

Farm to School and Early Care Reimbursement Guide

This document contains information about how to get reimbursed for your eligible purchases, what documents you need to submit to receive your reimbursement, and examples of documents that can be submitted. Please use this as a guide when compiling your reimbursement requests.

How do I get reimbursed for my eligible purchases?

Submit the following documents to the Minnesota Department of Agriculture (MDA) Farm to School Grants email (f2sgrants.mda@state.mn.us):

1. Farm to School Reimbursement Worksheet (Excel spreadsheet, included in your award email)
2. Proof of Purchase (receipt, invoice, etc.) for each item
3. Proof of Payment (cleared check, credit card statement, receipt, etc.) for each item
4. Source verification for each item (if applicable, see pages 3 - 4)

Only items purchased between your grant contract start and end date are eligible for reimbursement; items purchased before or after these dates are not eligible for reimbursement. You will have 60 days after the contract expires to submit final expenses.

Reimbursement requests will be reviewed for eligibility and accuracy. The MDA will not reimburse expenses paid for in cash. You will receive a check from the State of Minnesota within 30 days of submitting your request.

A 1:1 cash match is required for recipients who received an AGRI Full Tray award. The MDA will reimburse 50% of eligible expenses up to the amount listed in your award letter. A cash match is not required for AGRI First Bite grantees; the MDA will reimburse 100% of eligible expenses up to the amount listed in your award letter.

Reimbursement Worksheet Overview

The reimbursement worksheet is a summary of all the documents you are submitting. Be sure to fill out all the requested information for each expense.

- *Exhibit:* Organize your expenses by numbering them: 1, 2, 3, 4....
- *Food Item Purchased:* List the eligible item purchased.
- *Who did you buy the item from:* List the distributor, food vendor, food hub, or farm name as listed on your invoice.
- *Who grew or produced the item:* Name the original farm where this item was grown or raised. If aggregated from multiple farms, write "multiple". If purchased directly from a farm, this will be the same as "Who did you buy the item from".
- *Location of Grower or Producer:* List the city/town where the farm is located. If aggregated from multiple farms, write "multiple".
- *Date of Purchase:* Enter the date you purchased your item as listed on your invoice.
- *Total Minnesota Grown/Raised Dollar Amount:* Enter the total amount spent on eligible Minnesota-grown or -raised food. If your grant requires a 1:1 match, the MDA will reimburse you 50% of what you put in this column.
- *Proof of Purchase:* List the type of document provided and include the invoice number, if available. (*Example: Invoice 1234*). Acceptable proof of purchase includes:
 - Invoices
 - Receipts
 - Purchase orders
 - Etc.

- **Proof of Payment:** List the type of document provided with payment date; include the payment number, if available. (Example: cleared check 234). **Cash payments will not be reimbursed.** Acceptable proof of payments include:
 - Bank statements
 - Cleared checks
 - Zero-balance invoices
 - Credit card statements
 - Receipts
 - Etc.
- **I attest that this item(s) meets the 80% MN-grown eligibility requirement:** Write yes or no to confirm that item(s) purchased meet the 80% Minnesota-grown or -raised requirement. For processed products, make sure you confirm with the food maker that the *primary ingredient* is at least 80% Minnesota-grown or -raised.
 - Please note, just because you bought an item from a Minnesota business or farmers' market, does not mean that the item is Minnesota-grown or -raised.
- **Minnesota-grown Source Documentation:** Select how you verified the item was Minnesota-grown or -raised. More information is on pages 3 - 4.

Example of a completed Reimbursement Worksheet

Grantee Name:		Date Requested:									
Exhibit	Food Item Purchased	Who did you buy the item from? (vendor listed on invoice)	Who grew or produced the item? (Write "Multiple" if needed)	Location of Grower or Producer (Write "Multiple" if needed)	Date of Purchase (listed on the invoice)	Total Minnesota Grown/Raised Dollar Amount	Proof of Purchase (invoice, detailed receipt, etc.)	Proof of Payment (zero-balance invoice, bank statement, etc.)	I attest that this item meets the 80% Minnesota-grown eligibility requirement (Yes / No)	Minnesota-grown Source Documentation	Notes
1	Carrots	Rootstock Farm	Rootstock Farm	Red Wing, MN	5/31/2026	\$ 50.00	Invoice 1234	Cleared Check 1234	Yes	Bought directly from farm	
2	Apples	Local Farmers Market Hub	Amy's Apples	Hastings, MN	8/1/2026	\$ 150.00	Receipt	Receipt (with pmt method listed)	Yes	Farm name(s) on invoice	
3	Lettuce	Big Food Distributor	Crunchy Kale's	Northfield, MN	8/1/2026	\$ 100.00	Purchase Order 345678	Accounting record	Yes	Farm name(s) on invoice	
4	Cheese	Johnson's Creamery	Johnson's Creamery	Randolph, MN	8/1/2026	\$ 250.00	Invoice 2-1	Payment statement	Yes	Farm info provided with request	
5	Broccoli	The Food Hub	Multiple Farms	Multiple Locations	8/1/2026	\$ 100.00	TGA Invoice	Bank Statement	Yes	On MDA Verified List	
6	Sausage	Bob's Butcher Shop	Multiple Farms	Brainerd, MN	10/15/2026	\$ 300.00	Receipt	Credit Card Statement	Yes	Farm info provided with request	
						\$ 950.00					

Farm/Source Identification



To reimburse you for your grant-related food purchases, the MDA must verify the original farm(s) that produced the food item—or the primary ingredient for a processed item—to confirm it qualifies as Minnesota-grown or -raised. On your Reimbursement Worksheet, you will need to 1) name the entity that grew or produced the food and 2) select the type of “source documentation” you are providing to confirm the original farm source(s) for your food.

Use this flowchart to determine what source documentation you need to provide and how to properly indicate this documentation on your Reimbursement Worksheet.



You will need to provide source documentation to the MDA with your reimbursement request.

1. On your reimbursement worksheet, select “Farm info provided with request”
2. Please provide the following information for each farm of origin:
 - o Farm name
 - o Farm location (city and state)

This information can be submitted to MDA, along with your other reimbursement materials, in various formats such as:

- o A PDF listing the farms
- o An email from your vendor that includes farm details
- o A copy of the vendor’s supplier list

We need to know the original farm(s) where the eligible food items came from. Use the Source Verification Flow Chart on page 3 to help you determine what sort of documentation is acceptable.

- If your item(s) were purchased directly from a farm or farmer, select “Bought Directly from farmer” on your reimbursement worksheet and provide a copy of your invoice/receipt.
- If your item(s) were purchased from a food hub or food distributor and your invoice lists the original farm names and locations, select “Farm name(s) on invoice” on your reimbursement worksheet and provide a copy of your invoice/receipt. Examples of acceptable invoices are provided below.
- If your item(s) are on the MDA Verified Foods List, select “MDA Verified List” on your reimbursement worksheet and provide a copy of your invoice/receipt.
- If none of the previous statements apply, you will need to provide source documentation to the MDA with your reimbursement request. On your reimbursement worksheet, select “Farm info provided with request”. Please provide the farm name and location for each eligible item. This information can be submitted to MDA in various formats such as:
 - A PDF listing the farms
 - An email from your vendor that includes farm details
 - A copy of the vendor’s supplier list

Acceptable invoices from food distributors or food hubs

The Food Hub
 FOOD HUB AVE
 FOOD CITY, MN 55555

Invoice

Invoice for
 ISD 123

Invoice #
 2026-1234

Invoice Date
 9/13/26

Due date
 30 days

Delivery Date	Description	Source	Qty (lbs)	Unit price	Total price
9/16/25	Beef, stew meat	Bob's Beef, Rice, MN	50	\$11.11	\$555.50
9/15/25	Pork, breakfast links	Prairie Farm, Cambridge, MN	30	\$7.39	\$221.70
9/19/25	Pork, hot dogs	Prairie Farm, Cambridge, MN	100 ct	\$1.18	\$118.00
9/19/25	Pork, shoulder	Prairie Farm, Cambridge, MN	50	\$7.17	\$358.50
				Subtotal	\$1,253.70
				Adjustments	\$0.00
					\$1,253.70

BIG FOOD DISTRIBUTOR

INVOICE

Date: 12/17/26
 INVOICE 0654789023

To INDEPENDENT SCHOOL DIST #123
 123 ADDRESS ST
 CITY, MN 55555

Payment Terms 30-day net
 Due Date 01/17/2029

Qty	Description	Unit Price	Line Total
10 #	Celery (5) } Very vibrant veg, New Prague, MN	5.00	\$25.00
15 #	Cauliflower (?) }	7.00	\$49.00
20 #	Carrots Rootstock Farm, Red Wing, MN	2.00	\$40.00
15 #	Radishes Rootstock Farm, " "	6.00	\$90.00
15 #	Bell Pepper Very vibrant veg, New Prague	5.00	\$75.00
		Subtotal	\$279.00
		Delivery	
		Total	\$279.00

The invoice from the food distributor or food hub includes the original farm name and farm location next to eligible items (either printed or handwritten). The farm names and locations on the invoice match information provided on the reimbursement worksheet. The invoice shows the date of purchase, an itemized list of items purchased, and their price. If ineligible items also appear on the invoice, eligible items are highlighted.

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.