Farm to School Meat/Protein Flow Chart

Overview: This is a guideline and flow chart to aid you in conversation with a farmer selling meat/protein.

Please make sure that you follow all Food Safety plans already in place as well as contact KDE or USDA FNS if you have any questions or concerns about Food Safety. Again this is a suggestion not a requirement.

IFB/RFP Putting together the Procurement and Local Source

Identify the products and

purchasing, and estimate

amount, determine whether

to use a formal, informal or micro procurement method

quantities you will be

the total cost of the

· Depending on the dollar

Plan your procurement

procedure, ensuring

requirements

define "local"

vou use.

compliance with Federal,

State and school district

Clearly communicate your

Decide how you wish to

purchase

Make sur

 Make sure producer is using a USDA inspected processing plant

Slaughter/Processing and

- Visit the processing facility identified by producer
- Ask for the facilities food defense plan or any other type of food safety plan they have in place
- Product must meet your specification in processing (example; 80/20, frozen 10 lb. roll, 3 oz beef patties)
- Label each packet with USDA inspection label, farm name, animal #i.d. and what the product is (example: ground beef)

Shipping,Receiving, Storage and Handling

- Must follow Food Safety guidelines in shipping (example: if frozen product must be held at correct temperature)
- Must keep a chain of custody temperature log of freezer compartment before loading, during transportation and when reaching destination
- Must have proper labeled boxes (example: USDA Ground Beef with numbered boxes)
- Receiver must check product before accepting shipment and make sure all chain of custody temperature logs have been completed. If product doesn't meet or follow proper food safety steps the product may be refused at the vendors expense
- Product must be signed for by the proper food service employee
- Product must be stacked properly by Food Safety and Storage guidelines
- Chain of custody temperature logs must be recorded
- Proper Food Handling procedures must be followed in all steps (USDA FNS and FSIS and documents and fact sheets that are available)

Menu, Promote and On the Line Serving KY Students

- Prepare product to meet the NSLP menu quidelines
- Display name of producer and post pictures of their farm in the cafeteria, school webpage, local paper, use banners and other fun ways to let you community know you support your local farmer. You may even invite your farmer to be there on the day you serve the product. Also you might want to survey the students and facility.
- On the Lone and Serving KY Students, ENJOY!!
- You are making a difference in Kentucky Agriculture and the Health of Kentucky Children!!!!

NOTE; This description is not intended to be all inclusive. Contact KDA, KDE, USDA FNS, FSIS or AMS for more information concerning Food Safety. For more information on FTS contact KDA Tina Garland _,tina.garland@ky.gov Cell: (502)-382-7505

- intent to purchase local products and explain how you define local.
 Clearly define and communicate the evaluation criteria that will be used to select successful vendors, regardless of which method
- Identify vendor qualifications that meet your needs
- Write specifications to clearly identify the products you want, the level of processing you require and any other quality, customer service or performance criteria
- State preferences and how they will be weighted in the evaluation process
- Develop and commit to a plan for reviewing and selecting the successful bid, proposal or quote