

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 figured 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 utilized. The value of the product is what 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 would still apply.

Cost of USDA Foods

Although sponsors will not pay for the food itself, there is a handling charge (covers storage and handling of the product) and a processing fee if processed items are ordered. For the summer 2019, the handling charge rate is \$.0528/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’s available to order in 2019?

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

Peaches, sliced, canned	6#10 cans	Mixed Berry Cups, frozen	96/4 oz cups
Pears, sliced, canned	6#10 cans	Egg Patties, round, frozen	25 lb bag
Corn, frozen	30 lb ctn	Chicken Nuggets, Whole Grain, Tyson	30.6 lb ctn
Potato Wedges, frozen	6/5 lb bags	Cheese Quesadillas, Schwans	96/4.4 oz ctn

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 off 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 & 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 11, 2019 and April 12th, 2019. This must be done by **April 12, 2019** 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 1st.
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 12, 2019 in order to be eligible to receive USDA Foods.
3. After DPI receives your agency's SFSP Application, your entitlement dollars will be figured.
4. The last two weeks of April 2019, eligible **new** SFSP agencies will also need to complete contact and delivery information in the [Wisconsin USDA Foods Ordering System](#). This must be completed by the end of April 2019, in order to receive SFSP USDA Foods.
5. Towards the end of April 2019, 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 2019, all USDA Foods activity will be accessible under Program Year 2019 in the [Wisconsin USDA Foods Ordering System](#).
7. In order to receive the one time June 2019 USDA Foods order, agencies must access the [Wisconsin USDA Foods Ordering System](#) from May 3, 2019– May 10, 2019 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 order.

Important Timeline

February 11 – April 12, 2019	Existing SFSP agencies enter contact and delivery information in the Wisconsin USDA Foods Ordering System .
April 12, 2019	SFSP Application must be completed.
Last 2 weeks of April 2019	New SFSP agencies enter contact and delivery information into the Wisconsin USDA Foods Ordering System .
End of April 2019	Instruction packet will be mailed to all eligible agencies.
May 3 – May 10, 2019	Place the USDA Foods order via the internet.
After May 15, 2019	Print a copy of the USDA Foods order from the Wisconsin USDA Foods Ordering System .