



# USDA Foods

## Summer Food Service Program

### Overview

The U.S. Department of Agriculture (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). To be eligible to order USDA Foods (donated commodities), a school or agency must:

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

### Participation

Agencies must have an approved SFSP Application in the Department of Public Instruction's *Online Services*. Agencies must indicate on page 2 of the application that the "agency requests USDA Foods".

### USDA Foods Entitlement Allocation and Ordering

In April, agencies participating in USDA Foods are allocated entitlement dollars. The entitlement is based on the number of meals the agency served in SFSP during the prior summer. In May, at the time of ordering USDA Foods, the entitlement value of the products is automatically drawn down from the agency's allocated entitlement dollars. Agencies are not invoiced for the value of the food ordered. USDA Foods represent a small percentage of the food that will be purchased to operate SFSP.

### Cost of USDA Foods

Although agencies are not invoiced for the product value of USDA Foods delivered, agencies are invoiced for handling fees and, if applicable, processing fees. For summer 2023, the handling charge rate is \$.125/gross weight pound for delivery of USDA Foods.

### Delivery

All USDA Foods are delivered by the state-contracted trucking company, Midwest Perishables, Inc. (MPI), to one delivery address per agency; and the delivery address must be a school or agency site. Commercial distributors are **NOT** used for the SFSP.

### USDA Foods Inventory and Recordkeeping

An agency's goal is to have zero USDA Foods left in inventory at the end of the summer program. If there are USDA Foods remaining in inventory, it is the agency's responsibility to transfer the products to another eligible agency, such as a school. Schools participating in the NSLP may transfer leftover SFSP USDA Foods to NSLP.

After delivery, for recordkeeping purposes, agencies will access the *Wisconsin USDA Foods Ordering System* and print a copy of the "Commodity Allocation and Receipt Summary" report that summarizes the value of USDA Foods received for SFSP 2023.

## USDA Foods Timeline for SFSP 2023

1. March 3 to April 10, 2023 – Agencies will submit the 2023 SFSP Application in *Online Services*.  
**On page 2 of the 2023 SFSP Application – Be sure to respond “Yes” to “Applicant is requesting USDA Foods”.**
2. March 1 to April 8, 2023 – Agencies will submit contact and delivery information in the [Wisconsin USDA Foods Ordering System](#). **New SFSP agencies must have an approved SFSP application in *Online Services* before getting access to the Ordering system.**
3. At the end of April – DPI will email USDA Foods ordering and delivery instructions. Agencies can view their allocated entitlement dollars in the *Wisconsin USDA Foods Ordering System*.
4. Before May 1 – Be sure to notify DPI if your agency decides not to place a USDA Foods order.
5. May 3 to May 10 – Agencies submit USDA Foods Order in the *Wisconsin USDA Foods Ordering System*.
6. June – Delivery of USDA Foods order by trucking company, MPI.
7. End of June – DPI emails invoices for USDA Foods handling fees and, if applicable, processing fees. Payment by ACH due to DPI in 30 days. Agencies access the Commodity Allocation and Receipt Summary for records.
8. End of summer program, agency transfers any remaining USDA Foods inventory to an eligible school or program.

For more information regarding the USDA Foods Distribution Program, please visit the **Wisconsin USDA Foods Program Webpage**: <https://dpi.wi.gov/school-nutrition/usda>. Click on “Ordering System” on the left navigation bar and scroll down to Summer Food Service Program for Guides and Instructions.

### USDA Foods Product Information (List is not final)

Description (per case)	Entitlement Value	Handling Fee	Processing Fee	Total Fees (per case)
Mixed Berries (Blueberries, Strawberries), Cups, Frozen, 96/4 oz. (110859)	\$44.47	\$3.48	--	\$3.48
Mixed Vegetables, No Salt Added, Frozen, 6/5 lb (111230)	\$22.86	\$4.00	--	\$4.00
Peach, Diced, Cups, Frozen, 96/4.5 oz (100241)	\$40.99	\$3.84	--	\$3.84
Strawberries, Diced, Cups, Frozen, 4.5 oz. (100256)	\$50.42	\$3.91	--	\$3.91
Beef Patties, Frozen, 221/2.17 oz (C414)	\$63.40	\$3.95	\$29.39	\$33.34