

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
☐ Step 1	Review Terms and Conditions: As a new grantee, it is important that you closely review all terms and conditions of the grant and relevant regulations: ☐ FNS award terms and conditions are included as an attachment in the award package email from the Grant Officer. ☐ The USDA general terms and conditions are available on the USDA website. ☐ Regulations within 2 CFR 200.
☐ Step 2	Sign and Return FNS-529 Form: Review, sign, scan, and return FNS-529 to your Grant Officer via email. The FNS-529 form is included in your award package email from the Grant Officer. You must sign the FNS-529 in ink. Send the completed ASAP Information Request Form (see Step 3 below), along with your FNS-529.
☐ Step 3	Enroll and Define Account in ASAP: Automated Standard Application for Payments (ASAP) is the system used for withdrawing Farm to School Grant funds. You have 45 days from receipt of your enrollment email from the U.S. Department of the Treasury to enroll, define your officials, and enter banking information. The Farm to School Grant Program's ASAP Information Page includes detailed instructions and support information. ☐ Look for the ASAP Information Request Form provided by your Grant Officer in the award package email. ☐ Provide an ASAP point of contact by submitting the completed ASAP Information Request Form to the Grant Officer via email, along with the completed FNS-529 (from Step 2 above).

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

Order of Tasks	Tasks
	☐ Receive email from the U.S. Department of the Treasury when ASAP enrollment is initiated. This enrollment email should come from a fiscal.treasury.gov email address. ☐ Ensure your grant project management team's ASAP point of contact verifies their identity with ID.me and links account to ASAP. ☐ Ensure your team's ASAP point of contact logs into ASAP and completes the following actions within 45 days: verify access, add user roles, approve officials, and define banking information. ☐ Confirm your grant project management team can now access ASAP at: asap.gov.
☐ Step 4	Submit Contact Information: Provide the following key points of contact for your grant project management team by May 22 using the Contacts Collection page. Include first and last name, phone number, and email address for each role identified below. The same person can be listed under multiple roles, but one person should not be listed for all four roles. ☐ Project Manager ☐ Backup Contact ☐ Financial Report Contact ☐ Progress Report Contact
☐ Step 5	Enroll in Food Programs Reporting System (FPRS): All financial reports must be submitted in FPRS. The Farm to School Grant Program's FPRS Information Page includes instructions and support information. To begin enrollment in FPRS, the person who will submit financial reports must complete the following: ☐ Create a verified identity with Login.gov by going to the FPRS Login page and following the instructions provided. Use the same email address that will be used for the FPRS account. ☐ Complete the FNS-674 form once you receive instructions and the form from your Grant Officer. ☐ Submit the completed FNS-674 to your Grant Officer. ☐ Receive email granting access to FPRS.
☐ Step 6	Attend “Growing Your Farm to School Project – Getting Your Ducks in a Row” Webinar: Plan to have at least one representative from your grant project management team attend this webinar, which will be held live May 14, 2026, from 1:00pm–3:00pm ET. You will learn what support resources are available, how to complete grant setup steps, and about the upcoming trainings to help you get your project set up and ready for the period of performance. The

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

Order of Tasks	Tasks
	webinar will be recorded, so it may be used as a reference or shared with others on your project management team who cannot attend the live webinar. ☐ Register for the “Getting Your Ducks in a Row” Webinar.
☐ Step 7	Attend “Growing Your Farm to School Project – Sowing the Seeds” Virtual Event: Plan to have at least one representative from your grant project management team attend this virtual onboarding event that provides training, networking, and support for FY 2026 Patrick Leahy Farm to School grantees. It will be held on August 13, 2026, from 12:00pm–4:00pm ET. ☐ Register for the “Sowing the Seeds” virtual event.
☐ Step 8	Attend Financial Reporting Office Hours: Your first financial report is due July 30, 2026. Your Grant Officer will host two optional Financial Reporting demo and office hours on July 21 and October 21, 2026, from 2:00pm–3:00pm ET. You will learn how to submit a financial report in FPRS and have an opportunity to ask questions. While these are optional, we recommend the project team member responsible for submitting the financial reports attends. These meetings will not be recorded. ☐ Register for the July 21 Financial Reporting Office Hours. ☐ Register for the October 21 Financial Reporting Office Hours.

Support

- [Resources for Current Grantees webpage](#)
- [Farm to School Regional Specialist Contact Information](#)
- Grant Officer: anna.arrowsmith@usda.gov
- Farm to School Mailbox: SM.FN.FarmtoSchool@usda.gov
- Farm to School Reporting Mailbox: SM.FN.FarmSchRprt@usda.gov

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.