MAINE DEPARTMENT OF EDUCATION

# USDA Foods Distribution Program



# **USDA Foods Distribution Program**

- USDA FDP distributes foods to school sponsors in NSLP and SFSP
- Nutritious food to children
  - Whole grains
  - Fruits & vegetables
  - Meat/Meat Alternate products
- 100% American-grown foods
- Tangible foods that the USDA purchases on your behalf



### **Entitlement or Planned Assistance Level**

- NSLP schools receive an entitlement each year to spend on USDA foods
- Entitlement/PAL = # lunches served x USDA foods meal rate (.45)
- Annual Order/Annual Survey use funds to order USDA foods for the upcoming school year



# **Entitlement/PAL Funds**

- May be spent on:
  - USDA Foods "brown box"
  - Net off Invoice (NOI)- USDA food sent for processing
  - Department of Defense (DOD) FFAVORS- Purchase fresh produce using entitlement \$

\*This is NOT the Fresh Fruit & Vegetable Program!

Unallocated entitlement/PAL may be spent on additional USDA foods



### **USDA Foods Annual Survey**

- The process when schools use their entitlement \$ to purchase USDA foods for the upcoming School Year
- Completed in January/February
- Completed in CNPweb



# **Annual Survey for USDA Foods**





### **USDA Foods Warehouse Contract**

- PFG Performance Foodservice Group delivers monthly orders.
  - Monday-Thursday 7:00am-3:30pm
- They do not close for snowstorms
- **PFG delivery schedule** is posted on the Child Nutrition website.
  - www.maine.gov/doe/schools/nutrition



### What Was Ordered on the Annual Survey?

- CNPweb FDP
- Program Year: 2026.
- Locate Sponsor name by clicking on the 1<sup>st</sup> letter of your sponsor name/districts.

**Note:** There are no districts listed as **AOS** or **Union**.

- Click on the Sponsor number.
  - Sponsor Summary page.

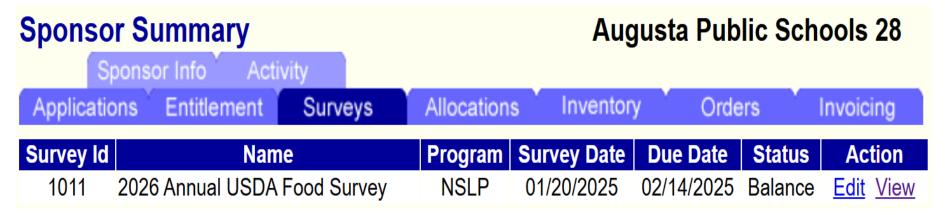


# **Sponsor Summary page**

Select: Surveys

2026 Annual USDA Food Survey

Select: View





### The Annual Survey will look like this

Product Code	Product Desc	Ent Value	Processing Fee	Total Requested	Adj	Fill	Bal	Product Code	Produ	ict Desc	Ent Value	Processing Fee	Total Requested	Adj	Fill	Bal
Category: E	Beans							Category: (	Cheese							
100359	BEANS BLACK CAN- 6/10	\$96.75	\$0.00	<mark>5</mark>	5	0	5	100002	CHEESE C		\$2,536.00	\$0.00	40	40	0	40
100360	BEANS GARBANZO CAN-6/10	\$91.65	\$0.00	5	5	0	5		BAGS	10-0/0 LD	Ψ2,000.00	ψ0.00	40	40	Ü	40
Category: E	Beef							100019	CHEESE A	MERICAN WHITE SLIC	\$3,019.60	\$0.00	40	40	0	40
100134	BEEF CRUMBLES W/SPP PKG-4/10 LB PACKAGES	\$3,009.60	\$0.00	20	20	0	20		LVS-6/5 LB CHEESE M	OZ LM PART						
100158	BEEF FINE GROUND RAW FRZ CTN-40 LB	\$7,645.50	\$0.00	50	50	0	50	100021	SKM SHRD 30LB	FRZ BOX-	\$2,306.00	\$0.00	40	40	0	40
100100	PACKAGES	ψ1,040.00	ψ0.00	00	00	U	00		CHEESE N		<b>*</b> 005.00	<b>*</b> 0.00	100 (15-)	400	0	400
110346	BEEF PATTY RAW 90/10 FRZ CTN-40 LB	\$11,169.60	\$0.00	60	60	0	60	110242	FBD BARR LB(40800)	EL-500	\$835.80	\$0.00	420 (lbs)	420	0	420
111860	BLACK BEAN BURGER PATTI 30 LB CASE 165- 137 PATTIES	\$0.00	\$0.00	5	0	0	0	<u>110244</u>	CHEESE M SKM UNFZ PK(41125)		\$6,808.00	\$0.00	3,700 (lbs)	3,700	0	3,700
DOD	DOD - Dollars Diverted to DOD FFAVORS \$40,000.00				0.00		\$0.00	40,	000	40,00	0	0	40	,000		



### **USDA Foods: Monthly Orders**

- Monthly orders are placed 1-15<sup>th</sup> of each month.
- Items can not be refused or returned to PFG throughout the school year.
- If you don't have the storage space, then you may skip a monthly order.
  - Everything will be received during the final delivery of the year



# **Monthly Orders**

#### Order Monthly 1st-15th

August

September

October

November

December

January

February

March

April

#### **Summer Food Service only**

• May 1<sup>st</sup>-15<sup>th</sup>

**Delivered to the schools** 

September

October

November

December

January

February

March

April

May (Item can't be refused or returned)

June



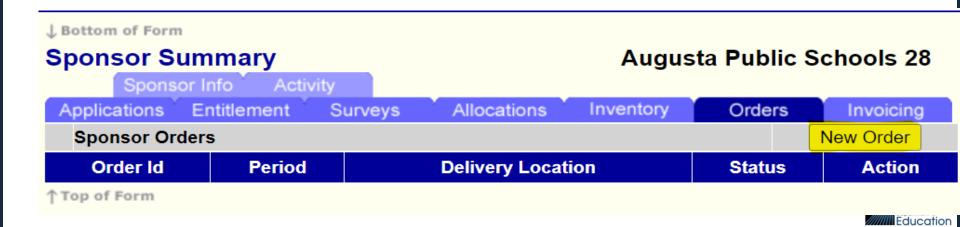
### Placing A Monthly Order in CNPweb

- Log into CNPweb
- Select: FDP
- Select Program Year 2026
- Locate Sponsor name
- Click on Sponsor number
- Select Orders
- Select <u>New Orders</u>
- Select location.
- Delivery period.
- Next



# Placing the monthly order

- Select Orders
- New Order. Schools have been known to miss this step.
- All the items will be listed.



# When you select the delivery location you will see the cases allocated for that month for all delivery drops

Select Location and Period							
Location:	Farrington Elementary School ✓						
Delivery Period:	August monthly order ✓						
	Cancel Next						



### **Available Qty and Order Qty boxes**

- From the Available Qty column, put how many cases in the Order Qty box.
- If you want all 5, then you put all 5. If only want 1, then you enter 1. The remaining 4 get rolled over to the following monthly order.



# **To view Monthly Orders**

- Go to Sponsor Summary page.
- Once the monthly order closes, after the 15<sup>th</sup> of each month.
- Select Orders
- Look for the **Period** this is the ordered month.
- View

Sponso	r Summary	Augusta Public Schools 28					
S	ponsor Info Activity						
Application	ons Entitlement Surveys	Allocations Inventory	Orders	Invoicing			
Sponso	or Orders		Ne	ew Order			
Order Id	Period	Delivery Location	Status	Action			
5693	September monthly order	Farrington Elementary School	Received	<u>View</u> <u>Edit</u>			
5694	September monthly order	Cony High School	Received	<u>View</u> <u>Edit</u>			
5695	September monthly order	Lillian Parks Hussey School	Received	<u>View</u> <u>Edit</u>			
5696	September monthly order	Lincoln Elementary	Received	<u>View</u> <u>Edit</u>			
5697	September monthly order	Sylvio J Gilbert School	Received	<u>View Edit</u>			

#### Complete monthly order.

#### Total Cases: 22 cases will be delivered the following month.

Deliver To: Farrington Elementary School 249 Eastern Ave Augusta, ME 04330	Contact: Jennie McDowell (207) 626-2468	Delive	ery Date:		<b>\</b>	
Code	escription	Unit Value	Order E	Delivere <b>t</b> te Qty	eceived Qty	Total Value
Entitlement Commodities						
100002 Pack Size: 6/5 lb Processing Fee: 0.00	HRED BAG-6/5 LB BAGS	68.88	<b>3</b>	3	3	206.64
100158 Pack Size: 40 LB CTN Processing Fee: 0.00	RZ CTN-40 LB PACKAGES	132.15	<b>2</b>	2	2	264.30
RAISINS BOX-144/1.33 100293 Pack Size: 144/1.33 OZ Processing Fee: 0.00	BOX	25.96	2	2	2	51.92
BEANS GARBANZO CA 100360 Pack Size: 6/#10 CAN Processing Fee: 0.00		22.76	1	1	1	22.76
TOMATO SALSA POUC 110186 Pack Size: 6/106 oz Processing Fee: 0.00	H-6/106 OZ POUCHES	35.41	2	2	2	70.82
BEEF PATTY 90/10 FRZ 110346 Pack Size: 40 lb ctn Processing Fee: 0.00	CTN-40 LB	159.43	2	2	2	318.86
APPLESAUCE CUP-96/ 110361 Pack Size: 96/4.5 oz Processing Fee: 0.00		28.01	3	3	3	84.03
TORTILLA WHOLE WHE 110394 Pack Size: 12/24 1.5 oz Processing Fee: 0.00	EAT FZN 8" 12/24 TORILLAS	28.51	1	1	1	28.51
CHICKEN STRIPS FRZ 110462 Pack Size: 30 LB CTN Processing Fee: 0.00	CTN-30 LB	95.96	2	2	2	191.92
110554 PACKAGES Pack Size: 8/5 lb Processing Fee: 0.00	SLICED FRZ PKG-8/5 LB	224.80	2	2	2	449.60
CHICKEN FILLETS UNE 110921 PACKAGE Pack Size: 30-LB CTN Processing Fee: 0.00	BRED FRZ CTN-30 LB 6/5LB	107.86	2	2	2	215.72
	Total	Cases: -	22	22	221	,905.08



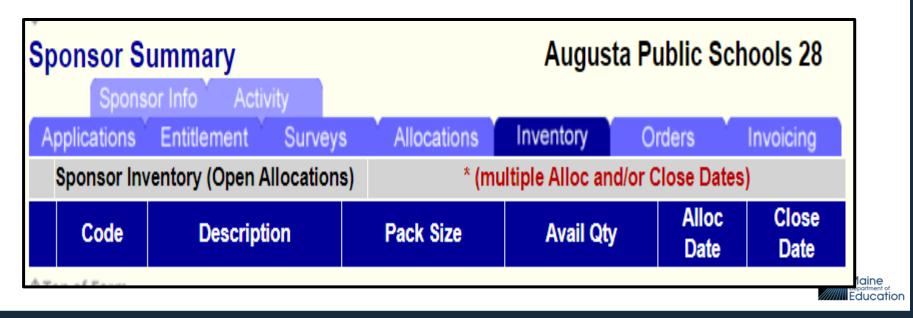
# **Purchasing Extra Items**

- To purchase extras items, you must have PAL Entitlement available funds.
- To find the PAL Entitlement. You will select the **Entitlement** tab from the Sponsor Summary page.
- If you are in the negative, then you will not be able to purchase extra items.
- Extras is a two-step process.



### Inventory

Check your inventory monthly.



# **Net Off Invoice (NOI)**

- Optional
- Allows schools to use PAL funds for further processing of USDA food into a commercial product
  - Example: mozzarella cheese → Pizza
- Commercial product can be purchased from the distributor you assign
- Discount for the value of USDA food



# **Net Off Invoice (NOI)**

- Was PAL allocated for NOI?
- Annual Order
  - If you see lbs. in the Total Requested column then you did.
- If you don't use your NOI lbs. You will lose them at the end of June. The lbs. don't carry over from year to year.



### **Total Requested column**

The total number of **lbs.** purchased for the whole school year.

Product Code	Product Desc	Ent Value	Processing Fee	Total Requested	Adj	Fill	Bal
Category: C	heese						
100002	CHEESE CHED WHT SHRED BAG-6/5 LB BAGS	\$2,536.00	\$0.00	40	40	0	40
100019	CHEESE AMERICAN PROCESS WHITE SLIC LVS-6/5 LB	\$3,019.60	\$0.00	40	40	0	40
100021	CHEESE MOZ LM PART SKM SHRD FRZ BOX- 30LB	\$2,306.00	\$0.00	40	40	0	40
110242	CHEESE NAT AMER FBD BARREL-500 LB(40800)	\$835.80	\$0.00	420 (lbs)	420	0	420
<u>110244</u>	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	\$6,808.00	\$0.00	3,700 (lbs)	3,700	0	3,700

# **NOI Third Party Processors**

- K12 Foodservice <a href="https://www.k12foodservice.com">https://www.k12foodservice.com</a>
- Processor Link <a href="https://www.processorlink.com">https://www.processorlink.com</a>
- You <u>must</u> be registered for these <u>two</u> websites.
- Use these websites to track your usage of NOI pounds.
- You must select your distributor to get the discount.
- If you don't select your distributor, you will not get the discount.



### **NOI** information

- Request the NOI catalog from your distributor
  - Dennis Paper
  - PFG
  - SYSCO
- Each carry a different variety of eligible products
- Must order the specific item number to get the discount per case
  - Monitor invoices
- NOI information can be found on the Child Nutrition website.
  - https://www.maine.gov/doe/schools/nutrition



# **After Purchasing NOI Items**

- PFG and Sysco will upload the transaction to K12
   Foodservice and Processorlink daily, so you can keep track of your lbs.
- Dennis Paper uploads to K12 Foodservice and Processorlink weekly.



### **DoD Fresh Fruits and Vegetable Program**

- The program is optional
- \$150.00 minimum delivery per order
- Native Maine in Westbrook is the Prime Vendor.
- Native Maine will have a designated weekday assigned to your school.
- The week that you place the order is not when you will receive it.
  - The order will be delivered the **following** week.
- Aroostook County delivery is the 1<sup>st</sup> Thursday of each month
  - Orders must be placed the last week of each month
- You must track spending throughout the school year
- The cutoff date is usually **27**<sup>th</sup> **of June** to purchase your last order.
- Orders in FFAVORS must be received and receipted for by June 30.
- If you don't use your DoD dollars. You will lose the money at the end of June. It does not carry over from year to year.



### **FFAVORS Database**

- DOD Fresh is ordered in the FFAVORS database
- You must have a FFAVORS account
- Contact Terri Fitzgerald



### Department of Defense-DoD/FFAVORS

- Was PAL allocated for DoD/FFAVORS?
- Look at the Annual Order
- Look at Category: Fruits
  - If you see dollar amount in the Total Requested column then you did



### **DoD Fresh Fruits and Vegetable Program**

 Total number of dollars to be used for the school year on fresh fruits and vegetables.

Product Code	Product Desc	Ent Value	Processing Fee	Total Requested	Adj	Fill	Bal
Category: Fro	uits						
DOD - Dollars	Dollars Diverted to DOD FFAVORS	\$25,000.00	\$0.00	25,000	25,000	0	25,000



### **Child Nutrition website**

https://www.maine.gov/doe/schools/nutrition

#### Food Distribution Program





### **Contact information**

Terri Fitzgerald

Terri.fitzgerald@maine.gov

624-6882



### **Questions?**

