**Direct Diversion Timelines for School Food Authorities (SFAs)**

**For School Year 2022-23 Participation**

**September 2021**

* List of eligible direct diversion processors posted by the Department of Public Instruction (DPI) to website.

**October 2021**

* Direct diversion information posted to the DPI website; notification sent to SFAs
* Information included:
  + Cover letter with instructions
  + List of eligible processors with processor’s contact information
  + Worksheet for calculating yields/pounds to commit
  + Recipient agency (RA) procurement guidelines (USDA)
  + Direct diversion timelines
  + Inventory carryover and sweep policy

**Mid-October 2021 to January 30, 2022**

* Procurement of Direct Diversion finished end products – SFAs select one of these procurement options:
  + - * Direct-to-Manufacturer/Processor Process: Finished end products are selected during the evaluation process
      * Indirect from Distributor – Pre-Approval (branding) Process: Finished end products are determined prior to sending out the solicitation.
    - All procurement contracts must be finalized by January 30, 2022, so that SFAs can select processors for bulk products on annual USDA Foods order. Recommendation: SFAs should complete the commercial distribution procurement process by January 30, 2022.

**November 1, 2021 - Annual Direct Diversion training**

* Wisconsin SNA – Fall Conference and Food Show

**End of January 2022**

* Annual order information, including information on processed products, is posted on website.

**Approximately Mid-February 2022**

* Annual order period for SY 2022-23 USDA Foods opens. SFAs participating in direct diversion will commit pounds of bulk USDA Foods and select procured processors on the annual order survey.
* Agree to the “Direct Diversion Agreement” in the USDA Foods ordering system prior to completing the Direct Diversion annual survey.

**By End of March 2022**

* SFAs must have valid contract in place with commercial distributor and updated the online USDA Foods agreement with distribution information.

**July 2022 through June 2023**

* Submit orders for direct diversion end products to distributors.
* Track drawdown of your allocated pounds to ensure proper amounts are utilized for received products, ensuring all pounds are utilized.