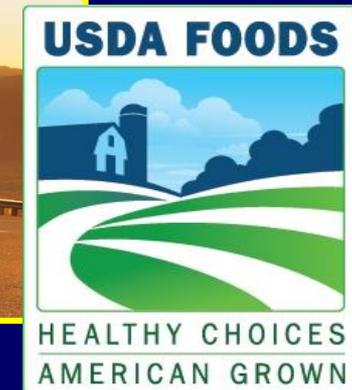


# The “Truck” Stops Here!

## SNACT Fall Conference 2016



**Connecticut State Department of Education  
Food Distribution Program**

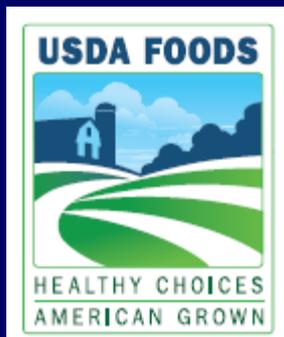
# Agenda

- Welcome
- CSDE Staffing Update
- USDA Foods Overview
- Managing Entitlement Effectively
- Sysco Update
- Update on Connecticut's USDA Foods
- Breakfast Recipe Contest



# Connecticut's Food Distribution Team

- **Monica Pacheco**
- **Allison Calhoun-White**
- **Maria Santini**
- **Michelle Rubin (Sysco)**



**USDA Foods: Changing School Lunch and Supporting American Agriculture Nationwide**

# School Nutrition Programs Staff

County	Consultant
<b>Fairfield County</b> (includes Region 9) <b>Litchfield County</b> (includes Regions 1, 6, 7, 12, and 14)	<b>Fionnuala Brown</b> <b>fionnuala.brown@ct.gov</b> <b>860-807-2129</b>
<b>Hartford County</b> (includes Region 10) <b>Middlesex County</b> (includes Regions 4, 13, and 17)	<b>Teri Dandeneau</b> <b>teri.dandeneau@ct.gov</b> <b>860-807-2079</b>
<b>New Haven County</b> (includes Regions 5, 15, and 16) <b>New London County</b> <b>Tolland County</b> (includes Regions 8 and 19) <b>Windham County</b> (includes Region 11)	<b>Susan Alston</b> <b>susan.alston@ct.gov</b> <b>860-807-2081</b>

**Connecticut State Department of Education**  
**Bureau of Health/Nutrition, Family Services and Adult Education**  
**Child Nutrition Programs**  
**450 Columbus Boulevard, Suite 504**  
**Hartford, CT 06103-1841**

# USDA Foods Overview



# History – 1946

*"It is hereby declared to be the policy of Congress, as a measure of national security, to safeguard the health and well-being of the Nation's children and to encourage the domestic consumption of nutritious **agricultural commodities** and other food, .....*"

– Section 2 of the National School Lunch Act

# CFR 210.1 – General Purpose and Scope

## *a) Purpose of the program...*

“Pursuant to this act, the Department provides States with general and special cash assistance and **donations of foods** acquired by the Department to be used to assist schools in serving nutritious lunches to children each school day.”



# National School Lunch Act

## DUAL MISSION

- Strengthen health and well-being of nation's children
- Encourage domestic consumption of nutritious agricultural foods



# Life is Complicated

- New meal pattern requirements more demanding
- Budgets are tightening
- Programs must do more with less
- Utilizing USDA Foods will bring down per plate meal costs



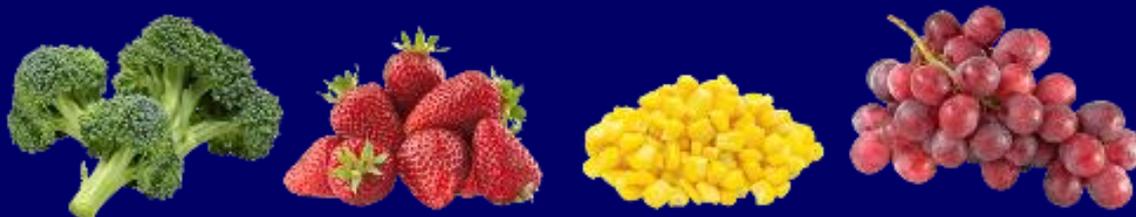
# Acronyms

<b>CSDE</b>	Connecticut State Department of Education
<b>FDP</b>	Food Distribution Program
<b>FFAVORS</b>	Fresh Fruits and Vegetables Order Receipt System
<b>FSD</b>	food service director
<b>NSLP</b>	National School Lunch Program
<b>PAL</b>	planned assistance level
<b>RA</b>	recipient agency
<b>SDA</b>	state distribution agency
<b>SFA</b>	school food authority
<b>SY</b>	school year
<b>USDA</b>	United States Department of Agriculture
<b>WBSCM</b>	web-based supply chain management

# Terms

## ENTITLEMENT

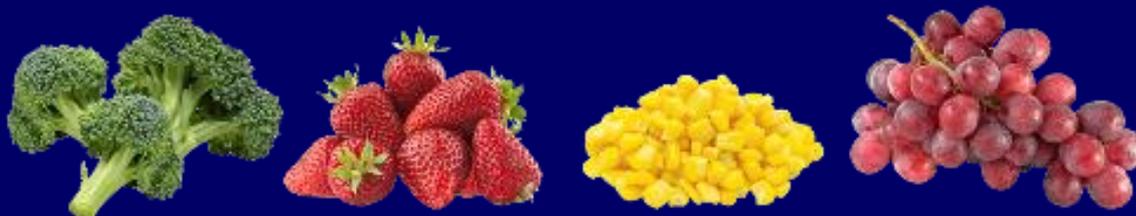
- The value of USDA Foods that a state or recipient agency is entitled to receive each year



# Terms

## RECIPIENT AGENCY (RA)

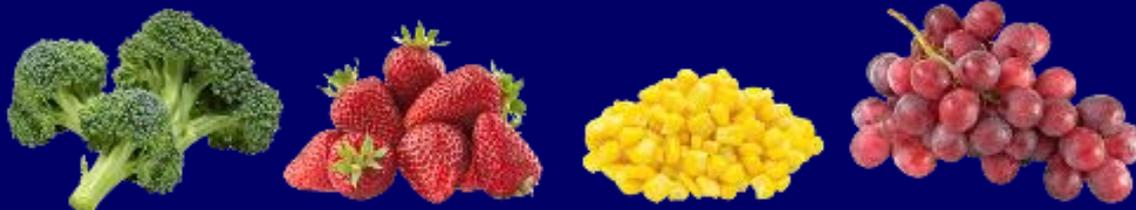
- School food authorities and other eligible agencies and institutions that receive and serve USDA Foods



# Terms

## STATE DISTRIBUTION AGENCY (SDA)

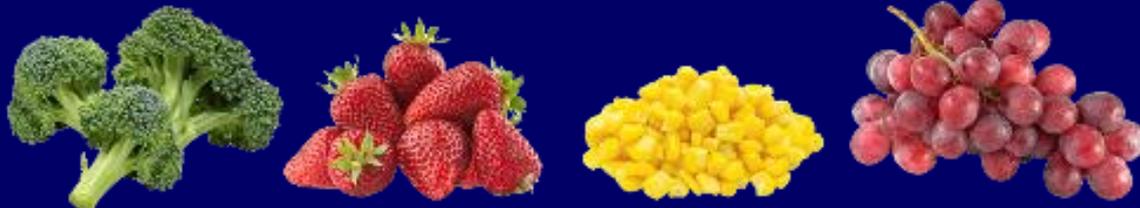
- The state agency charged by USDA with distributing USDA Foods to recipient agencies in the state
- In Connecticut, the SDA is the Connecticut USDA FDP, housed within Child Nutrition Programs at the CSDE



# Terms

## WEB-BASED SUPPLY CHAIN MANAGEMENT (WBSCM)

- **USDA's online system for requesting, monitoring and tracking USDA Foods and entitlement**



# What are USDA Foods?

- Foods purchased by USDA from American farmers, dairymen, ranchers, and fishermen to support American nutrition assistance programs and American agriculture
- High quality agricultural products that meet the meal patterns
- Nutrition specifications available

# Entitlement – The Big Picture

- Connecticut receives entitlement for all schools in the NSLP, whether or not they use USDA Foods
- All schools entitled to a certain value in USDA foods each year
  - “Commodity Offer Value”
    - ▶ Formula: National Per Meal Value (SY 2016-17 \$0.23) multiplied by number of lunches served in previous year



# Entitlement – The Big Picture

- For SY 2016-17, Connecticut schools received **32 cents** of entitlement per meal served (includes adjustments)



# District Level Entitlement

## ■ Dollar amount annually deposited into district's USDA Foods "Entitlement Bank Account" in WBSCM

- Pays for USDA Foods purchased for schools
- Is real "money" and has value
- Districts decide how to spend
- Becomes an asset only

**WHEN USED**

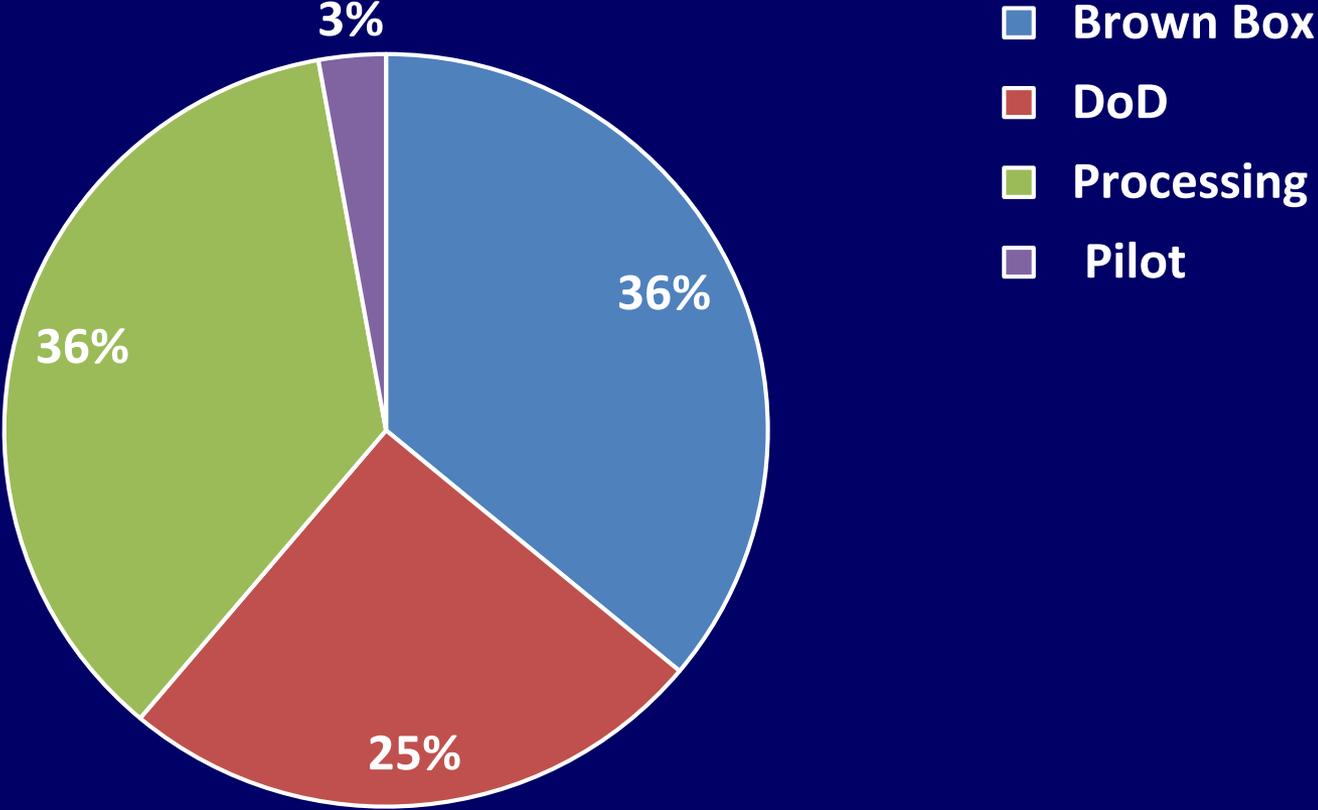


# Connecticut's Entitlement

- For SY 2016-17, Connecticut schools entitled to \$16.9 million of USDA Foods

Area	Amount
Direct Delivery/Brown Box	\$ 5.9 million
Processing	\$ 5.9 million
Department of Defense Fresh Fruit and Vegetable Program	\$ 4.1 million
Unprocessed Produce	\$ 463,000

# Entitlement Spending SY 2016-17



# Connecticut's Goal from USDA

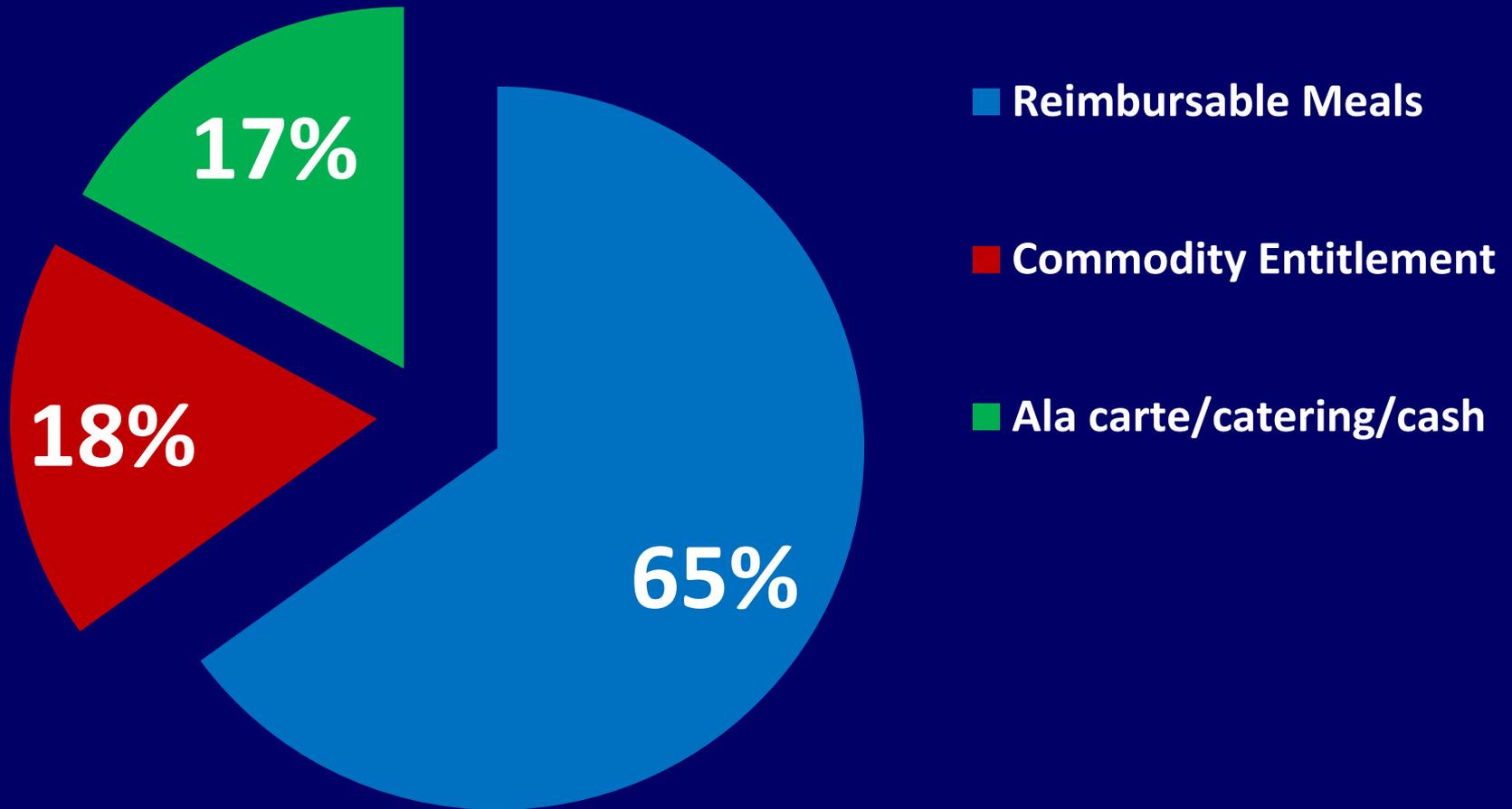
- **Must expend at least 95% of annual state entitlement**
  - **If not, must develop action plan for USDA**
- **Schools should have similar benchmarks for their entitlement**



# Distribution of USDA Foods through NSLP

- Planned Assistance Level (PAL) = “Entitlement”
- Schools draw down on entitlement when place USDA Foods order
- USDA Foods entitlement is in **ADDITION** to reimbursement schools receive for free, reduced, and paid meals in NSLP

# Child Nutrition Revenue Sources \*



\* Percentages are an estimate and will vary by district



# USDA Foods = Currency



**Do you know your district's USDA Foods entitlement amount for this school year?**



# What can we buy with our entitlement?

## Deciding what foods to order



# District Entitlement Decisions

DIRECT DELIVERY/BROWN BOX USDA FOODS

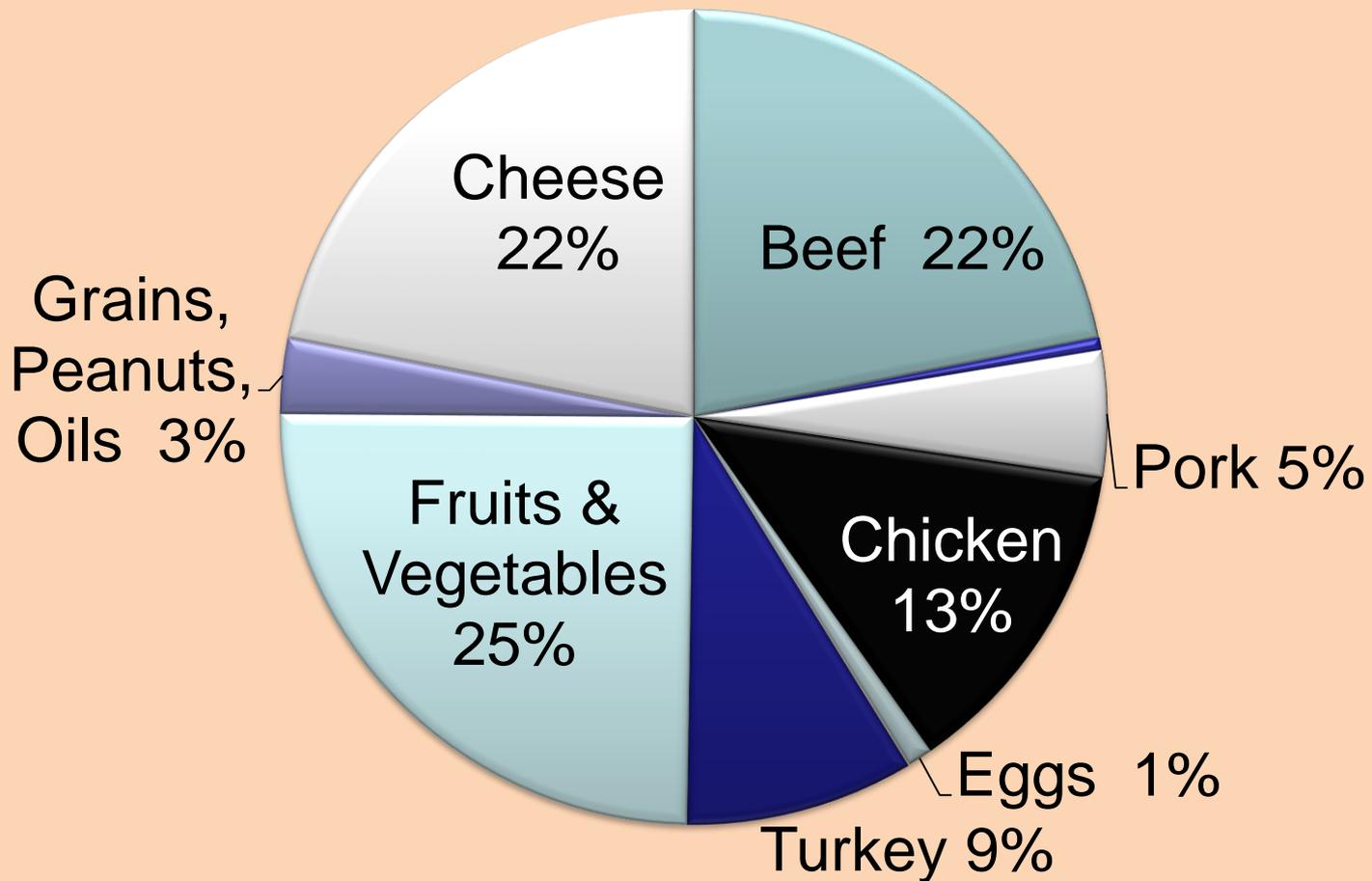
```
graph TD; A[DIRECT DELIVERY/BROWN BOX USDA FOODS] --> B[DEPARTMENT OF DEFENSE FRESH FRUITS AND VEGETABLES]; B --> C[USDA BULK FOODS TO PROCESSORS]; C --> D[UNPROCESSED PRODUCE PILOT];
```

DEPARTMENT OF DEFENSE FRESH FRUITS AND VEGETABLES

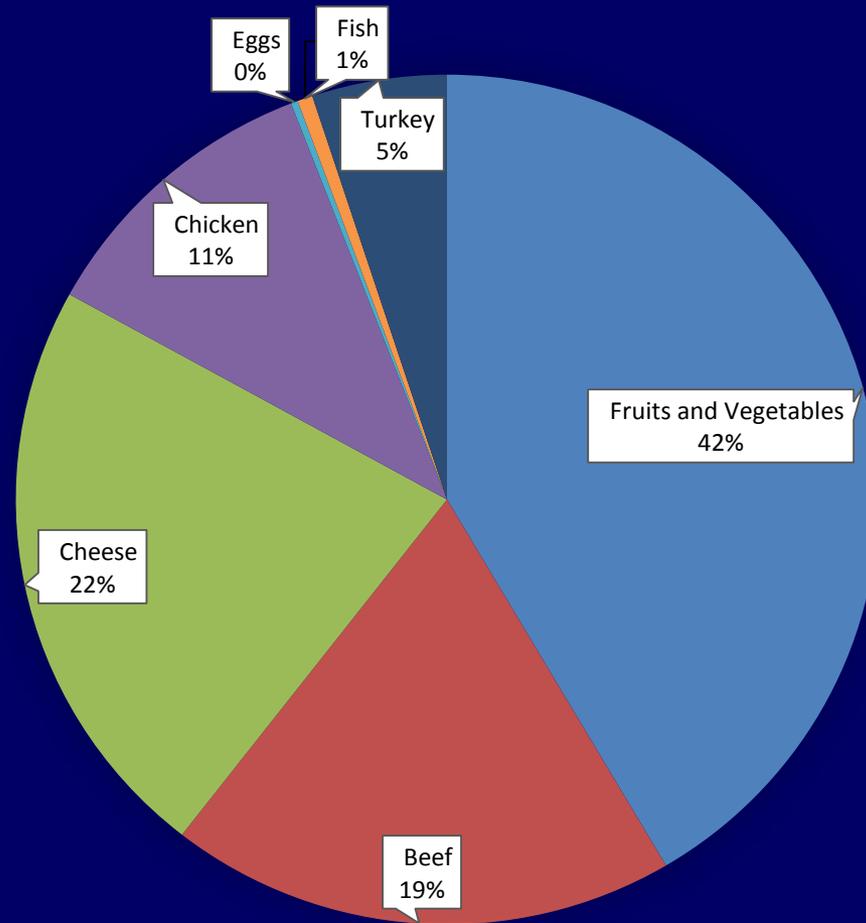
USDA BULK FOODS TO PROCESSORS

UNPROCESSED PRODUCE PILOT

# What Do Other States Order? (National Ordering Averages)



# What Did Connecticut Order for SY 2016-17?



# What USDA Foods are available in Connecticut?

- Direct Delivery/Brown Box
- Processing
- Department of Defense (DoD)  
Fresh Fruit and Vegetable Program



# Direct Delivery/Brown Box

A word cloud of food items in various colors and sizes on a black background. The items include: Garbanzo Beans, Diced Pears, Corn, Turkey Ham, Cheddar Cheese, Mixed Fruit, Potato Wedges, Turkey Roasts, Applesauce Cans, Ground Beef, Sweet Potato Fries, Vegetarian Beans, Applesauce Cups, Beef Patties, Peppers and Onions, Carrots, Mozzarella Cheese, Sliced Deli Turkey, Chicken Fajita Strips, Spinach, Broccoli, Unseasoned Chicken Strips, Oven Fried Potatoes, Strawberries, Deli Turkey Breast, Cut Up Chicken, Chunk Light Tuna, Beef Crumbles, Wild Blueberries, and Diced Chicken.

# Processing



A word cloud of various food items, including meats, dairy, fruits, and vegetables, displayed in different colors and sizes on a black background. The items are arranged in a roughly triangular shape, with the largest words at the top and smaller words towards the bottom.

Course Beef Raw Peanuts  
Peanut Butter  
Fresh Apples Chicken Legs  
Diced Pears Turkey Thighs Pollock  
Special Trim Beef Bonless Pork Leg  
Part Skim Mozzarella Cheese  
Bulk Turkey Natural American Cheese  
Sweet Potatoes American Skim Cheese Blend  
Frozen Cherries Whole Bulk Eggs  
Apple Slices Vegetable Oil  
Dry Beans Bulk Potatoes  
Pork Roast Tomato Paste

# DoD Fresh Fruit and Vegetable Program



# Common Mistake

*“Too many school districts, making the mistake of viewing USDA Foods as “free” food products, don’t apply the same rigorous effort into making USDA Foods procurement decisions as they do with other expenses. This can be a very costly mistake.”*

SchoolNutrition • NOVEMBER 2012

# USDA Foods or Commercial Distributor?

- **USDA Foods comprises 15-20 percent of school lunch budget**
- **FSDs must decide which products to order through USDA Foods and which products to order commercially**
- **Some USDA Foods items offer better “bang for the buck” than commercially available items**
- **Purchasing USDA Foods strategically will reduce per plate cost**

# Factors to Consider

- Review production records
- Review Distributor Velocity/Usage Reports
- Cost analysis
- Compare bid prices with USDA Foods value
- Factor in distribution and administrative costs
- Add in labor if applicable



# Here's an example...

## Cost Analysis



Ingredient	100 Servings	Commercial Price/ingredient	USDA Food Value/ + dist costs
Rice, brown, dry	10.6 lbs	\$4.52	\$4.08 ↑
Corn, canned	14.2 lbs	\$11.79	\$8.19 ↑
Tomatoes, canned, diced	2 #10	\$8.60	\$7.41 ↑
Pinto Beans, canned	2 #10	\$7.92	\$5.26 ↑
Mini whole wheat tortillas	5 lb	\$19.86	\$15.06 ↑
Chicken, Fajita strips,	12.5 lbs	\$75.56	\$27.37 ↑
Reduced Fat Cheddar	1.5 lbs	\$3.55	\$ 2.98 ↑
Spices	various	\$2.73	\$2.73
<b>Total</b>		<b>\$134.53</b>	<b>\$73.08</b> ↑
<b>Cost per entrée</b>		<b>\$1.35</b>	<b>\$0.74</b>

**45% Savings!**

From: "USDA Foods: Lower Plate Costs AND excellent nutritional value!"

<http://edu.wyoming.gov/sf-docs/nutrition-publications/usda-foods-lower-plate-costs.pdf>

# Tool for Comparing Costs

## USDA Foods Cost Analysis Tool

### USDA Foods Cost Analysis Tool

This tool can be used to assist SFAs in assessing the cost effectiveness of USDA Foods vs. purchasing a equivalent commercial product. Effectively assessing your financial assets can help to ensure that you are effectively using your financial resources. This tool contains a number of worksheets:



**Direct Delivery Analysis:** to compare Direct Delivered USDA Foods (aka/Brown Box) with equivalent commercially purchased product

**Processed USDA Foods Analysis:** to compare Processed USDA Foods with equivalent commercially purchased product

Please carefully review the respective instructions for each type of analysis to ensure you enter the correct information into each field to get accurate results.

- Cost comparisons ensure you are getting the best value with entitlement
- Compare price difference between USDA Foods product and commercial product
  - Use cost compare worksheet to compare total per pound cost of each

	WBSCM Item Number	Item Description (Click on the links for product factsheets)	Weight of a Case (lbs.)	USDA Price/Case	Storage Fee/Case	Delivery Fee/Case	USDA Total Cost/Case	USDA Cost/lb.	Commercial Weight of Case (lbs.)	Commercial Cost/Case	Commercial Delivery Fee/Case	Commercial Total/Case	Commercial Cost/lb.	USDA Savings per lb.
3														
4	100101	<a href="#">CHICKEN DICED CTN-40 LB</a>	40.00	\$ 94.58	\$ 1.75	\$ 1.70	\$ 98.03	\$ 2.45	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
5	100117	<a href="#">CHICKEN FAJITA STRIPS CTN-30 LB</a>	30.00	\$ 59.92	\$ 1.75	\$ 1.70	\$ 63.37	\$ 2.11	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
6	100046	<a href="#">EGGS WHOLE FRZ CTN-6/5 LB</a>	30.00	\$ 32.96	\$ 1.75	\$ 1.70	\$ 36.41	\$ 1.21	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
7	100119	<a href="#">TURKEY TACO FILLING CTN-30 LB</a>	30.00	\$ 53.93	\$ 1.75	\$ 1.70	\$ 57.38	\$ 1.91	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
8	100121	<a href="#">TURKEY BREAST DELI FRZ CTN-40 LB</a>	40.00	\$ 81.04	\$ 1.75	\$ 1.70	\$ 84.49	\$ 2.11	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
9	100125	<a href="#">TURKEY ROASTS FRZ CTN-32-48 LB</a>	40.00	\$ 79.60	\$ 1.75	\$ 1.70	\$ 83.05	\$ 2.08	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
10	100187	<a href="#">PORK HAM WATERAD SLC FRZ PKG-8/5 LB</a>	40.00	\$ 69.74	\$ 1.75	\$ 1.70	\$ 73.19	\$ 1.83	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
11	100158	<a href="#">BEEF FINE GROUND FRZ CTN-40 LB</a>	40.00	\$ 89.12	\$ 1.75	\$ 1.70	\$ 92.57	\$ 2.31	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
12	110350	<a href="#">BEEF 100% PTY 85/15 FRZ 1.5MMA CTN-40 LB</a>	40.00	\$ 92.88	\$ 1.75	\$ 1.70	\$ 96.33	\$ 1.04	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
13	110346	<a href="#">BEEF 100% PTY 90/10 FRZ 2.0MMA CTN-40 LB</a>	40.00	\$ 107.50	\$ 1.75	\$ 1.70	\$ 110.95	\$ 1.03	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
14	110321	<a href="#">BEEF SPP PTY HSTYLE CKD 1.5MMA CTN-40 LB</a>	40.00	\$ 88.67	\$ 1.75	\$ 1.70	\$ 92.12	\$ 1.04	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
15	110322	<a href="#">BEEF SPP PTY HSTYLE CKD 2.0MMA CTN-40 LB</a>	40.00	\$ 88.67	\$ 1.75	\$ 1.70	\$ 92.12	\$ 1.04	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
16	100351	<a href="#">BEANS GREEN FRZ CTN-30 LB</a>	30.00	\$ 17.02	\$ 1.75	\$ 1.70	\$ 20.47	\$ 0.68	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
17	110282	<a href="#">BROCCOLI FRZ PKG-6/5 LB</a>	30.00	\$ 28.50	\$ 1.75	\$ 1.70	\$ 31.95	\$ 1.07	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
18	100352	<a href="#">CARROTS FRZ CTN-30 LB</a>	30.00	\$ 17.91	\$ 1.75	\$ 1.70	\$ 21.36	\$ 0.71	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
19	100348	<a href="#">CORN FRZ CTN-30 LB</a>	30.00	\$ 17.38	\$ 1.75	\$ 1.70	\$ 20.83	\$ 0.69	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
20	100350	<a href="#">PEAS GREEN FRZ CTN-30 LB</a>	30.00	\$ 19.79	\$ 1.75	\$ 1.70	\$ 23.24	\$ 0.77	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
21	100358	<a href="#">POTATOES ROUNDS FRZ PKG-6/5 LB</a>	30.00	\$ 14.60	\$ 1.75	\$ 1.70	\$ 18.05	\$ 0.60	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
22	100355	<a href="#">POTATOES WEDGE FRZ PKG-6/5 LB</a>	30.00	\$ 15.03	\$ 1.75	\$ 1.70	\$ 18.48	\$ 0.62	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
23	100353	<a href="#">SWEET POTATOES RANDOM CUT FRZ PKG-6/5</a>	30.00	\$ 17.17	\$ 1.75	\$ 1.70	\$ 20.62	\$ 0.69	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
24	100258	<a href="#">APPLE SLICES FRZ CTN-30 LB</a>	30.00	\$ 26.03	\$ 1.75	\$ 1.70	\$ 29.48	\$ 0.98	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!

# Tips for Calculating Cost

- Remember to include administration costs and delivery costs for products
  - Warehouse delivery charge is additional \$3.50 per case with 12 case minimum
  - Delivery fees billed directly to RA (not covered by entitlement)
  - Administrative fees taken annually from meal reimbursements (\$.80 per case of brown box delivered to Sysco)



# Compare Like Products

- Does commercial product meet Buy America requirements?
- Are products prepared the same way and does it matter for how you plan to use the product?
  - For example, diced fruit versus sliced fruit



# Compare Like Products

- Does commercial product meet Child Nutrition requirements?
  - For example, sodium, saturated fat, trans fat, serving size, whole grain content
- Is grade of product the same?
  - USDA Grade A fruits versus USDA Grade B fruits
- Do products have equal student acceptability?
- Are portions/serving sizes equal?

# Further Processing of USDA Foods \*

- Allows RAs to properly procure and contract with commercial food processors to convert raw or bulk USDA Foods into variety of ready-to-use end products
- Expands variety of products that schools can get with USDA Foods entitlement dollars from 180 (brown-box items) to over 5,000 commercially available items

\* RA's responsibility – CSDE FDP does not procure any processing agreements at the state level

# How Does Processing Work?



# Why Process?

- Use entitlement for products you want to purchase
- Reduce labor costs for food preparation
  - Bring down per plate preparation costs by using entitlement for ready-to-serve “center of the plate” items that don’t require lots of staff time



# Why Process?

- Increase food safety by eliminating handling of raw products in schools
- Manage storage issues
- Allow for menu continuity

# When not to Process

- Equivalent Brown Box USDA Foods item is available at lower cost
- Prefer spending all entitlement in other ways (DoD or Brown Box)
- Processing fees and administrative costs make item more expensive (in entitlement, cash, and staff time) than purchasing item commercially

# Processing is more than chicken nuggets

## ■ Examples of available foods from bulk chicken

- fully cooked unbreaded chicken breast
- fully cooked chicken breakfast sausage
- fully cooked chicken meatballs
- sliced oven roasted deli-style chicken
- sliced chicken pepperoni
- individually frozen raw bone-in chicken breast
- fully cooked glazed unbreaded bone-in chicken pieces
- chicken and bean burritos

## ■ The choice is yours



# Direct Delivery of DoD Fresh

- Schools order from large catalog of produce in FFAVORS
  - Produce is delivered directly to school
- No limits, can use 100% of PAL
- Weekly deliveries
- Current vendor A.T. Siravo
  - Contract up for renewal next year



# DoD Considerations

- Do you have access to good quality and reasonably priced produce?
- Do you want to use your entitlement to meet fruit and vegetable requirements?
- No delivery or admin fees
- Should you do a blend of DOD, Brown Box and commercial?



# DoD Considerations

- Can you receive weekly deliveries of highly perishable fresh lower cost items from DoD and order more stable fruits and vegetables commercially?
- Can you buy local specialty items from your produce supplier or a farmer?
- Does not require procurement



# Beyond Cost

- There are a few more things to consider
- Even if you negotiated a good deal on a product, that doesn't mean anything if you don't use it in your program!
- So, ask yourself....

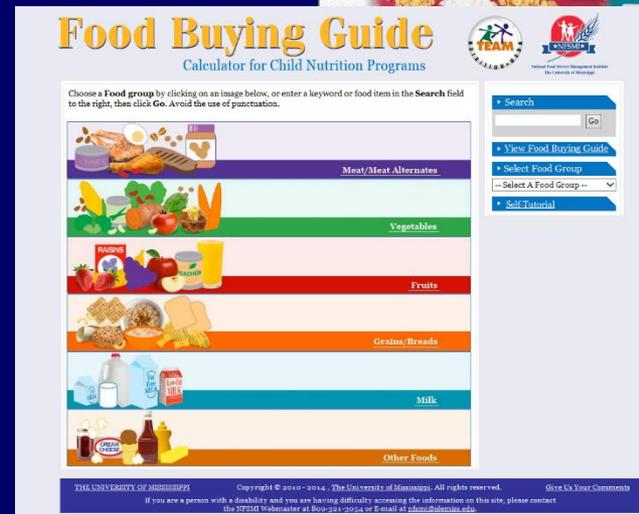
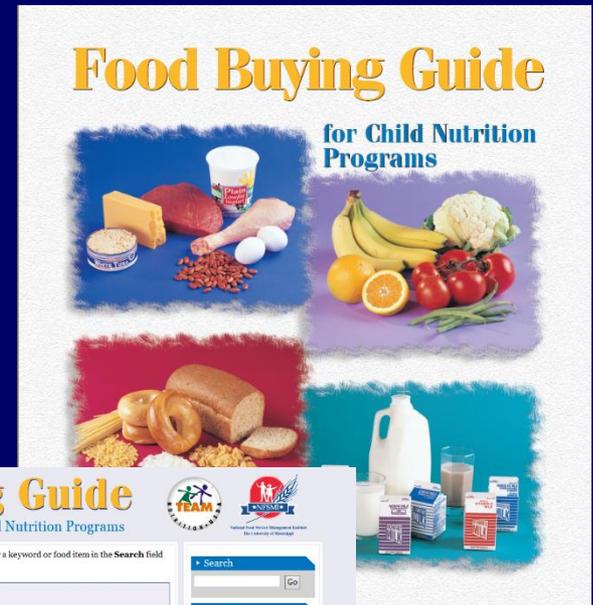
# How will I use this product?

- Do I have the resources (tools, facility, staff time, equipment) to work with this product?
- Will using this product instead of another product cost me more staff time?



# How Much Will I Actually Use?

- Forecast
- USDA Foods in
  - USDA's *Food Buying Guide*
  - Online Food Buying Guide Calculator



[www.fns.usda.gov/usda-foods/usda-foods-toolkit-child-nutrition-programs](http://www.fns.usda.gov/usda-foods/usda-foods-toolkit-child-nutrition-programs)

<http://fbg.nfsmi.org/>

# How Much Will I Actually Use?

- **Can I use the full amount I need to order from USDA?**
  - **USDA Foods products delivered in cases**
  - **If you only want a small amount, will likely order from a commercial vendor**

# How Much Will I Actually Use?

- Per regulations, schools must use all USDA foods during the SY they are received
  - Schools are discouraged from carrying USDA Foods over the summer to use in next school year

# Storage and Delivery Schedule

- Do you have adequate storage for orders?
- Does warehouse delivery date for USDA product meet needs?
  - Monthly deliveries for Brown Box
  - Weekly deliveries for DoD
  - When do you need product for the menu
- USDA NSLP Equipment Grants offered yearly
  - Freezers
  - Refrigerators
  - Shelving

# How else can we save money with USDA Foods?

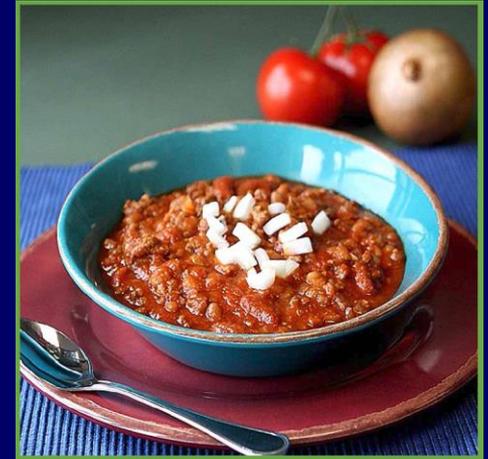
## The “Swap Post”

- New process
- E-mail notification
- Excel spread sheet
- First come basis
- Must have entitlement
- Suggestions welcomed
- Feedback encouraged



# Computers and Staff Time

- Taking full advantage of USDA Foods requires additional staff time for ordering, tracking foods and trainings
- Tip: Use Equipment grants to request matching funds for a food service computer



# Monitoring

- Key to efficient entitlement usage
- Programs monitoring will differ
- WBSCM key reports



# Brown Box Monitoring

- **Review WBSCM e-mails**
  - Reflect sales order status changes like cancellations or postponements
- **Run weekly Requisition Status Reports**
- **Inform SYSCO and CSDE of any damage/issues upon delivery**
  - use CSDE incident form

# Brown Box Monitoring

- **Confirm yearly administration fees**
- **Review inventory of USDA foods at all schools**

# Processing Monitoring

- Monitor orders to processor to assure steady draw down of inventory (~10% per month)
  - Processorlink or K12
- Track purchases to assure proper value pass-through occurs
- Monitor contract with processor and distributor
- If you run out of an item, check with CSDE on availability of additional pounds in state account

# DoD Monitoring

- Receipt order correctly in FFAVORS
  - New FFAVORS manual posted on Web page
- Spend ~10 % of funds per month – tracked in FFAVORS
- Inspect produce closely upon delivery
- Call in complaints to A.T. Siravo within 24 hours of receipt
- Past practice – redistribution of funds or additional funds

# WBSCM Monitoring

## 4 KEY REPORTS

1. RA Entitlement/Bonus Detail Report
2. Entitlement/Bonus Summary Report
3. Requisition Status Report
4. Value of Commodities Received Report



United States Department of Agriculture  
Web-Based Supply Chain Management



# RA Entitlement/Bonus Detail Report

- “The Checkbook” *where the \$ went*  
Reports>Entitlement Management>  
RA Entitlement/Bonus Detail Report

The screenshot displays the USDA Web-Based Supply Chain Management interface. At the top, the USDA logo and the text "United States Department of Agriculture" and "Web-Based Supply Chain Management" are visible. Below this is a navigation bar with tabs for "Home", "Operations", "Admin", "Reports", and "Help". The "Reports" tab is selected, and a sub-menu is open showing "Order Processing" and "RA Entitlement/Bonus Detail Report". A "Detailed Navigation" section is also visible, containing a list of reports under "Entitlement Management". A red arrow points to the "RA Entitlement/Bonus Detail Report" link in this list.

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

Home Operations Admin Reports Help

Order Processing  
RA Entitlement/Bonus Detail Report

Detailed Navigation

- Entitlement Management
  - RA Entitlement/Bonus Detail Report
  - Entitlement/Bonus Summary Report
  - SDA Entitlement/Bonus Detail Report
  - Multi-Food Received Shipment Report
  - Received Shipment Report
  - Requisition Status Report
  - Redistribution/Redonation Detail Report
  - Value of Commodities Received - RA

# RA Entitlement/Bonus Detail Report

The screenshot shows the USDA Web-Based Supply Chain Management interface. The main navigation menu includes Home, Operations, Admin, Reports, and Help. The current page is titled "Order Processing" and "RA Entitlement/Bonus Detail Report". A "Detailed Navigation" sidebar on the left lists various reports, with "RA Entitlement/Bonus Detail Report" highlighted. The main content area is titled "Reports : Input Criteria" and contains a form with the following fields:

- Program: \* (dropdown menu)
- Program Year: \* (dropdown menu) To (dropdown menu)
- RA Customer Number: (dropdown menu)
- Entitlement / Bonus: (dropdown menu)
- Order Type: (dropdown menu)

Red arrows point from the "Program:" and "Program Year:" labels in the text below to their respective fields in the screenshot. A "Reset Values" button is located above the form fields. The "Execute" and "Print PDF Output" buttons are located at the top of the form area.

\* = Required fields

**Program:\***

**NSLP**

**Program Year:\***

Enter end of school year as YYYY,  
e.g., for SY 2016-17, enter 2017

**RA Customer Number:** Automatically populates

■ Click "Execute" to generate report

■ Click "Export" to Microsoft Excel

# RA Entitlement/Bonus Summary Report

- *Beginning Balance\* – Ordered = Ending Balance*
- Reports>Entitlement Management>Entitlement/Bonus Summary Report

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

Home Operations Admin Reports Help

Order Processing  
Entitlement/Bonus Summary Report

Detailed Navigation

- Entitlement Management
  - RA Entitlement/Bonus Detail Report
  - Entitlement/Bonus Summary Report**
  - SDA Entitlement/Bonus Detail Report
- Multi-Food Received Shipment Report
- Received Shipment Report
- Requisition Status Report
- Redistribution/Redonation Detail Report
- Value of Commodities Received - RA
- Value of Materials Received - Multi-Food
- Order Status Report

Reports : Input Criteria

Execute Print PDF Output

Entitlement/Bonus Summary Report

Reset Values

Program: \*

Program Year: \*  To

SDA Region Code:

RA / SDA Number:

Sold-To State:

\* For 2016-17, can go 5% over Beginning Balance

# RA Entitlement/Bonus Summary Report

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

Home Operations Admin Reports Help

Order Processing  
Entitlement/Bonus Summary Report

Detailed Navigation

- Entitlement Management
  - RA Entitlement/Bonus Detail Report
  - Entitlement/Bonus Summary Report
  - SDA Entitlement/Bonus Detail Report
- Multi-Food Received Shipment Report
- Received Shipment Report
- Requisition Status Report
- Redistribution/Redonation
- Value of Commodities Received - RA
- Value of Materials Received
- Order Status Report
- NW Delivery Calendar Report

Reports : Input Criteria

Execute Print PDF Output

Entitlement/Bonus Summary Report

Reset Values

Program: \*  To

Program Year: \*  To

SDA Region Code:

RA / SDA Number:

Sold-To State:  To

\* = Required fields

## Note

- Use Entitlement Management to find available Entitlement
- View Entitlement/Bonus Summary Report before placing orders

**Program:\*** NSLP

**Program Year:\*** Enter end of school year as YYYY, e.g., for SY 2016-17, enter 2017

**RA/SDA Number:** Automatically populates

- Click “Execute” to generate report
- Click “Export” to Microsoft Excel

# Requisition Status Report

- Most important – *run weekly*
- Reports>Entitlement Management>Requisition Status Report

The screenshot displays the USDA Web-Based Supply Chain Management interface. At the top, the USDA logo and the text "United States Department of Agriculture Web-Based Supply Chain Management" are visible. Below this is a navigation menu with tabs for "Home", "Operations", "Admin", "Reports", and "Help". The "Reports" tab is selected, and the "Requisition Status Report" is highlighted in the "Detailed Navigation" sidebar. A red arrow points to this sidebar item. The main content area is titled "Reports : Input Criteria" and contains a "Requisition Status Report" form with a "Reset Values" button. The form includes various input fields for filtering the report, such as "Program", "Req. Delivery Date", "Material", "Sold-To Party", "Ship-To Party", "Region", "Req/Redist. Number", "Req/Redist. Doc.Type", "Req/Redist. # Status", "Req. Entitle / Bonus", "Sales Order Number", "Purchase Order", and "Shipment Receipt Date". Each field has a dropdown arrow and a "To" field for date ranges. There are also "Execute" and "Print PDF Output" buttons at the top of the form area.

# Requisition Status Report

The screenshot displays the USDA Web-Based Supply Chain Management interface. At the top, the USDA logo and the text "United States Department of Agriculture Web-Based Supply Chain Management" are visible. Below this is a navigation menu with tabs for "Home", "Operations", "Admin", "Reports", and "Help". The "Reports" tab is selected, and the "Requisition Status Report" is highlighted in the left-hand navigation pane. A red arrow points from this menu item to the main content area. The main content area is titled "Reports : Input Criteria" and contains a form for configuring the report. The form includes a "Reset Values" button and several input fields with dropdown menus and "To" fields. The fields are: Program, Req. Delivery Date, Material, Sold-To Party, Ship-To Party, Region, Req/Redist. Number, Req/Redist. Doc.Type, Req/Redist. # Status, Req. Entitle / Bonus, Sales Order Number, Purchase Order, and Shipment Receipt Date. Each field has a dropdown menu and a "To" field, with a double-headed arrow icon to the right of each "To" field.

**Req Delivery Date:** Enter full school year, e.g., for SY 2016-17, enter 07/01/2016 to 06/30/2017

- Click “Execute” to generate report
- Click “Export” to Microsoft Excel

# Value of Commodities Received

- Report for Business Office
- Reports>Value of Commodities Received – RA Report

The screenshot displays the USDA Web-Based Supply Chain Management interface. At the top, the USDA logo and the text 'United States Department of Agriculture Web-Based Supply Chain Management' are visible. Below this is a navigation menu with tabs for 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. The 'Reports' tab is selected, and a sub-menu is open showing 'Order Processing' and 'Value of Commodities Received - RA'. A red arrow points to the 'Value of Commodities Received - RA' option in the 'Detailed Navigation' sidebar. The main content area is titled 'Reports : Input Criteria' and contains a form for configuring the report. The form includes a 'Reset Values' button, a 'Show Variants' link, and several input fields with dropdown menus and arrows. The fields are: Program, Shipment Receipt Date (with a 'To' field), Req. Delivery Date (with a 'To' field), Material (with a 'To' field), Sold-To Party, and Ship-To Party.

# Value of Commodities Received

The screenshot displays the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. The 'Reports' section is active, showing 'Order Processing' and 'Value of Commodities Received - RA'. A detailed navigation menu on the left lists various reports, with 'Value of Commodities Received - RA' highlighted by a red arrow. The main content area, titled 'Reports : Input Criteria', contains a 'Value of Commodities Received - RA' report configuration form. This form includes a 'Reset Values' button, a 'Show Variants' link, and several input fields for 'Program', 'Shipment Receipt Date', 'Req. Delivery Date', 'Material', 'Sold-To Party', and 'Ship-To Party'. Each field has a dropdown arrow and a search icon.

**Req Delivery Date:** Enter full school year, e.g., for SY 2016-17, enter 07/01/2016 to 06/30/2017

- Click “Execute” to generate report
- Click “Export” to Microsoft Excel

# Network

- What tips do you have for making the most of your USDA Foods dollars?
- Your fellow FSDs are a great resource for ideas and recipes that use USDA Foods in creative ways!
- Use other states' resources such as recipes, cookbooks
- Attend ACDA and food shows



# How to save with USDA Foods

- Know your entitlement
- Goal: Spend 100%
- Compare
- Plan
- Utilize Swap Post
- Invest in storage
- Monitor WBSCM Reports
- Utilize state account when available



# Sysco Update with Michelle Rubin



# SYSCO Allocation Report

IMLQ50RB  
10/22/16

IMLQ50PR  
9:02:11

LIMITED QUANTITY ALLOCATION BY GROUP AS OF 10/22/16  
054 SYSCO CONNECTICUT, LLC

PAGE 122  
S2K0BJ0WNR

LIMIT BY: BUSDA  
GROUP: ██████████

USDA BRAND  
USDA ██████████ PUBLIC SCHOOLS

STORAGE FEE: .01

ITEM	DESCRIPTION DOC #	TYP	PACK/SIZE REC. DATE	BRAND LAST SALE	LMT	ALC	SHP	RTN	AVL	OVER 999 DAYS	STORAGE FEE
0694236	BEAN GREEN FRZN 14121830	P	1/30 LB 9/28/2016	USDA 0/00/0000	33-000 33-000	0-000 0-000	0-000 0-000	0-000 0-000	33-000 33-000	0-000 0-000	.00 .00
0694253	BEEF GRD FINE FRZN 14092940	P	1/40 LB 9/26/2016	USDA 0/00/0000	35-000 35-000	0-000 0-000	0-000 0-000	0-000 0-000	35-000 35-000	0-000 0-000	.00 .00
0694939	CHICKEN CUT UP FRZN 14093680	P	1/40 LB 9/23/2016	USDA 0/00/0000	3-000 3-000	0-000 0-000	2-000 2-000	0-000 0-000	1-000 1-000	0-000 0-000	.00 .00
0694941	CHEESE CHDR SHRD WMT 14093040	P	6/5 LB 10/19/2016	USDA 0/00/0000	18-000 18-000	0-000 0-000	0-000 0-000	0-000 0-000	18-000 18-000	0-000 0-000	.00 .00
0694956	CHEESE LOAF SLI YEL 14093220	P	6/5 LB 9/22/2016	USDA 0/00/0000	63-000 63-000	0-000 0-000	17-000 17-000	0-000 0-000	46-000 46-000	0-000 0-000	.00 .00
0695140	STRAWBERRY SLICED IN CUP 14096310	FRZN P	96/4.5 OZ 8/29/2016	USDA 0/00/0000	111-000 66-000	0-000 0-000	53-000 53-000	0-000 0-000	58-000 13-000	0-000 0-000	.00 .00
	14095430	P	10/19/2016	0/00/0000	45-000	0-000	0-000	0-000	45-000	0-000	.00
0695807	PEAR DICED EX LT CAN 14095320	P	6/#10 8/10/2016	USDA 0/00/0000	96-000 96-000	0-000 0-000	45-000 45-000	0-000 0-000	51-000 51-000	0-000 0-000	.00 .00
1555405	TURKEY WHL ROAST FRZN 14096420	P	1/40 LB 8/25/2016	USDA 0/00/0000	10-000 7-000	0-000 0-000	4-000 4-000	0-000 0-000	6-000 3-000	0-000 0-000	.00 .00
	14096430	P	9/12/2016	0/00/0000	3-000	0-000	0-000	0-000	3-000	0-000	.00
2477174	APPLESAUCE COMDTY CUP 14091640	P	96/4.5 OZ 8/31/2016	USDA 0/00/0000	66-000 66-000	0-000 0-000	48-000 48-000	0-000 0-000	18-000 18-000	0-000 0-000	.00 .00
2554042	CHEESE STRING MOZ LM PT SKM 14093140	P	360/1 OZ 9/12/2016	USDA 0/00/0000	77-000 77-000	0-000 0-000	35-000 35-000	0-000 0-000	42-000 42-000	0-000 0-000	.00 .00
3164561	CHICKEN STRIP SKNLS PC 14094400	P	6/5 LB 8/26/2016	USDA 0/00/0000	22-000 22-000	0-000 0-000	17-000 17-000	0-000 0-000	5-000 5-000	0-000 0-000	.00 .00
3691148	CARROT DICED NSA FRZN 14093020	P	1/30 LB 8/25/2016	USDA 0/00/0000	61-000 61-000	0-000 0-000	0-000 0-000	0-000 0-000	61-000 62-000	0-000 0-000	.00 .00
7006104	APPLESAUCE UNSWTD 14091690	P	6/#10 9/21/2016	USDA 0/00/0000	27-000 27-000	0-000 0-000	23-000 23-000	0-000 0-000	4-000 4-000	0-000 0-000	.00 .00
7017316	BEAN GARBANZO A089 14092560	P	6/#10 9/21/2016	USDA 0/00/0000	37-000 37-000	0-000 0-000	20-000 20-000	0-000 0-000	17-000 17-000	0-000 0-000	.00 .00

# WBSCM Notification



WBSCM Notification <WF-BATCH@usda.gov>

Rubin, Michelle 054; Bloom, Brian A. 054 ▾

Sales Order 5000329177 Shipped.htm

[ External Email ]

The following line items on Sales Order 5000329177 have been shipped for customer CT Food Distribution Program (4000574). If this shipment is unexpected or you have a question regarding this shipment, please contact your USDA procurement contact.

For Meat, Poultry, Fish, Fruit and Vegetable products, contact the Agricultural Marketing Service Commodity Procurement Division at 202-720-4517.

For Grain, Peanut, Oil and Dairy products, contact the Farm Services Agency Kansas City Commodity Office at 816-926-6124.

SO Line #	PO # / Line #	Program	Product	Product #	Shipped Quantity	Required by Date	Vendor Expected Delivery Date	Ship-to
100	4100011670 / 1	NSLP	BEEF FINE GROUND FRZ CTN-40 LB	100158	40,000 LB	11/30/2016	11/07/2016	SYSCO FOOD SERVICE OF CT (5002362)

# WBSCM Notification



WBSCM Notification <WF-BATCH@usda.gov>

Rubin, Michelle 054

Sales Order Changes.htm

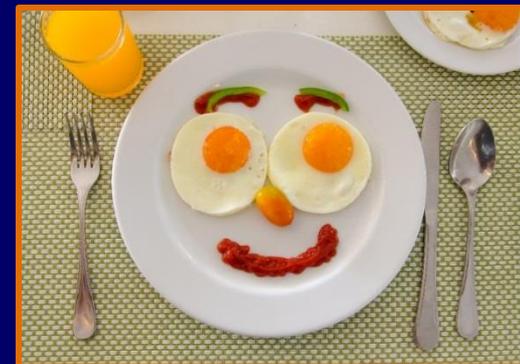
The following Sales Orders were changed. Please review the details below about the changes.

## SALES ORDER CHANGES

Order #	Item #	Product #	Product Name	Program	Field Changed	Old Value	New Value	Changed At
5000331792	100	100019	CHEESE PROCESS WHT SLC LVS-6/5 LB	NSLP	Status Changed	Order Received	Purchased	09/26/2016 10:48:37 CST
5000331792	100	100019	CHEESE PROCESS WHT SLC LVS-6/5 LB	NSLP	Status Changed	Purchased	Order Received	09/26/2016 12:11:58 CST
5000331792	200	100019	CHEESE PROCESS WHT SLC LVS-6/5 LB	NSLP	Status Changed	Order Received	Purchased	09/26/2016 10:48:00 CST
5000331792	200	100019	CHEESE PROCESS WHT SLC LVS-6/5 LB	NSLP	Status Changed	Purchased	Order Received	09/26/2016 12:11:58 CST
5000327627	100	100098	CHICKEN CUT-UP FRZ CTN-40 LB	NSLP	Status Changed	Purchased	Order Received	09/26/2016 09:39:02 CST
5000319190	100	100101	CHICKEN DICED CTN-40 LB	NSLP	Status Changed	On Invitation	Purchased	09/26/2016 13:06:28 CST
5000319190	200	100101	CHICKEN DICED CTN-40 LB	NSLP	Status Changed	On Invitation	Purchased	09/26/2016 13:06:28 CST
5000319190	300	100101	CHICKEN DICED CTN-40 LB	NSLP	Status Changed	On Invitation	Purchased	09/26/2016 13:06:28 CST
5000329191	100	100158	BEEF FINE GROUND FRZ CTN-40 LB	NSLP	Status Changed	Purchased	Order Received	09/26/2016 14:23:41 CST

# Future of Connecticut's FDP

- Request driven ordering – survey
- Catalog opening more often
- New Swap Post process
- Administrative fees once yearly versus twice yearly
- Monica working on procurement
- March 3<sup>rd</sup> Breakfast Summit & USDA Foods Show
- FDP Breakfast Contest



# Let's Play A Game....



# Resources

- **American Commodity Distribution Association (ACDA)**
- **ACDA RA Handbook**
- **Connecticut FDP Web page**
- **Commodity Exchange “Being Accountable” School Nutrition Magazine, November 2012**

[www.commodityfoods.org/assets/Processing/ra%20handbook.pdf](http://www.commodityfoods.org/assets/Processing/ra%20handbook.pdf)

# American Commodity Distribution Association (ACDA) Web page



The screenshot shows the ACDA website homepage. At the top left is the ACDA logo, which includes icons for a farm, a factory, a government building, and a food bowl, followed by the text "ACDA" and "AMERICAN COMMODITY DISTRIBUTION ASSOCIATION". Below the logo is the tagline "Agriculture • Industry • Government • Community Working Together to Nourish the Nation". To the right of the logo is a search bar with the placeholder text "Search our site..." and a magnifying glass icon. Further right are the navigation links "HOME" and "MEMBER LOGIN". Below the header is a large banner image of a farm with a red barn, a silo, and a field of green crops under a blue sky. On the left side of the page is a vertical navigation menu with buttons for "Member Login", "ACDA Board of Directors", "Member Benefits", "Home", "Processing", "Links", "ACDA Annual Conference", "Contact Us", "ACDA Future Annual Conference Dates & Locations", and "Job Postings 2016". Below the menu is an "Announcements" section. The main content area on the right features a "Welcome to the American Commodity Distribution Association" heading, followed by a paragraph about the association's role in the USDA Food Distribution Program. Below this are sections for "Mission", "Vision", and "Motto".

**Member Login**  
ACDA Board of Directors  
Member Benefits  
Home  
Processing  
Links  
ACDA Annual Conference  
Contact Us  
ACDA Future Annual Conference Dates & Locations  
Job Postings 2016  
Announcements

## Welcome to the American Commodity Distribution Association

ACDA officers and members invite you to use our site as a resource for USDA Foods information and as an industry link to trade members and key policy issues. We are committed to improve the USDA Food Distribution Program on behalf of all stakeholders and we welcome your participation in this important effort. ACDA is the communication link between agriculture, industry, government and the customer (recipient agencies) and the collective voice for policy decisions impacting food distribution programs.

### Mission

ACDA is committed to improving the USDA Distribution Food Program on behalf of all stakeholders.

### Vision

ACDA will be the recognized leader and voice for continuation and improvement of USDA Food Distribution Programs.

### Motto

Agriculture, Industry, and Government... Working Together

[www.commodityfoods.org/index.php](http://www.commodityfoods.org/index.php)

# ACDA RA Handbook



## RA Handbook

A Guide to USDA Foods for Recipient Agencies

Revised February 2013

[www.commodityfoods.org/assets/Processing/ra%20handbook.pdf](http://www.commodityfoods.org/assets/Processing/ra%20handbook.pdf)

# Connecticut FDP Webpage



The screenshot shows the Connecticut State Website header with the logo and search bar. The breadcrumb trail reads: HOME / DEPARTMENT OF EDUCATION - BETA / K-12 EDUCATION / NUTRITION / SCHOOL NUTRITION PROGRAMS / FOOD DISTRIBUTION PROGRAM (USDA FOODS). The main heading is "Food Distribution Program (USDA Foods)". A left sidebar contains a menu with "Overview" selected, followed by "Documents/Forms", "Related Resources", "Laws/Regulations", and "Contact". The main content area has an "Overview" section with a sub-header "School Nutrition Programs | Program Guidance | Forms | Resources | Nutrition Education". The text describes the mission of the USDA Food Distribution Program in Connecticut, mentioning the Summer Food Service Program (SFSP) administered by CSDE. A second "Overview" section lists two links: "Overview of USDA Foods Program in Connecticut" and "The Truck Stops Here" PowerPoint presentation.

Connecticut's Official State Website

Search Connecticut Government...

HOME / DEPARTMENT OF EDUCATION - BETA / K-12 EDUCATION / NUTRITION / SCHOOL NUTRITION PROGRAMS / FOOD DISTRIBUTION PROGRAM (USDA FOODS)

## Food Distribution Program (USDA Foods)

Overview

Documents/Forms

Related Resources

Laws/Regulations

Contact

Provided by:  
**Department of Education - Beta**

### Overview

[School Nutrition Programs](#) | [Program Guidance](#) | [Forms](#) | [Resources](#) | [Nutrition Education](#)

The mission of the U.S. Department of Agriculture's (USDA) Food Distribution Program is to strengthen the nation's nutrition safety net by providing food and nutrition assistance to school children and families; and support American agriculture by distributing high quality, 100 percent American-grown USDA Foods. In Connecticut, the USDA Food Distribution Program for [school nutrition programs](#) and the [Summer Food Service Program \(SFSP\)](#) is administered through the Connecticut State Department of Education (CSDE).

### Overview

- [Overview of USDA Foods Program in Connecticut](#)  (CSDE)
- [The Truck Stops Here](#)  PowerPoint presentation from SNACT 2016 Fall Conference (CSDE)

<http://portal.ct.gov/SDE/Nutrition/Food-Distribution-Program-USDA-Foods>

# USDA Foods Toolkit for CNPs

## USDA Foods



### USDA Foods Toolkit for Child Nutrition Programs

The USDA Foods Toolkit is a collection of valuable resources to assist Child Nutrition Professionals in effectively using their USDA Food entitlement and to help them educate students, staff, and the community about the healthy contributions that USDA Foods provide to their meal programs.



#### Resources

- [USDA Foods Available List](#)
- [Food Distribution State Contacts](#)
- [USDA Foods Cost Analysis Tool](#)
- [Meal Pattern USDA Foods Chart](#)
- [USDA Foods Cookbook Resources](#)
- [Recipes for Schools and Child Care](#)
- [A Chef's Recipe for Success: Using USDA Foods](#)
- [Food Buying Guide Calculator for Child Nutrition Programs](#)
- [School Breakfast Resources](#)
- [Links to Other Resources](#)

#### Fact Sheets

- [USDA Foods: Changing School Lunch and Supporting American Agriculture Nationwide](#)
- [USDA Foods Product Information Sheets for Child Nutrition Programs](#)
- [USDA Foods Whole Grain Fact Sheet](#)
- [USDA Foods Processing Fact Sheet](#)
- [USDA Foods: How to Get Your Product Considered](#)

#### Training

- [Food Distribution Webinars and Training](#)
- [Communicating with School Administrators about USDA Foods: Presentation and Talking Points](#)
- [USDA Foods Online Training at the Institute of Child Nutrition](#)
  - [Recommended USDA Foods Online Courses](#)
    - [USDA Foods Primer 1](#)
    - [USDA Foods Primer 2](#)
    - [Life Cycle of USDA Foods](#)
    - [USDA Foods Processing 101](#)
    - [USDA Foods Disaster Preparedness](#)
    - [DoD Fresh Fruit and Vegetable Program: The Basics](#)