

# SUMMER FOOD SERVICE PROGRAM USDA FOODS ORDER - QUICK STEPS

## BEFORE APRIL 28

### Confirm Your Login and Submit Your SFSP Application – Contract and Delivery

1. Login to [USDA Foods Ordering System](#), read the message board, and click “Continue” at bottom.
2. Select Program Year “2022”. Check the Program in the upper right. If SFSP is not the default program, click on “Program” in upper right, and select SFSP.

Program Year: 2022 Program: SFSP

Program Year	Program Begin Date	Program End Date
<a href="#">2017</a>	July 1, 2016	June 30, 2017
<a href="#">2018</a>	July 1, 2017	June 30, 2018
<a href="#">2019</a>	July 1, 2018	June 30, 2019
<a href="#">2020</a>	July 1, 2019	June 30, 2020
<a href="#">2021</a>	July 1, 2020	June 30, 2021
<a href="#">2022</a>	July 1, 2021	June 30, 2022
<a href="#">2023</a>	July 1, 2022	June 30, 2023

3. Click on the “Application” tab.
4. Click “Revise” to review your Contract Form.

↓ Bottom of Form

### School Food Authority Summary

ABC School District

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

#### School Food Authority Contract Form

Number	Name	Revision	Status	Approval Date	Action
ABC School District			Approved	04/10/2020	<a href="#">View</a> <a href="#">Revise</a>

#### Delivery Location Forms

Number	Name	Revision	Status	Approval Date	Action
ABC School District - Delivery Site		0	Approved	04/10/2020	<a href="#">View</a> <a href="#">Revise</a>

↑ Top of Form

(45)  Check here if direct diversion.

(46) Sponsor Comments:

**Verification**

(47)  Check here to certify the information on this form is correct

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Created by: RO9314      Date Created: 3/4/2022      Modified by:      Date Modified:

[↑ Top of Form](#)

5. Leave Line (45), the direct diversion box, unchecked.
6. Check the box for Line (47) "to certify the information on this form is correct".
7. Click "Submit" button at the bottom.

↓ Bottom of Form

## School Food Authority Summary

**ABC School District**

Applications
Entitlement
Surveys
Allocations
Inventory
Orders
Invoicing

**School Food Authority Contract Form**

Number	Name	Revision	Status	Approval Date	Action
ABC School District			Approved	04/10/2020	<a href="#">View</a> <a href="#">Revise</a>

**Delivery Location Forms**

Number	Name	Revision	Status	Approval Date	Action
ABC School District - Delivery Site		0	Approved	04/10/2020	<a href="#">View</a> <a href="#">Revise</a>

↑ Top of Form

1. Click "Revise" to review your Delivery Location Form.
2. Review the delivery information and click "Submit". Note – Do not enter a commercial distributor address here. Delivery will only be made to a school or agency address.

## BETWEEN MAY 3 AND MAY 10

### Submit the USDA Foods Order Before May 10

1. Login to the [Wisconsin USDA Foods Ordering System](#), click “Continue” at bottom of Welcome page.
2. Select Program Year “2022”.
3. Check the Program in the upper right. If SFSP is not the default program, click on “Program” in upper right, and select SFSP.
4. Click on the “Allocations” tab. Click on “Edit”.

The screenshot shows the 'School Food Authority Summary' page with the 'Allocations' tab highlighted. Below the tabs is a table of allocations. The 'Allocations' tab is circled in red. In the table, the 'Action' column for the first row contains 'View Edit', with 'Edit' circled in red.

Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing	
School Food Authority Allocations						Add Surplus	
Alloc Id	Alloc Date	Accept By Date	Accepted?	Expire Date	Close Date	Avail Qty	Action
Alloc36744	04/14/2022	04/20/2022	No	05/31/2022	09/30/2022	1	View Edit

5. Review the list of available products. Enter the quantities that your agency wants to accept.
6. At the end of this document, please review the terms: Entitlement USDA Foods (Commodities), Bonus, and No Charge to Entitlement.
7. You can enter “0” (zero) for products that you do not want. Only take the amount of product that your agency can use.

#### Sample Screen Shot From 2019

The screenshot shows a table of commodities with columns for Code, Description, ENT Value, Alloc Qty, Accept Qty, Avail Qty, Handling Fee Per Case, Process Fee Per Case, and Total Fees. The 'Accept Qty' column contains input fields with the number '1' or '2' entered. A red oval highlights the 'Accept Qty' column and its input fields. Blue ovals highlight the 'Entitlement Commodities' and 'No Charge Commodities' sections.

Code	Description	ENT Value	Alloc Qty	Accept Qty	Avail Qty	Handling Fee Per Case	Process Fee Per Case	Total Fees
<b>Entitlement Commodities</b>								
100219	PEACHES CLING SLC (A408) Size: 6/#10 CAN Storage: Dry	27.79	1	<input type="text" value="1"/>	1	2.43	0.00	2.43
100355	POTATOES WEDGES (A174) Size: 6/5 LB PKG Storage: Freezer	18.80	1	<input type="text" value="1"/>	1	1.69	0.00	1.69
<b>Total Commodities</b>		46.59		2				4.12
<b>No Charge Commodities</b>								
110931	EGG PATTY, ROUND, FROZEN Size: 25 LB Storage: Freezer	50.00	2	<input type="text" value="2"/>	2	1.41	0.00	2.82
C522	CHICKEN NUG, WHOLE GRAIN, TYSON Size: 30.6 LB CASE Storage: Freezer	14.41	3	<input type="text" value="3"/>	3	1.75	36.11	113.58
<b>Total No Charge</b>		143.23		5				116.40
<b>Total All Commodities</b>		\$189.82		7				\$120.52

Next Page > Cancel

8. After you have entered the quantities, click "Next Page".

Sample Screen Shot From 2019

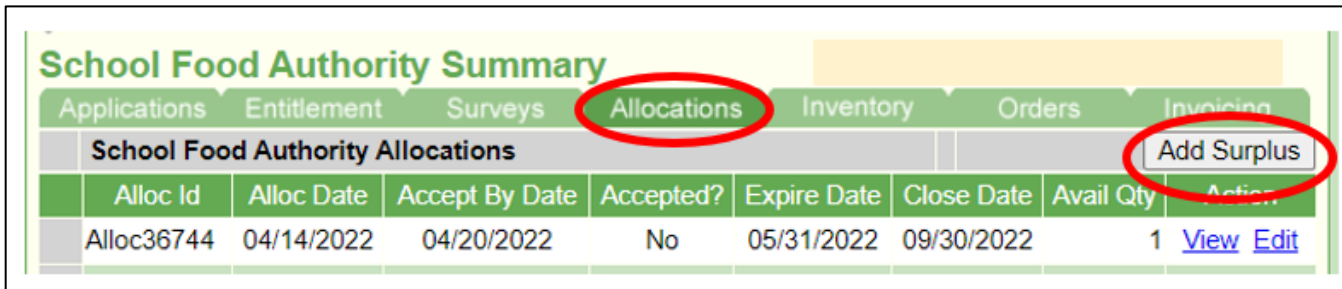
Code	Description	ENT Value	Alloc Qty	Accept Qty	Avail Qty	Handling Fee Per Case	Process Fee Per Case	Total Fees
<b>Entitlement Commodities</b>								
100219	PEACHES CLING SLC (A408) Size: 6/#10 CAN Storage: Dry	27.79	1	<input type="text" value="1"/>	1	2.43	0.00	2.43
100355	POTATOES WEDGES (A174) Size: 6/5 LB PKG Storage: Freezer	18.80	1	<input type="text" value="1"/>	1	1.69	0.00	1.69
<b>Total Commodities</b>		<b>46.59</b>		<b>2</b>				<b>4.12</b>
<b>No Charge Commodities</b>								
110931	EGG PATTY, ROUND, FROZEN Size: 25 LB Storage: Freezer	50.00	2	<input type="text" value="2"/>	2	1.41	0.00	2.82
C522	CHICKEN NUG, WHOLE GRAIN, TYSON Size: 30.6 LB CASE Storage: Freezer	14.41	3	<input type="text" value="3"/>	3	1.75	36.11	113.58
<b>Total No Charge</b>		<b>143.23</b>		<b>5</b>				<b>116.40</b>
<b>Total All Commodities</b>		<b>\$189.82</b>		<b>7</b>				<b>\$120.52</b>
				<input type="button" value="Next Page &gt;"/>	<input type="button" value="Cancel"/>			

9. Review the order, and click "Accept" at the bottom.

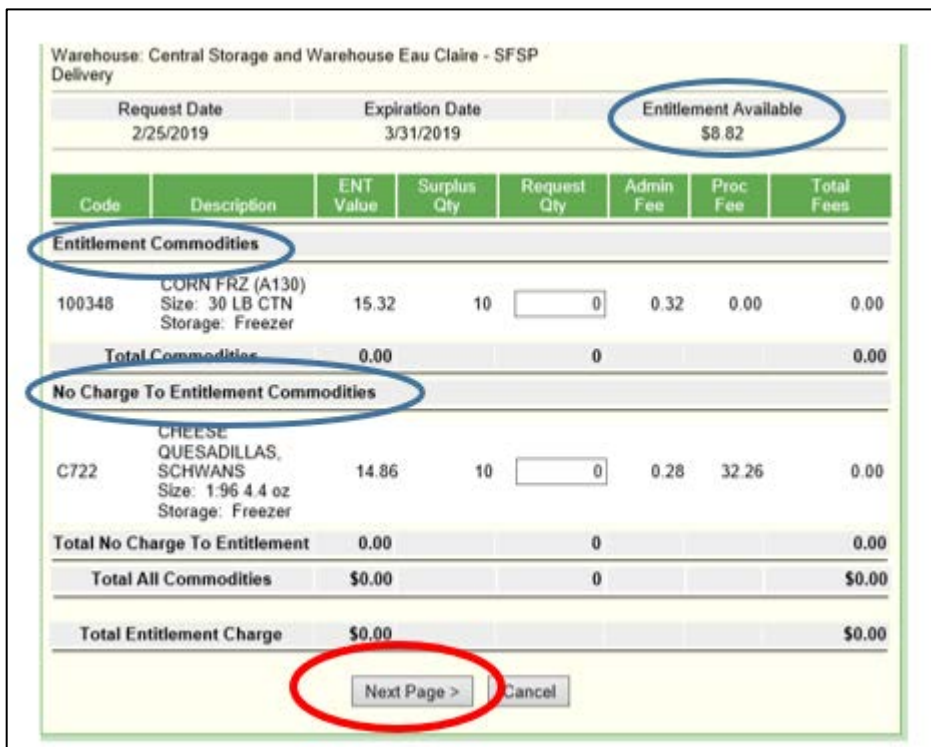
Code	Description	ENT Value	Alloc Qty	Accept Qty	Avail Qty	Handling Fee Per Case	Process Fee Per Case	Total Fees
<b>Entitlement Commodities</b>								
100219	PEACHES CLING SLC (A408) Size: 6/#10 CAN Storage: Dry	27.79	1	1	1	2.43	0.00	2.43
100355	POTATOES WEDGES (A174) Size: 6/5 LB PKG Storage: Freezer	18.80	1	1	1	1.69	0.00	1.69
<b>Total Commodities</b>		<b>46.59</b>		<b>2</b>				<b>4.12</b>
<b>No Charge Commodities</b>								
110931	EGG PATTY, ROUND, FROZEN Size: 25 LB Storage: Freezer	50.00	2	2	2	1.41	0.00	2.82
C522	CHICKEN NUG, WHOLE GRAIN, TYSON Size: 30.6 LB CASE Storage: Freezer	14.41	3	3	3	1.75	36.11	113.58
<b>Total No Charge</b>		<b>143.23</b>		<b>5</b>				<b>116.40</b>
<b>Total All Commodities</b>		<b>\$189.82</b>		<b>7</b>				<b>\$120.52</b>
				<input type="button" value="Accept"/>	<input type="button" value="Cancel"/>	<input type="button" value="Prev Page"/>		

- 10. **Optional: Add Surplus.** We recommend all agencies check out the Surplus page. If interested, you should review the Surplus often, as the page updates throughout the ordering period when other agencies decline products.

These items are on a first come, first requested basis. To review the surplus screen, click on “Add Surplus” button.



- 11. Review the items on the surplus screen. Enter the quantity of surplus that you would like. **IMPORTANT:** Only accept what your school or agency can use.
- 12. At the end of this document, review the terms: Entitlement USDA Foods (Commodities), Bonus, and No Charge.
- 13. Click “Next Page”.



14. Review the surplus summary page. Click "Submit."

Code	Description	ENT Value	Surplus Qty	Request Qty	Admin Fee	Proc Fee	Total Fees
<b>Entitlement Commodities</b>							
100348	CORN FRZ (A130) Size: 30 LB CTN Storage: Freezer	15.32	10	2	0.32	0.00	0.64
<b>Total Commodities</b>		<b>30.64</b>		<b>2</b>			<b>0.64</b>
<b>No Charge To Entitlement Commodities</b>							
C722	CHEESE QUESADILLAS, SCHWANS Size: 1.96 4.4 oz Storage: Freezer	14.86	10	3	0.28	32.26	97.62
<b>Total No Charge To Entitlement</b>		<b>44.58</b>		<b>3</b>			<b>97.62</b>
<b>Total All Commodities</b>		<b>\$75.22</b>		<b>5</b>			<b>\$98.26</b>
<b>Total Entitlement Charge</b>		<b>\$30.64</b>					<b>\$98.26</b>

15. Error? If your agency does not have sufficient entitlement dollars for the quantity requested, you will receive an error. To submit, you will have to return to the Surplus screen and decrease your quantities.

16. Questions? Email us at [dpisnudafoods@dpi.wi.gov](mailto:dpisnudafoods@dpi.wi.gov).

## MORE INFORMATION ABOUT USDA FOODS TERMS

**Entitlement USDA Foods** = The entitlement value/case listed will be subtracted from your available yearly entitlement allotment. **Please note:** in order to request entitlement surplus USDA Foods, your agency must have remaining entitlement dollars.

If your agency does not have sufficient entitlement dollars and your agency requests entitlement product, you will receive an error message and the system will not process the surplus request.

**Bonus USDA Foods** = These are products that based on agricultural surplus, were labeled as bonus USDA Foods. The entitlement value/case listed will not be subtracted from your available yearly entitlement allotment.

**Entitlement No Charge USDA Foods** = These are products that were originally received into the state as an entitlement USDA Foods, but the state has determined that the product will be available at **no** entitlement charge. Therefore, the entitlement value/case listed **will not** be subtracted from your yearly available entitlement allotment. Please note: Although no entitlement is applicable for these products, any applicable handling fees for these products will be assessed when ordered.

This institution is an equal opportunity provider.

