



Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

Growing Your Farm to School Project

Getting Your Ducks in a Row

FY 2026 Administrative Onboarding Webinar

May 14, 2026



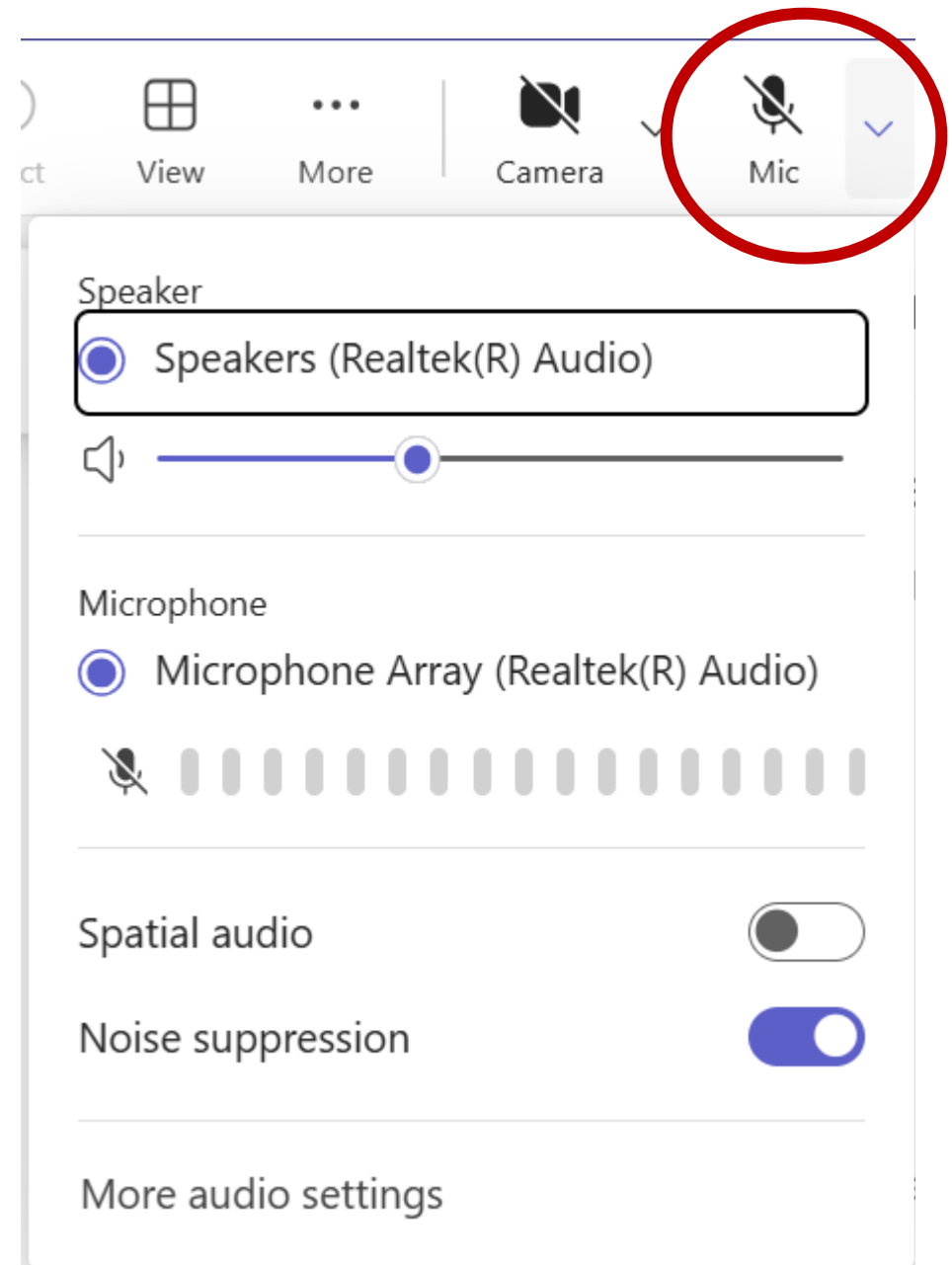
We Will Begin Shortly

We will begin shortly.

You can change your audio settings by clicking the arrow next to the Mic settings.

This webinar will be recorded.

Please use the Q&A if you need assistance.



Housekeeping

- For general questions and technical issues, please use the Q & A function.
- For questions specific to your project, please contact your assigned Farm to School Regional Specialist and/or Grant Officer.
- This webinar will be recorded. The recording will be provided and posted on the Grantee Resources webpage.
- All key contacts are in this presentation.



Q&A



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May 14, 2026





Welcome



Agenda

Welcome

Support Team + Resources

Getting Set Up

Reporting

Next Steps

Questions



Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE



Congratulations!



Share the News

- Get added to newsletters and eBlasts
 - Share your successes with us for The Dirt!
- Post on social media
 - Tag @USDANutrition
 - Social media frames
- Publish a press release
- Host an event
- Invite a local reporter to your site
- Post on your blog





Support Team + Resources



Grantee Roles + Responsibilities

- ✓ Meet the terms and conditions of the grant award.
- ✓ Enroll in the online systems (ASAP and FPRS).
- ✓ Achieve the goals, objectives, and activities.
- ✓ Submit all financial and progress reports on time.
- ✓ Ensure that all parties involved follow the grant rules and regulations.



Grant Support Team



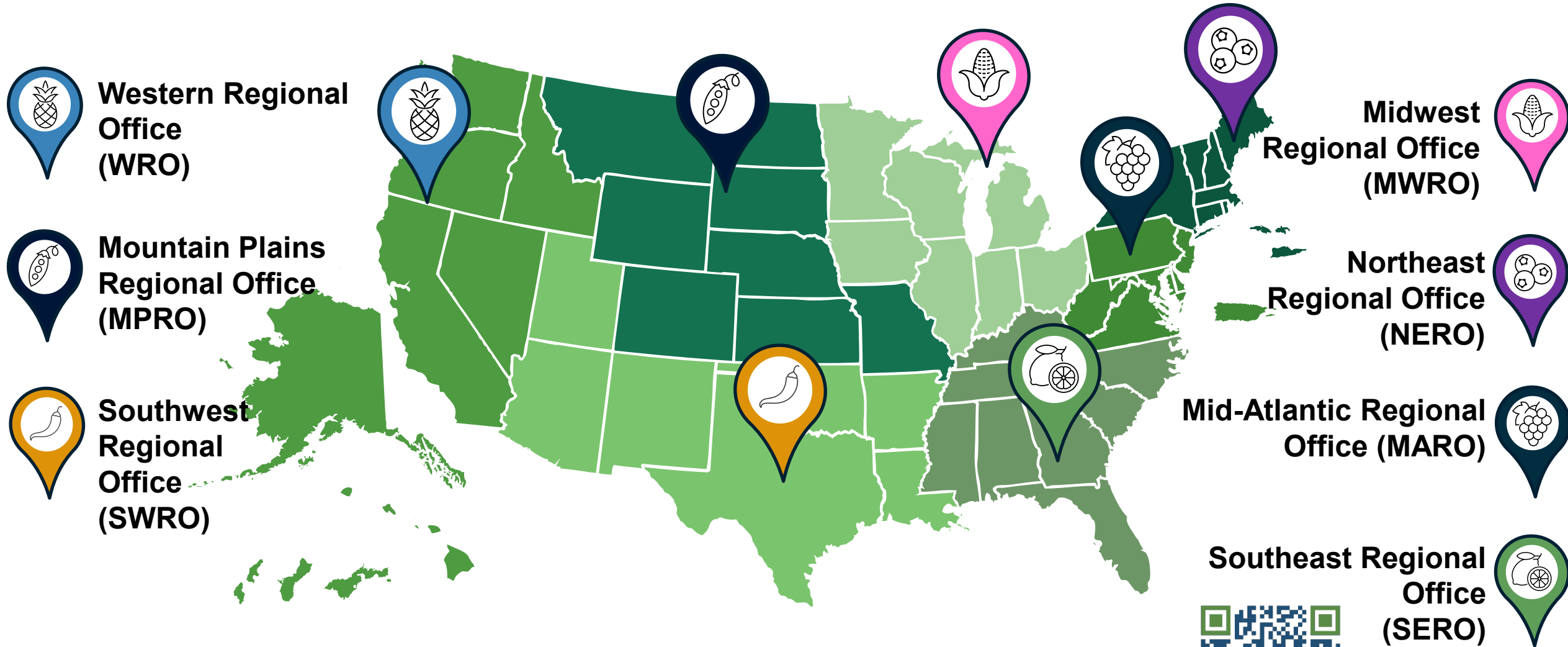
Grant Officer

- Distribute award documents.
 - The Grant Officer emailed award letters on April 16, 2026.
 - Process 529 forms, ASAP Information Request forms, and FPRS forms (FNS-674).
- Monitor and ensure compliance via financial reports.
- Execute program and budget changes that require formal FNS approval.



anna.arrowsmith@usda.gov

Food and Nutrition Service Regions



Farm to School Regional Specialists



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Alexander Smith Ryan Pretlow
Northeast Regional
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(NERO)
SM.Fn.NE.F2S@usda.gov



Farm to School Regional Specialist Roles

- Serve as main point of contact for grantees.
- Help grantees meet goals and objectives of the project.
- Support grantees to meet federal compliance and monitoring requirements.
- Review revision requests.
- Help coordinate site visits.



CFSD National Office Grants Staff



Travis
Hearn



Brandee
Kitzmiller



T. Starr
Hicks-Wilson



Midian
Yohannes



Aubree
Roth

Contacting Your Grant Support Team



**Sample subject line:
FY2026 – Samplesville District – Financial Report Question**

Resources for Current Grantees



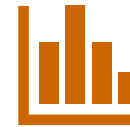
Getting Started



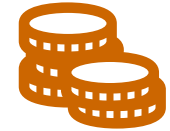
Contact Information



Financial Reporting and Budget



Progress Reporting and Evaluation



Project Modification and Budget Revisions



Grantee Onboarding Checklist



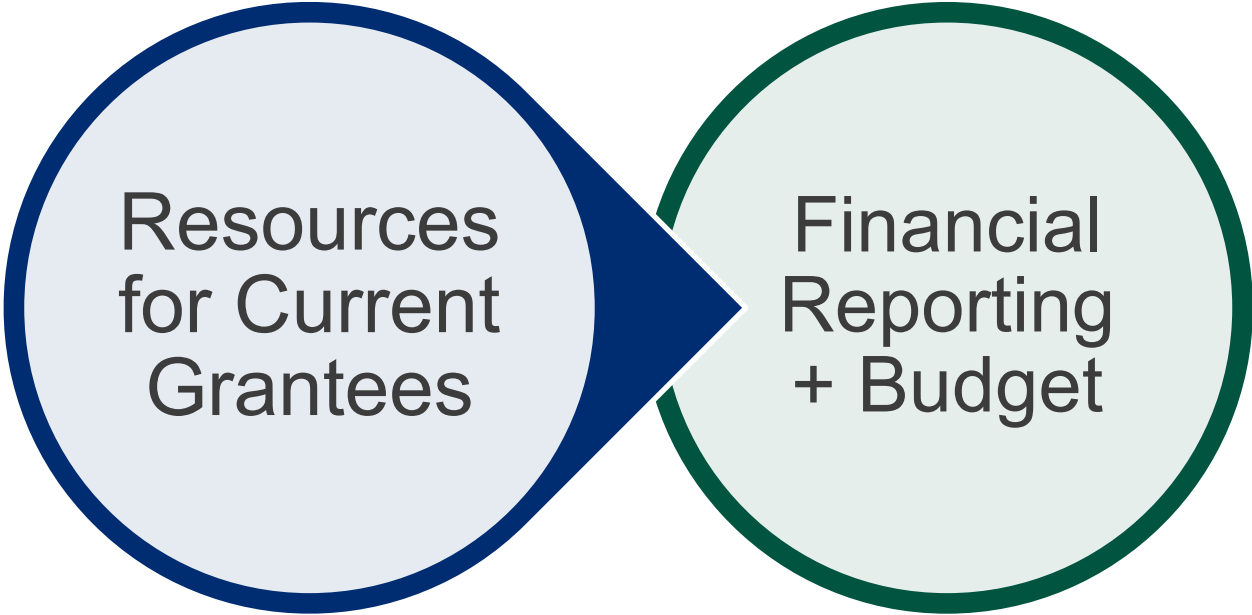
Farm to School Grant Program: Grantee Onboarding Checklist Fiscal Year 2026

Checklist

This checklist is designed to help Fiscal Year (FY) 2026 Farm to School Grant recipients navigate the onboarding process. It serves as a quick reference for grantees on the steps you must take. For more detailed instructions, please refer to the training materials and additional resources that have been provided. Please share this checklist with your grant project management team.

Order of Tasks	Tasks
<input type="checkbox"/> Step 1	Review Terms and Conditions: As a new grantee, it is important that you

Grant Modifications



Upcoming Onboarding Opportunities

Growing Your Farm to School Project: Sowing the Seeds

- August 13, 2026, at 12:00pm – 4:00pm ET
- [Register for Sowing the Seeds](#)

Financial Reporting Office Hours

- July 21, 2026, at 2:00pm ET
- October 21, 2026, at 2:00pm ET
- [Register for July Office Hours](#)
- [Register for October Office Hours](#)

Quarterly Calls

- Quarterly
- More information to come!

Getting Set Up



Set up Steps

Award Package

ASAP Enrollment

Submit Contacts

FPRS Enrollment

Top Priority: Award Package

- Review Award Package
 - General USDA Terms and Conditions
 - FNS Term and Conditions
 - 2 CFR 200
- Submit signed FNS-529
- ASAP Information Request



Online System Enrollment

ASAP

- **Official name:** Automated Standard Application for Payments
- **Often pronounced:** a-sap
- **Purpose:** Used to draw down funds

FPRS

- **Official name:** Food Program Reporting System
- **Often pronounced:** fippers
- **Purpose:** Used to submit financial reports (SF-425)

Note: These systems are NOT connected!

ASAP Enrollment Key Information

- **Resource Page:**
 - <https://www.fns.usda.gov/f2s/grant/current-grantees/asap>
- **Site:**
 - asap.gov
- **Step 1:** Submit the ASAP Information Request Form to the Grant Officer.
- **Step 2:** Follow ASAP Enrollment training steps.



ASAP Drawing Down Funds



You can make as many draws for funds as often as needed.



Advance payments should be limited to the minimum amount needed to meet actual and immediate cash needs.



Do NOT draw down the full award amount.

Break

10 minute break



Set up Steps



Award Package



ASAP Enrollment

Submit Contacts

FPRS Enrollment

Provide Contacts

- Provide the first name, last name, phone number, and email address for each of following roles:
 - Project Manager
 - Backup Contact
 - Financial Report Contact
 - Progress Report Contact
- The same person can be listed under multiple roles.
- Submit using the [Contacts Collection page](#).
- Due: May 22, 2026



FPRS Enrollment: Step 1

Obtain a Login.gov verified identity account.

To create a Login.gov verified identity account, go to the FPRS Login page fprs.fns.usda.gov and follow the instructions provided.

Make sure that you verify your identity, which can be done online right away, or you can visit a Local Registration Authority in your State to do it in person.

Support: See the FAQ eauth.usda.gov/eauth/b/usda/faq?gid=PublicCustomer

Resource page: fns.usda.gov/f2s/grant/current-grantees/fprs

If you still cannot solve the issue, notify your Grant Officer.

FPRS Enrollment: Steps 2-3

Step 2: Complete the provided FNS-674 form following the instructions you will be provided along with the FNS-674. Sign in ink. Send to Grant Officer.

Step 3: After processing, you will receive notification granting FPRS Access.

Access FPRS at: fprs.fns.usda.gov

NOTE: Access may take several weeks to process.

If you experience technical issues with FPRS, first contact Grant Officer.

FPRS Help Desk:

1-866-336-3777 or SM.FN.FPRSSupport@usda.gov



Reporting



Federal Fiscal Year

October 1 – September 30

Quarter 1

October 1 –
December 31

Quarter 2

January 1 –
March 31

Quarter 3

April 1 – June
30

Quarter 4

July 1 –
September 30

Financial Reports

Report	Form	Frequency	Due Dates	Submission Method
Financial Report	SF-425	Once a quarter	<ul style="list-style-type: none">• Quarter 1: January 30• Quarter 2: April 30• Quarter 3: July 30• Quarter 4: October 30• Final financial report due 120 days after your project's end date	Submitted in FPRS

Program Reports

Report	Form	Frequency	Due Dates	Submission Method
Semi-Annual Progress Report	FNS-908	Twice a year	<ul style="list-style-type: none"> Quarters 1&2 (October – March): April 30 Quarters 3&4 (April – September): October 30 	Farm to School Reporting mailbox: SM.fn.FarmSchRprt@usda.gov and copy your regional mailbox
Final Report	FNS-908	Once, 120 days after your project's end date	Based on your project's end date on your most recent FNS-529	Farm to School Reporting mailbox: SM.fn.FarmSchRprt@usda.gov and copy your regional mailbox



Next Steps



Next Steps

Sign and Return 529

Enroll in ASAP

Provide Points of Contact

Enroll in FPRS

Consider Attending Future Trainings

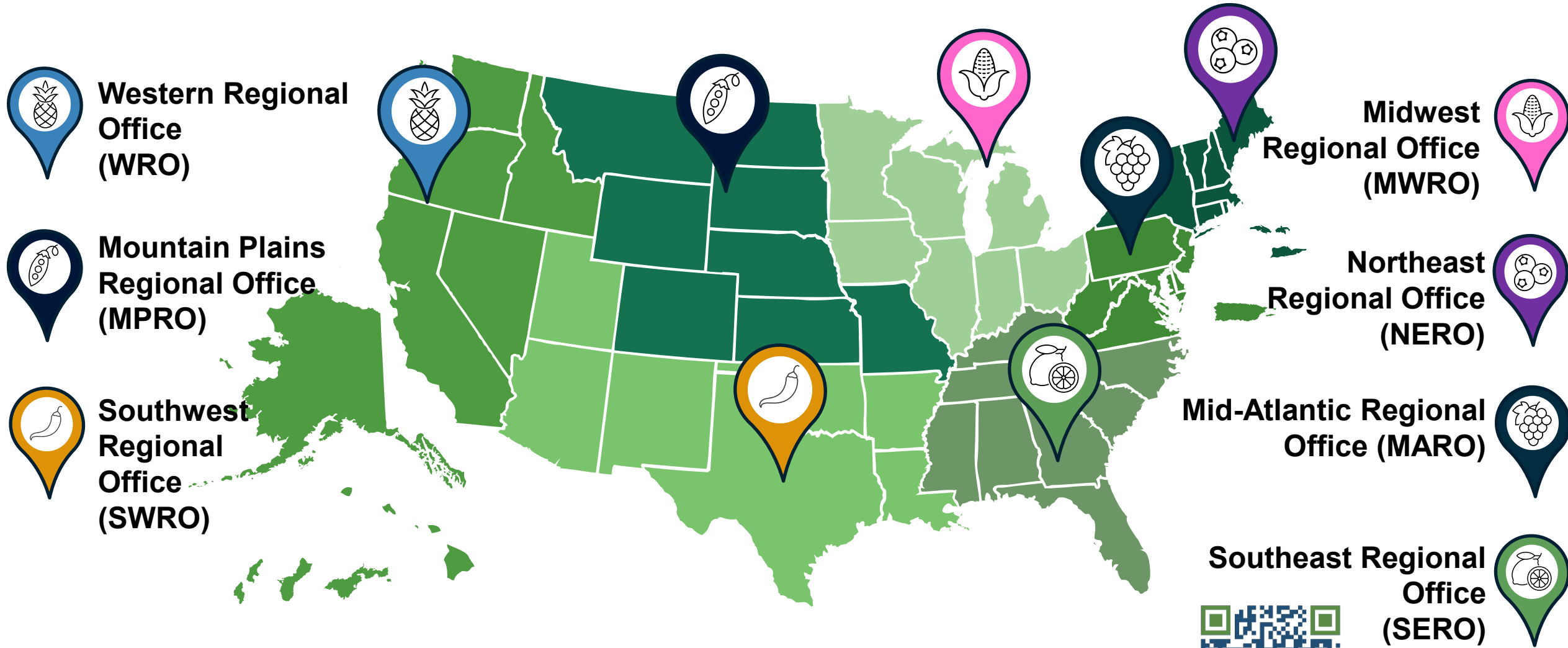
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Additional Contacts

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Farm to School **Reporting** Mailbox:
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Questions?



Thank You

VISIT US AT

[FNS.USDA.GOV](https://fns.usda.gov) | [@USDA_FNS](https://twitter.com/USDA_FNS) | [@USDA](https://www.instagram.com/USDA)

