

Working Towards the 30% NYS Initiative

Step 1: Learn about the 30% NYS Initiative

Review guidance to familiarize your SFA with the initiative requirements:

- NYSEDs website: [NYSED 30% NY Guidance](#)
- Cornell Cooperative Extensions website: [CCE Guidance](#)
- 30% Webinar: [30% webinar](#)
- Contact a Special Teams representative with any questions by emailing 30percent@nysed.gov

Step 2: Contact a Farm to School Coordinator

- Connect with a Farm to School Coordinator for assistance: [Farm-to-School | Agriculture and Markets \(ny.gov\)](#)

Step 3: Determine your 30% Threshold: [30% Calculator](#)

- This is the dollar amount the SFA must spend on NYS Food Products to qualify
- Contact a Special Teams representative by emailing 30percent@nysed.gov, or contact your Farm to School coordinator for assistance with this tool

Step 4: Determine what NY items to serve at lunch

- Evaluate current menu and determine if any items you already purchase are NYS products
- Review the Cornell Cooperative Extension (CCE) database of 30% NYS eligible products to find NYS food items and determine what is feasible to add to your lunch menu. CCE [eligible NYS food product list can be found here](#).
- Work with local vendors/farmers to determine which items they sell/produce that will qualify for 30% NY

Step 5: Develop a plan to track and document NYS foods served at lunch

- Determine how your SFA will track purchases and record the use of NYS food products served at lunch
- Develop a system to track multi-use items to ensure only NYS food products used at lunch are included
 - Example: production records, excel, recipes, POS system, invoices, etc.

Step 6: Continue to work with vendors and local farmers to determine what items are NY and obtain supporting documentation to demonstrate the food product qualifies as NYS food product

- Obtain supporting documentation demonstrating each NYS food product qualifies
- Processed food items vs unprocessed food items: [Documentation Guide](#)
- Use [the 30% NYS Eligibility Worksheet](#) for help determining what documentation is needed for a specific product

Step 7: Procure NYS food products

- Ensure that all NYS food items have supporting documentation to demonstrate NYS eligibility prior to purchasing
- SFAs must [properly procure](#) in accordance with all federal, State and local procurement requirements and regulations

Step 8: Menu and serve NYS food products at lunch

Step 9: Track and document NY items served during lunch throughout the school year

Step 10: Apply to NYSED for the 30% NYS initiative by August 15th each year

- Application through the Child Nutrition Management System (CNMS)
- Submission of 30% excel attachment & Attestation Statement
- Subject to further review/audit

Step 11: Receive additional State reimbursement in the following SY

- Combined with any other annual State subsidy, approved SFAs will receive a **total** of 25 cents for each NSLP/SSO lunch meal claimed