Filing Your Federal Local Foods Claim in CNP Web

- 1. Download the Federal Local Foods Fund Summary Page under the "HELP" tab in CNP Web
- 2. Complete the Summary Page showing what items you are seeking reimbursement for

Claim Month:		7			
Sponsor:					
•					
		Is farm/producer socially	Is farm/producer a small		Is this a new product that was
Date	Farm/Producer Name	disadvantaged?* Yes/No	business?* Yes/No	Value (\$ Amount)	purchased? Yes/No
EXAMPLE: 9/15/23	Liberation Farms	Yes	Yes	\$600.00	Yes- purple carrots
			_		
		_			
		_	_		
		_	_		
		_	_		
		_	_		
	1		+		
	Total Sum of Pacaints				
		+			

https://www.maine.gov/doe/farmtoschool

3. Clearly indicate on all receipts which items are local and meet the Federal Local Foods criteria



(note item is highlighted and clearly says "MAINE")

4. On Line 21 in your claim, select "Add Receipts" and upload all receipts and the <u>Summary Page</u> as one file (consolidate PDFs)



- 5. Disregard the statement, "Enter 1/3 of total receipts on Line 21" <u>The Federal Local Foods is 100%</u> reimbursement. Enter the total amount of reimbursement that is shown on your Summary Page.
- 6. Enter monthly until all allocated funds have been used. Maine will be keeping a tracking sheet as well.