



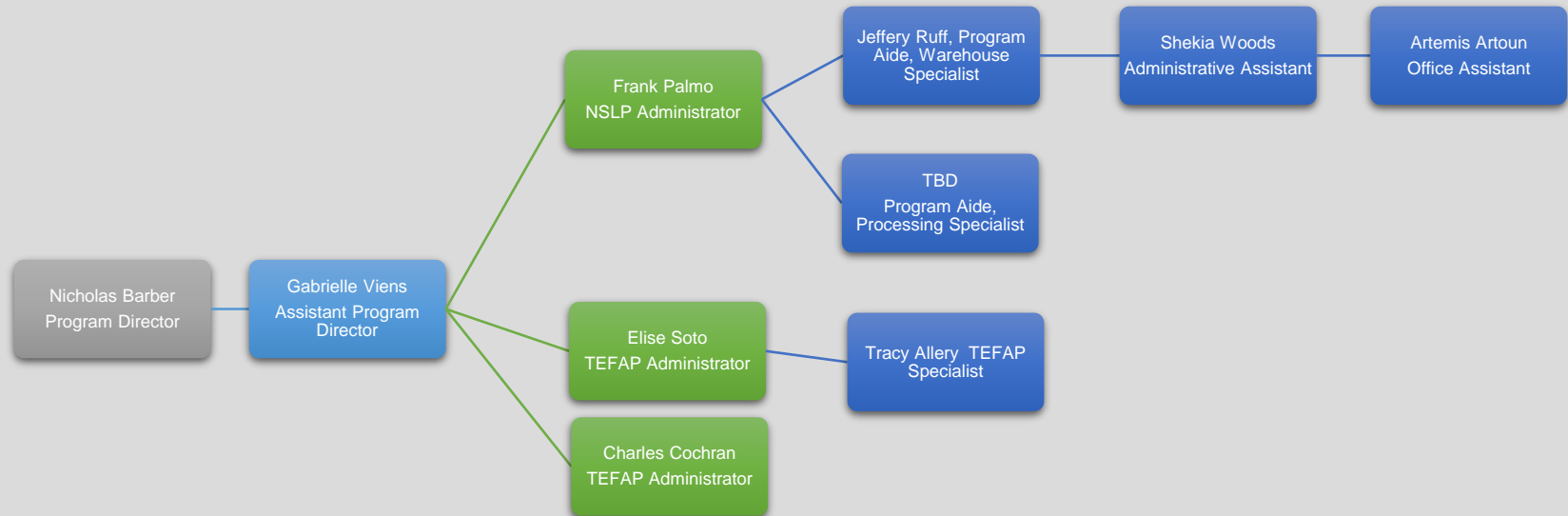
EVERY STUDENT. EVERY DAY.

72nd Annual Conference • New York School Nutrition Association
Verona, New York • October 27-28, 2023

OGS Food Distribution USDA Foods in Schools

Frank Palmo, NSLP Administrator
Jeffrey Ruff, Program Aide

OGS Food Distribution Staff



OGS Food Distribution

- Facilitate the ordering, processing, and storage of USDA Foods.
- Your contact for:
 - USDA Entitlement
 - USDA Foods
 - USDA Direct Delivery (Brown Box)
 - USDA Direct Diversion (Processing)
 - USDA DoD Fresh (DoD)
 - USDA Pilot Project for Unprocessed Fruits & Vegetables (Pilot)

What is USDA Entitlement?

- A dollar (\$) value allocated to schools each school year
 - Calculated value
 - Cannot be carried over school year to school year
 - How is it calculated?

Entitlement = Total Lunches served (TLS) * Effective Meal Rate per Lunch

Example:

If your TLS is 270,000 and the Effective Meal Rate is .365 cents, then your entitlement is **\$106,920**

What Can Your Request with USDA Entitlement?

- **USDA Direct Delivery (Brown Box)**
 - Procured end-products such as Applesauce Cups, Mixed Fruit #10 Cans, Frozen Broccoli
- **USDA Direct Diversion (Processing)**
 - Bulk Pounds for further processing (procurement required), such as whole turkeys, raw peanuts, potatoes
- **USDA DoD Fresh (DoD)**
 - Fresh fruits and vegetables
- **USDA Pilot Project for Unprocessed Fruits and Vegetables (Pilot)**
 - Fresh fruits and vegetables

Direct Delivery (Brown Box)

- Procured End Products
- USDA offers around 140 end products; NYS cannot order them all
- Food Preference Survey - Top 30 items
- Ordering criteria
- Full truck of single product
- Limited delivery periods
- No more than 3 stops, quarter truckload per stop
- OGS Contracted Distributors
- 60 days to receive distributions

Direct Diversion (Processing)

- New York State allows
- Fee for service (FFS) – Paying for the service to process the food
- Net Off Invoice (NOI) – Paying the fee for service and the distributors delivery fee. You are then discounted the value of the USDA Foods bulk pounds.
- Schools must monitor their usage on Processor Link or K12 Food Service
- Pounds do not roll over school year to school year
- Test the product commercially before Diverting
- Use 10% of pounds per month
- If usage of is not at 40% by January, we will bring you to 40%
- For poultry, plan to use the whole bird (white and dark meats)
- Use the Direct Diversion Worksheet



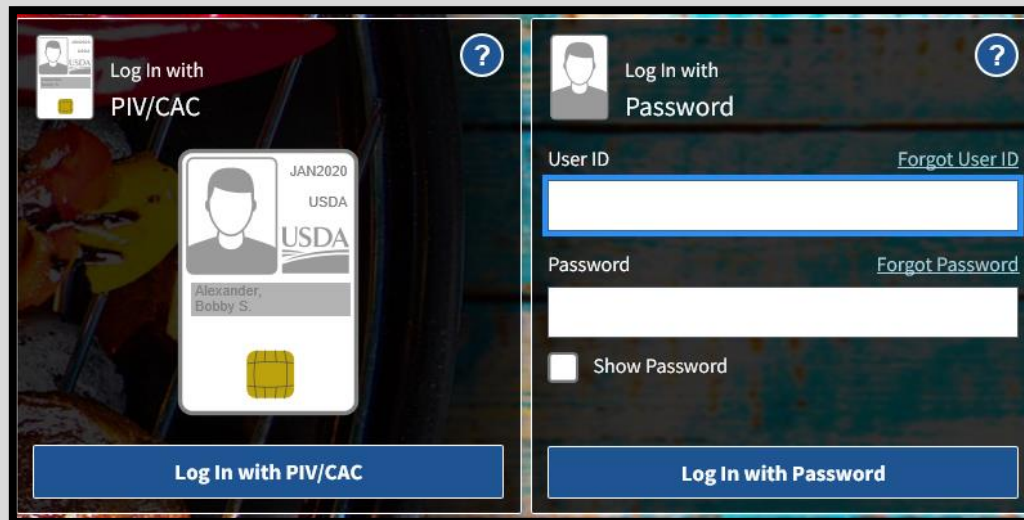
K12 & ProcessorLink

- View Balances
- Orders
- Credits
- Training
 - OGS is hosting trainings with K12 and ProcessorLink
 - K12
 - November 7, 2023, 10:30 am to 11:30 am
 - November 8, 2023, 1:00 pm to 2:00 pm
 - ProcessorLink
 - November 7, 2023, 10:30 am to 11:30 am
 - November 9, 2023, 1:00 pm to 2:00 pm

Register by November 6, 2023, to Secure Your Virtual Seat!

What is WBSCM?

- WBSCM is the Web Based Supply Chain Management system
 - Used for ordering USDA Direct Delivery and Direct Diversion
 - Managing your orders and USDA Entitlement
 - Obtaining the value of your USDA Foods
 - Viewing reports



USDA DoD Fresh Program (DoD)

- Food Distribution administers NYS DoD Entitlement.
- Orders are made through the Fresh Fruit and Vegetable Order Receipt System (FFAVORS) website
- Weekly catalog of available items.
- Minimum delivery amount of \$150 required
- Produce is procured by the U.S. Department of Defense (DoD) and delivered to your school by contracted vendors
- Currently available to all schools participating in NSLP in New York under three contract areas: Southern, Eastern covered by Gargiulo and Western covered by Latina

USDA DoD Fresh Program (DoD) Continued

- USDA DoD Fresh is free flowing. This means that USDA Entitlement can be increased and decreased anytime throughout the year.
 - Increases and Decreases can be requested via the USDA DoD Fresh Survey on our website: <https://ogs.ny.gov/usda-food-distribution>
- Produce Complaints and Vendor Feedback
 - Complaints about the quality of produce received should be communicated (with pictures) directly with the vendor and 'cc' ogsdonatedfoods@ogs.ny.gov.
 - USDA DoD Fresh Vendor Feedback can be shared with our office via the USDA DoD Fresh Vendor Feedback Survey: <https://www.surveymonkey.com/r/DoDVendorFeedback>



USDA Pilot Project for Unprocessed Fruits & Vegetables (Pilot)

- Procured by the school
- Orders must be tracked by the school
- OGS Food Distribution does provide a tracker that schools may choose to use.
- New York State is capped at \$3.5 million
- Set asides for 2023-2024 SY have not exceeded the cap

Assessment Fees

- SY2022-2023 Assessment fee is calculated to be \$3.17 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
- OGS Food Distribution and NY State Education has covered these cost

OGS Food Distribution Expenses: \$3,929,874

OGS Food Distribution SAE: \$1,239,361 (OGS USDA SAE Funds)

NSLP Assessment Fee: \$2,690,513 (Paid for by NY State
Education)

Balance Billed to Schools: \$0

School Lunch Advisory Council (SLAC)

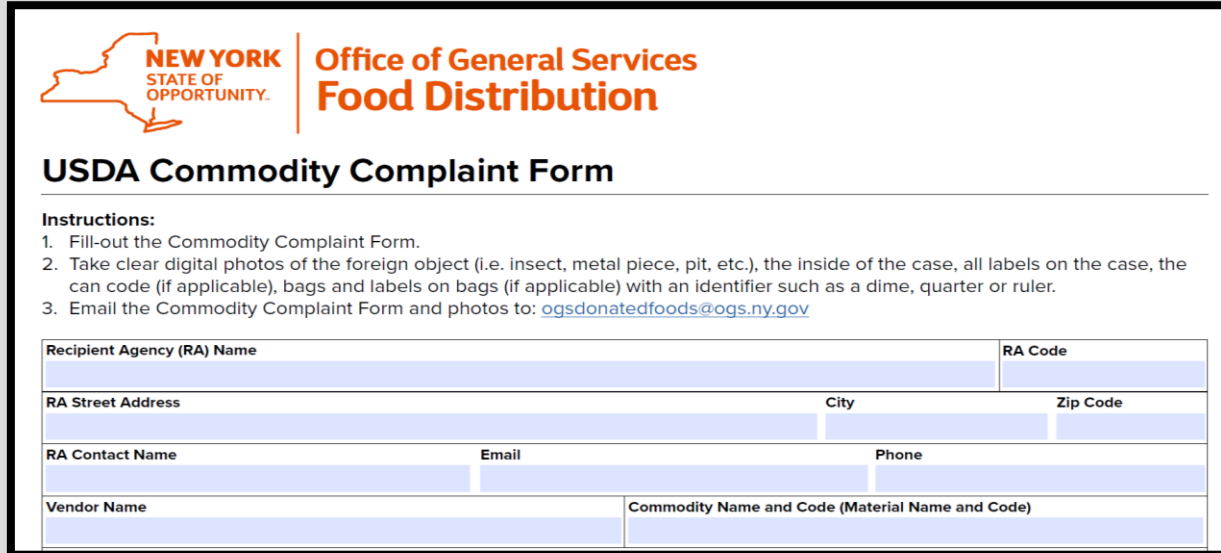
- School Lunch Advisory Council (SLAC) chaired by the Office of General Services (OGS) Division of Food Distribution, meets quarterly to address concerns, discuss improvement opportunities, successes, and share knowledge regarding the school lunch program in New York State.
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- Several school lunch directors, NYS OGS, State Education Department, USDA, NYC Board of Education and the NYS School 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.

Who is my SLAC Representative?

Area A Scott <u>Ziobrowski</u>	Area J Colleen Wise
Area C Heather Myers	Area K Alessandro Palumbo
Area D Bryan McCoy	Area L Geoffrey <u>Fasy</u>
Area E Robert Johnson	NYC Anne O'Donnell
Area F Brian Mitchell	Direct Ship Rep. Ruth O'Connor
Area G Lyn Prestia	

What is a USDA Commodity Complaint?

Submit a Commodity Complaint



NEW YORK
STATE OF OPPORTUNITY.

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)	

- When should I 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 (<https://ogs.ny.gov/usda-food-distribution>)

Questions?



OGSDonatedFoods@OGS.ny.gov or call 518-474-5122

Office Hours: Monday – Friday 7:30 a.m. to 4 p.m

Timeline of USDA Foods

July

- School Year begins July 1 and continues through June 30 of the following year.
- For 12 months schools DoD & Pilot begin, SFSP runs from July 1 – September 30.

August

- 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
- Schools should check K12 and ProcessorLink to make sure all pounds and listed distributors are correct

Sept & October

- Run an WBSCM Entitlement/Bonus Summary Report to view current school year entitlement
- Run a Requisition Status Report for USDA Foods & compare Requisition Status Report with distributor report
- School Nutrition Association Regional Industry Seminars (Rochester & Saratoga)

Timeline of USDA Foods

November & December

- Attend a NYSNA Regional Industry Seminar
- Double check K12 and ProcessorLink. Are pounds are being drawn down correctly?
- Procure processors for your next school year
- Voluntary Sweep of pounds

January

- Food Preference Survey
- 40% Sweep
- Run WBSCM Requisition Status Report to compare with distributor report

February & March

- Order Direct Delivery and Diversion for next school year
- Run WBSCM Requisition Status Report to compare with distributor report

Timeline of USDA Foods

April

- Prepare to take delivery of all your remaining USDA Foods from your distributor. Request final redistributions by redistribution deadline
- Run WBSCM Requisition Status Report to compare with distributor report

May

- Finalize delivery of remaining USDA Foods from distributor
- Run WBSCM Requisition Status Report to compare with distributor report

June

- USDA Foods must be delivered to your school by the beginning of June
- Send Value of Commodities Received Report to your business office
- Assessment Fee information will be gathered and emailed to schools in July.

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 School Nutrition Association)
- Institute for Child Nutrition (ICN)** <https://theicn.org/>
- American Commodity Distribution Association (ACDA)** <http://www.commodityfoods.org/>

** Note: ICN and ACDA offer CEU eligible training.

Training

- New Training & Resources section on the OGS Food Distribution Website!
- New short training videos, guides, FAQs, and reference materials
- Examples of Current Training Provided:
 - Registration in WBSCM
 - Running Reports in WBSCM
 - Food Preference Survey Training
 - Ordering USDA Foods & Ordering Worksheets
 - WBSCM Sales Order Status Definitions
 - How to Request a Redistribution
- We are available for one-on-one training (virtual or in-person)

SECTIONS

Guidance for Common WBSCM Tasks

Ordering USDA Foods Training

USDA Training

Guidance for Common WBSCM Tasks

Description & Additional Guidance	
VIEW PDF	<p>How to Register in WBSCM</p> <p>Guidance for new users registering for the Web Based Supply Chain Management (WBSCM) system.</p>
WATCH VIDEO	<p>WBSCM New User Training Recap</p> <p>WBSCM New User Training video recapping the important upcoming 2022 – 23 School Year changes to Areas K, W, and H NSLP and CACFP program participants.</p>
VIEW FAQs	<p>WBSCM New User Training FAQs</p> <p>WBSCM New User Training Frequently Asked Questions (FAQ) for new WBSCM users in SY2022-23. This document provides the most frequently asked questions gathered during the WBSCM New User Training and answers.</p> <p>Download FAQs</p>
VIEW PDF	<p>A quick one page reference guide for common WBSCM topics, reports, and tasks.</p> <p>See OGS Food Distribution WBSCM Quick Reference (PDF).</p>
WATCH VIDEO	<p>Run a Requisition Status Report</p> <p>Provides a list of all items requested by a school/childcare and provides order information for each item. This report should be used by schools/childcares to monitor the USDA foods ordered and the status of each order. Schools/childcares should run this report bi-weekly.</p> <p>See Requisition Status Report Instructions (PDF).</p>
VIEW PDF	<p>WBSCM Reports Sales Order Status Definitions</p> <p>Provides the definition of each status that may appear under the 'Sales Order Status' column in reports run through WBSCM.</p> <p>See WBSCM Report Sales Order Status Definitions (PDF).</p>
WATCH VIDEO	<p>Run an Entitlement/Bonus Summary Report</p> <p>Provides a summary of a school/Childcare's beginning entitlement balance, remaining entitlement balance, DOD and/or Pilot program allocation, and bonuses for the current or previous school years.</p> <p>See Entitlement/Bonus Summary Report Instructions (PDF).</p>