

From: Ante, Antonio D. DPI <Antonio.Ante@dpi.wi.gov>

Sent: Monday, February 12, 2024 7:13 AM

To: Ante, Antonio D. DPI <Antonio.Ante@dpi.wi.gov>

Subject: Open Today! WI USDA Foods Annual Order for SY 2024-25 - Deadline is February 29.

You are receiving this email because you are listed as the “Primary Contact” in the DPI USDA Foods Ordering System.

Be sure to forward this email to the person that is responsible for submitting the USDA Foods Annual Order (Commodities) for the next school year.

The USDA Foods Annual Order for school year (SY) 2024-25 is now open. Deadline to submit order is February 29, 2024.

All School Food Authorities (SFAs) participating in the Wisconsin USDA Foods Program must place an annual USDA Foods order for the entire school year in the [Wisconsin USDA Foods Ordering System](#), between February 12 to 29.

The Department of Public Instruction (DPI) [Annual Order Survey webpage](#) is updated with Resource materials.

Instructions for Entering Your Annual Order for SY 2024-25

- [Instructions for Entering Annual Order Survey](#) – Step by step instructions, with screen shots, and troubleshooting.
- [WI DPI USDA Foods Webinar](#) – Don’t like instruction manuals? This is the recording from last week’s training. It includes program updates, and the training for “How to Enter your Annual Order Survey” starts at 14 minutes.
- Quick tip reminders (troubleshooting these are in the [Instructions](#)):
 - Click on Program Year “2025”.
 - Program in the upper right should show “NSLP” (not SFSP).
 - Your Application must be in “Pending Approval” (not pending submission). Do not wait to be approved to enter your Annual Order Survey.
 - Not sure which survey to select on the Surveys tab? If you are not participating in Direct Diversion, select “State Processing Survey”.
 - Looking for the State Processing C Code Products? These C Code products are on the “State Processing Survey”, at the bottom of the End Products screens, listed after the Direct Delivery products.

Listed below are links to information about the various USDA Foods entitlement spending options:

Direct Delivery (Brown Box) USDA Foods

All SFAs have the option of ordering USDA Direct Delivery Brown Box products on the Annual Order Survey. The list of USDA Foods Direct Delivery Products is updated and posted to the DPI [Direct Delivery webpage](#).

- [List of Direct Delivery \(Brown-box\) for SY 2024-25](#) - includes product and packaging descriptions, months available, and entitlement per case.

Direct Diversion Processing Program

Only SFAs that have been planning and following proper procurement requirements for selecting processors or commercial distributors can participate in the Direct Diversion Program in the Annual Order Survey. Detailed information, including the list of approved processors, is available on the DPI [Direct Diversion webpage](#) for school year 2024-25.

- [List of Approved Processors and Bulk USDA Products](#) - includes bulk product descriptions and list of approved processors for school year 2024-25.

State Processing Program

SFAs can order State Processing (C Code Products), only if they are *not* participating in the Direct Diversion Program. Detailed information, including the product specifications and financial information, is available on the DPI [State Processing Program webpage](#).

- [List of State Processing Products for school year 2024-25](#)

Cheese Processing Program

Only SFAs that have been planning and following proper procurement requirements for selecting processors or commercial distributors can order pounds of USDA Cheese for further processing into pizza and pizza like products. Detailed information on this Wisconsin program and the list of participating processors can be found on the DPI [Cheese Rebate Program webpage](#).

- [List of Eligible Processors for school year 2024-25](#)

Department of Defense (DoD) Fresh Produce Program

All SFAs ordering USDA Foods have the option of participating in the DoD Fresh Produce Program. Detailed information regarding this program can be found on the DPI [DoD Fresh Produce Program](#) webpage.

On the Annual Order Survey, SFAs that opt to participate in DoD Fresh will only enter the SFA's entitlement dollar value commitment for SY 2024-25 (minimum of \$500 for the year). Actual products are ordered in a different portal (FFAVORS) closer to the beginning of the next school year.

Other Resources

- [Submitting USDA Foods Annual Order - Key Information](#) - This has quick steps for successfully submitting the Annual Order Survey, important instructions about using the “Extra” row, and a timeline.
- [Entitlement Value, Processing and Handling Charges for SY 24-25](#) - Workbook includes values of all products offered on both State Processing Survey and Direct Diversion Survey. Note that the handling charges are based on current fees. Handling Fees for SY 24-25 will be finalized in July 2024.

USDA Foods Team Contact Information

For questions, email DPISNUSDAFoods@dpi.wi.gov. Click here for a list of all [USDA Foods Staff](#) and phone numbers.

If you do not participate in the USDA Foods Program, but would like to, please contact the USDA Foods Team or your Nutrition Program Consultant.

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USDA Foods Program – School Nutrition Team
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<https://dpi.wi.gov/school-nutrition/usda>

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