



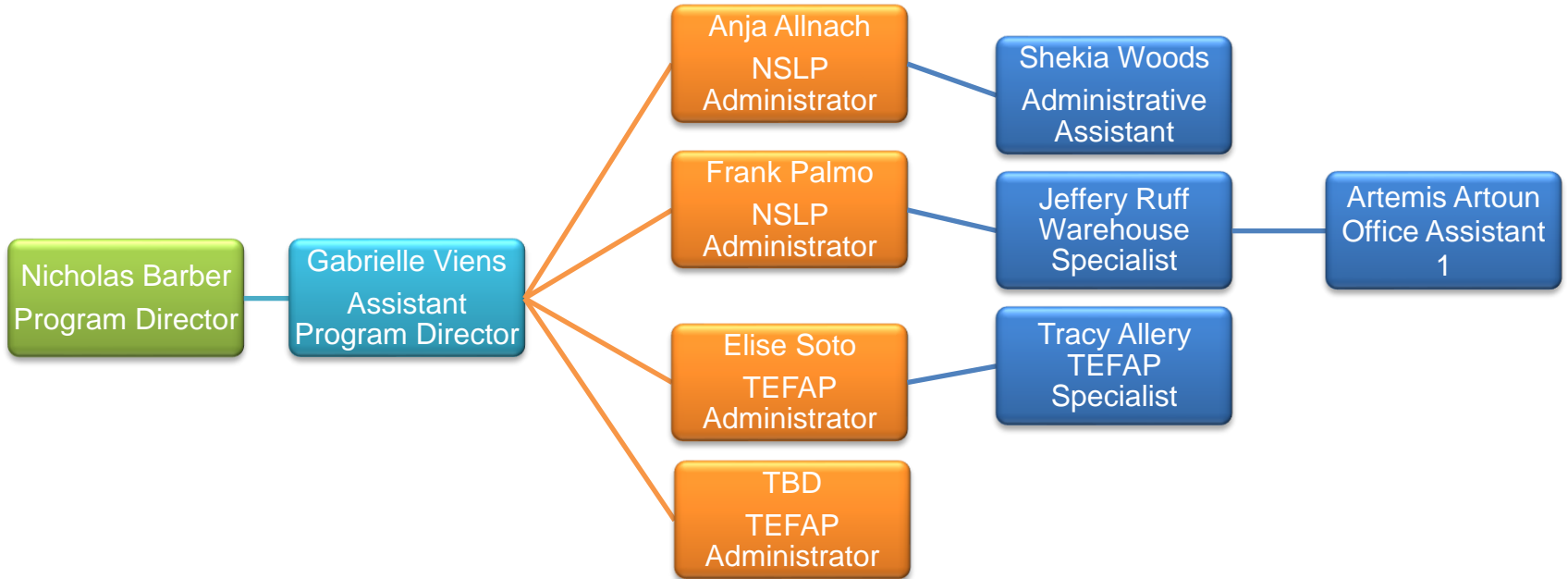
**Office of
General Services**

OGS Food Distribution USDA Foods in Schools

Managing USDA Foods

July 31, 2023

OGS USDA Food Distribution



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



Office of General Services
Food Distribution



Administers New York State's USDA Foods for schools.

OGS Food Distribution

- First point of contact for:
 - Entitlement/allocations/USDA Foods
 - USDA Direct Delivery (Brown Box/Commodities)
 - USDA Direct Diversion (Processing/Bulk)
 - USDA DoD Fresh Program (DoD)
 - USDA Pilot Project for Unprocessed Fruits and Vegetables (PILOT) programs
- Facilitate the ordering, processing and storage of USDA Foods

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.

USDA Foods are 100% domestic products.

What is USDA Entitlement?

A dollar (\$) value allocated to schools each school year

- Calculated value
- Cannot be carried over school year to school year
- Used to request USDA Foods

Entitlement Calculation

Total Lunches Served (TLS) x Effective Rate Per Lunch = Entitlement

- TLS for the SY is 270,000
- Effective rate per lunch is \$0.3960 cents

$$270,000 \times \$ 0.3960 = \$106,920$$

\$106,920 to request USDA Foods

Entitlement Calculation

- TLS is from previous school year
- Do not try to calculate yourself, use WBSCM
- Estimated Effective Meal Rate for SY 2024 is \$0.3650

To increase your Entitlement
Increase your lunch counts

What Can You Request with USDA Entitlement?

1. USDA Direct Delivery (Brown Box/Commodities)

Applesauce Cups, Strawberry Frozen Cups and Diced Pears.

2. USDA Direct Diversion (Processing/Bulk)

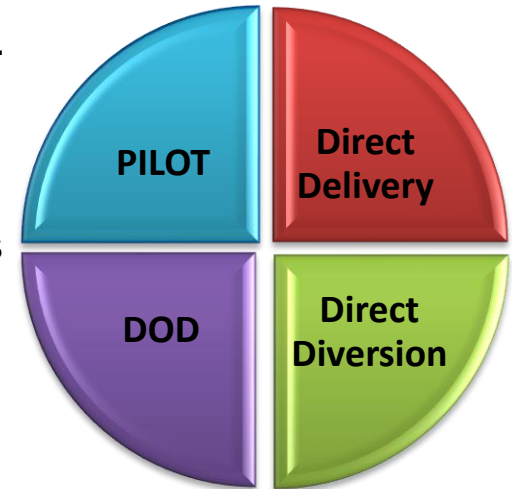
Whole Turkeys, Whole Chicken, Bulk Potatoes, Raw Peanuts

3. USDA DoD Fresh Program (DOD)

Fresh Fruits and Vegetables

4. USDA Pilot Project for Unprocessed Fruits and Vegetables (PILOT)

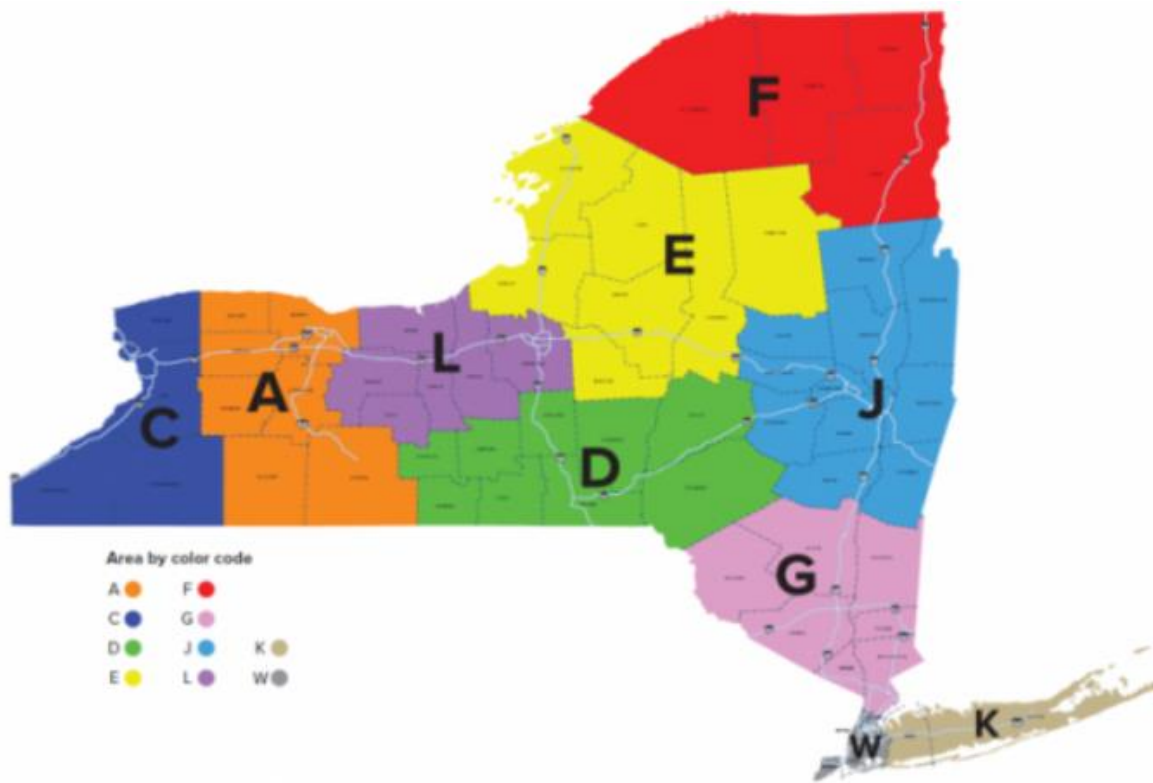
Fresh Fruits and Vegetables



USDA 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

OGS Food Distribution Areas



Area
A – Palmer
C – J & L Ice
D – J & L Ice
E – Renzi
F – Glazier
G – Sysco
J – Sysco
L – Renzi
K/W – Brentwood Distribution Center and distributed to Schrier.

USDA 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



<http://private.k12foodservice.com/>



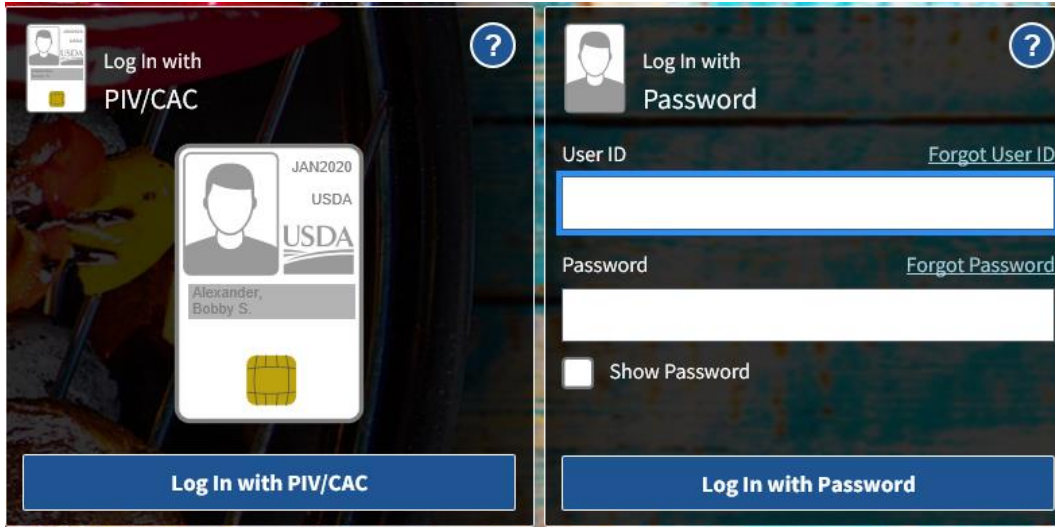
<https://processorlink.com>

In K12 and ProcessorLink, you will be able to view your:

- Balances
- Orders
- Credits
- Training

** You will need to sign up for these services **

Web-based Supply Chain Management (WBSCM)



The screenshot displays two login panels side-by-side. The left panel is titled 'Log In with PIV/CAC' and features a circular help icon. It shows a PIV/CAC card for Bobby S. Alexander, issued by USDA in January 2020. Below the card is a blue button labeled 'Log In with PIV/CAC'. The right panel is titled 'Log In with Password' and also has a circular help icon. It contains input fields for 'User ID' and 'Password', with links for 'Forgot User ID' and 'Forgot Password'. A 'Show Password' checkbox is present below the password field. A blue button labeled 'Log In with Password' is at the bottom.

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

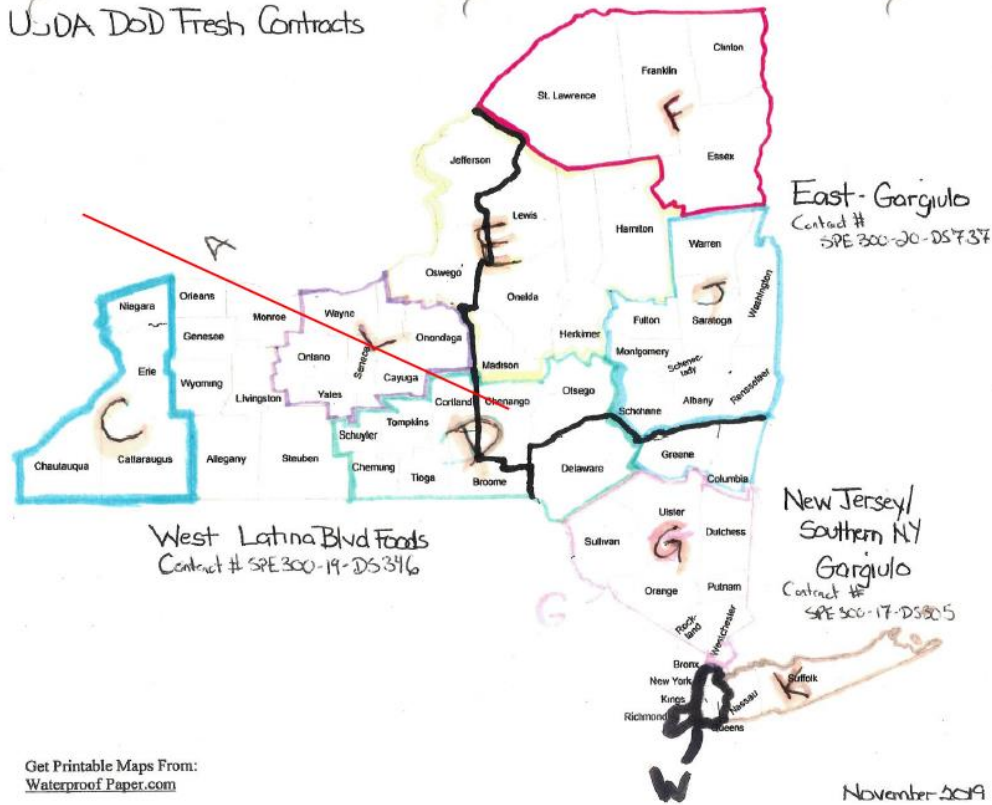
<https://www.usda.gov/topics/food-and-nutrition/web-based-supply-chain-management>

Note: Google Chrome is the only officially supported browser for WBSCM.

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 Contracts



Get Printable Maps From:
Waterproof Paper.com

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

PROGRAMS - FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS - INDIAN TRIBAL ORGANIZATION - 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 eAuthentication Password](#)

Favorite this page. Scroll down and click on FFAVORS Login.

The screenshot shows two login panels side-by-side. The left panel is titled 'Log In with PIV/CAC' and features a USDA eAuthentication card for 'Alexander, Bobby S.' with a 'JAN2020' expiration date. Below the card is a 'Log In with PIV/CAC' button. The right panel is titled 'Log In with Password' and contains input fields for 'User ID' and 'Password', each with a 'Forgot' link. A 'Show Password' checkbox is also present. Below the password field is a 'Log In with Password' button. Both panels include a help icon (question mark) in the top right corner.

<https://www.fns.usda.gov/fdd/fresh-fruits-and-vegetables-order-receipt-system-ffavors>

USDA Pilot Project for Unprocessed Fruits and 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

Why should I order USDA Foods?

- Quality 100% Domestic Product
- Direct Delivery and DoD are procured for you
- Can be used to supplement your menu
- Can be used for lunches, breakfast, snack programs and other child nutrition programs
- You'd be silly not to...

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)

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

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.

Assessment Fee SY2022-23

- 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.

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.

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

**Meeting Notes can be found on our website*

Commodity Complaint



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)	

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

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)
- 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 & Resources

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>

- New Training & Resources section on the OGS Food Distribution Website!
- New short training videos, guides, FAQs, and reference materials
- Will continue to expand and be updated.
- 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

Scenarios

S: I didn't receive the right USDA commodity, or I received more or less than expected...

A: Please contact OGS Food Distribution at OGSDonatedFoods@OGS.ny.gov or CC us on your email to your distributor.

S: I received Damaged or Spoiled USDA Foods...

A: If you discover damaged or spoiled food while your delivery is being made, please have the driver take the spoiled or damaged food with them back on the truck. They will need to mark this on your delivery paperwork.

Please also email OGSDonatedFoods@OGS.ny.gov to let us know. We will credit your USDA Entitlement back for the affected foods and we track this throughout the year.

If you discovered the damaged or spoiled food after delivery has been made, please provide a USDA Commodity Complaint form and pictures of the affected product.

Scenarios

S: I can't take delivery of some of my USDA Foods within 60 days of their receipt at my area distributor...

A: Please contact OGSDonatedFoods@OGS.ny.gov to let us
and how much you cannot take.

know which commodities

Best Practices

- Run the Requisition Status Report in WBSCM – At least Monthly
- Don't hesitate to reach out if you have questions
- Communicate issues promptly
- Participate in offered trainings
- Network, join NYSNA, ACDA or both

Questions?

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

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

Would you like a copy of this PowerPoint presentation or to provide feedback?

Use the QR Code below:



We appreciate your feedback!