

## Program Forms Submission Guidance

**Producer Attestation is signed by the entity making the sale.**

- 1. Grantee is purchasing fresh Produce/ unprocessed item directly from a NYS farm:**
  - a. Submit a Producer Attestation Form filled out by farmer
- 2. Grantee is Purchasing fresh produce from a distributor**
  - a. Submit Distributor Verification Form filled out by distributor
  - b. and a Producer Attestation form filled out by the distributor (entity selling into the program)
- 3. Grantee is purchasing processed food from a producer/processor (example: buying bread from a baker)**
  - a. Submit Producer Attestation Form filled by producer/processor
  - b. Submit Product Formulation Statement filled out by producer/processor
- 4. Grantee is purchasing processed food from a distributor (example: buying flour from a reseller)**
  - a. Submit Distributor Product Verification form filled out by distributor
  - b. Submit Product formulation statement filled out by distributor or processor
  - c. Submit Producer Attestation form filled out by distributor

<b>Scenarios</b>	<b>Distributor Product Verification Form</b>	<b>Producer Attestation form</b>	<b>Product Formulation Statement</b>
<b>Grantee is purchasing fresh Produce directly from a NYS farm</b>	No	yes	No
<b>Grantee is Purchasing fresh produce from a distributor</b>	Yes	Yes	No
<b>Grantee is purchasing processed food from a producer/processor</b>	No	Yes	Yes
<b>Grantee is purchasing processed food from a distributor</b>	Yes	Yes	Yes

## Processed Food Eligibility

Under the New York Food for New York Families Program, processed food is defined as a domestic food product comprised of at least 51% agricultural raw materials grown, harvested, or produced in NYS, by weight or volume. The remaining 49% of ingredients must be locally produced, defined as

1. Sourced within 400 miles of the processing facility so that the total travelled distance between the farm or ranch where the ingredients originated, and the processing facility is at most 400 miles.
2. The processed product must then be distributed within 400 miles so that the total miles the finish products travel between the processor facility to the point of distribution (recipients/end consumers) does not exceed 400 miles.
3. Grown within the United States except in respect to minor ingredient as listed [here](#).

**Farms**

400 miles

**Processor**

400 miles

**End consumers**



Within USA

Within USA

**Report Forms Due Dates**

<b><u>Reports</u></b>	<b><u>Due Dates</u></b>
<b>Baseline Report</b>	Within 30 days of contract execution
<b>Monthly Report</b>	15 days after the end of each month (after contract execution)
<b>Quarterly Report</b>	30 days after the end of each quarter (after contract execution)
<b>Final Report</b>	60 days after contract end date