

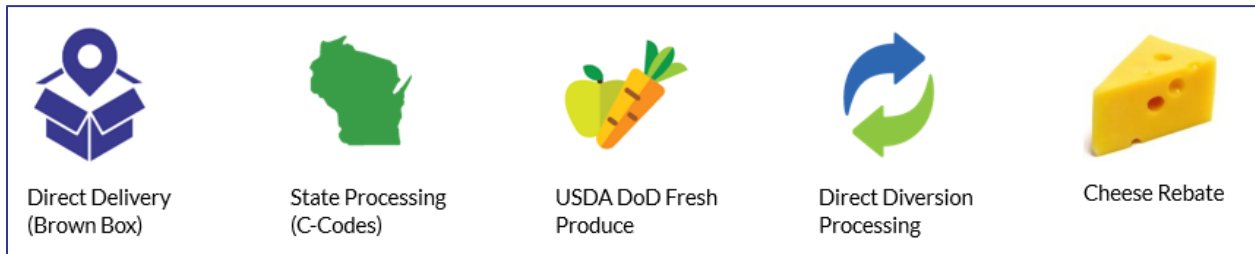
WI USDA Foods

Getting Started for New Food Service Directors

The USDA Foods Program is a benefit of the National School Lunch Program (NSLP). School Food Authorities (SFAs) order donated products, including fruits, vegetables, meats, cheeses, and grains for use in meal service.

SFAs participating in the NSLP and electing to receive USDA Foods submit orders for the following school year during the annual ordering period through the online [WI USDA Foods ordering system](#). The Annual Order Survey is open from mid to late February.

DPI offers five entitlement spending options during the Annual Order Survey:



New Food Service Directors (10 minutes) – How to start getting emails about USDA Foods.

1. Log into the [WI USDA Foods Ordering System](#).
 - a. Need help logging in? Call (608) 267- 4598 or (608) 267-4599 or email dpisnusdafoods@dpi.wi.gov
2. [Instructions to update contact Information on "Application" Tab](#) – The primary contact is the person that receives WI DPI USDA Foods emails. The primary contact is responsible for sharing email notifications with other staff.
3. [Instructions to navigate the WI USDA Foods Ordering System](#)

New Food Service Directors (20 minutes) – What USDA Foods have already been ordered?

4. [Instructions to review expected orders on "Surveys" Tab](#)
 - a. Does the Survey tab show that you participate in DoD Fresh Produce? You need access to the FFAVORS system to order fresh produce. Email dpisnusdafoods@dpi.wi.gov for information about access to FFAVORS.
 - b. Does the Survey tab show that you took the Direct Diversion Survey (and bulk pounds were ordered to go to a processor)? Depending on the processors you are working with, you'll need access to [K12FoodService](#) and/or [ProcessorLink](#). Contact

your commercial distributor/prime vendor and ask how to order end products that use USDA Foods bulk pounds.

5. [Instructions to view monthly orders on the "Orders" Tab](#) – These are the Direct Delivery and State Processed products for delivery (based on the Survey tab).
6. Mark your calendar with the monthly tasks on the [DPI USDA Foods Timeline](#).
7. Watch for emails from the DPI USDA Foods Team. We will email order opportunities, upcoming program deadlines, and trainings.
8. Attend the [DPI USDA Foods Networking and Trainings Events](#) (1 hour) – Watch your emails for these virtual meeting opportunities!

Resources

[Wisconsin USDA Foods: A Food Distribution Program in a Nutshell](#) (15 minutes)

[Wisconsin USDA Foods for the New Food Service Director Frequently Asked Questions](#) (30 minutes)