



OGS Food Distribution

USDA FOOD PREFERENCE SURVEY
2025-2026 SCHOOL YEAR

The mandatory Food Preference Survey is for participants of the National School Lunch Program (NSLP) and is used to determine the most popular products published on USDA's Foods Available List. The results of this survey are used by OGS USDA Food Distribution to determine the 30 products that will be made available for participants when ordering in February for the 2025-2026 School Year.

This survey must be completed by close of business on **January 22, 2025**.

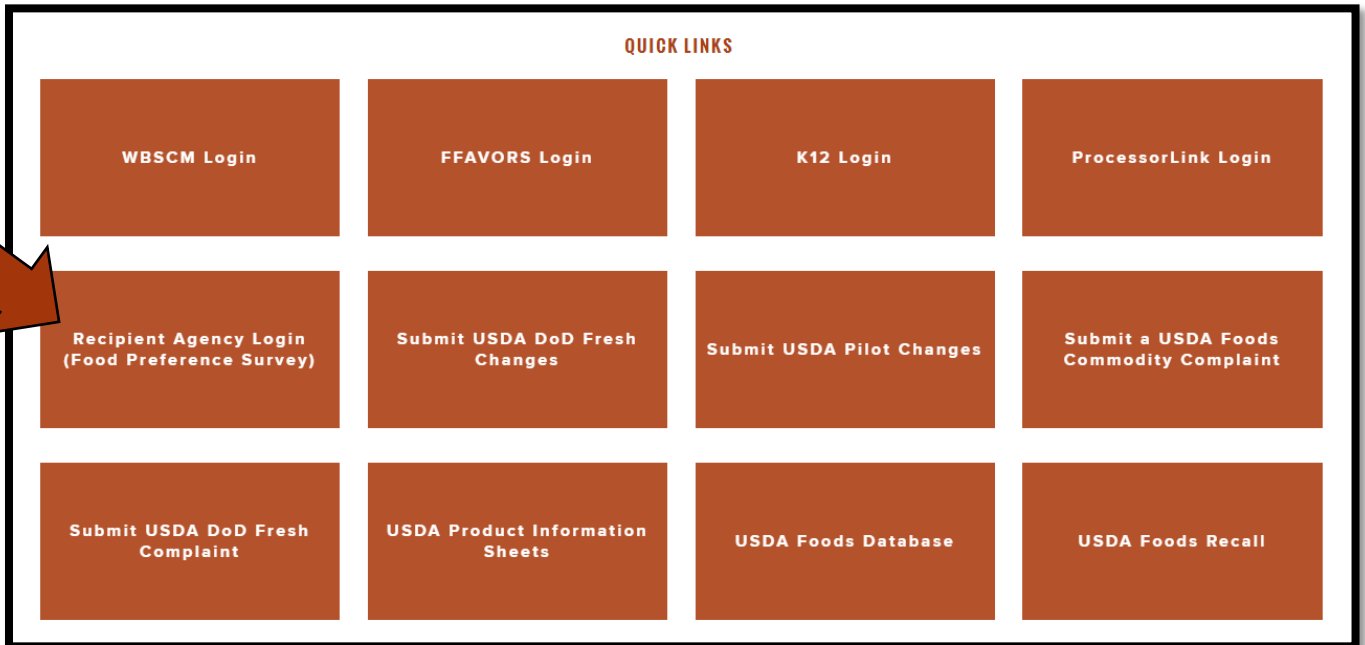
How to Complete the Food Preference Survey

🔴 Before you begin!

Before you begin, please complete the Food Preference Survey worksheet offline. You will only have 59 minutes to complete the survey online and your progress cannot be saved.

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 Login" button located near the top/center of the page.



Step 2

- You will receive an email with your username (your school code, i.e., J100) and a password.
- If you do not, email ogsdonatedfoods@ogs.ny.gov.

The screenshot shows the OGS (Office of General Services) login page. At the top left, it says "OGS New York State Division of Food Distribution". In the center, there is a logo for the "Office of General Services" with "NEW YORK STATE" above it. Below the logo, there is a section titled "Food Distribution and Warehousing" which contains a "User Name:" field, a "Password:" field, and a "Log In" button.

Step 4

Click "Food Preference Survey 2025 - 2026 SY" to access the online Survey.

The screenshot shows the "Government Donated Foods Distribution Program" page. At the top right, it says "Food Distribution and Warehousing" and "Government Donated Foods Distribution Program". On the left, there is contact information for RA Code: j002, Name: South Colonie School District, and Fax: (518) 869-6481. A "Contact Person:" field is also present. Below this, there are links for "Survey Completion Instructions" and "Survey Work Sheet". A callout box points to these links with the text: "Use your completed Food Preference Survey Worksheet and the survey instructions here to complete the online survey." Below the links is a button labeled "Food Preference Survey 2025 - 2026 SY", which is highlighted by another callout box with the text: "Click on the Food Preference Survey button to access the online survey." At the bottom left, there is a link "Return to OGS Government Donated Foods Home Page" and a note: "Note: This will allow you to return to the home page from which you can view the monthly distribution information series."

Step 5

You will have 59 minutes to input your survey feedback. Please use your completed Food Preference Survey Worksheet to assist you with this process. Your work cannot be saved and must be completed within the 59-minute timeframe.

The screenshot shows the "Food Preference Survey 2025 - 2026 SY" form. At the top right, it says "Food Preference Survey 2025 - 2026 SY". Below this, there is a table with the following data:

SCHOOL NAME	SOUTH COLONIE SCHOOL DISTRICT
SCHOOL CODE	J002
TOTAL ENTITLEMENT / DIRECT DIVISION VALUE	\$167,554.44 / \$0.00

At the bottom left, there is a "Reset" button and a "Session Time Left: 00:58:05" indicator. A callout box points to the "Reset" button with the text: "CAUTION: Clicking the 'Reset' button will reset the timer and clear the number of cases." Another callout box points to the "TOTAL ENTITLEMENT / DIRECT DIVISION VALUE" row of the table with the text: "All diversion balances are listed at zero at this time. This will not affect a school's ability to divert when ordering occurs."

Note: Note, all entitlement and product values are estimated for the purpose of this survey. This value may be different when you place your order in February and March.

Step 6

Enter (in dollars values) the estimated amount you plan to use toward Direct Diversion Set Aside, Unprocessed Fresh Fruit and Vegetable Pilot, and USDA DoD Fresh Program in the first three rows below (see red box).

COMMODITIES FOR SHIPMENT THROUGH GOVERNMENT WAREHOUSE						
Commodity Description	Code	Pack Size	Cases Per Truck	Case Value	Cases	EstEntValue
1. Direct Diversion Set Aside	900000	Dollar Value	1	\$1.00	0	\$0.00
2. Unprocessed Fresh Fruit and Vegetable Pilot (Only Areas A,C,D,E,F,G,J,L)	900001	Dollar Value	1	\$1.00	0	\$0.00
3. USDA DoD Fresh Program	900002	Dollar Value	1	\$1.00	0	\$0.00
Alaska Pollock, Whole Grain-Rich Breaded Sticks, Frozen	110851	8/5 lb or 4/10 lb bag	950	\$94.93		\$0.00
Apple Juice, 100%, Unsweetened, Cups, Frozen	111790	96/4 oz cup	1408	\$15.00		\$0.00
Apple Slices, Unsweetened, Canned			912			
Apple Slices, Unsweetened, Frozen (IQF)			1320			
Applesauce, Unsweetened, Canned (K)			912			
Applesauce, Unsweetened, Cups, Shelf-Stable			1400			
Apricots, Diced, Cups, Frozen			1400	\$46.49	0	\$0.00
Apricots, Diced, Extra Light Syrup, Canned	100216	6#10 can	912	\$50.26	0	\$0.00

Use these three (3) rows to input the estimated amount you plan to use.

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

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.

Please hold off on submitting a request to allocate entitlement to USDA DoD Fresh and/or Pilot Project for next School Year, until you receive a notification from our office in April.

Step 7

Using your Food Preference Survey Worksheet, enter the estimated number of cases you would like to use of each product you selected.

Reset

Session Time Left: 00:52:49

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

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	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	0	\$0.00
USDA DoD Fresh Program	900002	Dollar Value	1	\$1.00	0	\$0.00
Alaska Pollock, Whole Grain-Rich Breaded Sticks, Frozen	110851	8/5 lb or 4/10 lb bag	950	\$105.99	0	\$0.00
Apple Juice, 100%, Unsweetened, Cups, Frozen	100206	6#10 can	912	\$40.04	0	\$0.00
Apple Slices, Unsweetened, Canned	100258	30 lb case	1,320	\$24.83	0	\$0.00
Apple Slices, Unsweetened, Frozen (IQF)	110541	6#	1,320	\$17.00	0	\$0.00
Applesauce, Unsweetened, Cups, Shelf-Stable	110361	96/4	1,400	\$0.00	0	\$0.00
Apricots, Diced, Cups, Frozen	100261	96/4	1,400	\$0.00	0	\$0.00
Apricots, Diced, Extra Light Syrup, Canned	100216	6#	912	\$0.00	0	\$0.00
Beans, Baby Lima, Low-sodium, Canned	100371	6#	1,400	\$0.00	0	\$0.00
Beans, Black, Low-sodium, Canned	100359	6#	1,400	\$0.00	0	\$0.00
Beans, Black-eyed Pea, Low-sodium, Canned	100368	6#10 can	864	\$25.27	0	\$0.00

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 2025-2026 School Year.

Step 8

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

Food Preference Survey 2025 - 2026 SY

SCHOOL NAME

SCHOOL CODE

TOTAL ENTITLEMENT / DIRECT DIVISION VALUE

Reset

Session Time Left: 00:51:32

Next

After completing this part of the survey, click the 'Next' button.

Step 9

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

Food Preference Survey 2025 - 2026 SY

SCHOOL NAME

SCHOOL CODE

TOTAL ENTITLEMENT / DIRECT DIVISION VALUE

<<

Session Time Left: 00:59:55

Survey Complete

If you need to adjust the number of cases, click the << button before clicking Survey Complete.

Review your entries. If no changes are necessary, click Survey Complete.

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

online-test.ogs.ny.gov says

You have submitted this survey successfully!

OK

Step 10

➤ Once you select “Survey Complete” a page will appear with your schools’ totals and “Date Submitted”.

 **PRINT THIS PAGE**

You will need to print this from your browser (i.e., File > Print). Be sure you have a copy and are physically holding it before closing the browser. **This report cannot be regenerated.**

Food Preference Survey 2025 - 2026 SY						
SCHOOL NAME					CT	
SCHOOL CODE						
TOTAL ENTITLEMENT / DIRECT DIVISION VALUE						
Total Dollar Value of Survey Items		\$35,520.78		Totals and Date Submitted will appear here.		
Date Submitted		1/7/2025 12:27:30 PM				
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	10000	\$10,000.00

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 22, 2025**