



Date: July 7, 2023
To: Summer Food Service Programs Participating in the USDA Foods Program
From: Laura Paella, Wisconsin USDA Foods Sections
Subject: USDA Inventory Requirements for Close-Out of Your Program

*You are receiving this memorandum, because your agency received a **June delivery of USDA Foods** under the SFSP program.*

Inventory Requirements for Close-Out

Upon close-out of the Summer Food Service Program (SFSP), please review your SFA's USDA Foods inventories. If any USDA Foods are left in inventory, your agency will be required to transfer them to another program or agency. Your agency may not retain them in storage for next year's session.

For any USDA Foods left in inventory, they may be transferred internally for use in the National School Lunch Program (NSLP). If your agency does not participate in the NSLP or does not wish to use them in the NSLP, they may be transferred to another agency that participates in the NSLP. If your agency cannot find another agency participating in the NSLP to transfer the remaining USDA Foods to, they may be transferred to food banks, correctional or charitable institutes, or child and adult care programs.

The Commodity Allocation and Receipt Summary (CARS) report for your agency's SFSP is now available in the *Wisconsin USDA Foods Ordering System*. Since the CARS report is available in the *Wisconsin USDA Foods Ordering System*, copies of the CARS report are not mailed out. It is each agency's responsibility to print or save an electronic version of the CARS report for audit purposes. This summary shows the USDA Foods received by your agency for SFSP, the value of the items, and the percentage of your entitlement received.

The amount next to the line, "*Total Value Received: Entitlement and Bonus:*" is the total value of USDA Foods your agency has received for SFSP. This amount is what your agency may need for year-end reports.

To access a copy of your CARS report from the Wisconsin USDA Foods Ordering System:

1. Go to [Wisconsin USDA Foods Ordering System](#) and login.
2. Click on the "Continue" button at the bottom of the Welcome webpage.

3. Select the Program Year "2023". Please note: Since the SFSP USDA Foods delivery was received in June 2023, the USDA Foods value activity should be recorded under *Program Year 2023*.
4. Check the program in the upper right. To change Programs to SFSP, click on the word "Program" and select "SFSP".
5. On the upper green menu that lists Summary, Allocations, Orders, Reports, and Resources, click on "Reports".
6. Click on "CARS Report."
7. The total value of USDA Foods received is at the bottom of the CARS Report and is labeled as "Total Value Received: Entitlement and Bonus."

If you have any questions, feel free to contact Laura Paella at (608) 267-4598 or email laura.paella@dpi.wi.gov.