



Iowa Local Food for Schools Program Sample Produce Order Guide

Updated 1/25/2023

In this Guide:

1. Establishing minimum order procurement goals
2. Sourcing local produce in winter
3. Sample produce orders

Establishing Minimum Order Procurement Goals

Most food hubs and local farmers will have a minimum order value (aka minimum orders) to justify the delivery expense. If a school is outside a regular delivery area, the food hub may only deliver every 2-3 weeks as a way to manage costs. Procurement planning can help schools spend their LFS dollars in a timely manner.

Here are sample orders to illustrate different ways to create \$300 or \$500 produce orders with Iowa foods. Prices and availability will vary across the state.

Example 1. School wants to order from the food hub every other week to stagger their orders with the DOD truck.

7 months to order x 2 deliveries per month = 14 deliveries
 $\$4000/14 = \285 per delivery (minimum delivery)

\$105	3 cases of apples
\$45	1 case lettuce
\$78	3 cases frozen corn
\$66	2 cases frozen green beans
\$294 = Goal Reached	

Sourcing Local Produce in the Winter

As winter settles across Iowa, the produce availability shifts from fresh, perishable crops to greenhouse crops, storage crops and frozen foods. The Iowa Farm to School and Early Care Coalition has this Seasonal Availability List on their website.

	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C
Fruit												
Apples	A	A	A								A	A
Blueberries	F	F	F						F	F	F	F
Honeyberries	F	F	F							F	F	F

	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C
Vegetables												
Beets	A										A	A
Cabbage	A										A	A
Carrots	A	A									A	A
Garlic	A	A	A								A	A
Greens	G	G	G	G							G	G
Herbs	G	G	G	G							G	G
Lettuce Mix	G	G	G	G						G	G	G
Lettuce, head	G	G	G	G						G	G	G
Onions	A	A	A								A	A
Parsnips	A	A	A								A	A
Potatoes	A	A	A								A	A
Radishes	A	A	A								A	A
Spinach	G	G	G	G						G	G	G
Squash, Winter	A	A	A								A	A
Turnips	A	A	A								A	A

= Peak Season
 = Harvest Season
 A = Available
 F = Frozen
 G = Greenhouse grown

Source: <https://www.iowafarmtoschoolearlycare.org/local-food-procurement>

Sample Produce Orders

The examples below are based on actual orders by schools for the Iowa LFS program.

\$300 Produce Orders	\$500 Produce Orders
<p>\$105 3 cases of apples \$50 1 case lettuce \$34 1 case frozen corn \$34 1 case frozen sliced carrots \$25 1 case purple daikon radish, 25# \$60 5 lbs snow pea shoots(microgreens) \$309 Total</p>	<p>\$200 5 cases of apples \$50 1 50# bags of potatoes \$60 1 case golden beets \$45 1 case cabbage \$45 1 case purple daikon radish \$100 4 cases of frozen Potato Fusion \$500 Total</p>
<p>\$120 3 cases of apples \$50 1 case lettuce \$84 2 cases frozen butternut squash \$304 Total</p>	<p>\$88 2 cases of apples \$100 2 cases lettuce \$105 4 cases frozen corn \$102 3 cases frozen green beans \$102 3 cases frozen peas \$489 Total</p>
<p>\$75 3 50# bags of potatoes \$136 4 cases frozen diced sweet potatoes \$112 4 cases frozen hashbrowns \$323 Total</p>	<p>\$150 2 gallons maple syrup \$80 1 gallon honey \$162 200 pounds all purpose flour \$150 50 lbs black beans \$542 Total</p>

January 2023

Report by Teresa Wiemerslage, field specialist. Farm, Food and Enterprise Development. Iowa State University Extension and Outreach. wiemer@iastate.edu

**IOWA STATE
UNIVERSITY**
Extension and Outreach

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.