

RE: **SY 2026-2027 Operational Memo #2**
Instructions for Completing Local Foods Tracking Log

This memorandum is to remind School Food Authorities (SFAs) to complete and submit the Local Foods Tracking Log for school year 2025-2026.

As part of the Delaware Department of Education's Farm to School initiative and USDA Farm to School Formula Grant reporting requirements, all Child Nutrition Program (CNP) operators are strongly encouraged to complete and submit the Local Foods Tracking Log.

The tracking log must include all qualifying local food purchases made between July 1, 2025, and June 30, 2026. Please ensure that all reported purchases are consistent with the guidance provided during the Local Foods Tracking Log training. The recording of this training is located in the School Nutrition Group in Schoology.

Completed tracking logs should be submitted to **Scott Schuster** via email at Scott.schuster@doe.k12.de.us no later than **September 15, 2026**.

Detailed instructions for completing the Local Foods Tracking Log, along with the tracking log template, are attached to this memorandum.

If you have any questions or need assistance completing the tracking log, please contact Scott Schuster.

Attachments: Local Foods Tracking Log Training 2026.pptx
Delaware Local Foods Tracking Log.Template2026.xlsx

cc: DDOE Nutrition Team

Farm to School Overview



Name of Nutrition Program: _____

Question	Response (Select from Drop-Down Lists)	Notes on Response (Please enter # of miles for Q. 1)
1. How does the nutrition program define local for its operation?		
2. In the past school year (July 1, 2025 - June 30, 2026), did this division or program sponsor purchase local food (as defined by the nutrition program)?		
3. In the past school year (July 1, 2025 - June 30, 2026), did this division or program sponsor purchase foods grown or raised in Delaware?		
4. In the past school year (July 1, 2025 - June 30, 2026), did any schools or sites included within this report have an active school garden (including hydroponic gardens)? "Active" is defined as used by students for educational purposes during school, after school, or during the summer. If yes, please enter the number of schools/sites in column C.		

End of worksheet



Local Food Tracking Log Training



Local Food Tracking Log

Why is tracking local foods important?

- Measures the impact of local food served in Child Nutrition Programs.
- Demonstrates the success of Farm to school initiatives statewide.
- Shows support for Delaware farmers and the regional food economy.
- Ensure transparency and accountability for grant funding.
- Informs future menu planning, procurement, and funding opportunities.

Defining Local

- “Local” refers to the geographic area where a food is grown, raised, or caught.
- CNP operators define local.
- Examples:
 - State-Based Definition: “Local is defined as food that is grown, raised, or produced within the state of Delaware.”
 - Regional: “Local is defined as food that is grown, raised, or produced within Delaware and neighboring states, including Pennsylvania, Maryland, and New Jersey.”
 - Mileage: “Local is defined as food grown, raised, or produced within 250 miles of the school or central office.”

Local Foods Tracking Log

What types of purchases should be included?

- Local Farmers (fruit, vegetable, meat products)
- Produce Distributors*
- Produce from school gardens, farms, greenhouses, or aquaponic/hydroponic growing operations.
- Purchases of meat/protein products, including eggs, from FFA programs.

Local Foods Tracking Log

What types of purchases should NOT be included?

- DoD Fresh purchases
- Fluid milk
- Non-local purchases from prime vendor or produce distributor
- Purchases through USDA commodity program

Farm to School Overview

Name of Nutrition Program: _____ ABC School District _____

Question	Response (Select from Drop-Down Lists)	Notes on Response (Please enter # of miles for Q. 1)
1. How does the nutrition program define local for its operation?	Within a ____ mile radius of the school board building (Please provide # of miles in the "Notes on Response" cell)	250
2. In the past school year (July 1, 2025 - June 30, 2026), did this division or program sponsor purchase local food (as defined by the nutrition program)?	Yes	
3. In the past school year (July 1, 2025 - June 30, 2026), did this division or program sponsor purchase foods grown or raised in Delaware?	Yes	
4. In the past school year (July 1, 2025 - June 30, 2026), did any schools or sites included within this report have an active school garden (including hydroponic gardens)? "Active" is defined as used by students for educational purposes during school, after school, or during the summer. If yes, please enter the number of schools/sites in column C.	Yes	5

End of worksheet

Local Foods Tracking Log

Example:

- ABC School District
 - Local: 250 miles from central office
- Purchases
 - Fifer Orchards (Delaware): \$10,000
 - Local FFA Chapter (Eggs): \$500
 - Teddy Bear Fresh Produce (Produce): \$40,000
 - Seashore Produce (DoD Fresh): \$15,000
 - TOTAL: \$65,500

Local Foods Tracking Log

Local Purchases Example Continued

- School District ABC
 - Purchases
 - Fifer Orchards (Delaware): \$10,000
 - Local FFA Chapter (Eggs): \$500
 - Teddy Bear Fresh Produce (Produce): \$40,000
 - ~~Seashore Produce (DoD Fresh): \$15,000~~
- Local: \$15,000
Delaware: \$0
- 

Local Foods Tracking Log

Local Purchases Example:

- School District ABC
 - Local: 250 miles from central office
- Purchases
 - Fifer Orchards (Delaware): \$10,000
 - Local FFA Chapter (Eggs): \$500
 - Teddy Bear Fresh Produce (Produce): \$40,000 **\$15,000**
 - ~~Seashore Produce (DoD Fresh): \$15,000~~
 - TOTAL: **\$25,500**

INSTRUCTIONS:

1. Delete the example entries in the chart below.

2. Enter local procurement data from the past school year (July 1, 2025–June 30, 2026) by vendor. Include the total dollar amount spent during this reporting period on local foods (based on the SFA's local food definition) and on food grown and/or raised in Delaware. Please note: If the SFA's definition of "local" is grown, raised or caught in Delaware, the amounts in columns D and E are not applicable. If the SFA's definition of "local" is broader than the state of Delaware, then purchases from vendors outside of Delaware would be entered in Column D only.

PLEASE NOTE: If including purchases from distributors (i.e. Teddy Bear Fresh, Seashore Produce, J. Ambrogio, AB Produce), it is important to first confirm the original source of the food items you purchased. "Local" refers to where products were grown, raised or caught, not the location of the distributor. Distributors should be able to provide sourcing reports that document the farm or region of origin for products you have purchased over the course of the year.

DO NOT include fluid milk or DoD Fresh data.

If you have any questions about what data to include, please reach out to Scott Schuster at scott.schuster@doe.k12.de.us.

[illegible]

Summary

- Clearly define what "local" means in your SFA.
- Include: local products from producers, distributors, school gardens, and FFA programs.
 - Confirm product sources from distributors.
 - Require documentation.
- Do not include: Fluid milk, DoD Fresh, non-local products, or USDA commodities on report.

Thank you!

Questions

