



## SY 2021-22 Wisconsin USDA Foods Program Back-to-School Information

### Wisconsin USDA Foods Updates

#### DPI USDA Foods Webinar, September 8, 2PM

The DPI USDA Foods team will be hosting a series of virtual training events. The first event will be [Wednesday, September 8 at 2:00PM CST](#). This webinar will be a helpful kickoff for the school year. Topics include using the DPI USDA Foods Ordering System, reporting delivery discrepancies, tracking direct diversion pounds, and managing inventory. No registration to join the webinar is needed, and recordings will be available after the webinar.

#### New Handling Charge Rates

A copy of the [Wisconsin USDA Foods Handling Charge Fees](#) fact sheet is available on the Wisconsin Department of Public Instruction website. Due to increased costs associated with operations, distribution, and storage, these increases are needed to keep the program operating. The DPI strives to keep handling charge rates as low as possible, and the DPI has historically had some of the lowest handling charge rates in the nation. Thank you for your understanding with these necessary changes.

The handling charge rates for SY 2021-22 are:

HANDLING FEE CATEGORIES	HANDLING PER GROSS WEIGHT POUND (LB.)
Administrative Fee	\$.015/lb.
Storage Fee	\$.067/lb.
Delivery Fee (if using state-contracted delivery)	\$.043/lb.

#### Direct Diversion/Cheese Processing Inventory Sweep Policy

The SY 2021-22 Sweep Policy states the bulk pounds for SY 2021-22 must be used within the school year allocated. SFAs will not be allowed to carry over unused pounds to the following school year. The overall goal is to ensure entitlement is used in the school year it is allocated. The costs for processors to store pounds of unused USDA Foods directly affects the cost to your school. Please create plans to utilize allocated pounds this school year.

## State Processed Products (C Codes)

Our team has been working with processors to minimize disruption of annual orders. Cheese Slices processor recently informed us of a drawn down increase per case and added soy allergen. Updated [product fact sheets](#) are posted on our USDA Foods webpage. The product meet the Basic Nutrition Standards and credit the same as the original product towards the meat/meat alternate. Entitlement value per case shows an increase while processing fee per case remains unchanged. Our office has also been working on six Request for Bids (RFBs) for SY 2022-23. State Processed Products taste test volunteers will receive communication for taste test procedures and deadlines. We appreciate everyone who signed up as volunteers and helping us procure quality foods for students.

## Tyson Chicken Recall

In July, DPI contact Wisconsin districts and agencies that participate in the USDA Foods program with information about a recall of ready to eat chicken products, and DPI sent those agencies that reported affected product in inventory were sent a form for destruction and reimbursement.

For more information, Tyson has a webpage dedicated to the [Ready to Eat Chicken Products Recall](#). Customers and consumers who have questions can contact Tyson Foods customer relations, at (855) 382-3101. Consumers with food safety questions can call the toll-free USDA Meat and Poultry Hotline at 1-888-MPHotline (1-888-674-6854) or live chat via [Ask USDA](#) from 10 a.m. to 6 p.m. (Eastern Time) Monday through Friday. Consumers can also browse food safety messages at [Ask USDA](#) or send a question via email to [MPHotline@usda.gov](mailto:MPHotline@usda.gov).

## Procurement

If necessary, agencies can conduct emergency purchases, per [2 CFR §200.320](#), to continue uninterrupted food service using noncompetitive procurement methods. This type of purchase is short term, or for the duration of the emergency event. Records must be kept to track purchases. For example, a log must be maintained and reviewed monthly that shows:

- Contractor/supplier name
- Contractor/supplier primary contact information
- Contractor/supplier name of person supplying pricing
- Purchase amount/contract value
- Description of product and/or service being purchased/contracted
- If applicable, duration of contract (contract term)
- Reason for emergency

## Back-to-School Resources

The following items have been updated for SY 2020-21 and are available on the DPI website: link needs updating

1. [Policy and Procedures for the Wisconsin USDA Foods Program](#)
2. [SY 2021-22 State- Processed USDA Foods Fact Sheets](#)
3. [SY 2021-22 State Processed Cost Analysis, Handling Charges, Entitlement Values and Meal Pattern Contribution Guide](#)
4. [SY 2021-22 Entitlement Value of USDA and Wisconsin State-Processed USDA Foods](#)
5. [USDA Foods Hold and Recall Procedure for Wisconsin Recipient Agencies](#)

6. [USDA Foods Program Timelines \(Calendar\) for Schools](#)
7. [Online Instructions – School Lunch Program](#) for using the Wisconsin USDA Foods Ordering System is available on the DPI website.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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