NEW YORK STATE | Office of General Services

USDA Foods Timeline

Key Terms

OGS	OGS Food Distribution	**NYSNA**	New York School Nutrition Association
NYSED	New York State Education Department	**ACDA**	American Commodity Distribution Association
NSLP	National School Lunch Program	**SFSP**	Summer Food Service Program
WBSCM	Web Based Supply Chain Management system	**FFAVORS**	Fresh Fruit & Vegetable Order Receipting System
PL	ProcessorLink	**K12**	K12 Food Service

July - Beginning of School Year (July 1st)

- ❑ Attend the Managing Your Child Nutrition Program Training hosted by New York State Education Department (NYSED) in Verona, New York.
- ❑ USDA Direct Delivery - Email your school calendar to your distributor and other vendors.
- ❑ USDA DoD Fresh - 12-month school districts begin.
- ❑ USDA Pilot Program - 12-month school districts begin.
- ❑ USDA DoD Fresh for the Summer Food Service Program (SFSP) - begins (July 1st – September 30th).
- ❑ USDA publishes annual meal rate.

August

- ❑ Attend Back to School Trainings for New Food Service Directors (NYSED).
- ❑ Run Requisition Status Report in WBSCM to review USDA Foods orders.
- ❑ Contact OGS if your Food Service Director or contact information has changed.
- ❑ USDA Direct Diversion - Review https://www.k12foodservice.com/ (K12) & https://www.processorlink.com/ (PL) to ensure pound and distributors are correct.
- ❑ USDA Direct Delivery - Your distributor will email you the annual delivery schedule.

September

- ❑ Run the Entitlement/Bonus Summary Report in WBSCM to view current entitlement balance.
- ❑ Run a Requisition Status Report in WBSCM and compare against your distributor's weekly report.
- ❑ USDA Direct Delivery - Products will begin arriving at your distributor and your distributor should begin delivering to you.
- ❑ USDA Direct Diversion - Review K12 and PL to ensure pounds are being utilized (recommended 10% per month). Compare against WBSCM

- ❑ USDA DoD Fresh for the Summer Food Service Program (SFSP) - ends September 30th. All deliveries and receipts must be completed.

October

- ❑ Run the Entitlement/Bonus Summary Report in WBSCM to view current entitlement balance.
- ❑ Attend New York School Nutrition Association (NYSNA) Annual Conference.
- ❑ USDA Direct Diversion - Review K12 and PL to ensure pounds are being utilized (recommended 10% per month). Compare against WBSCM.
- ❑ USDA Direct Diversion - Start thinking about the procurement process for next school year.

November

- ❑ Attend Regional Industry Seminars (RIS) in your region hosted by NYSNA.
- ❑ USDA Direct Diversion - Start procurement process for processors for next school year.
- ❑ USDA Direct Diversion - Review K12 and PL to ensure pounds are being utilized (recommended 10% per month). Compare against WBSCM.
- ❑ USDA Direct Diversion – Start thinking about what you might want to request to give back during December's Voluntary USDA Direct Diversion Sweep.

December

- ❑ Attend Regional Industry Seminars (RIS) in your region hosted by NYSNA.
- ❑ USDA Direct Diversion - Procurement for processors should be in place for next school year.
- ❑ USDA Direct Diversion - Review K12 and PL to ensure pounds are being utilized (recommended 10% per month). Compare against WBSCM.
- ❑ USDA Direct Diversion - Voluntary USDA Diversion (Processing) Sweep.

January

- ❑ USDA Direct Delivery - Food Preference Survey (mandatory) – Submit response.
- ❑ USDA Direct Diversion - Mandatory Sweep (Must be at 40% usage or more by January 31st).
- ❑ USDA Direct Diversion - Review K12 and PL to ensure pounds are being utilized (recommended 10% per month). Compare against WBSCM.

February/March – Ordering USDA Foods

- ❑ USDA Direct Delivery and/or USDA Direct Diversion - Submit your district's order request for next school year in WBSCM.
- ❑ USDA Direct Diversion - Review K12 and PL to ensure pounds are being utilized (recommended 10% per month). Compare against WBSCM.

April

- ❑ Attend the American Commodity Distribution Association (ACDA) Annual Conference.
- ❑ USDA Direct Delivery - Redistribution Deadline (TBD in April).
- ❑ Review the Requisition Status Report in WBSCM and your distributors weekly report to determine if you need to request to redistribute products you cannot accept delivery of by the first week of June. Redistribution requests must be submitted by the deadline (TBD in April)
- ❑ USDA Direct Diversion - Review K12 and PL to ensure pounds are being utilized (recommended 10% per month). Compare against WBSCM. Ensure all pounds will be used by June 30th.
- ❑ USDA DoD Fresh and/or USDA Pilot Program - Submit allocation for next school year.
- ❑ Once OGS submits USDA Direct Delivery and USDA Direct Diversion orders to USDA, you will receive an email allowing school districts to allocate entitlement to USDA DoD Fresh and USDA Pilot Program for next school year.

May

- ❑ USDA Direct Delivery - Communicate and finalize a schedule for delivery of all remaining products to your school district by Delivery Deadline (TBD) the end of the first week of June.
- ❑ USDA Direct Diversion - Review K12 and PL to ensure pounds are being utilized (recommended 10% per month). Compare against WBSCM. Ensure all pounds will be used by June 30th.

June – End of the School year (June 30th)

Assessment Fee information will be gathered and emailed to schools in July (if applicable)

- ❑ USDA Direct Delivery - Delivery deadline is the first week of June. All remaining products must be delivered to your school district.
- ❑ USDA Direct Diversion - Mandatory Sweep (All unused lbs. will be swept at the end of June)
- ❑ Reporting for Business Offices (End of June)
    - ❑ Value of Commodities Received Report in WBSCM
    - ❑ Usage Report in FFAVORS
    - ❑ If you participate in USDA Pilot Program, refer to your records, such as invoices, for the value of USDA Pilot Program

Questions? Contact Us

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