**USDA Food Annual input of items to offer Procedure**

**Implementation Date**: December 2018

**Revised Date**: June 2019

 **Next Review Date**: April 1, 2021

**Purpose**: This procedure is to be used to collect input from the recipient agencies of what they would like to see offered.

**Applicable Audience**:

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| Office | Division | Section | Position |
| School Finance & Operations | Child Nutrition | USDA Foods |  |
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**Definitions**:

**Statutes, Rules or References**:

250.58 (e)

FD policy #104

June 2018 Management Evaluation

**Tasks, Responsibilities and Accountabilities**:

**Procedure**:

1. USDA Food coordinator will obtain list of upcoming year available products from USDA
2. Coordinator will prepare or have prepared an electronic survey for RAs to complete during January of all 180 plus USDA products. This will be called pre order survey.
3. SA will notify RAs of the pre-survey to be completed in December
4. Pre-survey results will be finalized and tallied by 1/31 of each year by USDA food coordinator.
5. Items less than ¼ truck will be first consideration to be dropped.
6. The top 50 items will be selected to be placed on the annual order in February for SFA to order from.

**Roles**:

|  |  |  |  |
| --- | --- | --- | --- |
| Key Contact | Position | Email | Phone Number |
| Walter Beesley | Child Nutrition Director | Walter.beesley@maine.gov | 624-6875 |
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**Document History & Distribution**:

This document will be distributed to Maine DOE staff and posted on the Maine Department of Education Intranet.

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| Version | Revision Log | Date |
| Version 1.0 | Initial Publication | December 2018 |
|  | Revised | June 2019 |
|  | Reformatted | June 2020 |

Date: April 1, 2020 Manager Signature:

Date: April 1, 2020 Division Director Signature: