



# OGS Food Distribution Requesting a Redistribution

## Overview

Redistribution can be requested for USDA Direct Delivery (aka Brown Box) commodities that cannot be accepted by a school/childcare. This document provides guidance for submitting a Redistribution Request to OGS Food Distribution.

At the end of each school year, OGS Food Distribution is required to empty each area's distributor warehouse of USDA Commodities **by June 9, 2023**.

To ensure warehouses are emptied timely, **Redistribution Requests for the 2022-23 School Year are due no later than April 28, 2023**.

Note: USDA Entitlement may not be credited back for commodities redistributed unless they are accepted against another school's remaining entitlement.

Redistribution Requests and questions may be submitted to OGS Food Distribution at [OGSDonatedFoods@OGS.ny.gov](mailto:OGSDonatedFoods@OGS.ny.gov).

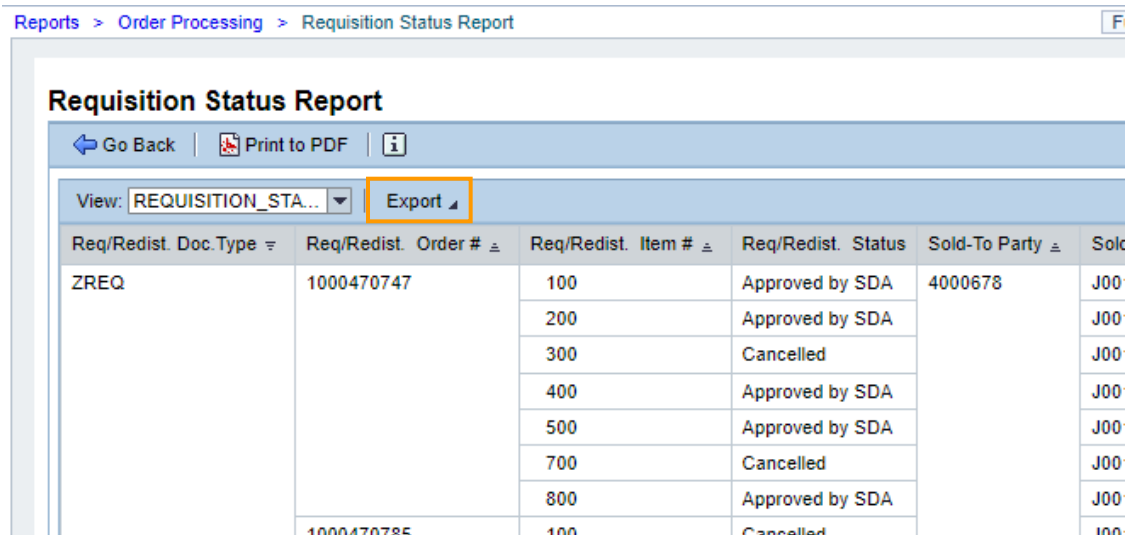
### Step 1:

Log into <https://portal.wbscm.usda.gov/> > Click on Reports > Click on Requisition Status Report

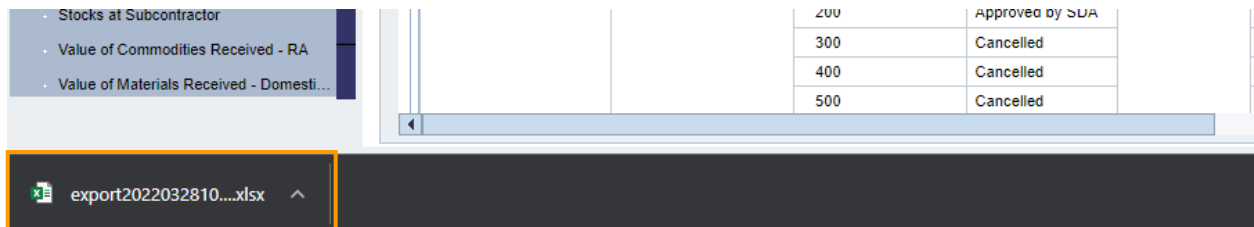
Fill in the Req. Delivery Date for the entire school year 07/01/YYYY and 06/30/YYYY

The screenshot shows the USDA Web Based Supply Chain Management (WBSCM) portal. The user is logged in as Mr. Frank Palmo, representing the NY Office of General Service. The 'Reports' menu is highlighted, and the 'Requisition Status Report' is selected in the left-hand navigation pane. The main content area displays the 'Welcome to Requisition Status Report' page with a search criteria form. The 'Req. Delivery Date' field is highlighted with an orange box, showing a range from 07/01/2021 to 06/30/2022. Other fields include Material, Sold-To Party, Ship-To Party, Region, and various report identifiers. The 'Execute' button is also highlighted with an orange box.

**Step 2:** Once the report loads > Click Export > Export to Microsoft Excel

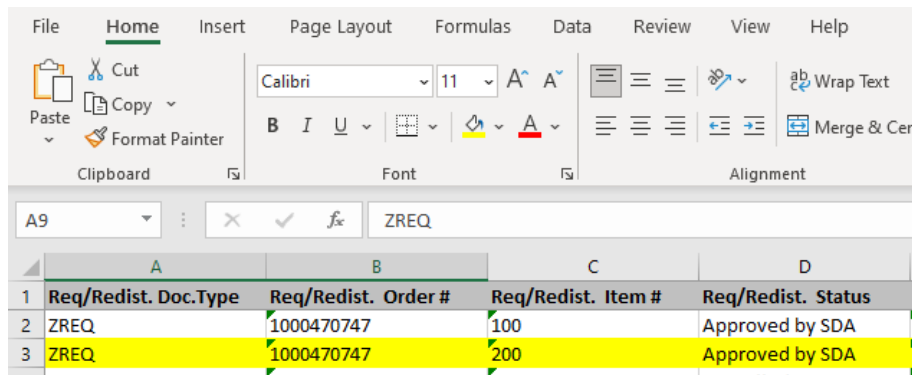


**Step 3:** When the report generates at the bottom > Click on the file to open



**Step 4:** Once the file opens > Highlight the lines you'd like redistributed.

Example:



Note: Please do not hide, edit (other than highlight), or delete any columns or rows. OGS Food Distribution will need all information in this report to process the redistribution request.

**Step 5:** Save the file to your computer > Submit your Redistribution Request

Email Requisition Status Report to [OGSDonatedFoods@OGS.ny.gov](mailto:OGSDonatedFoods@OGS.ny.gov).

\*\* Please include your school code, school name, and 'redistribution request' in your email or subject line (i.e., J100 OGS Food Distribution – Redistribution Request).