OGS Food Distribution
USDA Foods in Schools

Virtual Training – Managing USDA Foods

July 29, 2021
OGS Food Distribution

Maureen Barbic (Director)
Debra Hesch (Assistant Director)
Barbara Marshall (NSLP Administrator)
Gabrielle Viens (TEFAP Administrator)
Adam Wright (NSLP Administrator Trainee)
Frank Palmo (Warehouse Specialist)
Tracy Allery (TEFAP Assistant)
Anja Allnach (Office Assistant)
Shekia Woods (Office Assistant)

Email: OGSDonatedFoods@ogs.ny.gov
Phone: Mon-Fri 7:30 am – 3:30 pm, 518-474-5122
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) for cash reimbursement.

Administers New York State’s USDA Foods for schools.
What are USDA Foods?

Foods that are purchased by the USDA, from American Farmers, dairymen, ranchers, and fishermen to support nutritional assistance programs and American Agriculture.
Our role is to help schools obtain their USDA Foods
Schools are awarded entitlement for USDA Foods based on their average daily participation (ADP)
SY2021-2022 currently has SY2018-2019 actual lunches. OGS opted-in wavier, Families First Coronavirus Response Act (FFCRA)
Entitlement Calculation:

Entitlement = Average Daily Participation (ADP) x Effective Rate Per Lunch

- Daily participation is 1500
  \[1,500 \times 180 = 270,000\] (ADP)
- Schools open for 180 days
  \[270,000 \times \$0.37 = \$99,900\]
- Effective rate per lunch is 37 cents

$99,990 to spend on USDA Foods
What can I get with my Entitlement?

**Direct Delivery:** applesauce cups, strawberry frozen cups and diced pears.

**Processing:** whole turkeys, whole chicken, bulk potatoes, raw peanuts

**DOD:** fresh fruits and vegetables

**Pilot:** fresh fruit and vegetable
Direct Delivery

- Must be ordered in full truckloads
- 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
USDA Foods Available List

Foods Available List SY21-22.pdf
Processing

- Schools should test products on the commercial side before processing a USDA bulk food item
- 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 denial of this request.
DOD

- Food Distribution administers NYS DOD funds
- Orders are made through the FFAVORS website
- Produce is procured through the Department Of Defense
- Currently available to all schools in New York under three contract areas: Southern, Eastern covered by Gargiulo and Western covered by Latina
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 2021-2022 SY have exceeded 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 to schools for the current school year
- Update OGS by email any changes with staff and/or contact information
- Area K/W Schools/Childcares place commodity orders by August 20

September
- WBSCM Schools should run a Requisition Status report bi-weekly to monitor changes, and track USDA Food order status
- Run WBSCM Requisition Status Report to compare with distributor report

October
- WBSCM Schools need to run an Entitlement/Bonus Summary report to view current school year entitlement.
- Run WBSCM Requisition Status Report to compare with distributor report
- School Nutrition Association Regional Industry Seminars (Rochester & Saratoga)
November
- Check usage of pounds for 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
- School Nutrition Association Regional Industry Seminars (Long Island)

December
- Schools need to be at 40 percent usage of processed pounds to avoid being brought to 40 percent of usage
- 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 normally 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
- Survey schools for USDA DoD and Pilot USDA entitlement set aside for the next school year
- 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.
Assessment Fee SY2021-2022

-SY2020-2021 Assessment fee is calculated to be $1.45 per case

-Program costs are recovered through the assessment fee

-About 75% of our program costs are for warehousing and distribution

-Schools have not been charged an assessment fee since SY2014-2015

-NYSED has covered these costs since then.
OGS Food Distribution Areas

<table>
<thead>
<tr>
<th>Area</th>
<th>Location</th>
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<tbody>
<tr>
<td>A</td>
<td>Palmer</td>
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<td>C</td>
<td>J &amp; L Ice</td>
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<td>D</td>
<td>Big Apple</td>
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<td>E</td>
<td>Renzi</td>
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<td>Sysco</td>
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<tr>
<td>L</td>
<td>Renzi</td>
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<tr>
<td>K/W</td>
<td>Brentwood Distribution Center</td>
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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, successes, 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.

<table>
<thead>
<tr>
<th>AREA</th>
<th>Member</th>
<th>Area</th>
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<tbody>
<tr>
<td>A</td>
<td>Karen Bronson Clark</td>
<td>G</td>
<td>Lyn Prestia</td>
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<td>C</td>
<td>Tami Augugliaro</td>
<td>J</td>
<td>Lisa Ostrowski</td>
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<td>D</td>
<td>Bryan McCoy</td>
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<td>Alessandro Palumbo</td>
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<td>E</td>
<td>Kelly Filus</td>
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<td>Brian Wright</td>
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<td>F</td>
<td>Brian Mitchell</td>
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<td>NYC Anne O'Donnell</td>
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*Meeting minutes can be found on our website
Resources:

- OGS Food Distribution Website [https://ogs.ny.gov/usda-food-distribution](https://ogs.ny.gov/usda-food-distribution)
- K12 Foodservice [http://private.k12foodservice.com/](http://private.k12foodservice.com/)
- School Nutrition Association Websites
  - [https://schoolnutrition.org/](https://schoolnutrition.org/) (National Branch)
  - [https://www.nyschoolnutrition.org/](https://www.nyschoolnutrition.org/) (New York State)
- Institute for Child Nutrition [https://theicn.org/](https://theicn.org/)
- American Commodity Distribution Association (ACDA) [http://www.commodityfoods.org/](http://www.commodityfoods.org/)
OGS Food Distribution Website - https://ogs.ny.gov/usda-food-distribution
Web-based Supply Chain Management (WBSCM)

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

Reports to run in WBSCM

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

We recently posted videos of how to run these reports

<table>
<thead>
<tr>
<th>Task</th>
<th>Quick Guide</th>
<th>Step-by-step Instructions</th>
<th>Video*</th>
</tr>
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</table>
| Run an Entitlement/Bonus Detail Report | - 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 | - 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   | - 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 | - 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            |        |
Fresh Fruits and Vegetables Order Receipt System (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 Authentication Password


Favorite this page.
Scroll down and click on FFavors Login.
http://private.k12foodservice.com/

https://processorlink.com
USDA’s Website

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

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

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