

USDA Foods



Overview

Through the Food Distribution Program, USDA purchases foods through direct appropriations from Congress, and under surplus-removal and price-support activities. The foods are distributed to State agencies for use by various programs, including the Summer Food Service Program (SFSP). In order to be eligible to order USDA Foods (donated commodities) the Sponsor must:

- Prepare meals on site or at a central kitchen (be self-prep),
- Purchase meals from a school that participates in the National School Lunch Program; or
- Be a school that procures their SFSP meals from the same Food Service Management Company used during the most recent school year.

USDA Foods represent a small percentage of the food that will be purchased to operate your SFSP.

The Amount Offered/Entitlement

USDA Foods entitlement for SFSP is calculated based on the number of meals served in the prior summer. If an agency is new to SFSP, the agency’s estimate for the current year will be used. The value of the product is subtracted from the agency’s total available entitlement dollars. If ‘bonus’ foods are offered, the value will not be subtracted from the entitlement, although handling charges still apply.

Cost of USDA Foods

Although sponsors will not pay for the food itself, there is a handling charge (for storage and handling of the product) and a processing fee if processed items are ordered. For the summer 2020, the handling charge rate is \$.06/gross weight pound for delivery of USDA Foods. Those items in which a processing fee will be charged are identified with product codes beginning with ‘C’.

What products are available to order in 2020?

The number of cases offered to each agency will be depend on the calculated entitlement.

Peaches, sliced, canned (100219)	6#10 cans	Mixed Berry Cups, frozen (110859)	96/4 oz cups
Pears, sliced, canned (100224)	6#10 cans	Beef Patties (C414)	221/2.17 oz
Potato Wedges, frozen (100355)	6/5 lb bags	Mozzarella Pizza Stick (C710)	96/3.86 oz

Delivery

All USDA Foods are delivered by the state-contracted trucking company, Midwest Perishables, Inc. (MPI), to one drop-off point per agency. Commercial distributors are **NOT** able to pick-up the USDA Foods from the state-contracted warehouse for the SFSP (even if your agency did this during the school year). Also, please note that due to contracting issues, the delivery address designated for each participating SFSP agency must be a school address/sponsor’s address. It CANNOT be a commercial distributor storage site.

Program Use/Ending Inventory

The ultimate goal is to have zero USDA Foods left in inventory at the end of the summer program. If there is product leftover, it is the agency’s responsibility to transfer the USDA Foods to another eligible agency, such as a school. Schools participating in the NSLP may transfer leftover SFSP USDA Foods to that Program. Agencies must also access the **Wisconsin USDA Foods Ordering System**: <https://www3.dpi.wi.gov/FDP/Login.aspx> and print a copy of the “Commodity Allocation and Receipt Summary” report that summarizes the value of USDA Foods your agency received for SFSP for recordkeeping purposes. For more information regarding the USDA Foods Distribution Program, please visit the **Wisconsin USDA Foods Program Webpage**: <https://dpi.wi.gov/school-nutrition/usda>.

USDA Foods Ordering and Receiving Process

1. **USDA Foods Contact and Delivery Information** – Existing SFSP USDA Foods agencies will be able to submit contact and delivery information in the **Wisconsin USDA Foods Ordering System**: <https://www3.dpi.wi.gov/FDP/Login.aspx> between February 10, 2020 and April 10, 2020. This must be done by **April 10, 2020** in order to be eligible to receive USDA Foods. If your agency is **new** to the SFSP USDA Foods program, your agency will not be able to access the [Wisconsin USDA Foods Ordering System](#) until after your agency's SFSP Application has been submitted and processed. The SFSP Application opens March 1, 2020.
2. **SFSP Application** – Eligible sponsors electing to order USDA Foods must be sure to indicate this on the first page of the SFSP Application (General Information page). The Application must be completed by April 10, 2020 in order to be eligible to receive USDA Foods.
3. After the Department of Public Instruction (DPI) receives your agency's SFSP Application, your entitlement dollars will be calculated.
4. The last two weeks of April 2020, eligible **new** SFSP agencies will need to complete contact and delivery information in the [Wisconsin USDA Foods Ordering System](#). This must be completed by the end of April 2020, in order to receive SFSP USDA Foods.
5. Towards the end of April 2020, eligible agencies will receive a detailed instruction packet on placing the USDA Foods order. Instructions on the delivery process will also be provided at that time.
6. Paper copies of the USDA Foods orders are not mailed out. Eligible agencies will be responsible for accessing the [Wisconsin USDA Foods Ordering System](#) to both place the USDA Foods order and print out a copy of the USDA Foods order once processed. Reminder: Since the SFSP USDA Foods delivery will be received in June 2020, all USDA Foods activity will be accessible under Program Year 2020 in the [Wisconsin USDA Foods Ordering System](#).
7. In order to receive the one time June 2020 USDA Foods order, agencies must access the [Wisconsin USDA Foods Ordering System](#) from May 1, 2020– May 8, 2020 and place the USDA Foods order.
8. When placing the USDA Foods order, review the offer carefully and order only those USDA Foods that your agency will be able to use up during the summer months—USDA Foods must be transferred to an eligible agency at the end of the summer. Notify DPI if you decide not to place an SFSP order.

Important Timeline

February 10 – April 17, 2020	Existing SFSP agencies enter contact and delivery information in the Wisconsin USDA Foods Ordering System .
April 10, 2020	SFSP Application must be completed.
Last 2 weeks of April 2020	New SFSP agencies enter contact and delivery information into the Wisconsin USDA Foods Ordering System .
End of April 2020	Instruction packet will be mailed to all eligible agencies.
May 1 – May 8, 2020	Place the USDA Foods order via the internet.
After May 20, 2020	Print a copy of the USDA Foods order from the Wisconsin USDA Foods Ordering System .