

A dark blue silhouette of a child sitting and reading a book, positioned on the left side of the slide. The background is a gradient of dark blue.

MAINE DEPARTMENT
OF EDUCATION

USDA Foods Distribution Program

Presented by: Maine DOE Child Nutrition Programs



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



Food Distribution Program (USDA)

The USDA Foods Program support domestic nutrition programs and American agricultural producers through purchases of 100% American-grown and produced foods.

[Net Off Invoice \(NOI\)](#)

[PFG Delivery Schedule SY2025](#)

[USDA Food Price Per Case](#)

[Food Distribution Program](#)

What Was Ordered on the Annual Survey?

- CNPweb - FDP
- Program Year: **2026**.
- Locate Sponsor name by clicking on the 1st 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

Sponsor Summary

Augusta Public Schools 28

Sponsor Info

Activity

Applications

Entitlement

Surveys

Allocations

Inventory

Orders

Invoicing

Survey Id	Name	Program	Survey Date	Due Date	Status	Action
1011	2026 Annual USDA Food Survey	NSLP	01/20/2025	02/14/2025	Balance	Edit View

The Annual Survey will look like this

Product Code	Product Desc	Ent Value	Processing Fee	Total Requested	Adj	Fill	Bal	Product Code	Product Desc	Ent Value	Processing Fee	Total Requested	Adj	Fill	Bal
Category: Beans								Category: Cheese							
100359	BEANS BLACK CAN-6/10	\$96.75	\$0.00	5	5	0	5	100002	CHEESE CHD WHT SHRED BAG-6/5 LB BAGS	\$2,536.00	\$0.00	40	40	0	40
100360	BEANS GARBANZO CAN-6/10	\$91.65	\$0.00	5	5	0	5	100019	CHEESE AMERICAN PROCESS WHITE SLIC LVS-6/5 LB	\$3,019.60	\$0.00	40	40	0	40
Category: Beef								100021	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	\$2,306.00	\$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	110242	CHEESE NAT AMER FBD BARREL-500 LB(40800)	\$835.80	\$0.00	420 (lbs)	420	0	420
100158	BEEF FINE GROUND RAW FRZ CTN-40 LB PACKAGES	\$7,645.50	\$0.00	50	50	0	50	110244	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	\$6,808.00	\$0.00	3,700 (lbs)	3,700	0	3,700
110346	BEEF PATTY RAW 90/10 FRZ CTN-40 LB	\$11,169.60	\$0.00	60	60	0	60								
111860	BLACK BEAN BURGER PATTI 30 LB CASE 165-137 PATTIES	\$0.00	\$0.00	5	0	0	0								
DOD - Dollars					Dollars Diverted to DOD FFAVORS			\$0.00	40,000	40,000	0	40,000			
					\$40,000.00										

USDA Foods: Monthly Orders

- Monthly orders are placed 1-15th 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 1st-15th

June

Delivered to the schools

September

October

November

December

January

February

March

April

May **(Item can't be refused or returned)**

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 New Orders
- 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.

↓ Bottom of Form

Sponsor Summary **Augusta Public Schools 28**

Sponsor Info Activity

Applications Entitlement Surveys Allocations Inventory **Orders** Invoicing

Sponsor Orders **New Order**

Order Id	Period	Delivery Location	Status	Action
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↑ Top of Form

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.

FDPMaine Department of Education

Sponsor Order Form

Augusta Public Schools
28

Order Number:
Order Type:
Order Status:

Not Assigned
OrderType
OrderStatus

Deliver To:
Farrington Elementary School
249 Eastern Ave
Augusta, ME 04330

Contact:
Jennie McDowell
(207) 626-2468

Delivery Date:

Code	Description	Unit Value	Available Qty	Order Qty
Entitlement Commodities				
100360	BEANS GARBANZO CAN-6/10 Pack Size: 6/#10 CAN Processing Fee: 0.00	22.76	5	<input type="text" value="0"/>
110921	CHICKEN FILLETS UNBRED FRZ CTN-30 LB 6/5LB PACKAGE Pack Size: 30-LB CTN Processing Fee: 0.00	107.86	10	<input type="text" value="0"/>
Total Cases:			15	0

Maine
Department of
Education

To view Monthly Orders

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

Sponsor Summary				Augusta Public Schools 28	
Sponsor Info		Activity			
Applications	Entitlement	Surveys	Allocations	Inventory	Orders
Sponsor Orders					New Order
Order Id	Period	Delivery Location		Status	Action
5693	September monthly order	Farrington Elementary School		Received	View Edit
5694	September monthly order	Cony High School		Received	View Edit
5695	September monthly order	Lillian Parks Hussey School		Received	View Edit
5696	September monthly order	Lincoln Elementary		Received	View Edit
5697	September monthly order	Sylvio J Gilbert School		Received	View Edit

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		Delivery Date:		
				↓		
Code	Description	Unit Value	Order Qty	Delivered Qty	Received Qty	Total Value
Entitlement Commodities						
100002	CHEESE CHED WHT SHRED BAG-6/5 LB BAGS Pack Size: 6/5 lb Processing Fee: 0.00	68.88	→ 3	3	3	206.64
100158	BEEF FINE GROUND FRZ CTN-40 LB PACKAGES Pack Size: 40 LB CTN Processing Fee: 0.00	132.15	→ 2	2	2	264.30
100293	RAISINS BOX-144/1.33 OZ Pack Size: 144/1.33 OZ BOX Processing Fee: 0.00	25.96	2	2	2	51.92
100360	BEANS GARBANZO CAN-6/10 Pack Size: 6/#10 CAN Processing Fee: 0.00	22.76	1	1	1	22.76
110186	TOMATO SALSA POUCH-6/106 OZ POUCHES Pack Size: 6/106 oz Processing Fee: 0.00	35.41	2	2	2	70.82
110346	BEEF PATTY 90/10 FRZ CTN-40 LB Pack Size: 40 lb ctn Processing Fee: 0.00	159.43	2	2	2	318.86
110361	APPLESAUCE CUP-96/4.5 Pack Size: 96/4.5 oz Processing Fee: 0.00	28.01	3	3	3	84.03
110394	TORTILLA WHOLE WHEAT FZN 8" 12/24 TORILLAS Pack Size: 12/24 1.5 oz Processing Fee: 0.00	28.51	1	1	1	28.51
110462	CHICKEN STRIPS FRZ CTN-30 LB Pack Size: 30 LB CTN Processing Fee: 0.00	95.96	2	2	2	191.92
110554	TURKEY BREAST DELI SLICED FRZ PKG-8/5 LB PACKAGES Pack Size: 8/5 lb Processing Fee: 0.00	224.80	2	2	2	449.60
110921	CHICKEN FILLETS UNBRED FRZ CTN-30 LB 6/5LB PACKAGE Pack Size: 30-LB CTN Processing Fee: 0.00	107.86	2	2	2	215.72
Total Cases:			→ 22	22	22	1,905.08

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.

Sponsor Summary				Augusta Public Schools 28		
Sponsor Info		Activity				
Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing
Sponsor Inventory (Open Allocations)			* (multiple Alloc and/or Close Dates)			
Code	Description	Pack Size	Avail Qty	Alloc Date	Close Date	

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: Cheese							
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
110244	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** <https://www.k12foodservice.com>
- **Processor Link** <https://www.processorlink.com>
- You **must** be registered for these **two** 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 **1st 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 **27th 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: Fruits							
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



- ▼ How to Submit a New Order
- ▼ How to Order Extras/Surplus
- ▼ How to Place Your Final SY25 USDA Order
- ▼ How to Order Bonus Items
- ▼ How to Place Your Annual Order
- ▼ How to See What Your District Ordered in the Annual Survey
- ▼ How to Place Your Summer Order

Contact information

Terri Fitzgerald

Terri.fitzgerald@maine.gov

624-6882

Questions?

