

Hello Authorized Representative and Food Service Director,

The Department of Public Instruction USDA Foods team is here to assist with the start of School Year (SY) 2020-21. We will be in close contact with School Food Authorities (SFAs) through a series of email communications and will offer virtual networking events for SFAs to discuss inventory management challenges and strategies.

The first networking event will be Wednesday, August 5, at 2:00 PM. Join the meeting on August 5 using the Microsoft Teams link below. This will be an open, networking meeting. Please come prepared to ask your questions, share what challenges your SFA is facing, and share the strategies your SFA is implementing for inventory management this school year.

When planning and forecasting menus, plan to receive USDA Foods orders as scheduled. DPI will update the [USDA Foods Ordering System](#) message board with order delays, shortages, and cancellations. When weighing your inventory management options, be aware that DPI administrative and handling fees, and applicable delivery charges will be deducted from your National School Lunch Program (NSLP) monthly reimbursement claims, even if you elect to donate your products.

Unlike last year, DPI will not allow SFAs to cancel monthly USDA Foods orders.

Review the below table for inventory management options and resources. This is a starting point for discussion. DPI strongly encourages your SFA to draft inventory management policies and procedures for disruptions due to the pandemic.

Inventory Management Option	SFA Action	Additional Fees to Consider	Resources
Planning and Forecasting	<ul style="list-style-type: none"> Menu planning and repackaging. Repackaging of USDA Foods onsite at SFA. 	<ul style="list-style-type: none"> Additional labor and materials costs. 	<ul style="list-style-type: none"> CARES Act Funds DPI Ways to use WI-Processed Products DPI Education Forward COVID-19 Cafeterias and Food Service Guidance School Nutrition Association (SNA) COVID-19 Thought Starters Network with other Food Service Directors
Delay Delivery of Monthly Order	<ul style="list-style-type: none"> SFAs that receive state delivery can contact Central Storage Warehouse (CSW) to set up an individual storage account. This option requires 2 weeks lead-time. SFAs that use a commercial distributor should work directly with them. 	<ul style="list-style-type: none"> Storage fees and delivery costs depend on contract with CSW. 	<ul style="list-style-type: none"> Contact information for CSW. Reference your distribution and prime vendor contracts. Contact your commercial distributor.

Offsite Inventory Storage	<ul style="list-style-type: none"> For products that have already been delivered, SFA can contract with a local food safe storage facility.* For SFAs that receive state delivery and still have undelivered product, SFAs can contact Midwest Perishable (MPI) to make arrangements for an alternate delivery location (at least 2 weeks lead time). For SFAs that use commercial distribution, contact commercial distributor for alternate delivery location. 	<ul style="list-style-type: none"> Depending on contract with MPI or commercial distributor, SFA will be responsible for extra storage fees and delivery. 	<ul style="list-style-type: none"> Contact and contract with a local food safe storage facility. For state deliveries, contact MPI. For commercial distribution, contact commercial distributor.
Transfer or Donate Inventory	<ul style="list-style-type: none"> Locate another SFA recipient, Child Nutrition Program participant, or charitable organization. For SFAs that receive state delivery, contact MPI and divert order to another SFA, CNP participant, or charitable organization. This option requires at least 2 weeks lead time. SFAs using commercial distribution, contact distributor to divert order to another SFA, CNP participant, or charitable organization. 	<ul style="list-style-type: none"> Negotiated between parties. Additional delivery fees may apply. 	<ul style="list-style-type: none"> Transfer guidance. Handling Charge Per Case SY 2020-21. For state deliveries, contact MPI. For commercial distribution, contact commercial distributor. <p><i>Note: SFAs cannot charge for the entitlement value or make profit on the transfer of USDA Foods.</i></p>

*Emergency procurement method may be used to award these contracts.

Contact DPISNUSDAFoods@dpi.wi.gov if you have questions, or would like to share successful inventory management strategies.

Join us for USDA Foods Inventory Management Meeting, August 5, 2:00-3:00PM

[Join Microsoft Teams Meeting](#)

+1 608-620-9781 United States, Madison (Toll)

Conference ID: 871 444 832#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Thank you.

USDA Foods Team

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This institution is an equal opportunity provider.

School Nutrition Team has posted a webpage dedicated to [Child Nutrition Program COVID-19 Information](#).