



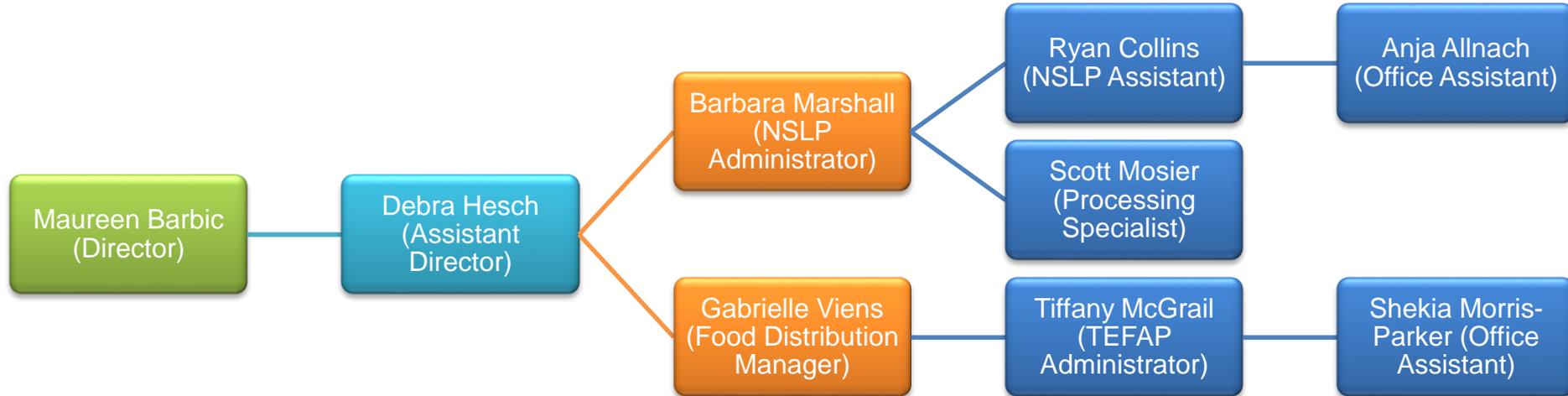
**Office of
General Services**

OGS Food Distribution USDA Foods in Schools

Verona, NY

July 11, 2019

OGS Food Distribution



Email: OGSDonatedFoods@ogs.ny.gov

Phone: Mon-Fri 7:30 am – 3:30 pm, 518-474-5122



Office of
General Services



Administers the Federal National School Lunch Program (NSLP.)
Offers two types of support:
(1) Cash Reimbursement
(2) USDA Foods



Administers New York State's National School Lunch Program (NSLP) except for USDA Foods



Administers New York State's USDA Foods



What are USDA Foods?

Foods that are purchased by the USDA, from American Farmers, dairymen, ranchers, and fishermen to support nutrition assistance programs and American Agriculture.





Office of General Services Food Distribution

- Our role is to help schools obtain their USDA Foods
- Schools are awarded entitlement for USDA Foods based on their average daily participation (ADP)

Entitlement Calculation:

Entitlement = Average Daily Participation x Effective Rate Per Lunch

- Daily participation is 1500 $1,500 \times 180 = 270,000$ (ADP)
- School open for 180 days $270,000 \times \$0.3425 = \$92,475$
- Effective rate per lunch is 34.25 cents

\$92,475 to spend on USDA Foods



What can I get with my Entitlement?

Direct Delivery: applesauce cups,

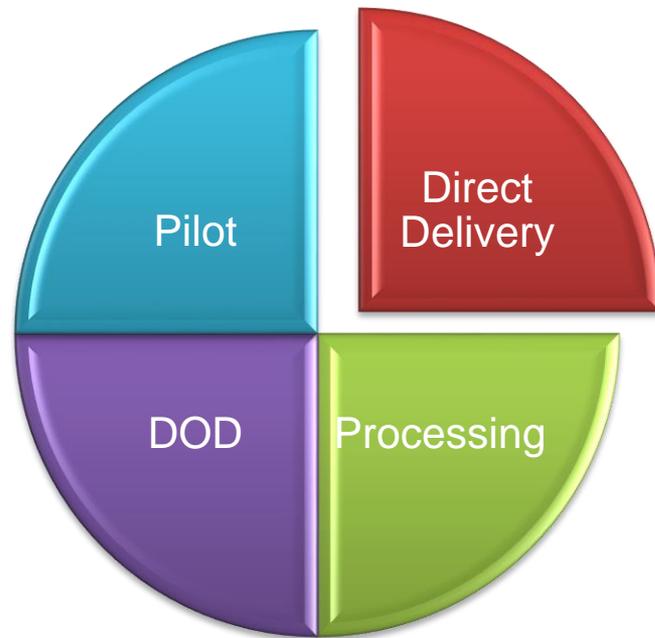
strawberry frozen cups and pears diced.

Processing: whole turkeys, whole chicken,

bulk flour, raw peanuts

DOD: fresh fruits and vegetables

Pilot: fresh fruit and vegetable



Direct Delivery

- Must be ordered in full truckloads
- Can only be split 3 ways
- Must have at least a quarter truck for a drop
- New York State surveys schools to narrow down the available foods from about 200 items to about 30 to meet the above constraints

Processing

- Schools should test products on their commercial side before processing a USDA bulk food
- New York State allows
 - Fee for service (FFS)
 - Net Off Invoice (NOI)
- Schools have a responsibility to monitor their usage on Processor Link or K12 Food Service
- Should be using 10% of pounds per month
- Over 40% of pounds used by January
- Don't use it, you lose it.



Processing continued

- If usage of your pounds is not at 40% by the January 1st, we will bring you to 40%
- If ordering poultry, have a plan to use the whole bird (white and dark meats)
- If changes need to be made to your diversion, fill out a [Diversion Change Request Form](#), found on the OGS Food Distribution Website and email to ogs.sm.processing@ogs.ny.gov

DIRECT DIVERSION CHANGE REQUEST FORM	
SY 2018 – 2019	
All changes after September 7, 2018 will require bid documents	
SCHOOL CODE:	Click here to enter text.
SCHOOL NAME:	Click here to enter text.
FOOD SERVICE DIRECTOR:	Click here to enter text.
Clear data ensures that your change request can be accommodated. Failure to take the time to fill this form out correctly may result in a declination of this request.	



DOD

- Food Distribution administers NYS DOD balances
- Orders are made through the [FFAVORS](#) website
- Produce is procured through the Department Of Defense
- Currently available to Long Island, New York City, Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester counties

Pilot

- Procured through the school
- Orders must be tracked by the school
- New York State is capped at \$3.5 million, currently set asides for 2019-2020 SY have met that cap

Why should I order USDA Foods?

- Quality Domestic Product
- Direct Delivery and DOD are procured for you
- Can be used to supplement your menu
- USDA Foods can be used for lunches, breakfast, snack programs and other child nutrition programs
- IF YOU DON'T USE, YOU LOSE IT!



Timeline of USDA Foods

July

School Year begins July 1 and continues through June 30 of the following year.

August

WBSCM Schools should log in and run a Requisition Status Report for USDA Foods
Distributors email yearly delivery schedules inventory report for first delivery
Update OGS by email any changes with staff and/or contact information

September

WBSCM Schools should run a Requisition Status report bi-weekly to monitor changes, and track USDA Foods ordered to USDA Foods received
Run WBSCM Requisition Status Report to compare with distributor report

October

Mid-Month: WBSCM Schools need to run an Entitlement/Bonus Summary report to view current school year entitlement. Finalized ADP is reported to FD by NYSED.
Run WBSCM Requisition Status Report to compare with distributor report
SNA Conference



November

Check usage of pounds with diverted commodities with K-12 and/or Processor Link websites. Usage amounts recommended to be 10 percent a month

Run WBSCM Requisition Status Report to compare with distributor report

December

Schools need to be at 40 percent usage of processed pounds to avoid being brought to 40 percent of usage

Regional food shows will include OGS and NYSED updates

School Nutrition Association Regional Industry Seminars

Run WBSCM Requisition Status Report to compare with distributor report

January

Food Preference Survey link for completion will be emailed to schools. The importance of the survey is determining the top 30 USDA Food items available to order for the next school year. Completion of this survey is **mandatory** to participate in Direct Diversion.

The Food Preference Survey will be available only for a limited time.

Keep in mind: Completing the food preference survey does NOT place your USDA foods order.

Run WBSCM Requisition Status Report to compare with distributor report



February

WBSCM Schools Direct Diversion Catalog for ordering of USDA Foods for bulk pounds to Processors
WBSCM catalog opens for ordering the next school year USDA Foods
Run WBSCM Requisition Status Report to compare with distributor report

March

WBSCM catalog still open for ordering next school year USDA Foods
Run WBSCM Requisition Status Report to compare with distributor report

April

WBSCM catalog for ordering USDA Foods for the next school year closes
Prepare to take delivery of all of your remaining USDA Foods from your distributor
Run WBSCM Requisition Status Report to compare with distributor report

May

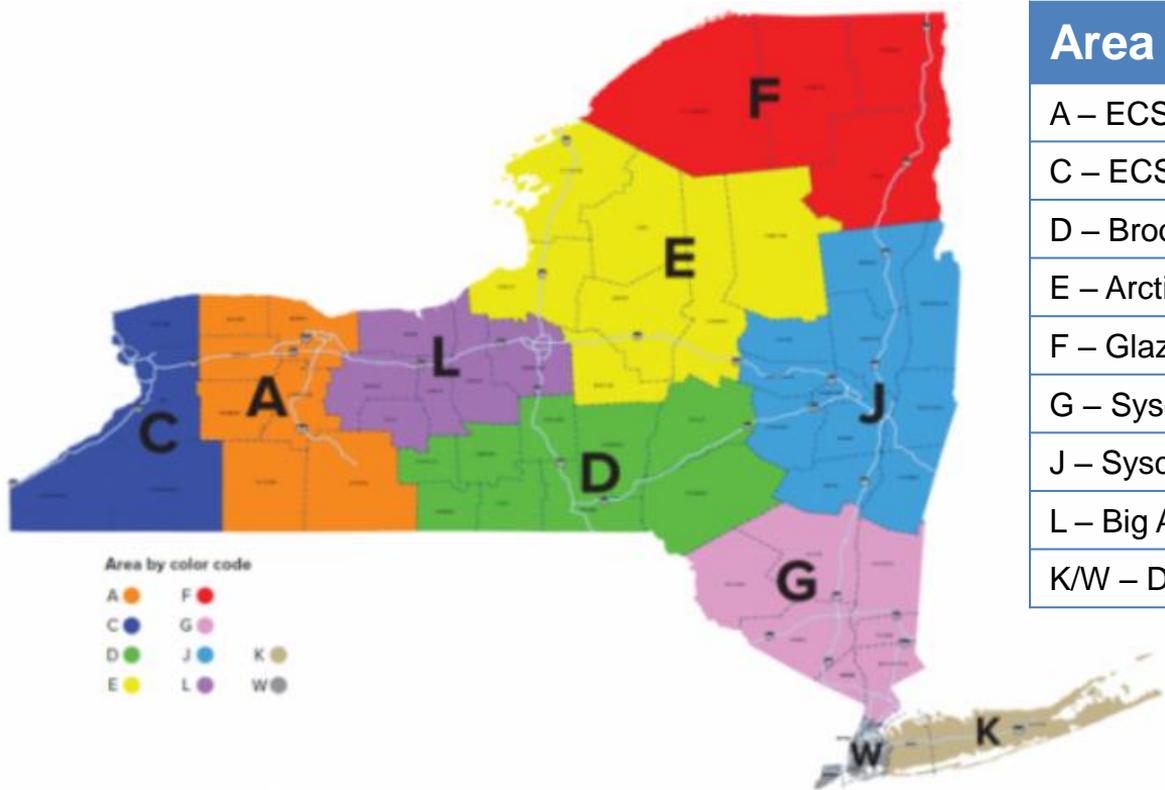
Schools need to finalize the delivery of remaining USDA Foods from the distributor
Run WBSCM Requisition Status Report to compare with distributor report

June

All USDA Foods must be delivered to your school by the first week of June
Value of Commodities Received Report to be sent by you to your business office
Assessment Fee information will be gathered and emailed to schools in July.



OGS Food Distribution Areas



Area

A – ECS

C – ECS

D – Broome

E – Arctic

F – Glazier

G – Sysco

J – Sysco

L – Big Apple

K/W – Downstate Distribution Center

School Lunch Advisory Council (SLAC)

School Lunch Advisory Council (SLAC) chaired by the Office of General Services (OGS) Division of Food Distribution, meets quarterly to address concerns, discuss improvement opportunities, and share knowledge regarding the school lunch program in New York State.

Several school lunch directors, NYS OGS, State Education Department, USDA, NYC Board of Education and the NYS Nutrition Association are all part of the Council. The Council's goal is to provide the groundwork for program improvements at the local, state and federal levels, thus enhancing the school lunch experience for the state's children.

AREA A Karen Bronson Clark	Area G Michael Robinson
AREA C Tami Augugliaro	Area J Lisa Ostrowski
AREA D Kim Corcoran	Area K Regina Dunne
AREA E Chris Whitmore	Area L Brian Wright
AREA F Dave Gravlin	

**Meeting minutes can be found on our website*

Resources:

- OGS Food Distribution Website <https://ogs.ny.gov/usda-food-distribution>
- Web-based Supply Chain Management (WBSCM)
<https://www.usda.gov/topics/food-and-nutrition/web-based-supply-chain-management>
- FFAVORS <https://www.fns.usda.gov/fdd/fresh-fruits-and-vegetables-order-receipt-system-ffavors>
- K12 Foodservice <http://private.k12foodservice.com/>
- ProcessorLink <https://processorlink.com/LoginForm.aspx?ReturnUrl=%2f>
- USDA Website <https://www.fns.usda.gov/usda-fis/usda-foods-schools>
- School Nutrition Association Websites
 - <https://schoolnutrition.org/> (National Branch)
 - <https://www.nyschoolnutrition.org/> (New York State)
- Institute for Child Nutrition <https://theicn.org/>
- American Commodity Distribution Association (ACDA)
<http://www.commodityfoods.org/>

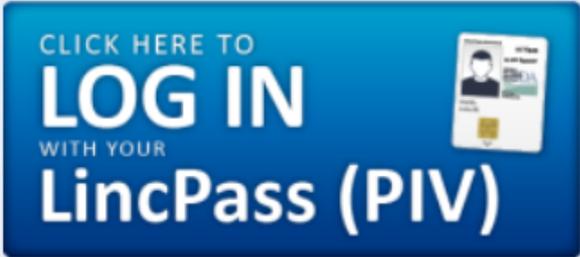


OGS Food Distribution Website - <https://ogs.ny.gov/usda-food-distribution>



Web-based Supply Chain Management (WBSCM)

eAuthentication Login

LincPass (PIV) ?	User ID & Password ?
 <p>CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)</p>	<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>I forgot my User ID Password</p> <p><input type="button" value="REGISTER"/> <input type="button" value="LOGIN"/></p> <p>Change my Password</p>

- Login regularly so your account does not lock
- Run reports monthly at a minimum, more often is recommended

<https://www.usda.gov/topics/food-and-nutrition/web-based-supply-chain-management>

Reports to run in WBSCM

<https://ogs.ny.gov/usda-food-distribution/web-based-supply-chain-management>

Task	Quick Guide	Step-by-step Instructions	Video*
Run an Entitlement/Bonus Detail Report	<ul style="list-style-type: none"> Click the Reports tab Navigate to the Detailed Navigation section on the left menu Click RA Entitlement/Bonus Detail Report Enter your program and year Click Execute 	Entitlement/Bonus Detail Report Instructions	
Run an Entitlement/Bonus Summary Report	<ul style="list-style-type: none"> Click the Reports tab Navigate to the Detailed Navigation section on the left menu Click Entitlement/Bonus Summary Report Enter your program and year Click Execute 	Entitlement/Bonus Summary Report Instructions	Video Instructions*
Run a Requisition Status Report	<ul style="list-style-type: none"> Click the Reports tab Navigate to the Detailed Navigation section on the left menu Click Requisition Status Report Enter your program and requested delivery date range Click Execute 	Requisition Status Report Instructions	Video Instructions*
View Value of Commodities Received	<ul style="list-style-type: none"> Click the Reports tab Navigate to the Detailed Navigation section on the left menu Click Value of Commodities Received Enter your program and shipment receipt date range Click Execute 	Instructions for viewing Value of Commodities Received	Video Instructions*
Place an order in WBSCM	This is a multi-step process. Please refer to the step-by-step guidance.	Instructions for placing an order in WBSCM	

We recently posted videos of how to run these reports



Office of
General Services

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

PROGRAMS - FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS - INDIAN TRIBAL ORGANIZATION - FFAVORS

Maintenance Notice

FFAVORS is scheduled for maintenance every Sunday from 4:00 PM through 2:00 AM Central Time. The site may be unavailable for periods during this maintenance time.

IDs and Passwords

For access to FFAVORS, your current Department of Defense (DoD) Account Manager, DoD Field Representative, and/or DoD Contracting Specialist must establish a user profile for each new user within FFAVORS.

Once added to FFAVORS, an email notification to the user with step by step instructions on how to create the eAuthentication account will be generated. Without the profile in FFAVORS, the user will not gain access to the application. For those that have an eAuthentication ID, the user profile must still be created in FFAVORS before accessing the site.

If you have problems accessing FFAVORS or do not know your current DoD Account Manager, DoD Field Representative, and/or DoD Contracting Specialist, please contact the FFAVORS help desk.

- [FFAVORS Login](#)
- [Reset USDA eAuthentication Password](#)

Favorite this page.
Scroll down and click
on FFAVORS Login.

eAuthentication Login

<p>LincPass (PIV) ?</p>  <p>CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)</p>	<p>User ID & Password ?</p> <p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>I forgot my User ID Password</p> <p>REGISTER LOGIN</p> <p>Change my Password</p>
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<https://www.fns.usda.gov/fdd/fresh-fruits-and-vegetables-order-receipt-system-ffavors>



<http://private.k12foodservice.com/>



<https://processorlink.com>



Office of
General Services

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

CONTACT US REPORT FRAUD ASK THE EXPERT USDA.GOV

HOME DATA & RESEARCH GRANTS NEWSROOM OUR AGENCY PROGRAMS

USDA Foods in Schools

Did you know USDA Foods comprise about 13-20% of the foods on a lunch tray on any given day?

PROGRAMS > USDA FOODS IN SCHOOLS

Enhancing School Meals with Nutritious, All-American Ingredients

The USDA Foods in Schools program supports domestic nutrition programs and American agricultural producers through purchases of 100% American-grown and -produced foods for use by schools and institutions participating in the [National School Lunch Program \(NSLP\)](#), the [Child and Adult Care Food Program \(CACFP\)](#), and the [Summer Food Service Program \(SFSF\)](#).

[Program Fact Sheet](#)



USDA's Website

<https://www.fns.usda.gov/usda-fis/usda-foods-schools>

- Product Information Sheets
- Food available list
- Eligible Vendors
- Food Buying Guides

I am a...



State Agency



School



Vendor



Processor



Office of
General Services

School Nutrition Association



<https://www.nyschoolnutrition.org/>

- Every year both the New York State School Nutrition Association host a conference that are both valuable training and networking events
- There are also regional seminars
- OGS Food Distribution attends each of these and are available for questions



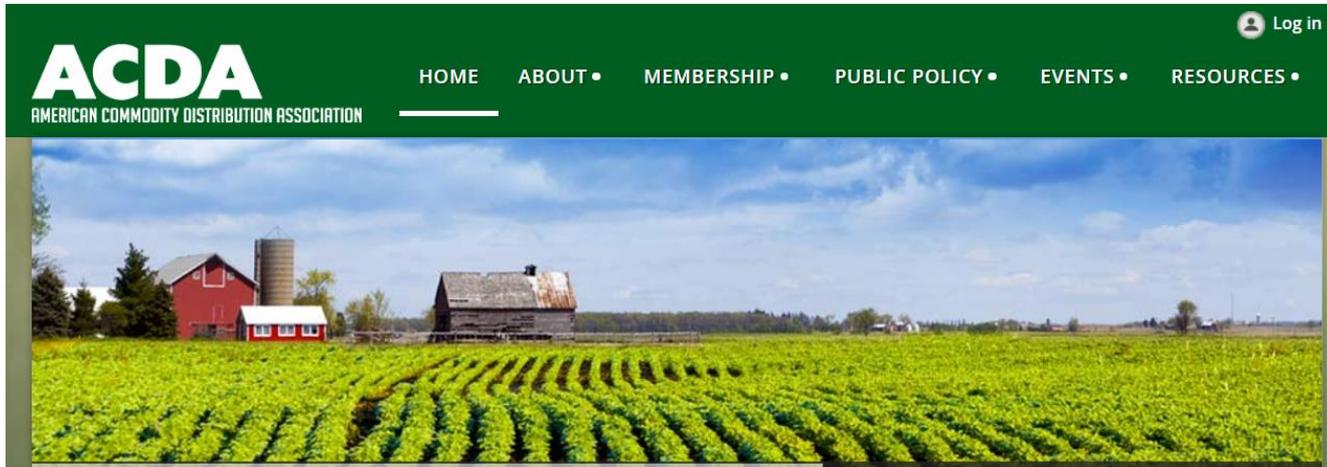
- Child Nutrition Resources – USDA Resources
 - Food Buying Guide For Child Nutrition Programs
 - Healthy Meals Resource System
 - Professional Standards – School Meals
- E-training

<https://theicn.org/>



American Commodity Distribution Association (ACDA)

- Every year ACDA holds a training conference and networking event
- OGS Food Distribution attends every year and encourages schools to attend and or sign up for the website <http://www.commodityfoods.org/>



Commodity Complaint



Office of General Services
Food Distribution

USDA Commodity Complaint Form

Instructions:

1. Fill-out the Commodity Complaint Form.
2. Take clear digital photos of the foreign object (i.e. insect, metal piece, pit, etc.), the inside of the case, all labels on the case, the can code (if applicable), bags and labels on bags (if applicable) with an identifier such as a dime, quarter or ruler.
3. Email the Commodity Complaint Form and photos to: ogsdonatedfoods@ogs.ny.gov

Recipient Agency (RA) Name		RA Code
RA Street Address	City	Zip Code
RA Contact Name	Email	Phone
Vendor Name	Commodity Name and Code (Material Name and Code)	

Submit a Commodity
Complaint

- Commodity does not meet your expectations
- Feed back about quality
- This is the official complaint channel
- Found on the OGS Food Distribution Website



Office of
General Services

Questions?