



USDA Foods Handling and Processing Fees for SY 2020-21

For the remainder of School Year 2020-21, the “Paid Amount” column in the [USDA Foods Ordering System](#), Invoicing Tab, will no longer be updating.

For schools that are submitting monthly National School Lunch claims, USDA Foods Handling and Processing Fees are continuing to be automatically deducted from the monthly claim.

For schools that are submitting Summer Food Service Program claims, the Department of Public Instruction (DPI) is using an alternate process of automatically deducting outstanding USDA Foods Handling and Processing Fees.

This fee recovery is still an automated process, so at this time, there is nothing you need to do.

You can review the fees that have been incurred, by logging into the [USDA Foods Ordering System](#), and click on the “Invoicing” tab to review the Delivery Period and Invoice Amount. Click on “View” to see details of each invoice amount. The Paid Amount column is not updating.

Sample USDA Foods Ordering System, Invoicing Tab, showing USDA Foods handling fees incurred

Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing
Invoice Id	Delivery Period	Invoice Type	Invoice Amt	Paid Amt	Action	
127990	Apr,2021	Order Invoice	240.83	0.00	View Update	
127317	Mar,2021	Order Invoice	269.75	0.00	View Update	
126302	Feb,2021	Order Invoice	331.49	0.00	View	
125628	Jan,2021	Order Invoice	301.12	0.00	View	
124884	Dec,2020	Order Invoice	240.62	240.62	View	

To track the Commodity fees that have been recovered so far (the Paid Amount), go to the DPI [AIDS register](#), FY “2021”, you can review the recovered amounts listed under **Commodity Handling Charges**.

Sample AIDS Register showing USDA Foods handling fees automatically recovered either by National School Lunch Monthly claims or by DPI Business Office

Voucher ...	Payment ...	Voucher Id/STAR ID	Sou...	Pro...	Appr	Description	Amount
Per Pupil Aid CFDA#: 255.945							
03/15/2021	03/22/2021	SAFA03152112003314768	695	000	279	Payment	114,268.00
Program Total:							114,268.00
Commodity Handling Charges Public CFDA#: 10.555							
03/02/2021	03/08/2021	121589	714	001	125	02/21, Commodity Handling Charge, Other	-269.75
02/09/2021	02/16/2021	120817	714	001	125	01/21, Commodity Handling Charge, Other	-873.23
11/17/2020	11/23/2020	115586	714	001	125	10/20, Commodity Handling Charge, Other	-443.02
10/06/2020	10/13/2020	113596	714	001	125	09/20, Commodity	-767.13

In a typical year, the USDA Foods handling fees are automatically deducted from the National School Lunch reimbursement claim, and you can track recovery in the Online Services and the USDA Foods Ordering System. DPI has no mechanism for automatically recovering Commodity Handling Fees from Summer Food claims; so the business office is recovering those fees from other program payments.

This alternate process is not as reactive as Online Services, so it may take a couple weeks for records to reconcile.

DPI plans to return to the usual recovery process once schools return to submitting National School Lunch claims.

If you have any questions, please email dpifns@dpi.wi.gov or call Laura Paella, WI DPI USDA Foods Distribution Specialist, at (608)267-4598.