

## DoD Fresh Produce Program Timeline for School Year 2022-23

### Basics of the Program Using USDA Foods Entitlement Dollars

1. **February 2022:** All School Food Authorities (SFA's) will receive the annual order information regarding details of the program.
2. **February 10, 2022 – February 24, 2022:** SFA's will enter entitlement dollar commitments on their annual order.
3. **April 2022:** Participating agencies entitlement dollar commitments will be entered into DoD's web-based Fresh Fruits and Vegetable Order Receipts System (**FFAVORS**). If your agency is new in the program, please email the following information to [Antonio.ante@dpi.wi.gov](mailto:Antonio.ante@dpi.wi.gov):  
  
School name:  
Full Delivery Address:  
Name of ordering person:  
Phone:  
Email:
4. After **September 1, 2021**; SFA's that allocated to DoD during the annual ordering period may begin to place fresh fruit and vegetable orders through FFAVORS.
5. For every order placed through DoD using entitlement dollars, the DoD web-based ordering system FFAVORS will maintain a "checkbook balance" and provide details on the total dollars allocated, spent and remaining funds.
6. For every order placed through DoD using entitlement dollars, the invoice is sent to and paid directly by USDA (i.e. you will not be invoiced for the produce).
7. In **December 2022**, DPI will assess the entitlement expenditures for all participating agencies. DPI will send a reminder email notice to SFAs that have significant balances, little activity and/or non-activity. **Please Note: The commitment of entitlement dollars to this program is a yearly commitment. Any unused entitlement dollars will be lost at the end of the school year.**
8. In **March 2023**, DPI will again assess the entitlement expenditures for all participating agencies. **DPI reserves the right to re-allocate entitlement commitment from SFAs that have significant balances, little activity and/or non-activity.** DPI will notify affected agencies regarding the re-allocation and will re-distribute accumulated funds to interested SFAs on a fair-share basis, by end of **April 2023**.

For program information, please contact Dino Ante, 608.267.4599,  
[antonio.ante@dpi.wi.gov](mailto:antonio.ante@dpi.wi.gov)



## **Nondiscrimination Statement for USDA Child Nutrition Programs (Updated May 2022)**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

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