



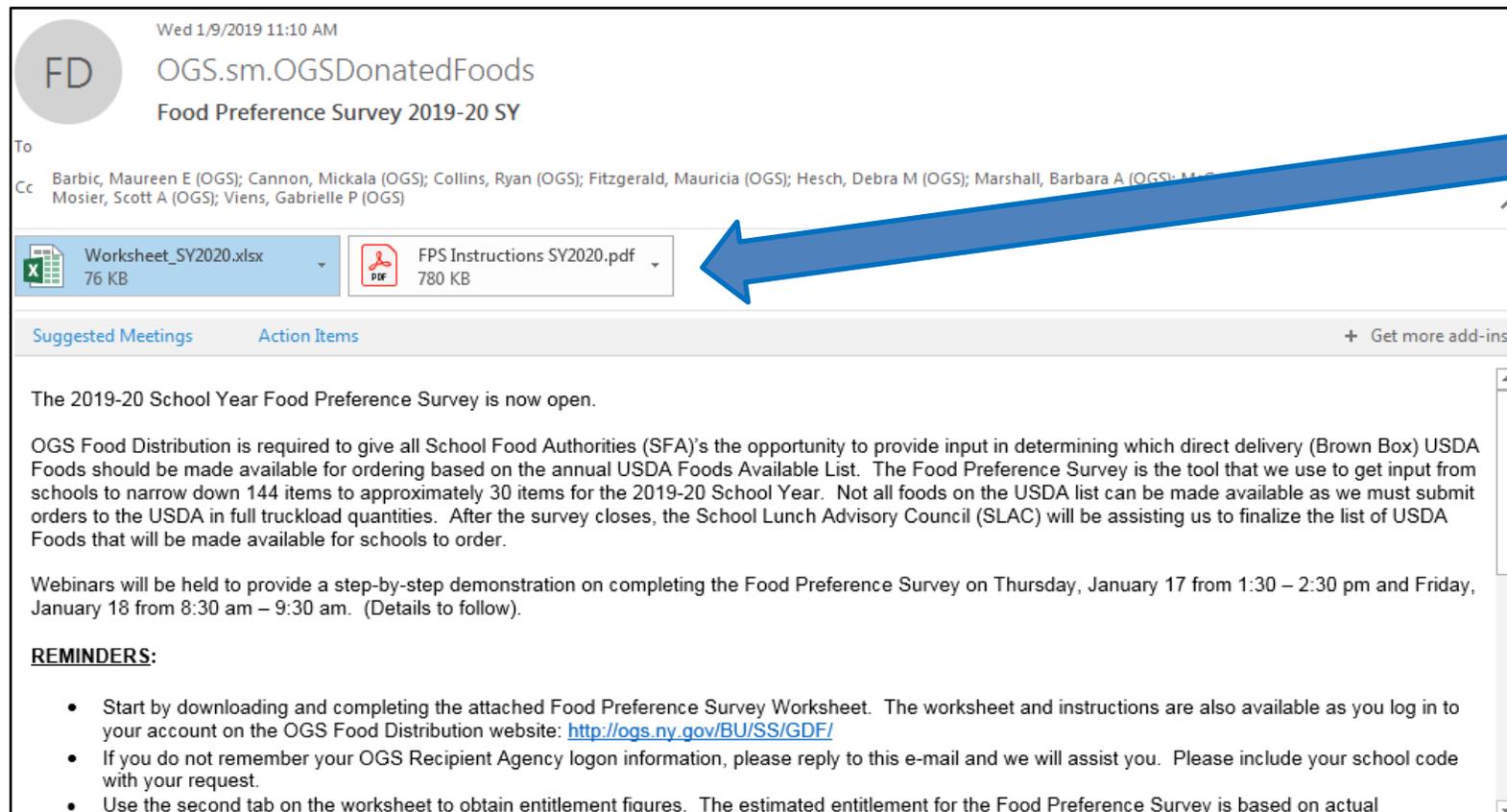
Office of General Services  
**Food Distribution**

# Food Preference Survey 2019-2020 School Year

January 25, 2019

# Food Preference Survey 2019-20 SY Email 01/09/2019

- Email notification to all schools and daycares; the 2019-2020 School Year Food Preference Survey is now open. If you did not receive the email as pictured below, check your Junk E-mail. Two attachments are included: Worksheet and Instructions



Wed 1/9/2019 11:10 AM

FD OGS.sm.OGSDonatedFoods  
Food Preference Survey 2019-20 SY

To

Cc Barbic, Maureen E (OGS); Cannon, Mickala (OGS); Collins, Ryan (OGS); Fitzgerald, Mauricia (OGS); Hesch, Debra M (OGS); Marshall, Barbara A (OGS); Mosier, Scott A (OGS); Viens, Gabrielle P (OGS)

Worksheet\_SY2020.xlsx 76 KB  
FPS Instructions SY2020.pdf 780 KB

Suggested Meetings Action Items + Get more add-ins

The 2019-20 School Year Food Preference Survey is now open.

OGS Food Distribution is required to give all School Food Authorities (SFA)'s the opportunity to provide input in determining which direct delivery (Brown Box) USDA Foods should be made available for ordering based on the annual USDA Foods Available List. The Food Preference Survey is the tool that we use to get input from schools to narrow down 144 items to approximately 30 items for the 2019-20 School Year. Not all foods on the USDA list can be made available as we must submit orders to the USDA in full truckload quantities. After the survey closes, the School Lunch Advisory Council (SLAC) will be assisting us to finalize the list of USDA Foods that will be made available for schools to order.

Webinars will be held to provide a step-by-step demonstration on completing the Food Preference Survey on Thursday, January 17 from 1:30 – 2:30 pm and Friday, January 18 from 8:30 am – 9:30 am. (Details to follow).

**REMINDERS:**

- Start by downloading and completing the attached Food Preference Survey Worksheet. The worksheet and instructions are also available as you log in to your account on the OGS Food Distribution website: <http://ogs.ny.gov/BU/SS/GDF/>
- If you do not remember your OGS Recipient Agency logon information, please reply to this e-mail and we will assist you. Please include your school code with your request.
- Use the second tab on the worksheet to obtain entitlement figures. The estimated entitlement for the Food Preference Survey is based on actual

- Open the Worksheet
- Open/Print the FSP Instructions

# Using the worksheet input the entitlement information

	SY 2018 - 2019 Entitlement:	<input type="text"/>	←	Your entitlement is based on your reimbursable lunch counts for the 2017 -2018 School Year. If your lunch counts to date are dramatically different from last school year, you should reflect that change in the entitlement field.				
	Planned Diversion/Pilot/DOD for SY 2019-2020:	<input type="text"/>	←					
	\$\$ Estimated Direct Delivery Orders:	\$0.00		This is the amount you will use to complete the Food Preference Survey (FPS).				
	Remaining Estimated Entitlement:	\$0.00		* Represents new items for 2019 - 2020 School Year				
Material Number	Material Description	Price / LB	Price / Case	No Cases / Truck	Weight of a Case	Price / Truck	Cases Needed for 2019 - 2020 SY	Entitlement Used
100206	APPLE SLICES CAN-6/10	\$0.71	\$27.77	912	39.00	\$25,327.97		\$0.00
110470	APPLE SLICES FRZ CTN-12/2.5 LB	\$0.80	\$24.03	1320	30.00	\$31,719.60		\$0.00
100258	APPLE SLICES FRZ CTN-30 LB	\$0.53	\$15.94	1320	30.00	\$21,035.52		\$0.00
110361	APPLESAUCE CUP-96/4.5	\$0.62	\$16.72	1400	27.00	\$23,405.76		\$0.00
110541	APPLESAUCE UNSWEETENED CAN-6/10	\$0.48	\$19.18	912	39.75	\$17,487.96		\$0.00
100261	APRICOT FRZ CUP-96/4.5 OZ	\$1.70	\$44.91	1400	26.40	\$62,880.05		\$0.00
100216	APRICOTS DICED PEELED EX LT CAN-6/10	\$0.87	\$35.21	912	40.50	\$32,112.16		\$0.00
100371	BEANS BABY LIMA CAN-6/10	\$0.50	\$20.21	864	40.50	\$17,461.01		\$0.00
100359	BEANS BLACK TURTLE CAN-6/10	\$0.35	\$14.35	864	40.50	\$12,397.67		\$0.00
100368	BEANS BLACK EYE CAN-6/10	\$0.39	\$15.72	1680	40.50	\$13,583.89		\$0.00
100360	BEANS GARBANZO CAN-6/10	\$0.34	\$13.68	864	40.50	\$11,820.30		\$0.00
100373	BEANS GREAT NORTHERN CAN-6/10	\$0.40	\$16.11	864	40.50	\$13,919.82		\$0.00
100307	BEANS GREEN CAN-6/10	\$0.44	\$16.69	912	38.00	\$15,224.38		\$0.00
111054	BEANS GREEN FRZ CTN 12/2 LB *	\$0.62	\$14.88	1620	34.00	\$24,105.60		\$0.00

We are currently on this tab

Find Entitlement information on this tab



Click on the “Entitlement” tab of the worksheet to locate your schools entitlement dollars.

School Code	School Name	Beginning Entitlement	Direct Diversion (\$)
A003	University Prep. Charter School for Young Men	\$19,152.26	\$0.00
A004	Avoca Central School	\$18,345.33	\$3,692.38
A005	Alfred-Almond Central School	\$17,205.83	\$4,110.40
A006	Canaseraga Central School	\$11,009.66	\$2,058.13
A007	Hope Hall	\$4,324.41	\$0.00
A009	Avon Central School	\$26,821.18	\$7,428.99
A010	Haverling Central School/Bath CSD	\$60,592.70	\$13,490.25
A011	Batavia City Schools	\$81,143.73	\$27,689.27
A015	Bradford Central School	\$9,453.34	\$2,185.40
A016	Brockport Central School	\$109,231.13	\$32,175.54
A017	Genesee Valley BOCES	\$37,471.21	\$7,180.96
A031	Eugenio Maria DeHostos Char School	\$35,033.98	\$0.00
A033	St. Pius X School	\$2,587.59	\$0.00
A039	Caledonia-Mumford Central School	\$24,775.77	\$6,705.25
A040	Wheatland-Chili Central School	\$21,068.89	\$5,316.74
A042	Canisteo-Greenwood CSD	\$32,422.42	\$7,626.35
A044	Hornell Public Schools	\$93,659.71	\$25,340.42
A045	Dansville Central School	\$45,388.10	\$11,351.22
A046	Honeoye Falls-Lima Central	\$40,366.71	\$18,585.60
A048	East Rochester Public School	\$28,181.24	\$9,261.16
A050	Jasper-Troupsburg Central School	\$15,466.62	\$5,010.04
A052	Prattsburg Central School	\$17,183.23	\$4,167.04
A053	Genesee Valley Central School District	\$25,692.98	\$4,129.91
A055	Elba Central School	\$12,494.74	\$0.00
A057	Fairport Central School	\$147,321.24	\$68,276.46

Find Entitlement information on this tab

# Enter entitlement i.e. \$11,009.66

## Enter Planned Diversion/Pilot/DOD for SY 2019-2020

	SY 2018 - 2019 Entitlement:	\$11,009.66		Your entitlement is based on your reimbursable lunch counts for the 2017 - 2018 School Year. If your lunch counts to date are dramatically different from last school year, you should reflect that change in the entitlement field.									
	Planned Diversion/Pilot/DOD for SY 2019-2020:	\$2,058.13											
	\$\$ Estimated Direct Delivery Orders:	\$0.00							This is the amount you will use to complete the Food Preference Survey (FPS).				
	Remaining Estimated Entitlement:	\$8,951.53							* Represents new items for 2019 - 2020 School Year				
Material Number	Material Description	Price / LB	Price / Case	No Cases / Truck	Weight of a Case	Price / Truck	Cases Needed for 2019 - 2020 SY	Entitlement Used					
100206	APPLE SLICES CAN-6/10	\$0.71	\$27.77	912	39.00	\$25,327.97		\$0.00					
110470	APPLE SLICES FRZ CTN-12/2.5 LB	\$0.80	\$24.03	1320	30.00	\$31,719.60		\$0.00					
100258	APPLE SLICES FRZ CTN-30 LB	\$0.53	\$15.94	1320	30.00	\$21,035.52		\$0.00					
110361	APPLESAUCE CUP-96/4.5	\$0.62	\$16.72	1400	27.00	\$23,405.76		\$0.00					
110541	APPLESAUCE UNSWEETENED CAN-6/10	\$0.48	\$19.18	912	39.75	\$17,487.96		\$0.00					
100261	APRICOT FRZ CUP-96/4.5 OZ	\$1.70	\$44.91	1400	26.40	\$62,880.05		\$0.00					

# Determine how many cases of the following commodities you are interested in ordering

	SY 2018 - 2019 Entitlement:	\$11,009.66		Your entitlement is based on your reimbursable lunch counts for the 2017 - 2018 School Year. If your lunch counts to date are dramatically different from last school year, you should reflect that change in the entitlement field.				
	Planned Diversion/Pilot/DOD for SY 2019-2020:	\$2,058.13						
	\$\$ Estimated Direct Delivery Orders:	\$0.00		This is the amount you will use to complete the Food Preference Survey (FPS).				
	Remaining Estimated Entitlement:	\$8,951.53		* Represents new items for 2019 - 2020 School Year				
Material Number	Material Description	Price / LB	Price / Case	No Cases / Truck	Weight of a Case	Price / Truck	Cases Needed for 2019 - 2020 SY	Entitlement Used
100206	APPLE SLICES CAN-6/10	\$0.71	\$27.77	912	39.00	\$25,327.97		\$0.00
110470	APPLE SLICES FRZ CTN-12/2.5 LB	\$0.80	\$24.03	1320	30.00	\$31,719.60		\$0.00
100258	APPLE SLICES FRZ CTN-30 LB	\$0.53	\$15.94	1320	30.00	\$21,035.52		\$0.00
110361	APPLESAUCE CUP-96/4.5	\$0.62	\$16.72	1400	27.00	\$23,405.76		\$0.00
110541	APPLESAUCE UNSWEETENED CAN-6/10	\$0.48	\$19.18	912	39.75	\$17,487.96		\$0.00
100261	APRICOT FRZ CUP-96/4.5 OZ	\$1.70	\$44.91	1400	26.40	\$62,880.05		\$0.00

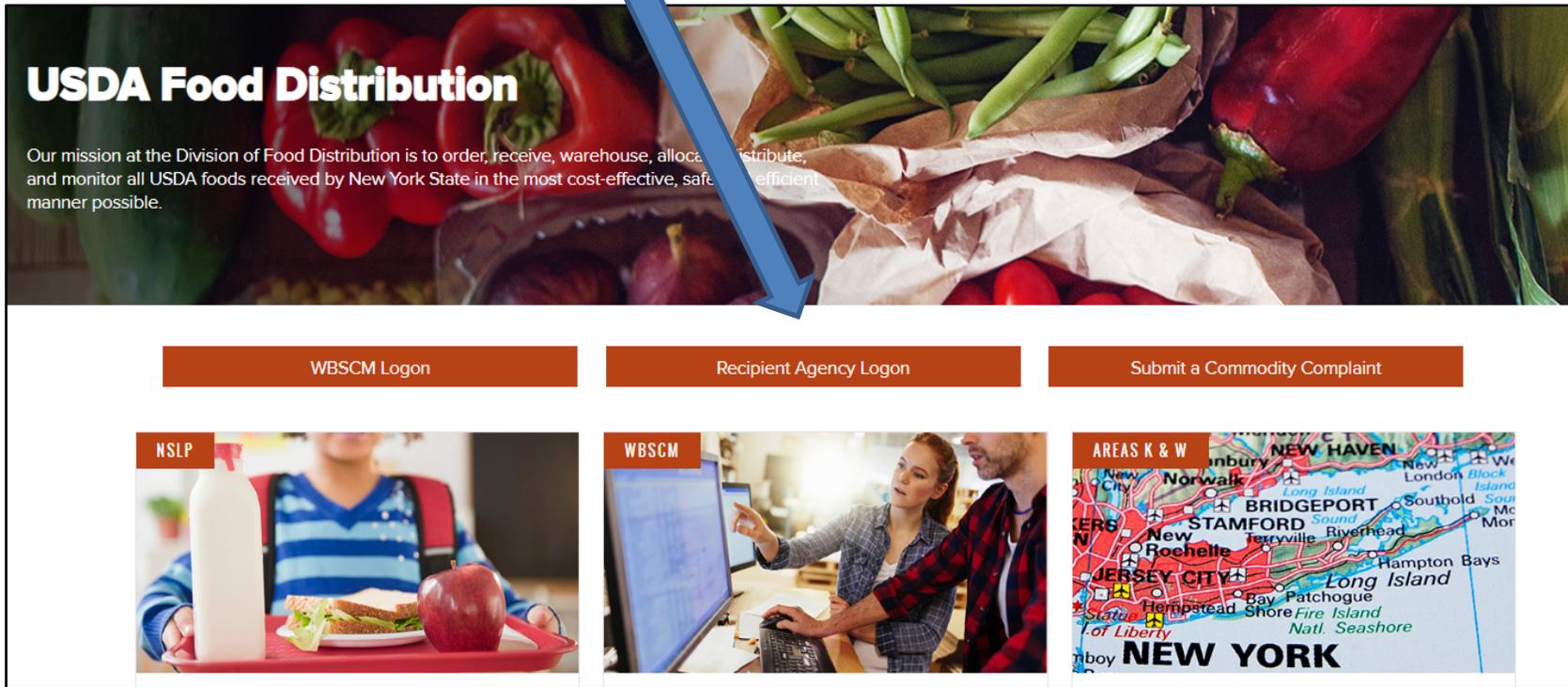
Enter the number of cases of each commodity you are interested in ordering here. Your remaining balance will update as you fill out this column.

Find information on each of these products at <https://www.fns.usda.gov/fdd/nsfp-usda-foods-fact-sheets>

- Print your completed worksheet. You will use this to fill out the online survey.

	SY 2018 - 2019 Entitlement:	\$11,009.66		Your entitlement is based on your reimbursable lunch counts for the 2017 - 2018 School Year. If your lunch counts to date are dramatically different from last school year, you should reflect that change in the entitlement field.				
	Planned Diversion/Pilot/DOD for SY 2019-2020:	\$2,058.13						
	\$\$ Estimated Direct Delivery Orders:	\$713.55		This is the amount you will use to complete the Food Preference Survey (FPS).				
	Remaining Estimated Entitlement:	\$8,237.98		* Represents new items for 2019 - 2020 School Year				
Material Number	Material Description	Price / LB	Price / Case	No Cases / Truck	Weight of a Case	Price / Truck	Cases Needed for 2019 - 2020 SY	Entitlement Used
100206	APPLE SLICES CAN-6/10	\$0.71	\$27.77	912	39.00	\$25,327.97	5	\$138.85
110470	APPLE SLICES FRZ CTN-12/2.5 LB	\$0.80	\$24.03	1320	30.00	\$31,719.60	10	\$240.30
100258	APPLE SLICES FRZ CTN-30 LB	\$0.53	\$15.94	1320	30.00	\$21,035.52		\$0.00
110361	APPLESAUCE CUP-96/4.5	\$0.62	\$16.72	1400	27.00	\$23,405.76	20	\$334.40
110541	APPLESAUCE UNSWEETENED CAN-6/10	\$0.48	\$19.18	912	39.75	\$17,487.96		\$0.00
100261	APRICOT FRZ CUP-96/4.5 OZ	\$1.70	\$44.91	1400	26.40	\$62,880.05		\$0.00
100216	APRICOTS DICED PEELED EX LT CAN-6/10	\$0.87	\$35.21	912	40.50	\$32,112.16		\$0.00

- Log on to the online survey through the OGS Food Distribution website: <https://ogs.ny.gov/BU/SS/GDF/> by clicking on the “Recipient Agency Logon” button located near the top/center of the page



**USDA Food Distribution**

Our mission at the Division of Food Distribution is to order, receive, warehouse, allocate, distribute, and monitor all USDA foods received by New York State in the most cost-effective, safe, and efficient manner possible.

WBSCM Logon      Recipient Agency Logon      Submit a Commodity Complaint

**NSLP**      **WBSCM**      **AREAS K & W**

**NEW YORK**

- Your user name is your school code, i.e. J100.
- If you do not know school code or password, email [ogsdonatedfoods@ogs.ny.gov](mailto:ogsdonatedfoods@ogs.ny.gov) Please include your school code (if known) with your request.



The screenshot shows the login page for the Office of General Services (OGS) New York State Division of Food Distribution. The page features a blue header with the OGS logo and the text "New York State Division of Food Distribution". To the right of the header is a banner for "NEW YORK STATE" with a map of the state and several small images. Below the header is the OGS logo and the text "Office of General Services". On the left side, there is a navigation menu with a "Home" link. The main content area contains a "Login" section with a "Log In" button above two input fields: "User Name:" and "Password:". A "Log In" button is positioned below the "Password:" field.

- Once you have logged in, click “Current Survey Status” to bring you to the next screen.



**OGS**  
New York State Division of Food Distribution

**NEW YORK STATE**

**Office of General Services**

- [Home](#)
- [Reports](#)
- [Change Password](#)
- [Change Email](#)
- [Current Survey Status](#)
- [Log Off](#)

**User Information**

Username: [REDACTED]  
Contact P: [REDACTED]  
Email Ad: [REDACTED]@ny.gov  
Name: [REDACTED] using  
Address: Coming Tower Bldg., Room 2925  
Albany, NY 12242  
Phone: (518) 474-5122  
Warehouse: SYSCO FOOD SERVICES OF ALBANY

Click 'Current Survey Status' to access the Food Preference Survey.

- Click “Food Preference Survey 2019 – 2020 SY” to access the online Survey.

Food Distribution and Warehousing		
Government Donated Foods Distribution Program		
RA Code:	J100	Contact Person:
Name:	OGS Food Distribution	Phone:
Fax:	(518) 555-1212	Email Address:
<hr/>		
The following survey(s) are available for your completion at this time.		
<b>* Use Internet Explorer version 10 or later only</b>		
<a href="#">Survey Completion Instructions</a>		
<a href="#">Survey Work Sheet</a>		
<a href="#">Food Preference Survey 2019 - 2020 SY</a>		



- The diversion value is based on last year's direct diversion order form

Your diversion value is calculated from the completion of last year's direct diversion survey.



**OFFICE OF GENERAL SERVICES**  
Governor Andrew M. Cuomo

Food Preference Survey 2018

SCHOOL NAME OGS FOOD DIST.  
SCHOOL CODE J100

TOTAL ENTITLEMENT / DIRECT DIVISION VALUE \$546,287.11 / \$236,512.00

The difference between your entitlement and diversion is the amount that will be used to complete the Food Preference Survey

Total: \$0.00  
Difference: \$309,775.11  
[Update](#)

**CAUTION:** Clicking "Reset" will reset the timer and clear the number of cases.

Next

Session Time Left: 00:59:37

COMMODITIES FOR SHIPMENT

	Code	Pack Size	Cases Per Truck	Case Value	Cases	EstEntValue
APPLE SLICES, CND, UNSWEETENED	100206	6/#10 CAN	912	\$24.22	0	\$0.00
APPLESAUCE, CND, UNSWEETENED	100208	6/#10 CAN	912	\$18.06	0	\$0.00
APRICOTS, CANNED, DICED, PEELED	100216	6/#10 CAN	912	\$26.70	0	\$0.00
APRICOTS, CANNED, HALVES, UNPEELED	100209	6/#10 CAN	912	\$31.01	0	\$0.00
BEANS BLACK EYE PEA	100368	6/#10 CAN	864	\$21.00	0	\$0.00
BEANS GREAT NORTHERN	100373	6/#10 CAN	864	\$17.46	0	\$0.00
BEANS PINTO	100365	6/#10 CAN	864	\$17.88	0	\$0.00
BEANS RED KIDNEY	100370	6/#10 CAN	864	\$18.80	0	\$0.00
BEANS REFRIED	100362	6/#10 CAN	864	\$21.38	0	\$0.00
BEANS VEGETARIAN	100364	6/#10 CAN	864	\$18.37	0	\$0.00
BEANS, CANNED, GREEN, LOW SODIUM	100307	6/#10 CAN	912	\$19.43	0	\$0.00
BEANS, GREEN, FROZEN	100351	30 LB CTN	1320	\$18.25	0	\$0.00
BEEF, CRUMBLES, W/SPP, FULLY COOKED, FROZEN	100134	4/10 LB CNTNR	1000	\$91.63	0	\$0.00
BEEF, FINE GROUND, RAW, FROZEN	100158	40 LB CTN	1000	\$94.33	0	\$0.00

- Enter the number of cases from the 'Food Preference Survey Worksheet' in this section

**Reset**  
Session Time Left: 00:59:24

**COMMODITIES FOR SHIPMENT T**

**CAUTION:** Clicking "Reset" will reset the timer and clear the number of cases.

The difference between your entitlement and diversion is the amount that will be used to complete the Food Preference Survey

This will display the amount of time remaining to complete the FPS. You have one hour to complete.

Enter the number of cases, from the Worksheet, that you would like to receive for the 2019-20 School Year.

Click "Update" to calculate the total.

Code	Code	Case Value	Cases	EstEntVal	
100206	6#10 CAN	912	\$24.22	0	\$0.00
10020			\$18.06	100	\$1,806.00
10021			\$26.70	0	\$0.00
10020			\$31.01	0	\$0.00
10036			\$17.46	0	\$0.00
10037			\$17.88	0	\$0.00
100365	6#10 CAN	864	\$17.88	0	\$0.00
100370	6#10 CAN	864	\$18.80	0	\$0.00
100362	6#10 CAN	864	\$21.38	0	\$0.00
100364	6#10 CAN	864	\$18.37	0	\$0.00
100307	6#10 CAN	912	\$19.43	0	\$0.00
100351	30 LB CTN	1320	\$18.25	0	\$0.00
100134	4/10 LB CNTNR	1000	\$91.63	0	\$0.00
100158	40 LB CTN	1000	\$94.33	100	\$9,433.00
100161	40 LB CTN	950	\$89.76	0	\$0.00
100162	40 LB CTN	950	\$94.58	0	\$0.00
100130	40 LB CTN	950	\$96.13	0	\$0.00
100160	40 LB CTN	950	\$81.84	0	\$0.00
100244	30 LB CTN	1320	\$18.64	0	\$0.00
100309	6#10 CANS	912	\$16.02	0	\$0.00
100352	30 LB CTN	1320	\$21.08	50	\$1,054.00
100019	6/5 LB SLC LVS	1320	\$57.35	0	\$0.00
100018	6/5 LB SLC LVS	1,320	\$56.97	100	\$5,697.00

Total: \$19,272.30  
Difference: \$290,502.88  
Update

\*Food selections will vary from the illustration used above.

- After completing this part of the survey, click “Next” on the top of the screen.

Total: \$314,790.60  
Difference: (\$5,015.48)  
[Update](#)

**OFFICE OF GENERAL SERVICES**

Governor Andrew M. Cuomo

**Food Preference Survey SY**

SCHOOL NAME OGS FOOD DIST. & WAREHOUSING

SCHOOL CODE J100

TOTAL ENTITLEMENT / DIRECT DIVISION VALUE \$546,287.11 / \$

Session Time Left: 00:58:48

After completing this part of the survey, click the 'Next' button.

**COMMODITIES FOR SHIPMENT THROUGH GOVERNMENT WARHOUSE**

Commodity Description	Code	Pack Size	Cases Per Truck	Case Value	Cases	EstEntValue
APPLE SLICES, CND, UNSWEETENED	100206	6#10 CAN	912	\$24.22	0	\$0.00
APPLESAUCE, CND, UNSWEETENED	100208	6#10 CAN	912	\$18.06	200	\$3,612.00
APRICOTS, CANNED, DICED, PEELED	100216	6#10 CAN	912	\$26.70	0	\$0.00

- If you need to adjust the number of cases, click “<<” before clicking Survey Complete. If no changes are necessary, click “Survey Complete”.

OFFICE OF GENERAL SERVICES

Reference Survey SY  
OGS FOOD DIST. & WAREHOUSING  
J100  
TOTAL ENTITLEMENT / DIRECT DIVISION VALUE \$546,287.11 / \$236,512.00

Session Time Left: 00:39:01

COMMODITIES FOR SHIPMENT THROUGH GOVERNMENT WARHOUSE

Commodity Description	Code	Pack Size	Cases
PEAS, FROZEN	100350	30 LB CTN	100
RICE BROWN #1	100499A	25 LB BAG	100
ROTINI, WHOLE GRAIN	100434	20 LB CTN	100
SPAGHETTI SAUCE, CANNED, MEATLESS	100336	6*10 CAN	100
APPLESAUCE, CND, UNSWEETENED	100208	6*10 CAN	200
BEEF, FINE GROUND, RAW, FROZEN	100158	40 LB CTN	200
CHEESE, AMERICAN, PASTEURIZED, PROCESS, YELLOW, SLICED	100018	6*5 LB SLC LVS	200

- Once you select "Survey Complete" a page will appear with your schools' totals and "Date Submitted". PRINT THIS PAGE. Be sure you have a copy and are physically holding it before closing the browser. This report cannot be regenerated.

**Food Preference Survey**      SY

SCHOOL NAME    OGS FOOD DIST. & WAREHOUSING  
SCHOOL CODE    J100

TOTAL ENTITLEMENT / DIRECT DIVISION VALUE    \$546,287.11 / \$236,512.00  
Total Dollar Value of Survey Items    \$314,790.60  
Date Submitted    11/28/2011 9:56:01 AM

**COMMODITIES FOR SHIPMENT THROUGH GOVERNMENT WARHOUSE**

Commodity Description	Code	Pack Size	Cases Per Truck	Case Value	Cases	EstEntValue
APPLESAUCE, CND, UNSWEETENED	100208	6*10 CAN	912	\$18.06	200	\$3,612.00
BEANS VEGETARIAN	100364	6*10 CAN	864	\$18.37	80	\$1,469.60
BEANS, GREEN, FROZEN	100351	30 LB CTN	1320	\$18.25	60	\$1,095.00
BEEF, FINE GROUND, RAW, FROZEN	100158	40 LB CTN	1000	\$94.33	200	\$18,866.00
CARROTS, FRZ NO ADDED SALT	100352	30 LB CTN	1320	\$21.08	50	\$1,054.00
CHEESE, AMERICAN, PASTEURIZED, PROCESS, YELLOW, SLICED	100018	6.5 LB SLC LVS	1,320	\$56.97	200	\$11,394.00
CHEESE, MOZZARELLA, LMPS, SHREDDED, FROZEN	100021A	30 LB BOX	1344	\$58.24	200	\$11,648.00
PEARS, CND, BARTLETT, DICED	100225	6*10 CAN	912	\$23.60	200	\$4,720.00
PEAS, CANNED, GREEN, LOW SODIUM	100315	6*10 CAN	912	\$23.56	200	\$4,712.00
PEAS, FROZEN	100350	30 LB CTN	912	\$20.58	100	\$2,058.00
POTATOES, FROZEN, ROUNDS	100358	6.5 LB PKG	1320	\$16.19	300	\$4,857.00
RAISINS, 30	100294	30 LB CTN	1380	\$36.09	50	\$1,804.50
RICE BROWN #1	100499A	25 LB BAG	1680	\$8.42	100	\$842.00
ROTINI, WHOLE GRAIN	100434	20 LB CTN	1400	\$12.26	100	\$1,226.00
SPAGHETTI SAUCE, CANNED, MEATLESS	100336	6*10 CAN	952	\$12.66	100	\$1,266.00
SPAGHETTI, WHOLE GRAIN	100137	30 LB CTN	1000	\$11.20	600	\$6,720.00

# FOOD PREFERENCE SURVEY MUST BE SUBMITTED BEFORE CLOSE OF BUSINESS ON FRIDAY, JANUARY 25, 2019

If you need assistance, please feel free to call us at (518) 474-5122 or email [ogsdonatedfoods@ogs.ny.gov](mailto:ogsdonatedfoods@ogs.ny.gov) and we will be happy to assist you.

