

Farm to Work Toolkit



A guide for
implementing
a local produce
delivery
program at
your worksite

Farm
to 
Work



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Supplemental Resources **(Please see:**
http://www.dshs.state.tx.us/obesity/pdf/F2W_toolkit_resources.pdf)

Sample Memos

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 PowerPoint Presentation

Marketing and Promotion Artwork

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Sustainable Food Center

Andrew W. Smiley
Farm Direct Projects Director

Maribel Rivero
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Program Director

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Texas Department of State Health Services

Lindsay Rodgers
Obesity Prevention Specialist
Nutrition, Physical Activity and Obesity
Prevention Program

Marc Connelly
Office of General Counsel

Shirley Allaway
Communications Unit

Barbara Keir
Manager
Chronic Disease Prevention Branch

Mary Guzman
Manager
Nutrition, Physical Activity and Obesity
Prevention Program

Dan Martin
Building Healthy Texans

Dee Porter
Chief Operating Officer

Adolfo Valadez, MD, MPH
Assistant Commissioner
Division of Prevention and Preparedness

Casey Blass
Director
Disease Prevention and Intervention
Section

Natalie Clifton
Physical Activity Coordinator
Nutrition, Physical Activity and Obesity
Prevention Program

Celeste Windham

Nutrition Coordinator
Nutrition, Physical Activity and Obesity
Prevention Program

Christian Gloria

Graduate Intern, Nutrition, Physical
Activity and Obesity Prevention Program

Janie Villarreal

Operations Management

Shelly Ogle

Communications Unit

David Mascorro

Texas Facilities Commission

Veronica Primeaux

Graphic Designer, Printing Services

Steps to a Healthier Austin

Justine Kaplan

Program Coordinator

Lynn Davis

Program Coordinator

WebChronic Consulting, LLC

Eric Leversen

Programmer

Texas Department of Assistive and Rehabilitative Services

Michael Hooks

Director of Business Enterprises of Texas
Division for Blind Services

Austin State Hospital

Linda Michalsky

Wellness Committee Co-Chair

Jeff Shin

Wellness Committee Co-Chair

Centers for Disease Control and Prevention

Sarah Kuester

Division of Nutrition, Physical Activity
and Obesity

Heidi Blanck

Division of Nutrition, Physical Activity
and Obesity

Introducing Farm to Work

Farm to Work is an exciting new program that delivers baskets of farm-fresh, local produce right to the worksite each week. The program offers employees increased access to fresh fruits and vegetables, and addresses some key barriers many employees face when trying to add more fruits and vegetables to their diets. This program was developed by the Texas Department of State Health Services (DSHS), where Farm to Work is in place at several locations within the state agency. We hope this toolkit can assist other worksites, including government agencies and private entities, to implement Farm to Work to benefit employees throughout Texas and beyond.

Here's how Farm to Work operates each week:



Inside This Toolkit

This toolkit compiles all the tools, sample documents and other resources that were developed to successfully implement Farm to Work. More resources are included in the accompanying supplement. We hope you will find this information useful.

Introducing Farm to Work	What you will need to bring Farm to Work to your worksite.
Addressing Legal Concerns	Legal issues that were raised (with regard to a state agency) and how they were addressed.
Worksite Feasibility Checklist	Items to consider before trying to implement Farm to Work at your worksite.
Timeline for Implementation	A breakdown of the tasks involved in launching the program and the approximate time frame needed for each.
Produce Distribution	Considerations to keep in mind when choosing a distribution site for Farm to Work.
Staffing the Produce Distribution	Documents used to put together the group of staff necessary to coordinate the weekly Farm to Work distribution.
Evaluation Tools	Pre/post survey questions for employees and farmer, a draft logic model, and other evaluation tools.
Website Content	Information on how the program works and frequently asked questions posted on our intranet; screenshots of the ordering and payment website.

Supplemental Resources

Sample Memos

Documents used to obtain approval of the program, request signatures, and ask for executive participation.

Internal Communication

E-mails sent to employees and a PowerPoint presentation developed to introduce the program to executive leadership.

Marketing and Promotion Artwork

Posters used to advertise the program, logos for branding, and artwork used on canvas bags, T-shirts, etc.

For more information about the Farm to Work Program, contact one of us:

Lindsay Rodgers

Obesity Prevention Specialist
Nutrition, Physical Activity, and Obesity
Prevention Program (MC 1944)
Texas Department of
State Health Services
PO Box 149347
Austin, Texas 78714-9347
(512) 458-7111, ext. 3684
Fax: (512) 458-7393
Lindsay.Rodgers@dshs.state.tx.us
www.txbringinghealthyback.org

Andrew W. Smiley

Farm Direct Projects Director
Sustainable Food Center
1106 Clayton Lane, Suite 480W
Austin, Texas 78723
(512) 236-0074, ext. 102
Fax: (512) 236-0098
Andrew@sustainablefoodcenter.org
www.sustainablefoodcenter.org

Why Farm to Work?

Rationale and Benefits of Implementing the Program



Eating more fruits and vegetables is one of the most positive health habits adults and children can have. People who eat more produce as part of a healthy diet have reduced risks of chronic diseases and are more likely to have a healthy body weight. Most people know they need to eat more fruits and vegetables, but it isn't always the easy choice. Farm to Work was developed to change the worksite environment to make fruits and vegetables an easy choice for employees. We have also discovered that the program has been a win-win situation for everyone involved: employees, the worksite, and the local farmer.

Benefits to Employees

- **Time and convenience**—Having fresh fruits and vegetables delivered to the worksite means fewer trips to the grocery store and less hassle in selecting produce.
- **Cost**—Preliminary comparisons of a Farm to Work basket versus the identical weight of the same fruits and vegetables at a Texas-based, competitively priced grocery chain revealed that the Farm to Work basket was no more expensive—in fact, slightly cheaper—than comparable food in the store. This doesn't even account for the gas money you spend to get to the store.
- **Exceptional taste and freshness**—Local food is fresher and may taste better than food shipped long distances. When transported from other states or countries, fruits and vegetables can spend many days in transit. Many varieties sold in the store are picked for their ability to withstand industrial equipment and extended travel. Local food is picked at the height of ripeness, offering you the best of what is in season, and often reaching you within one day of being harvested.
- **Less contamination risk**—Produce that is harvested and delivered on the same day is handled by only a few people and this greatly reduces the risk of contamination. Food that travels long distances typically passes through many handlers, trucks and storage spaces.
- **Connection with your food**—When purchasing local food, you know exactly where your food was grown. This can foster a deep appreciation for where food comes from and can create important social relationships that help you feel connected to your community and to what you eat.

Benefits to the Worksite

- **A healthier workforce**—Healthy employees are more productive employees who miss work less often. Providing your employees with an environment that makes it easy to eat more fruits and vegetables is a great first step to improving the health of your workforce.
- **Employee morale**—Farm to Work could be viewed as an added benefit to your employees. Many employers strive to increase employee morale and reduce turnover. By bringing Farm to Work to your worksite, you are telling your employees that you care about them, their health, and the health of their families.
- **Public relations**—When you offer Farm to Work, you are positioning yourself in a positive light in the community. You are supporting local farmers, protecting the environment, and supporting the local economy at large.

DSHS implemented Farm to Work specifically to improve the health of its employees, which is a critical part of the agency’s mission. However, other Texas worksites have found additional benefits that were particularly appealing to their organizations.

- Buying local food shortens the distance from farm to fork and helps reduce energy consumption.
- Keeping farmers on the land may help preserve open space and keep our rural communities vibrant.
- When you buy local food, you are investing in your local economy.



Central Texas farmers who have supplied produce for Farm to Work have reported benefits, too. A healthy food system is a critical part of ensuring access to healthy foods in the future.

- By selling directly to the consumer, a farmer eliminates the cost of outside labor and the services of middlemen, which may make produce more affordable for the consumer and therefore increase consumption.
- Farmers who participate in local direct markets are generally encouraged by their customers to offer a great variety of products, and this diversity can help reduce the risk of farming.
- Direct-market farmers can often reduce the amount of land they are cultivating because they are growing crops for which they have a stable market. With less land required for production, there's more room for natural soil amending practices such as cover cropping.
- Farmers who interact directly with customers have an opportunity to experiment with new products based upon comments and suggestion from their customers.
- With an established FTW program, the farmer knows what his typical weekly sales will be so he knows how much to plant.



So, “Why Farm to Work?” With so many reasons, the real question is “Why not Farm to Work?”



Key Components of the Program



The following components were essential in implementing Farm to Work and ensuring compliance with state regulations and the law. Legal concerns, requirements, and restrictions addressed in the toolkit may not apply to every worksite, and you may find alternative ways to implement the program. However, if you are working at a governmental agency, we would strongly encourage you to utilize an external organization for coordination with the farmer and hosting of an external website.

It is always best to try and identify someone to fulfill the roles whose current job functions align or relate to the coordinator duties described below in some way. For example, staff from the Nutrition, Physical Activity and Obesity Prevention Program championed the internal coordination, as it fit well within their program's current goals.

Internal Farm to Work Coordinator

The Farm to Work Coordinator sets the program in motion and ensures all the key components are in place. Additionally they must:

1. be a point of contact for project partners,
2. become familiar with relevant agency policies,
3. obtain all approvals,
4. identify the drop off location,
5. send out communication to employees,
6. field all questions from employees, and
7. provide the technical assistance for moving the program forward (i.e., compiling responses from employees to communicate with the farmer, scheduling beta testing of the website, etc.).

This coordination may take significant staff time during the initial planning and start-up phase, but once the program is in place, the time required is minimal. The coordinator may also develop an ongoing evaluation plan that measures participation levels and other intended outcomes against the established program goals. Once the program has been implemented, someone will need to ensure weekly distribution is coordinated appropriately (i.e., identifying a Weekly Distribution Coordinator). Duties for this coordination may be shared among several staff members.

External Farm to Work Coordinator

You will likely need to partner with an external group who can coordinate initial external tasks such as:

1. identifying and coordinating with the farmer,
2. developing and hosting an external website for processing orders and payments, and
3. working with the farmer to prepare for production, equipment, and staffing changes that may be required to supply your worksite with the program.

In Texas, this coordinator was not under contract with the Texas Department of State Health Services. This external coordinator should be willing to commit ongoing support for the program to ensure its long-term sustainability.

While you could certainly seek out any organization in your area to fill this role, the Texas Department of State Health Services worked with the Sustainable Food Center, an Austin-based nonprofit whose mission is to create a food secure community by improving access to local, healthy, and affordable food for children and adults in Central Texas. Sustainable Food Center can consult with representatives at any worksite, Texas or beyond, who have interest in bringing Farm to Work to their employees.

If you are interested in learning more about Sustainable Food Center and its role in this project, please contact:

Andrew W. Smiley
Farm Direct Projects Director
Sustainable Food Center
1106 Clayton Lane, Suite 480W
Austin, Texas 78723
(512) 236-0074, ext. 102
Fax: (512) 236-0098
Andrew@sustainablefoodcenter.org
www.sustainablefoodcenter.org

Local Farmer

You will need to identify and build a relationship with a farmer or group of farmers with the capacity and desire to meet the demand at your worksite. This supplier may need guidance to adjust existing operations to accommodate the Farm to Work program. For Texas, the External Farm to Work Coordinator (Sustainable Food Center) was able to provide this technical assistance.

External Ordering/Payment System

A secure external online ordering and payment system is needed to process, track and handle all ordering and payment processing. At a minimum, the ordering system must:

1. only allow users to select a delivery site (i.e., your worksite) when placing an order, instead of asking for a shipping address;
2. update weekly the available produce listing and the date of the next delivery;
3. send a confirmation e-mail and instruction, as well as reminder e-mails to employees who have placed orders; and
4. have tracking abilities for generating weekly lists of orders and for evaluation purposes.

For our state agency, the website could not be paid for or hosted internally. This may or may not be the case for your worksite. While you can seek out any organization who may want to pay for the development and host an external site, Sustainable Food Center is willing to assist any worksite in this endeavor and has access to an existing site and programmer who may be able to help you with this key component of Farm to Work. For Texas, the state agency did not enter into any contracts for the development or hosting of this website. However, other Texas partners did assist with providing funding directly to Sustainable Food Center.



Costs

The following costs are offered as an option to worksites interested in making the investment to promote the program and provide additional incentives:

Advertisement and incentive items

- Posters (220 total, 11 X 17): \$235.00
- Canvas bags (580, 21-½" x 16" x 7" screen printed totes with logos): \$4,965.00
- Magnetic signs for farmer's truck (2, 4' x 6'): \$576.00
- T-shirts (50), aprons (50), and table skirts with logo (24): \$2,194.00

Program Costs

- Website development: \$2600 for set up (plus \$1500 for annual maintenance)
- Plastic bags (4 boxes of 200, 13 gallon bags): \$120.00
- Trade box bin (4, 12 ½ gallon recycle bins): \$82.00

Weekly Distribution Coordinator

Depending on the size of your worksite, someone may need to be responsible for checking each person off of the printed weekly list of orders and distributing the produce on a weekly basis. For Texas DSHS, several employees assist with the distribution. These people vary from week to week, and each person who commits to helping out receives a free basket of produce from the farmer. Other options for distribution might include: 1) coordinating with the farmer to distribute produce, or 2) using an honor system for employees to check themselves off the ordering list and take a basket.

Addressing Legal Concerns

The following information is provided as reference only to assist governmental entity worksites in addressing legal concerns. The interpretations are specific to DSHS, and the same laws and codes may or may not be interpreted in a similar manner at any other worksite. Internal coordinators are strongly urged to work closely with their own legal counsel to review worksite policies; building and facility requirements; vendor-related policies; and any state, city, or municipal codes that may apply.

Tips for Obtaining Legal Clearance

- **Document everything.** In communicating with your legal department, cafeteria program administrators, and building facilities operator, make sure you have written documentation of what has been agreed upon. If you discuss matters in person or over the phone, send a follow up e-mail just to confirm verbal plans or agreements in writing.
- **Keep all records handy.** You may need to reference them if issues resurface or need clarification at a later date.
- **Get final clearance.** Get it in writing, stating that there are no outstanding, unresolved legal issues and that you have final approval, prior to implementing the program.
- **Use concrete examples.** Whenever possible, provide examples of similar activities that have been allowed under existing policy.

Competition with visually impaired vendors (state agency cafeterias)

The Texas Department of Assistive and Rehabilitative Services (DARS) houses the Business Enterprises of Texas (BET) Program. BET is a federally sponsored, state-administered program that provides food management opportunities for Texans who are legally blind (www.dars.state.tx.us/dbs). DARS carries out its responsibilities for licensing blind persons to operate vending facilities on state, federal, and other property through this program under the federal authority of the Randolph-Sheppard Act (20 U.S.C. §107 et seq.) and implementing regulations (34 CFR §395.1 et seq.). DARS operates Business Enterprises of Texas under the state authority of Texas Human Resources Code, Title 5, Chapter 94, and is authorized in §94.016 to administer BET in accordance with the provisions of the Randolph-Sheppard Act.

The DARS legal department requested a signed agreement with the vendor (in this case, the farmer). DSHS created a document for the farmer to sign which served as a waiver of liability as well as an agreement that limits the items he/she may deliver to raw unprepared produce (*see supplemental resources*). The agreement also denies access to DSHS to any vendor that violates this agreement. The agreement was signed by the farmer and an executive manager

at DSHS with the authority to sign legal documents on behalf of the agency, and a copy was provided to DARS. We also chose to schedule produce delivery after the cafeterias have closed for the day.

Unfair practices (offering the same opportunity to other entities that could provide the service)

While it was not required at DSHS, check with your worksite to see if you may need bids from several farmers to supply the program. At DSHS, the opportunity is the same for any farmer who wishes to participate in Farm to Work. While the program was initially supplied by a single farmer who expressed interest and had the capacity to meet the demand, the same opportunity can be provided to any other farmer. Multiple farmers could be utilized by alternating delivery schedules, or by assigning different farmers to different sites. To date, several additional farmers have started supplying new DSHS locations, and we have always made it clear in all wording that the opportunity is open. SFC is working with several additional farmers to provide training and technical assistance so that they may be able to take advantage of this opportunity both at DSHS and other worksites.

The use of staff as “volunteers”

While staff is involved in the site coordination, they are not considered volunteers. The use of state employees during employment hours is consistent with Chapter 664 of the Texas Government Code, the State Employees Health Fitness and Education Act of 1983.

Chapter 664. State Employees Health Fitness and Education § 664.002.
Findings and Purpose: Effective state administration is materially enhanced by programs designed to encourage and create a condition of health fitness in state administrators and employees and public money spent for these programs serves important public purposes... (“public monies spent” referred to here could include the cost to the state of the employee who spends an hour or two a week serving as his or her facility’s Farm to Work Coordinator, distributing produce to fellow employees).

The rewarding of “gifts” to state employees who assist as weekly coordinators to distribute produce

Some previous examples of DSHS employees receiving gifts in exchange for participating in activities external to their job functions include:

- Compensation time granted for completion of a health-risk assessment and participation in the Texas Round-Up
- Free chair massages, yoga classes, stress management classes, strength-training classes, gym bags, T-shirts, yoga passes, and massage gift certificates for employees participating in the DSHS Health Fair
- Donated merchandise and services from businesses for participation in Employee National Health and Fitness Day and participation in the

Commissioners Challenge, including airline vouchers, overnight hotel stays, and restaurant certificates.

DSHS determined that the benefit of the free produce basket to the weekly produce distribution coordinator is a benefit given for consideration in a capacity other than as a public servant. The relationship between the weekly produce distribution coordinator and the farmer is one of personal business independent of the state agency. The value of a single produce basket is \$25 and does not constitute a negotiable instrument. This is consistent with the Texas Penal Code (<http://tlo2.tlc.state.tx.us/statutes/pe.toc.htm>): § 36.10. NON-APPLICABLE. (a) Sections 36.08 (Gift to Public Servant) and 36.09 (Offering Gift to Public Servant) which do not apply to:

- a fee prescribed by law to be received by a public servant or any other benefit to which the public servant is lawfully entitled or for which he gives legitimate consideration in a capacity other than as a public servant;
- a gift or other benefit conferred on account of kinship or a personal, professional, or business relationship independent of the official status of the recipient; or
- an item with a value of less than \$50, excluding cash or a negotiable instrument as described by Section 3.104, Business & Commerce Code ("negotiable instrument" means an unconditional promise or order to pay a fixed amount of money, with or without interest or other charges described in the promise or order <http://tlo2.tlc.state.tx.us/statutes/bc.toc.htm>).

The rewarding of "gifts" to volunteers who assist as weekly coordinators to distribute produce

The market value of each basket of produce is \$25. The farmer intends to provide a "free" basket of produce to non-employee volunteers at each delivery site for assisting in distributing produce baskets.

If there is a public volunteer at a state agency site (a member of the public who is not a paid state employee), there is no legal restriction that would prohibit the farmer from giving this volunteer a gift for helping distribute the produce which was purchased online by a state employee.

The exchange of money

There is no exchange of money on site at DSHS. The produce is purchased online, paid by credit card, and delivered on the DSHS premise. No transaction occurs between DSHS and employees or between DSHS and the farmer. No exchange of money will occur between the farmer and employees at a DSHS facility.

Use of the facility

DSHS agreed that the use of the facility as described would not be considered a commercial use of state property; rather it is considered incidental use. State Employee Health Fitness and Education § 664.004 (b) of the Government Code authorizes a state agency to make use of available facilities for health and fitness programs. § 664.004 (a) A state agency may use available public funds for: (1) health fitness education and activities; or (2) other costs related to fitness.

All activities that occur on DSHS campus must be coordinated with the Texas Facilities Commission (TFC). It is the opinion of DSHS that delivery of the produce to a site outside, i.e. not in the building, does not violate any TFC regulations, as it is similar to the daily delivery of food (lunch, pizza, sandwiches, etc) ordered from outside vendors to persons working on the DSHS campus, delivered and paid for inside the DSHS facilities.

Because the activities of Farm to Work are confined solely to external property locations, and parking and building access by the public and state employees are not affected, TFC confirmed that the program is not prohibited by the TFC's rules or Tenant Manual. DSHS Office of General Counsel created a document for the farmer to sign which included a waiver of liability for using the DSHS facility for the distribution of produce to employees (*see supplemental resources*). The agreement was signed by the farmer and an executive manager at DSHS with the authority to sign legal documents on behalf of the department, and a copy was provided to TFC.

Liability in allowing a private vendor, not under contract, on state property

DSHS created a document for the farmer to sign which included a waiver of liability for using the DSHS facility for the distribution of produce to employees (*see supplemental resources*). The agreement was signed by the farmer and executive manager at DSHS with the authority to sign legal documents on behalf of the agency, and a copy was provided to TFC.

Employees making personal purchases via state computers

It would not be unusual for an employee to make a purchase via the telephone using his/her credit card. Employees participating in Farm to Work program would be making the same manner of limited use of their computers. There are no additional costs to the state that will result from employees using state computers during their lunch or break times to access the internet and make personal online purchases of goods and services offered through the DSHS Wellness Program.

DSHS Policy Manual: Information Resources–Computer Usage Policy:

The computer equipment at DSHS should not be used for any other purpose than to conduct agency business. An exception permitting minimal incidental personal use similar to telephone usage is allowed so long as such usage does not violate federal or state laws or incur any additional cost to the state.






Overall guiding rules:

1. Personal use should not interfere with work performance or degrade system resources.
2. Personal use should be limited to breaks and lunch hour.

The Health and Human Services Resource Manual Ch. 4.B: Employee Conduct states: The internet and an employee's HHS agency e-mail address may be used for limited personal purposes in the same manner as the telephone may be used for limited personal purposes.

Worksite Feasibility Checklist

Is it feasible to implement Farm to Work at your worksite? You will need to address each item listed here before you can move forward, and this toolkit can help with areas that may need further development. If your worksite does not have an employee wellness program, Farm to Work is a great way to get started.

-  **Internal coordination**
Is there someone with the time, approval, and ideally a job description that includes worksite wellness, and who can serve as the primary coordinator during the planning and implementation phases? Is there a core group of employees who can assist with the feasibility, planning, promotions, and implementation?
-  **Official support and approval**
Do you have documented approval from all the appropriate people at your worksite to implement the program? Where applicable, this may include contracts with existing vendors/suppliers, liability issues and waivers, official agency policies and procedures, permission to use the distribution site, and other legal considerations.
-  **Interest/Demand**
How many employees are interested in participating, and how often will they order? Texas Department of State Health Services conducted an interest survey with its employees during the initial planning phases to establish an accurate prediction of participation. That survey, which can also be used at your worksite, is included in the toolkit (see *supplemental resources*).
-  **Distribution site**
Where will employees pick up their produce? Is it in a location that is covered, easily accessible by both the farmer and the employees, and won't interfere with pedestrians, car traffic flow, or normal business operations?
-  **Communication channel**
How will you send out information to employees to test interest and demand and to promote the project? How will they get their questions answered? Texas Department of State Health Services utilized a general "wellness" e-mail account that was filtered by an employee other than the internal coordinator, and several employees helped to answer questions that were submitted.

✓ **Budget**
What funds are available for advertising materials and promotional incentives (see page 11), and for development of an ordering/payment system (see page 11)?

✓ **Supply**
At the same time you are assessing the feasibility of Farm to Work at your worksite, you will need to consider aspects of the production, sales, and distribution side. DSHS worked closely with Sustainable Food Center to develop a functional website to place orders and handle payment, identify local farmers with the interest and capacity to supply the demand, and coordinate the deliveries. For more information on these tools and procedures contact Sustainable Food Center (see page 9).

Timeline for Implementation

This timeline begins after you have already confirmed an internal and external coordinator for implementing the program at your worksite. For more information on the roles and responsibilities of the coordinators, see the section on Key Components (see page 8).

Task: Find the farmer	
Description	Working with an external coordinator, a farmer with the capacity and desire to supply produce to your worksite must be identified. You will need to know how much time the farmer will need to prepare for starting the program, discuss the pricing and establish a tentative delivery day/time. You should also get an idea of how many baskets the farmer requires as a minimum. (It may be possible to combine with other worksites to meet any minimum the farmer may require).
Approx. Timeline	2 weeks (Be aware that the farmer will require at least 75 days prior to the launch date to prepare.)
Notes	This may vary based on your area. A local agricultural organization may be able to assist with this step.

Task: Get approval	
Description	Identify the appropriate manager, leader, etc. and obtain official approval to implement the program at your worksite. Depending on your worksite, you may also need to work with legal counsel, building management, and the Division of Blind Services at DARS (www.dars.state.tx.us/dbs) to obtain permission. Identify the appropriate people to sign any required waivers and to whom you should send copies, if this is a requirement to implement the program at your worksite.
Approx. Timeline	1 month
Notes	Accounts for response time to approval documents and assumes no further legal issues need to be addressed.

Task: Raise awareness & market the program

Description	<p>If possible, work with someone at your worksite who can help you craft messages and utilize the artwork and signage (posters) provided in this toolkit. You will want to develop a communication plan and timeline for your messaging. We used the internal website from our DSHS Worksite Wellness Program (Building Healthy Texans) to provide basic information and FAQs, and to create a buzz about the program.</p> <p>Provided in this toolkit are examples of the content on our internal website (see page 42) and the e-mails and posters we used (see <i>supplemental resources</i>) to increase employee awareness about the program. Also included are sample memos and a PowerPoint presentation (see <i>supplemental resources</i>) that we used to solicit participation and raise awareness among senior management and key leadership positions within our worksite.</p>
Approx. Timeline	1-2 months
Notes	Allows for tailoring of provided messages, posters and web material; internal website updates, printing of posters, and time to get on the agenda of a leadership meeting.

Task: Solicit interest from employees and compile responses

Description	<p>This task was accomplished in tandem with the task above (raising awareness and marketing the program). You need to get a good idea of how many people want to participate and how often they will order a month. We solicited this information via e-mail and a prompt on our internal DSHS Worksite Wellness website (Building Healthy Texans). This information was compiled in a spreadsheet, and the numbers were communicated to the external coordinator and farmer (to ensure adequate preparation for the demand). This data was also provided to senior leadership to show the potential impact of the program.</p>
Approx. Timeline	2 weeks
Notes	Give employees ample time to respond and ample time for you to compile their answers. If available, student interns are a great resource in accomplishing this task.

Task: Establish a Baseline	
Description	You will probably want to evaluate the effectiveness of Farm to Work on fruit and vegetable consumption among participants. You can obtain baseline data by utilizing the provided survey tool. Texas DSHS used www.surveymonkey.com to obtain and analyze survey results.
Approx. Timeline	2 weeks
Notes	Allow enough time to respond.

Task: Ordering & payment website	
Description	This website may need to be hosted externally if you are at a governmental agency. There are specific components that should be included (see page 9). See the screenshots of the Sustainable Food Center’s website in this toolkit for an example (see page 47).
Approx. Timeline	3 months*
Notes	This timeline assumes the website is being developed from scratch.

Task: Obtain signatures on waivers/agreements and send copies to appropriate parties	
Description	You should have already identified the appropriate signatures required for waivers (if any) when you obtained approval to start the program.
Approx. Timeline	1 month
Notes	Accounts for response time to action memos and time for distributing copies to appropriate parties.

Task: Beta testing of ordering & payment website	
Description	Make sure you know the needs of the web programmer and his/her expectations for beta testing. Have employees on hand who have agreed to test the site and give them specific instructions for providing feedback.
Approx. Timeline	1 month*
Notes	Allows enough time for testing, compiling findings to send to the programmer, and ample time for updating any necessary components.

Task: Trial run	
Description	Feel free to utilize the drafted e-mails we used to communicate about a mini-delivery (<i>see supplemental resources</i>). All parties involved decided that doing a small delivery (< 100 at each worksite) was ideal to ensure a smooth delivery the following week, when the program was open for all employees.
Approx. Timeline	2 weeks
Notes	If you work at a smaller worksite, a trial run may not be necessary.

Task: Launch the program!	
Description	We put up another round of posters with a different design, sent out e-mails, and updated information on our internal website (<i>all included in this toolkit</i>).
Approx. Timeline	Finally!

* This time may be considerably less if you are receiving consultation from Sustainable Food Center (www.sustainablefoodcenter.org).

A Couple of Lessons Learned

Do not announce a launch date until you are 100% sure that this date is firm. Consider any additional challenges that may arise, including legal concerns, processing and technical issues that may surface during beta-testing, and weather conditions that may affect crop production.

Produce Distribution

Picking a Distribution Site

When choosing a site for produce delivery and distribution to employees, there are several considerations to keep in mind:

1. The delivery truck must have easy access to the site and have a place to park while unloading the produce.
2. The site must account for normal pedestrian and car-traffic flow and must not interfere with normal business operations.
3. The site must be accessible and reasonably easy to find for all employees that may participate in the program.
4. It is necessary to have a site that is covered by a roof or awning so that the produce is not directly in the sun during distribution, and in case of rain or inclement weather.
5. The site area should be large enough to accommodate the number of participants that order and pick up each week. There should also be enough space for tables, the delivered produce, stacked empty baskets, a trade bin, and a place to sign-in to verify the order.
6. If possible, choose a site that is visible to others during the distribution process. This is a good way to attract employees who have not yet participated.



Set-Up of the Distribution Site

Before the first produce delivery, it will be helpful to plan the set-up of your site so that the distribution will run as smoothly and efficiently as possible. Again, there are many factors to consider, and some may be unique to each facility and distribution site. Following are a list of guidelines that you may find helpful when setting up for the first time:

1. If available, set up tables to place the produce baskets on so that each person has a spot to load their own produce into a bag. For example, we found that for between 100-150 orders, it was beneficial to have enough table space to set out 10-12 baskets at a time for participants to load. We were able to have 3 long tables, with 3-4 baskets placed on each at one time.

2. Have a sign to clearly guide the participants to the person with the order check list. Once the person is checked-off as having ordered, then direct them to the table to load their own basket.
3. Have a sign to clearly guide participants to the trade box that is provided for those who would like to trade produce. This box should be placed away from the check list site and away from the produce tables to avoid congestion.
4. Ensure that you have enough staff to handle the distribution. For the first few orders, we had a lot of extra helpers to guide employees through the process and answer questions.
5. We found that after we streamlined the process and employees were familiar with it, one employee was adequate to handle up to 30 orders, two were needed for between 30 and 60 orders, and three were needed for more than 60 orders. One person was available to cross off participants from the checklist as they picked up their orders, and two people transferred full baskets to the tables and stacked empty baskets for the farmer to pick up after the distribution.

Remember: The first delivery or test run will be your best indicator of how you will need to set up your distribution site. Be flexible and willing to change your setup to make things run smoothly, and of course, have fun!



Staffing the Produce Distribution

The following documents were used to put together the group of coordinators necessary to distribute the weekly Farm to Work delivery.

The first information sheet is for state employees; the other information and forms are for volunteers who are not state employees.

**Farm to Work at DSHS Main Campus
On-Site Coordinator—What You Need to Know**

Thanks for signing up to be the on-site coordinator for this week! The farmer will deliver an extra basket of produce for you, free of charge, to thank you for your help.

Your Drop Site: DSHS Main Campus: Front (southwestern side) of Building G, east corner under metal overhang

Produce Delivery: 3 p.m.

Employee Distribution: 3 to 4:30 p.m.

What You Need	Why You Need It
List of employees who have ordered this week (and a pen)	So you can check people off the list as they pick up their produce
Plastic bags	In case employees forget to bring their own bags to take the produce
Plastic bin	To set out as a trade box. Employees can use this box to exchange items with others. They can place something in and take another item out.

How it Works:

1. On Thursday, you arrive at the drop-off site to greet the farmer.
2. As employees pick up their fruits and veggies, they show an ID or printed order confirmation, they transfer the produce into their own bags, and you check them off the list.
3. Later that afternoon, the farmer will come back to pick up the baskets and any produce that was not claimed.

Other Things You May Want to Know:

- By Monday at 4 p.m., all orders for the weekly delivery have been placed. We advise you to confirm the number of orders so extra help can be recruited if needed before Thursday.
- Some employees may pick up baskets for other people. This is okay as long as they have the printed order confirmation.
- Unclaimed produce will be donated to a hunger relief agency.
- If you are at a site with a very large number of participating employees, we can help make the distribution process easier with tables, signs, etc. Please contact us!
- Be careful as you are assisting in the process; play it safe and don't lift more than you can handle.

If you have any questions at all, please contact us:
{insert name and contact information}



Volunteer Position Description

Consumer Affairs: Volunteer/Intern Services

Project/position title: Farm to Work Produce Distribution Coordinator

Project/position description: Assists with verifying produce orders, carrying baskets of produce to tables, re-stacking empty baskets, answering employee questions, and moving employees through the distribution process.

Location: Outside main entrance of G Building, under the metal overhang, 1100 W. 49th Street (DSHS Main Campus), Austin, Texas 78756

Goal of Project: To make fruits and vegetables an easy choice for employees through improved access, convenience and competitive pricing (ultimately to increase fruit and vegetable consumption to reduce chronic disease risk)

Project & Position Requirements:

- Minimum age 18 years
- Able to lift 18 pounds repeatedly.
- Able to follow directions well.

Time Commitment, including any course time requirements: Minimum total commitment of two consecutive hours for at least one Thursday. Schedule to be within the hours of 3 to 5 p.m., Thursday only.

Course-Required Activities: N/A

Required project/position specific orientation and training (completed on site):

- Orientation to Farm to Work program
- Orientation to Farm to Work distribution process
- Safe lifting practices: testing loads before lifting, keeping object close to body, using legs and not back when lifting, and moving feet to avoid twisting while moving objects

Measure of Success:

- Increased knowledge of an environmental-based intervention for chronic disease prevention.

Benefits of volunteer/intern engagement: To meet and exceed the goals set out in the measure of success. Volunteers also receive a free basket of farm-fresh, local produce on the day they assist in the distribution process.

Supervisor and contact information:

XXXXXX XXXXX
Nutrition, Physical Activity & Obesity Prevention Program
1100 W. 49th Street
Austin, Texas 78756
Phone (512) 458-XXXX ext. XXXX
XXXXXX.XXXXXX@dshs.state.tx.us

November 2007



Volunteer Application

Wellness Program: Farm to Work

Name of Individual or Group Contact Person (Last, First, Middle)	E-mail Address	Home Telephone (w/area code)
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Mail Address (Street, City, State, ZIP)	Date of Birth	Business Telephone (w/area code)
---	---------------	----------------------------------

Social Security No.	How did you find out about volunteer/intern opportunities with our agency?	
---------------------	--	--

1. Are you over 18 years of age?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
----------------------------------	------------------------------	-----------------------------

2. Can you comfortably lift up to 18 pounds repeatedly?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

3. Volunteers helping with *Farm to Work* distribution will need to be available on Thursday from 3 to 5 p.m.

What date(s) (Thursdays) would you like to volunteer to help distribute? _____

4. Can we contact you to volunteer for future distributions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

5. Please list two references and contact information (not relatives):

Name	Address or E-mail Address	Daytime Telephone
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Volunteer Position Description: *Farm to Work* volunteer helps in the distribution of weekly produce deliveries, including repeatedly lifting up to 18 pounds and restacking empty baskets. Volunteer is oriented in and agrees to utilize safe lifting practices of testing loads before lifting, keeping object close to body, using legs and not back when lifting, and moving feet to avoid twisting while moving objects.

In the event of an injury, volunteer must report the incident to supervisor immediately. This contact should be made prior to receiving any medical attention unless the injury requires emergency medical treatment.

VOLUNTEER AGREEMENT

I affirm that the information that I have provided is true and correct to the best of my knowledge. I agree to conform with the Texas Department of State Health Services rules and regulations. I also agree to respect the confidential nature of case information as well as information obtained as a result of personal contacts with clients.

I understand that I will begin service on a reciprocal trial basis and agree to participate in orientation and training. I also understand that volunteering provides no promise of future employment.

I have been oriented to the *Farm to Work* volunteer position, trained on safe lifting requirements, and agree to the *Farm to Work* volunteer position description.

Signature – Volunteer

Date

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name	Relationship	Telephone (w/area code)
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Address

You have the right to request and be informed about the information that the Texas Department of State Health Services (DSHS) obtains about you. You are entitled to receive and review the information upon request. You also have the right to ask DSHS to correct information that is determined to be incorrect (Government Code, Sections 552.021, 552.023, 559.004). To find out about your information and your right to request correction, please contact your DSHS Volunteer Services representative.

Evaluation Tools

Following are several tools that we used to evaluate the Farm to Work program.

Included are pre/post surveys for employees and for the participating farmer(s), a draft of a logic model, and a sample price comparison study of the contents of the weekly Farm to Work basket versus comparable products at a local grocery store.



Farmer Survey (prior to *Farm to Work*)

Name of farm participating in *Farm to Work*: _____

Date: _____ Your name: _____

Please fill in the answers below using the best information you have available. This form is designed to capture certain characteristics of your farm prior to your *Farm to Work* experience.

Part A – *Farm to Work* and Total Farm:

Item	Results
Land Farmed: Number of acres farmed (prior to <i>Farm to Work</i>)	
Sales/Income: Total gross sales/income for farm (prior to <i>Farm to Work</i>)	
Labor: Total labor costs for farm (prior to <i>Farm to Work</i>)	
Miles Traveled: Total miles traveled to distribute/sell all produce (prior to <i>Farm to Work</i>)	

Part B – *Farm to Work* Expectations:

1. What is the main reason you have decided to supply produce for *Farm to Work*?

2. What are your expectations for supplying produce for *Farm to Work*?



Farmer Survey *(Farm to Work experience)*

Name of farm participating in *Farm to Work*: _____

Date: _____ Your name: _____

Please fill in the answers below using the best information you have available. This form is designed to capture certain characteristics of your *Farm to Work* experience.

Part A – *Farm to Work* and Total Farm:

Item	Results
Land Farmed: Number of acres farmed for <i>Farm to Work</i> production	
Total Number of acres farmed (<i>Farm to Work</i> and non- <i>Farm to Work</i>)	
Sales/Income: Gross sales/income for <i>Farm to Work</i>	
Total gross sales/income for farm (<i>Farm to Work</i> and non- <i>Farm to Work</i>)	
Labor: Labor costs for <i>Farm to Work</i>	
Total labor costs for farm (<i>Farm to Work</i> and non- <i>Farm to Work</i>)	
Miles Traveled: Total miles traveled per week to deliver for <i>Farm to Work</i> produce	
Total miles traveled to distribute/sell all produce (<i>Farm to Work</i> and non- <i>Farm to Work</i>)	

Part B – Farm to Work Overall Experience:

1. What has been the most challenging part of supplying produce for *Farm to Work*?

2. What has been the most beneficial part of supplying produce for *Farm to Work*?

3. Please describe any changes you had to make in the following areas in order to supply produce for *Farm to Work*.

Staffing:	
Work hours:	
Equipment and Supplies:	
Other:	

4. If you have any other feedback about your participation in *Farm to Work*, please provide it here:



DSHS Employee Online Survey

1. Introduction

We invite you to participate in the DSHS *Farm to Work* Survey. This survey is designed especially for employees of the Texas Department of State Health Services. Your responses will assist us in the development and improvement of wellness programs at your worksite including *Farm to Work* (for more information on Farm to Work, visit: {insert url}).

This survey should take 5 to 10 minutes to complete. All of your answers are confidential and your name will not be associated with the answers that you give. Your survey will be given a code number and your identifying information including your name will be separated from your answers after the data have been entered. Your completion of this survey implies your consent to take part in this survey evaluation.

You are making the decision whether or not to participate in filling out this survey. You may withdraw at any time should you choose to discontinue your participation. Your decision to begin or continue participation in completing this survey will in no way affect your job DSHS.

You will need to complete the entire survey at one time. While you are in the survey you will be allowed to go back if you would like to change or add to your answer. Once you exit the survey your responses will be tabulated immediately. You cannot go and finish the survey at a later time.

1. **Please fill in your name and work information. This information will not be used to identify you or your answers.**

Last name: _____ First name: _____

Work e-mail address: _____

Employee ID number: _____

2. **At what DSHS location do you currently work?**

Your worksite _____ (DSHS location)

2. Fruit and Vegetable Intake

These questions are about the foods you usually eat or drink. Please indicate how often you eat or drink each one, for example, twice per week, three times per month, and so forth. Include all the foods you eat, both at home and away from home. These questions are meant to capture all forms of fruits and vegetables including fresh, frozen, and canned. Please give just one response per question.

1. **How often do you drink fruit juices such as orange, grapefruit, or tomato?**

(Please indicate the number of times per day, week, month, OR year.)

Times per day _____ Times per month _____ Never _____
Times per week _____ Times per year _____

2. **Not counting juice, how often do you eat fruit?**

Times per day _____ Times per month _____ Never _____
Times per week _____ Times per year _____

3. **How often do you eat green salad?**

Times per day _____ Times per month _____ Never _____
Times per week _____ Times per year _____

4. **How often do you eat potatoes not including French fries, fried potatoes or potato chips?**

Times per day _____ Times per month _____ Never _____
Times per week _____ Times per year _____

5. How often do you eat carrots?

Times per day _____ Times per month _____ Never _____
 Times per week _____ Times per year _____

6. Not counting carrots, potatoes or salad, how many servings of vegetables do you usually eat? (Example: A serving of vegetables at both lunch and dinner would be two servings.)

Times per day _____ Times per month _____ Never _____
 Times per week _____ Times per year _____

3. Source of Meals

The following questions ask about where your meals typically come from. Please indicate how often you think you engage in these behaviors in a typical week. Please give just one response per question.

1. In an average week (including the work week and weekend), how many mornings do you eat breakfast that was prepared in your home?

Mornings per week _____

2. In an average work week, how many times do you pack a lunch from home to bring to work?

Times per work week _____

3. In an average week (including the work week and weekend), how many nights do you eat dinner that was prepared in your home?

Nights per week _____

4. Food Environment

The next questions address different aspects of eating, food, and the environment at your worksite.

	Strongly Disagree	Somewhat Disagree	Not Sure	Somewhat Agree	Strongly Agree
In the last month, I have tried at least two kinds of fruits or vegetables that I had never eaten before.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I do not generally eat a wide variety of produce.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My fruit and vegetable choices generally include many different colors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My coworkers are not supportive of my eating fruits and vegetables.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The place I work makes it easy for me to eat more produce.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On average, I would say that the produce I currently eat has high quality taste and flavor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On average, most of the produce I eat is grown locally.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a great sense of pride and loyalty to the place I work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please read each statement and determine how much you agree or disagree with each.

5. Food Buying and Preparation

These questions address different aspects of food buying and preparation. These questions are meant to capture the habits of your household, so please answer the questions with the habits of your household in mind. (For example, if your spouse does most of the food shopping, try to answer questions about purchasing from his/her perspective.)

Please read each statement and determine how much you agree or disagree with each.

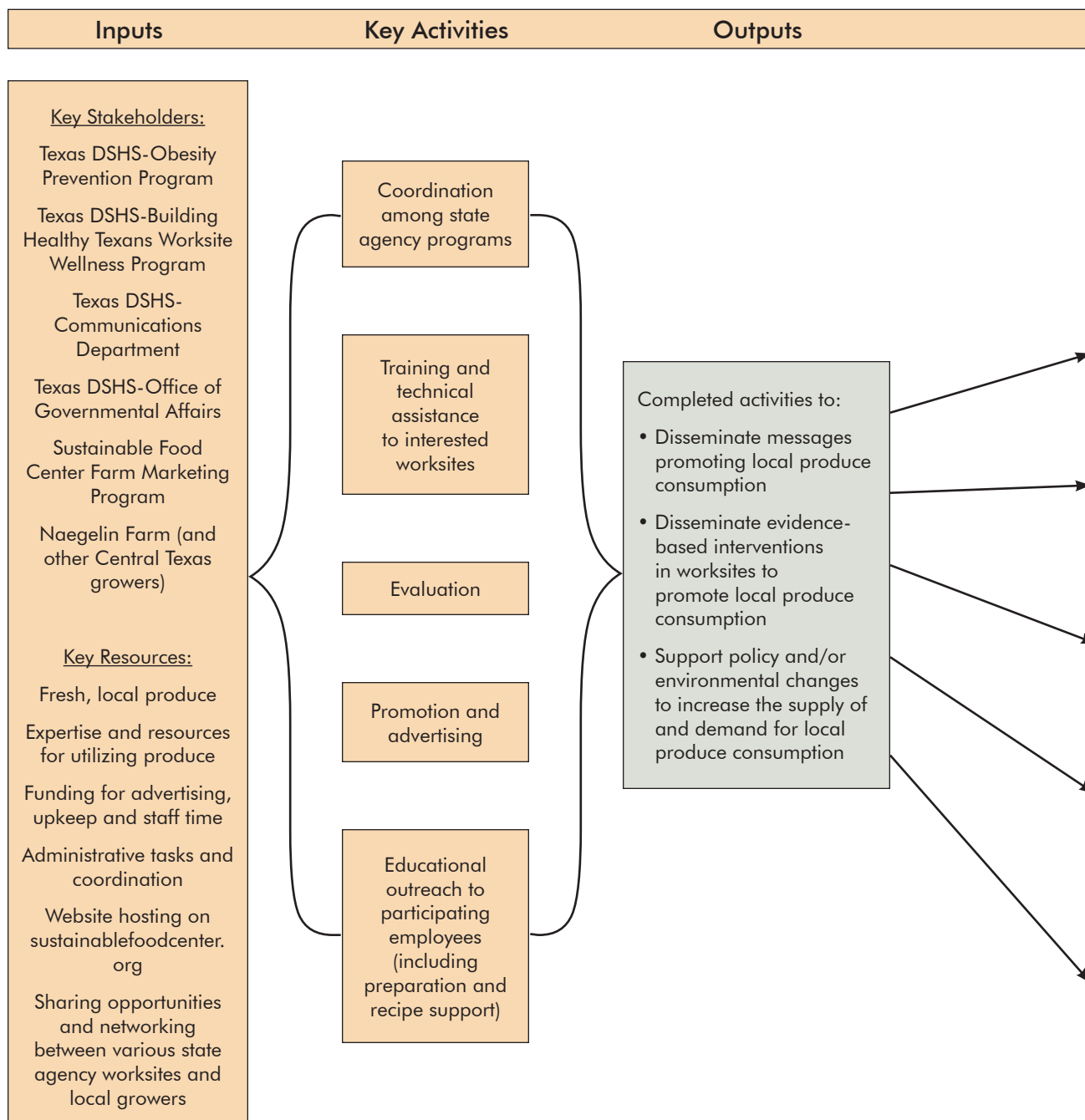
	Strongly Disagree	Somewhat Disagree	Not Sure	Somewhat Agree	Strongly Agree
In the last month, I have used new recipes and/or preparation methods to prepare dishes that include produce.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I do not know where the produce I usually purchase/eat is grown.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowing where the produce I purchase is grown is an important factor in my decision to purchase/eat it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The time it takes for me to purchase and transport the produce I eat is burdensome to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When it comes to buying produce, I have many fresh fruits and vegetables available to me that are convenient to purchase.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Thank You

Thank you for taking the time to complete this survey. We value your feedback. If you have any further questions about this survey, please contact:

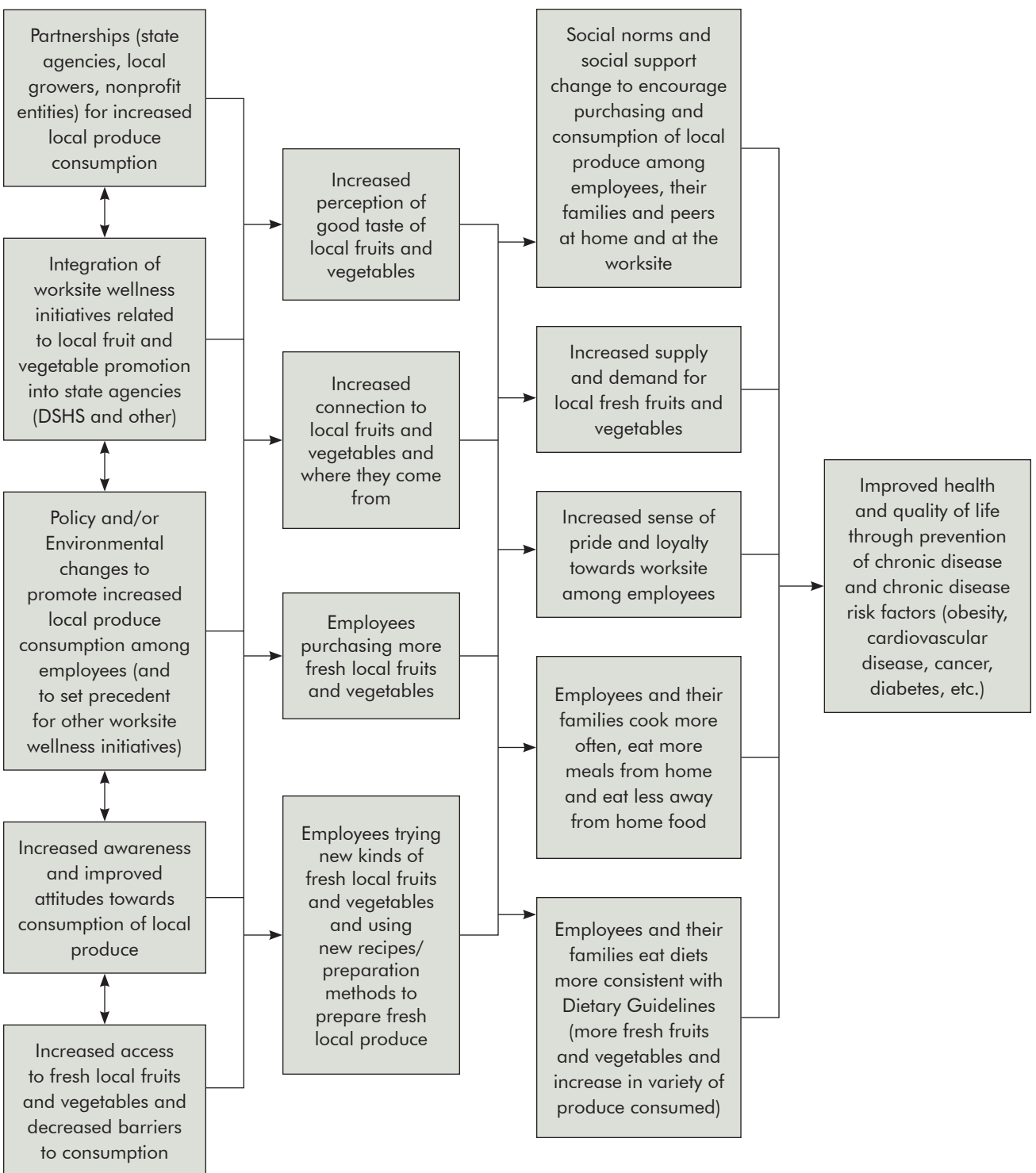
{insert contact}

Logic Model



- Goals:**
1. Increase fruit and vegetable consumption to levels that increase health through worksite-based approaches.
 2. Provide a supportive worksite environment to promote employee wellness and health.
 3. Improve quality of life among employees and their families through chronic disease prevention and improved health.

Short-term Outcomes	Medium- and Long-term Outcomes	Desired Effects
---------------------	--------------------------------	-----------------



Price Comparison

Produce Item	Ounces in FTW basket	Grocery listed price *	Grocery store price/oz	Grocery store price for same weight	Conventional (C) or Organic (O) & place of grocery store origin
Eggplant	15.875	\$1.39/pound	0.0869	\$1.38	C-unknown
Yellow squash	16	\$1.49/pound	0.0931	\$1.49	C-unknown
Yellow onion	29	\$0.99/pound	0.0619	\$1.79	C-unknown
Sweet potato	28.375	\$0.99/pound	0.0619	\$1.76	C-unknown
Okra	16.625	\$3.99/box (box avg 1.1 pounds)	0.2267	\$3.77	C-Texas
Basil	1.25	\$2.19/pkg. (pkg= 2/3 oz)	3.2833	\$4.10	C-Texas
Zucchini	37.125	\$1.49/pound	0.0931	\$3.46	C-unknown
Small/pickling cucumber	21.5	\$0.68/each (avg 0.33 pounds each)	0.1300	\$2.80	C-unknown
Regular cucumber	16	\$1.49/each (avg 0.67 pounds each)	0.1396	\$2.23	C-unknown
Cherry tomatoes	11.125	\$2.49/pound (box=12 oz)	0.2075	\$2.31	C-Mexico
Green bell peppers	7.125	\$0.68/each (avg 0.36 pounds each)	0.1181	\$0.84	C-unknown
Tangerines (comparison at grocery store as mandarin oranges)	15.875	\$1.99/pound	0.1244	\$1.97	C-unknown
Serrano peppers	4.625	\$1.29/pound	0.0806	\$0.37	C-unknown
TOTALS	220.5 oz (= 13.78 pounds)			\$28.27	

Farm To Work price: \$0.1134/oz (\$1.81 per pound)

Grocery Store price: \$0.1282/oz (\$2.05 per pound)

Comparable food at the grocery store cost 13% more!

* XXXXX Grocery Store, Austin, Texas. Nov. 1, 2007.

Website Content

This section includes the information used on the DSHS intranet site to help employees learn about the program.

Screenshots of the ordering and payment website, which is hosted by the Sustainable Food Center, are also provided.

DSHS Intranet—Building Healthy Texans

How the Program Works

Farm to Work is an exciting new program that delivers baskets of fresh local produce right to your work every week. We think it's a pretty cool idea. Judging from the initial response, a lot of you think so, too.

Here's a quick overview of how it will work: Beginning at 4 p.m. every Monday, online ordering will open for the next week's basket. You'll have until the following Monday at 4 p.m. to place your order through the secure website, using a debit card or credit card. That Thursday afternoon, the produce will be ready for pickup at the designated time and place. All you have to do is show up with a bag so you can carry away your vegetables, and with an ID so we can check you off the list.



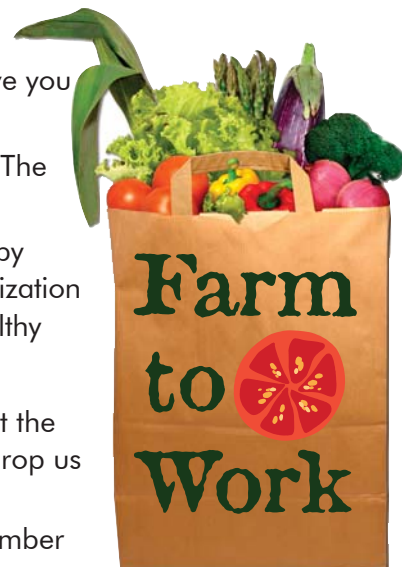
Farm to Work Ordering Cycle

A few more things you might want to know:

- This isn't a subscription service. You're not obligated to order any more often than you want to. You can also split a basket with a friend or, if you have a big family, you can order more than one at a time.
- All of the baskets will be the same and will consist of 10-12 different kinds of produce. If your basket contains something that you don't care for, there will be a "trade box" available where you can exchange vegetables with other employees (see the FAQ page for more details).
- What's in the baskets will depend on the seasonal availability. Here's a [list](#) that might give you an idea of what grows when.
- All orders are prepaid through a secure server. The price is \$25.
- The coordination with the farmer is being done by the Sustainable Food Center, a non-profit organization that promotes healthy communities through healthy eating.

Take a look at the FAQ page for more details about the program. If you have any other questions, please drop us an e-mail at XXXXX@dshs.state.tx.us.

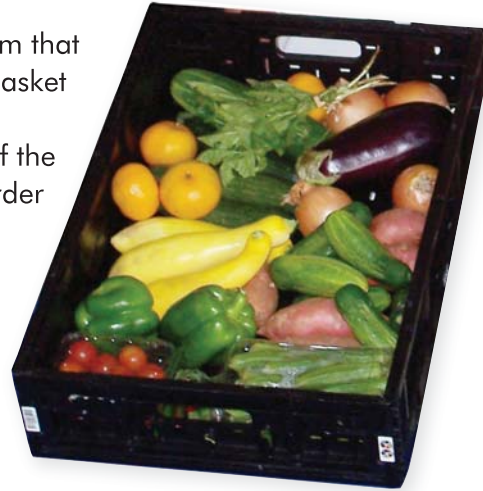
We're looking forward to our first delivery on November 8th!



Frequently Asked Questions

What is the Farm to Work Program?

Farm to Work is a DSHS employee wellness program that will provide you the opportunity to receive a fresh basket of local produce delivered right to your work every week. Each basket contains 10-12 different items of the freshest produce from a local farm, and you can order as often or as seldom as you like.



Which DSHS sites will be included?

The program will be piloted at DSHS Central Office and Austin State Hospital so that we can make sure that the process is running smoothly and fine-tune the program. Once we are sure the program is moving along smoothly, the intention is to make the program available to any Health and Human Services Commission site with enough interest to justify a delivery.

Why should I take advantage of Farm to Work?

By participating in Farm to Work, DSHS employees have the convenience of fresh, reasonably priced produce delivered to their worksite. DSHS employees will also have access to recipes and cooking tips to help DSHS employees learn how to prepare the produce they receive in their baskets.

How does the program work?

The program operates on a weekly cycle. Every Monday, all DSHS employees will be able to begin placing orders for the following week through Sustainable Food Center's secure website. You will need to place your order by the following Monday for that delivery cycle. Every Thursday, the farmer will deliver the baskets of produce to DSHS. At DSHS Main Campus, baskets will be available for pick up from 3:30 to 4:30 p.m. Austin State Hospital employees can pick up their produce between 3 to 4 p.m. You will need to bring a bag or some way to pick up your produce because the baskets get returned to the farmer to be filled up again for the next week.

Farm to Work Ordering Cycle



How much does it cost to participate in Farm to Work?

The weekly basket will be \$25. All orders will be prepaid through a secure server.

Who is coordinating all this with the farmer?

The coordination with the farmer is being done by the Sustainable Food Center, a non-profit organization that works to improve access to local, healthy and affordable food for children and adults in Central Texas. This organization has previously launched a Farm-to-Cafeteria program and a Farm-to-School program, and will also be hosting the online-ordering site.

How much produce comes in each basket?

Each basket contains 10-12 items, about 20 pounds, of the freshest available produce for that week. For two people, this would be typically be used in a week's time if they cooked almost all meals at home and brought leftovers for lunch. Remember, you can order as often or as little as you'd like. If you find that there is more produce than you can eat in one week, you can order every other week. Talk to other employees about splitting a basket, too!



What kinds of produce can I expect in my basket?

Each Monday, DSHS employees can check the ordering website to get a general idea of what produce will be included in the next basket. However, here is a seasonal availability list that may give you a good idea of what is available during different times of the year. Summer baskets could have squash, zucchini, green beans, peppers, peas, tomatoes—big and little, cucumbers, onions, eggplant, okra, basil, maybe a cantaloupe or some peaches or blackberries. A winter basket could have spinach, lettuce, greens, cauliflower, broccoli, cabbage, Brussels sprouts, beets, cilantro, garlic, and carrots.

What do I need to bring to pick up my basket?

In order for us to verify your order, you will need to present either your employee badge or a printed receipt of your order at the drop off site. You will also need to bring bags to put your produce in. Each week, the farmer will deliver the produce in individual baskets. At the drop off site, you will transfer the basket contents to your own bags to take it with you. The baskets will stay at the drop-off site so the farmer can collect them to use for the following week.

What if I placed an order but I need someone else to pick up my basket on the delivery day?

You may have someone else pick up your basket for you. They will need a copy of your printed confirmation receipt.

What if I can't pick up my basket? Can I get a credit?

Unfortunately, you will be unable to get a credit or refund. However, you can get someone to pick up your basket for you if they have a copy of your receipt. Unclaimed baskets will not be able to be resold; the produce will be donated to a charitable organization.

Can I choose what items I want in my basket or order a half basket?

Each basket offers you 10-12 of the freshest produce options available that week. The baskets are assembled before they arrive at DSHS, and due to the large number of customers, it will not be possible to choose which items you want or do not want in each basket. It is not possible to offer a half basket either, as this would be complicated for the farmer and DSHS to coordinate. However, the ordering website will have a list that will give you a general idea of what will be included. If there are any items you don't like, maybe you could ask a co-worker to split the basket with you and divide it as you both like. You can also use the trade box when you pick up your produce to exchange with others who have ordered that week.

Who is the farmer?

Naegelin Farm is a true family farm. Doris and Sonny Naegelin's family has been farming in Lytle, Texas, for five generations. Naegelin Farm sits on about 300 acres in the Winter Valley region south of San Antonio. Along with their seven children, the Naegelins are keeping the family farming tradition alive by utilizing sustainable growing practices and innovative direct marketing techniques.

The Naegelin Farm currently cultivates about 160 acres to grow a diverse array of over 30 different seasonal crops. The Naegelin family sells their fruits, herbs, and vegetables every week at the Austin Farmers' Market (www.austinfarmersmarket.org).

Is the produce organic?

While the produce is not certified organic, Naegelin Farm is moving towards more sustainable and organic growing practices. "Organic" is a word that is controlled by the USDA and requires a fee that many smaller farms cannot afford to pay. Naegelin Farm provides produce that is sustainably grown—meaning they use natural methods of building healthy soils that grow flavorful and nutritious fruits and vegetables. Their goal is to provide for healthy land, healthy people and healthy food, so they avoid the use of synthetic pesticides and fertilizers. By purchasing food from local farmers like the Naegelins, you are supporting the environmental, economic, and cultural sustainability of our food system.



Annette, Marvin, Doris, Kevin, and Sonny (l to r) take great pride in the produce from their farm. They enjoy participating the Austin Farmers' Market and are proud to offer their farm's bounty to DSHS employees. As Sonny explains, "It's good and fresh—you gotta eat well to live well."

How far does the food travel to get here?

Naegelin farms is located in Lytle, Texas, just southwest of San Antonio. From door to door, the farmer is traveling just 116 miles to reach the DSHS Central Office.

If I order this week, do I have to order next week?

No. Unlike traditional farm subscription delivery programs, there is no long-term commitment to participate. Farm to Work operates on a weekly cycle, so you can order as often or as little as you like.

Will Farm to Work be offered year round?

The farmer will be able to supply for Farm to Work mostly year round. Depending on the crops and the weather, there may be a 3-4 week break in August/September and another 3-4 week break in January/February. We will keep employees informed of breaks via e-mail and the Building Healthy Texans website.

What is the trade box?

A box will be placed at the pick up site at DSHS with a few produce items inside. When you pick up your box, you can trade a single item you don't want for something else that is in the trade box.

I have placed an order, now where do I pick up my produce?

For DSHS Main Campus, orders will be available between 3:30-4:30 p.m. outside the G Building. Look for the Farm to Work pickup spot in front, under the east corner of the metal overhang (81 kb pdf map). For Austin State Hospital, orders will be available between 3 to 4 p.m. in the rear (west side) of building 736—the old patient care building—opposite the greenhouse (163 kb pdf map). Parking is available nearby.

Is this more expensive than buying produce at the grocery store?

From time to time, we will be comparing baskets to what is available in the store so we can answer this question a bit more confidently. However, we did an informal test with the first basket by comparing the same weight of each item in the basket to what we found in a local grocery store that offers competitive pricing. The price of the same food cost \$28.27 at the store—13% more than the price of the basket that week!

How should I store my produce?

Please see Safe Home Food Storage, a publication of Texas Cooperative Extension, complete with storage tips for fresh vegetables and fruits. Download the publication at:
www.sustainablefoodcenter.org/documents/SafeHomeFoodStorage.pdf.

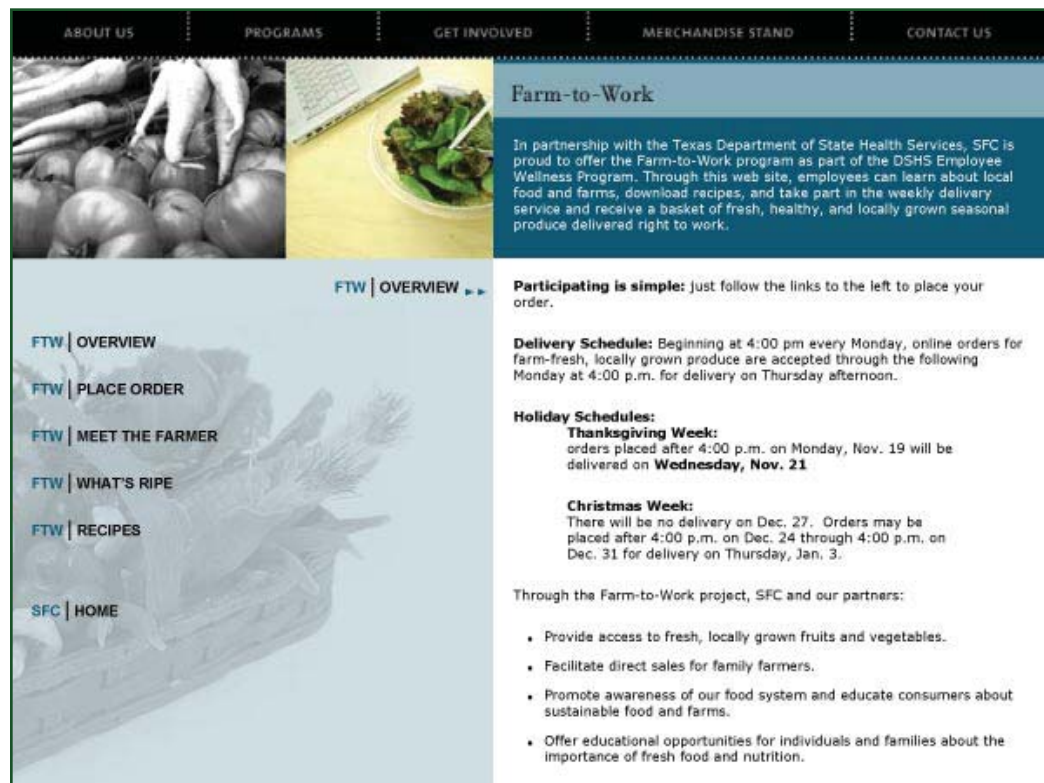
Building Healthy Texans—Your health. Your future.

Sustainable Food Center Website

Sustainable Food Center Home Page




Farm to Work Overview Page



Farm to Work "Place Order" Page

ABOUT US PROGRAMS GET INVOLVED MERCHANDISE STAND CONTACT US



Farm-to-Work

In partnership with the Texas Department of State Health Services, SFC is proud to offer the Farm-to-Work program as part of the DSHS Employee Wellness Program. Through this web site, employees can learn about local food and farms, download recipes, and take part in the weekly delivery service and receive a basket of fresh, healthy, and locally grown seasonal produce delivered right to work.

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THIS WEEK'S BASKET INCLUDES*:

A bunch of green beans, a bunch of cilantro, a bunch of mustard greens, a bunch of turnips with greens and roots, plus several sweet potatoes, some red potatoes, okra, squash and zucchini, peppers, and onions.

Details

Price: **\$25 PER BASKET**
Delivery Date: **Wednesday, November 21, 2007**

I want to order baskets @ \$25/basket = \$0
(Limit 9 baskets per order)

I will pick my order up at:

- DSHS Main Campus (3:30-4:30pm)
- Austin State Hospital (3:00-4:00pm)

I am aware of the pickup day/time for this order (**Wednesday, November 21, 2007**) and the location where I can receive my order. I understand that unclaimed produce will not be available for pick up at a later time, that no credit or refund will be issued for unclaimed orders, and that the unclaimed produce will be donated to a local charitable organization.

[NEXT: Enter My Billing Information -->](#)

COMING UP*:

Squash, peppers, and okra are just about done for the year. Look for more different kinds of greens soon, plus lettuce, broccoli, and cauliflower.

* While we strive to offer accurate product information, remember that produce varieties, weights and amounts included in each basket can vary, depending on multiple production factors.


Sustainable Food Center ensures that online purchasing is safe and secure. We use Secure Sockets Layer (SSL) technology to encrypt all personal data and credit card information submitted on our website.

Your internet browser offers alerts regarding the security of your internet connection. To ensure that your connection is secure, look at the status bar at the bottom of your browser window or next to the address bar at the top of the window. If you see a closed lock (Internet Explorer and Fire Fox) or an unbroken key (Netscape Navigator), the SSL is active and all information transfer is secure. Similarly, you can check to ensure the web address of the page you are viewing is preceded by "https://", where the added 's' signifies the SSL is active.

For more information view [this Popular Mechanics article](#) online.

Farm to Work "Preview Order" Page

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REVIEW:

Deliver On: **Nov 21, 2007**
Basket(s): **1**
Cost: **\$25**
Pick Up Location: **DSHS Main Campus (3:30-4:30pm)**
Card Type: **visa**
Credit Card Number: **3434612534473610**
Expiration Date: **January / 2008**
CSC code: **123**
Your Name: **Jane Smith**
Email address: **Jane.Smith@dshs.state.tx.us**

[<-- Change Your Order](#)

If all the information is correct, proceed by clicking the button below. This will bill your credit card and submit your order.

[NEXT: Submit My Order -->](#)

You are viewing this site securely. This means that when you submit the order, we will receive your credit card information in a secure manner. To verify this, look for the lock icon in your browser and make sure that the site address has **https** instead of just **http**.

COMING UP*:

Squash, peppers, and okra are just about done for the year. Look for more different kinds of greens soon, plus lettuce, broccoli, and cauliflower.

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For more information [view this Popular Mechanics article](#) online.

Farm to Work “Meet the Farmer” Page

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Naegelin Farm is a true family farm. We are deeply connected to the land and have been working Naegelin Farm in Lytle for five generations; and have even helped found the town of Lytle. The farm sits on 300 acres in the Winter Valley region south of San Antonio, and owners Sonny and Doris and their seven children are keeping the family farming tradition alive and well.

We currently cultivate 160 acres to grow a wide variety of vegetables and herbs. Annually, the farm produces over 30 different crops — all grown using sustainable methods.

Our family takes great pride in the produce from our farm and we are excited about bringing our fruits and vegetables to the Austin Farmers' Market and to Farm Direct partners like hospitals, universities, and to students through cafeterias and after-school programs.

As Sonny explains, "It's good and fresh — eat the best and live well."

WORK.

Farm to Work “Recipes” Page

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Recipes provided by Sustainable Food Center are taken from **The Happy Kitchen/La Cocina Alegre™**, a nationally recognized cooking and nutrition education program, that provides individuals and institutions the resources and knowledge to make lasting dietary and behavioral changes.

To learn more about this program, [click here](#).

To download the seasonal recipes, click the title:

Zucchini Muffins

Baked Sweet Potato Fries

Eggplant spread

sauteed greens

Publications from Texas Cooperative Extension



FREEZING FRUITS AND VEGETABLES (pdf document)
A comprehensive guide to preparing and freezing seasonal vegetables.

Safe Home Food Storage (pdf document)
Complete with storage tips for fresh vegetables and fruits.

WORK.

Farm to Work "What's Ripe" Page

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What's in the weekly basket of local produce depends on what's available during the given season. The chart below provides a general overview of what times of year certain products are available. Of course, this does not mean that every item for a given season will be in your basket — but it can give you an idea when to expect certain crops.

LOCAL FOODS BY SEASONAL AVAILABILITY

		Winter	Spring	Early Summer	Late Summer	Fall
		(Dec. to Feb.)	(Mar. to April)	(May to July)	(Aug. to Sept.)	(Oct. to Nov.)
FRUIT & NUTS	Blackberries					
	Figs					
	Melons					
	Peaches					
	Pears					
	Pecans					
Strawberries						
HERBS	Basil					
	Cilantro					
	Dill					
	Mint					
	Parsley					
	Arugula					
VEGETABLES	Asparagus					
	Beets					
	Broccoli					
	Brussels Sprouts					
	Cabbage					
	Carrots					
	Cauliflower					
	Corn					
	Cucumbers					
	Eggplant					
	Garlic, Green					
	Garlic, Mature					
	Green Beans					
	Greens, Chard					
	Greens, Collards & Kale					
	Greens, Mustard					
	Leeks					
	Lettuce, head and leaf					
	Potatoes*					
	Onions, Spring					
	Onions, Yellow/White/Red					
	Okra					
	Peppers, Sweet and hot					
Pumpkin						
Radishes						
Spinach						
Squash, Summer						
Squash, Winter *						
Sweet Potatoes *						
Tomatoes						
Tumips						

* Although potatoes, winter squash, and sweet potatoes grow in warmer months, they store well and can be eaten throughout the winter.

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WORK.

The Farm to Work program is a joint project of the Department of State Health Services (DSHS), the DSHS Nutrition, Physical Activity and Obesity Prevention Program, the DSHS Building Healthy Texans Employee Wellness Program, and the Sustainable Food Center.

