

Important things to keep in mind when placing your USDA Foods Annual Survey

- Planned Assistance Level (**PAL**) entitlement is the amount provided to each Sponsor/District to spend when completing the **Annual Survey**.
- If you are using PAL entitlement dollars for the Net Off Invoice (NOI) program, NOI pounds will be calculated when you select **Calc**. The Calc button does not calculate your **NOI usage**.
- After submitting your Annual Survey, you can go back and adjust the figures on Brown box, Net Off Invoice (NOI) items, and FFAVORS until the Annual Survey deadline.
- **End Products:** These products are purchased in **Brown Box cases**.
- **Raw Products:** Net Off Invoice (NOI) Program. These products are purchased on **raw pounds** rather than cases.
- **FFAVORS:** Produce is purchased using **available entitlement dollars rather than by pounds or cases**.

What is Brown Box:

Direct Delivery (Brown Box): PAL entitlement dollars to purchase USDA Foods and delivered directly to your district in cases.

- Brown Box items are delivered monthly, tentatively starting in August or September through May, based on the quantities you order through your **monthly USDA Foods order**.
- Under **End Products**, select each category and enter the **total number of cases needed for the school year** in the **Available Monthly** box or boxes.
- The months listed indicate when the products are **scheduled to be delivered to the warehouse**, not when schools will receive the items. **Delivery months are subject to change**, especially if the order is being split with other states.
- Unused PAL entitlement **does not carry over** to the next school year.

What is Net Off Invoice (NOI) Program:

The NOI program allows schools to use PAL entitlement dollars to purchase **raw pounds** and send the product to a processor to make items such as **cheese sticks, chicken patties, nuggets, French fries, pizza, Smucker's uncrustables, French toast, etc.**

- NOI participation is **optional**.
- Sponsors may enroll **once a year during the Annual Survey**.
- Under **Raw Products**, select each category. For each selected processor, enter the **total pounds needed** in the **Pounds** box.
- Each school year, **new Sponsors** must register for **K12 Foodservice** and **ProcessorLink** and select their distributor. **Established Sponsors** only need to select their distributor each school year.

Examples:

It takes 10 pounds of raw apples to make one case of applesauce cups.

Determine the **total number of cases** of applesauce cups needed for the school year.

Then multiply the number of cases by **10 pounds** to calculate the total pounds of **raw** apples that must be purchased.

- Number of cases needed × 10 pounds = Total pounds of **raw apples** to purchase.
- Receive a **discount amount** on each case.

It takes 54.55 pounds of raw potatoes to make one case of a certain type of French fries.

Determine the **total number of cases** of French fries needed for the school year.

Then multiply the number of cases by **54.55 pounds** to calculate the total pounds of raw potatoes that must be purchased.

- Number of cases needed × 54.55 pounds = Total pounds of **raw potato** to purchase.
- Receive a **discount amount** on each case.
- If participating in **NOI**, use your distributor's **NOI catalog** when completing the Annual Survey. The catalog shows the **item number, total pounds needed for each processor** and the **discount amount you receive on each case**.
- **NOI**: Any unused pounds **do not carry over** to the next school year. Remaining pounds will be **swiped**.

What is FFAVORS:

The USDA DoD Fresh program allows schools to use PAL entitlement dollars to purchase fresh produce through the **FFAVORS database**. The program is operated by the Department of Defense (DoD). Sponsors participating in FFAVORS for the **first time** must **register through the FFAVORS database** before placing orders.

- FFAVOR participation is **optional**.
- Sponsors may enroll **once a year during the Annual Survey**.
- A **default month** is currently used for the program.

- Enter whole dollar amounts **without commas or decimal points** (e.g., 150, 1500, 2000, 130000).
- Under **End Products, Fruit category, Dollars Diverted to DoD FFAVORS**, enter the dollar amount.
- Unused dollars **do not carry over** to the next school year. Each school year, you receive a **new dollar amount based on your Annual Survey**.
- The DoD dollar amount requested on the Annual Survey will be **entered into FFAVORS** database for your district to use.
- There is a minimum delivery of **\$150.00 per order**.

There is **NO “Submit” button** after completing the Annual Survey.

- Please share this information with the person responsible for **completing the Annual Survey**.