



OGS Food Distribution

USDA FOOD PREFERENCE SURVEY

2022-23 SCHOOL YEAR

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> by clicking on the “Recipient Agency Logon” button located near the top/center of the page.

The screenshot shows the OGS Food Distribution website. At the top, there is a yellow banner with the text "January 9, 2022 | 3:02 pm" and "COVID-19 Vaccines". Below this is a navigation bar with the New York State logo and links for "Services", "News", "Government", and "COVID-19 Vaccine". A search bar is also present. The main content area features a large image of fresh vegetables (peppers, beans, tomatoes, corn) with the heading "USDA Food Distribution" and a mission statement: "Our mission at the Division of Food Distribution is to manage all USDA foods received by New York State." Below this is a "QUICK LINKS" section with four buttons: "WBSCM Login", "Recipient Agency Login" (highlighted with a yellow arrow), "Submit a Commodity Complaint", and "USDA Product Information Sheets".

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.

OGS
New York State Division of Food Distribution

NEW YORK STATE

Office of General Services

Home

Login

Log In

User Name:

Password:

Log In

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Step 3

- 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 Out

User Information

Username:

Name:

Address:

Phone:

Warehouse:

OF ALBANY

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

Online Ordering is currently unavailable at this time.
Pickup Slips are currently unavailable at this time.

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Step 4

- Click “Food Preference Survey 2022 - 2023 SY” to access the online Survey.

OFFICE OF GENERAL SERVICES

Governor Kathy Hochul Commissioner RoAnn M. Destito

Food Distribution and Warehousing

Government Donated Foods Distribution Program

RA Code: J100

Name: OGS Food Distribution

Fax: (518) 555-1212

Contact Person:

Phone: (518) 474-5122

Email Address:

The following survey(s) are available for your completion at this time
* Use Internet Explorer version 10 or later only

[Survey Completion Instructions](#)

[Survey Work Sheet](#)

Food Preference Survey 2022 - 2023 SY

Print Instructions and Survey Work Sheet if you have not already done so. Use the completed Survey Work Sheet to complete the online survey.

Click on the Food Preference Survey button to access the online survey.

[Return to OGS Government Donated Foods Home Page](#)
Note: This will allow you to return to the home page from which you can view the monthly distribution information series.

Step 5

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

OFFICE OF GENERAL SERVICES

Governor Kathy Hochul Commissioner RoAnn M. Destito

Total: \$0.00
 Difference: \$158,723.34
[Update](#)

Food Preference Survey 2022 - 2023 SY

SCHOOL NAME	SCHOOL CODE	TOTAL ENTITLEMENT / DIRECT DIVISION VALUE
		\$158,723.34 / \$0.00

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

All diversion balances are listed at zero at this time. This will not affect a school’s ability to divert when ordering occurs.

COMMODITIES FOR	Truck Size	Cases Per Truck	Case Value	Cases	EstEntValue
Direct Diversion Set Aside	Dollar Value	1	\$1.00	0	\$0.00
Unprocessed Fresh Fruit and Vegetable Pilot (Only Areas A,C,D,E,F,G,J,L)	Dollar Value	1	\$1.00	0	\$0.00
USDA DoD Fresh Program	Dollar Value	1	\$1.00	0	\$0.00
Alaska Pollock, Whole Grain-Rich Breaded Sticks, Frozen	8/5 lb or 4/10 lb bag	950	\$105.99	0	\$0.00

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.

Reset

Session Time Left: 00:52:49

Update

COMMODITIES FOR SHIPMENT THROUGH GOVERNMENT WAREHOUSE

Commodity Description	Code	Pack Size	Cases Per Truck	Case Value	Cases	EstEntValue
Direct Diversion Set Aside	900000	Dollar Value	1	\$1.00	<input type="text" value="0"/>	\$0.00
Unprocessed Fresh Fruit and Vegetable Pilot (Only Areas A,C,D,E,F,G,J,L)	900001	Dollar Value	1	\$1.00	<input type="text" value="0"/>	\$0.00
USDA DoD Fresh Program	900002	Dollar Value	1	\$1.00	<input type="text" value="0"/>	\$0.00
Alaska Pollock, Whole Grain-Rich Breaded Sticks, Frozen	110851	8/5 lb or 4/10 lb bag	950	\$105.99	<input type="text" value="0"/>	\$0.00
Apple Slices, Unsweetened, Canned	100206	6/#10 can	912	\$40.04	<input type="text" value="0"/>	\$0.00
Apple Slices, Unsweetened, Frozen (IQF)	100258	30 lb case	1,320	\$24.83	<input type="text" value="0"/>	\$0.00
Applesauce, Unsweetened, Canned	110541	6/#	7	\$0.00	<input type="text" value="0"/>	\$0.00
Applesauce, Unsweetened, Cups, Shelf-Stable	110361	96/4	0	\$0.00	<input type="text" value="0"/>	\$0.00
Apricots, Diced, Cups, Frozen	100261	96/4	3	\$0.00	<input type="text" value="0"/>	\$0.00
Apricots, Diced, Extra Light Syrup, Canned	100216	6/#	0	\$0.00	<input type="text" value="0"/>	\$0.00
Beans, Baby Lima, Low-sodium, Canned	100371	6/#	4	\$0.00	<input type="text" value="0"/>	\$0.00
Beans, Black, Low-sodium, Canned	100359	6/#	4	\$0.00	<input type="text" value="0"/>	\$0.00
Beans, Black-eyed Pea, Low-sodium, Canned	100368	6/#10 can	864	\$25.27	<input type="text" value="0"/>	\$0.00

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.

Reset

Session Time Left: 00:52:49

Total: \$0.00
Variance: \$158,723.34
Update

COMMODITIES FOR SHIPMENT THROUGH GOVERNMENT WAREHOUSE

Commodity Description	Code	Pack Size	Cases Per Truck	Case Value	Cases	EstEntValue
Direct Diversion Set Aside	900000	Dollar Value	1	\$1.00	<input type="text" value="0"/>	\$0.00
Unprocessed Fresh Fruit and Vegetable Pilot (Only Areas A,C,D,E,F,G,J,L)	900001	Dollar Value	1	\$1.00	<input type="text" value="0"/>	\$0.00
USDA DoD Fresh Program	900002	Dollar Value	1	\$1.00	<input type="text" value="0"/>	\$0.00
Alaska Pollock, Whole Grain-Rich Breaded Sticks, Frozen	110851	8/5 lb or 4/10 lb bag	950	\$105.99	<input type="text" value="0"/>	\$0.00
Apple Slices, Unsweetened, Canned	100206	6/#10 can	912	\$40.04	<input type="text" value="0"/>	\$0.00
Apple Slices, Unsweetened, Frozen (IQF)	100258	30 lb case	1,320	\$24.83	<input type="text" value="0"/>	\$0.00
Applesauce, Unsweetened, Canned	110541	6/#	7	\$0.00	<input type="text" value="0"/>	\$0.00
Applesauce, Unsweetened, Cups, Shelf-Stable	110361	96/4	0	\$0.00	<input type="text" value="0"/>	\$0.00
Apricots, Diced, Cups, Frozen	100261	96/4	3	\$0.00	<input type="text" value="0"/>	\$0.00
Apricots, Diced, Extra Light Syrup, Canned	100216	6/#	0	\$0.00	<input type="text" value="0"/>	\$0.00
Beans, Baby Lima, Low-sodium, Canned	100371	6/#	4	\$0.00	<input type="text" value="0"/>	\$0.00
Beans, Black, Low-sodium, Canned	100359	6/#	4	\$0.00	<input type="text" value="0"/>	\$0.00
Beans, Black-eyed Pea, Low-sodium, Canned	100368	6/#10 can	864	\$25.27	<input type="text" value="0"/>	\$0.00

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

Click 'Update' to calculate the total.

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.

Step 8

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

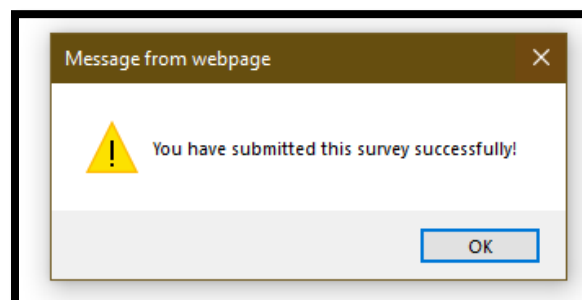
Commodity Description	Code	Pack Size	Cases	EstEntValue
Direct Diversion Set Aside	900000	Dollar Value	1	\$0.00
Unprocessed Fresh Fruit and Vegetable Pilot (Only Areas A,C,D,E,F,G,J,L)	900001	Dollar Value	200	\$0.00
USDA DoD Fresh Program	900002	Dollar Value	1	\$0.00

Step 9

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

Commodity Description	Code	Pack Size	Cases
Unprocessed Fresh Fruit and Vegetable Pilot (Only Areas A,C,D,E,F,G,J,L)	900001	Dollar Value	2

- 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.**

OFFICE OF GENERAL SERVICES

Governor Kathy Hochul *Commissioner RoAnn M. Destito*

Food Preference Survey 2022 - 2023 SY

SCHOOL NAME [REDACTED]
SCHOOL CODE [REDACTED]

TOTAL ENTITLEMENT / DIRECT DIVISION VALUE \$158,723.34 / \$0.00

Total Dollar Value of Survey Items \$2.00
Date Submitted 1/10/2022 12:49:14 PM

Totals and Date Submitted will appear here.

COMMODITIES FOR SHIPMENT THROUGH GOVERNMENT WAREHOUSE

Commodity Description	Code	Pack Size	Cases Per Truck	Case Value	Cases	EstEntValue
Unprocessed Fresh Fruit and Vegetable Pilot (Only Areas A,C,D,E,F,G,J,L)	900001	Dollar Value	1	\$1.00	2	\$2.00

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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**