



# 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 either:

- 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 the application that the "agency requests USDA Foods".

### USDA Foods Entitlement Allocation and Ordering

In April, DPI will send an email to agencies that have opted to participate in USDA Foods that DPI has allocated entitlement dollars to their agency in the Wisconsin USDA Foods Ordering System. Entitlement dollars are based on the number of meals the agency served in SFSP during the prior summer, and agencies spend entitlement dollars by ordering USDA Foods. In May, the order opportunity will open in the Ordering System. As the agency enters their order, the agency's entitlement dollars are automatically drawn down. Agencies are not invoiced for the value of the food ordered. USDA Foods represent a small percentage of the food that your agency will need to purchase to operate SFSP.

### DPI's Fees for 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 2025, the handling charge rate is \$.181/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. Agencies may not use their own commercial distributor for delivery of SFSP USDA Foods.

### USDA Foods Inventory and Recordkeeping

At the end of the summer program, an agency's goal is to have zero USDA Foods left in inventory. 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 2025.

## USDA Foods Timeline for SFSP 2025

1. March 4 to April 28, 2025 – Agencies will submit the 2025 SFSP Application in *Online Services*.

**On page 1 of the 2025 SFSP Application – Be sure to respond “Yes” to “Applicant is requesting SFSP USDA Foods”.**

<i>Check all that apply to your Agency</i>	
Applicant is requesting SFSP USDA Foods	Yes

2. April 10 to May 1, 2025 – 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. MPI will email delivery date.
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.
8. End of June - Agencies print the Commodity Allocation and Receipt Summary for records.
9. End of summer program, agency transfers any remaining USDA Foods inventory to an eligible school or program.

If you have questions about the SFSP USDA Foods Program, please contact the WI DPI USDA Foods Team at [dpisnusdafoods@dpi.wi.gov](mailto:dpisnusdafoods@dpi.wi.gov) or call (608) 267-4598.

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

Description (per case)	Entitlement Value (Per Case)	Handling Fees (Per Case)
Strawberries, Diced, Cups, Frozen, 4.5 oz. (100256)	\$31.30	\$5.67
Applesauce, Unsweetened, Cups, Shelf-Stable, 96/4.5 oz (110361)	\$32.40	\$5.86
Pancakes, Whole Grain or Whole Grain-Rich, Frozen, 144 ct (110393)	\$12.00	\$2.17
Mixed Vegetables, No Salt Added, Frozen, 6/5 lb (111230)	\$32.01	\$5.79

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