Overview

This mandatory survey is being utilized as a tool by OGS Food Distribution to determine the USDA Foods that should be made available to request for the 2022-23 School Year.

This survey must be completed by close of business on **January 28, 2022**.

**How to Complete the Food Preference Survey**

**Step 1**

- Log on to the online survey through the OGS Food Distribution website: [https://ogs.ny.gov/usda-food-distribution](https://ogs.ny.gov/usda-food-distribution) by clicking on the “Recipient Agency Logon” button located near the top/center of the page.
Step 2
➢ Your username is your school code, i.e., J100.
➢ If you do not know school code or password, email ogsdonatedfoods@ogs.ny.gov Please include your school code (if known) and your school’s name with your request.

Step 3
➢ Once you have logged in, click “Current Survey Status” to bring you to the next screen.
Step 4
➢ Click “Food Preference Survey 2022 - 2023 SY” to access the online Survey.

Step 5
➢ The diversion value is omitted and should be taken into consideration when completing the survey.

Note: The Total Entitlement indicated is not an accurate reflection of your 2022-23 entitlement. This is a ‘fair share’ value used for the purpose of this survey.
Step 6

Estimate the amount of USDA Entitlement in dollars (this is a 1 to 1 ratio) you think you will use throughout the school year. Enter the amount you estimate you will allocate to each program in the 3 rows below.

In these 3 rows, you are entering $ values, NOT cases.

Use these 3 rows to estimate the entitlement will allocate to each program during the school year.

Note: This will not allocate entitlement to the USDA DoD Fresh Program, the Unprocessed Fresh Fruit and Vegetable Pilot program, or to Direct Diversion. This is being used for estimation purposes only. You will still need to respond to the annual allocation request.

Step 7

➢ For the remaining rows, enter the estimated number of cases you would utilize through the school year.

CAUTION: Clicking the “Reset” button will reset the timer and clear the number of cases.

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

Enter the number of cases that you would like to receive for the 2022-2023 School Year.

Click ‘Update’ to calculate the total.
Step 8
➢ After completing this part of the survey, click “Next” on the top of the screen.

Step 9
➢ If you need to adjust the number of cases, click “<<” before clicking Survey Complete. If no changes are necessary, click “Survey Complete”.

➢ Once you click ‘Survey Complete’ you should receive the below pop-up message:
Step 10

➢ 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.

Step 11

You have completed the Food Preference survey.

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

FOOD PREFERENCE SURVEY MUST BE SUBMITTED BEFORE CLOSE OF BUSINESS ON January 28, 2022