



Child Nutrition Program USDA Foods

Presented by:
The Child Nutrition Team-Terri Fitzgerald

What is USDA Foods

- Buy American products.
- Supporting American farmers while providing nutritious foods for schools.
- Offerings include a wide variety of high-quality fruits, vegetables, dairy products, whole grains, lean meats, and other protein options.



What is PAL entitlement



What is PAL: **Planned Assistant Level.**

1. PAL entitlement is based on a formula that **multiplies** the **total number** of reimbursable lunches/**meal counts** by the **USDA meal rate.**

Annual Survey 2027 (SY 2026–2027)

PAL Entitlement = **SY 2024–2025** meal counts.

Annual Survey 2028 (SY 2027–2028)

PAL Entitlement = **SY 2025–2026** meal counts.

2. The **total PAL entitlement amount** is then **calculated** by each of the **individual school districts** and their **total meal counts.**

- PAL Entitlement can be found on the **Sponsor Summary page** in CNPWeb. **Entitlement**

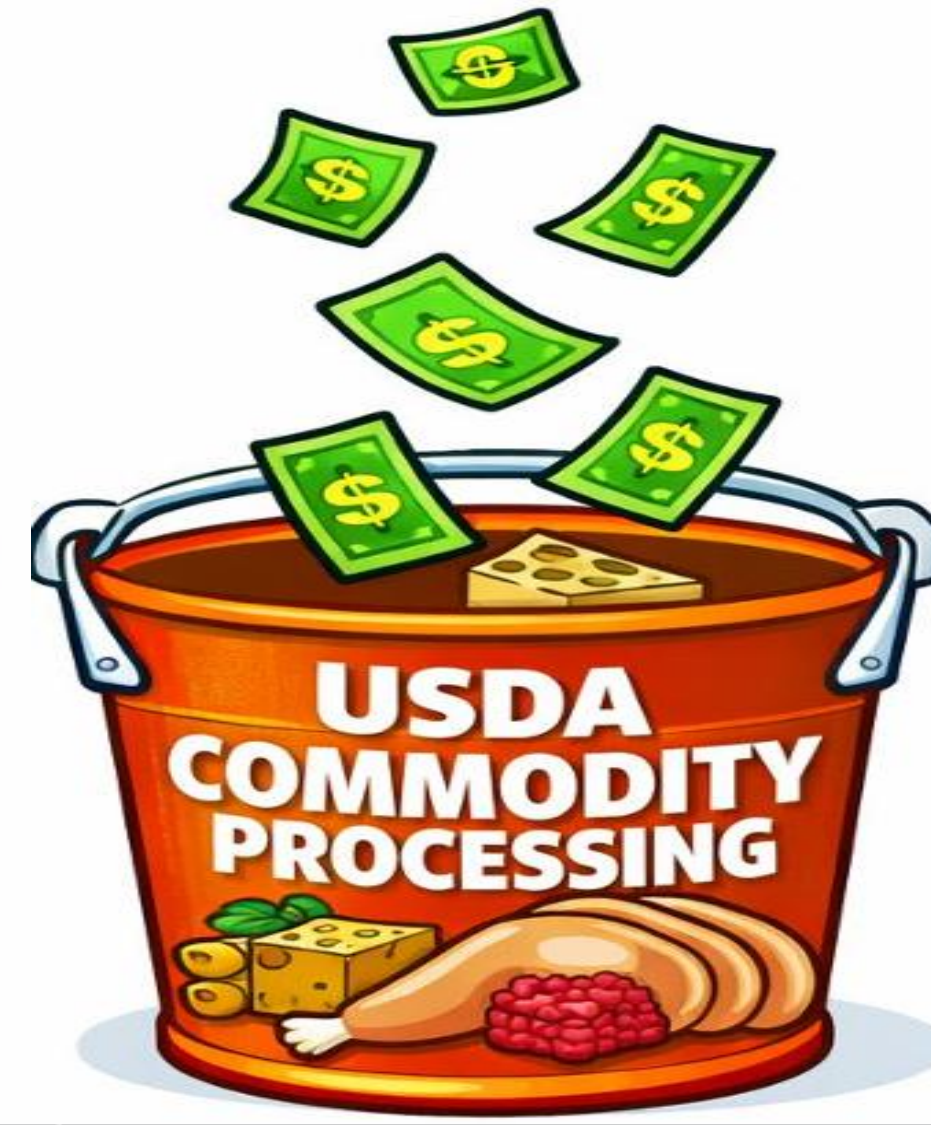
PAL entitlement: You **use it** or **lose it** at the end of **each school year.**



Brown box. Buy
only American
products



DoD Fresh Fruit and
Vegetable Program.
FFAVORS (Fresh Fruit
and Vegetable Order
Receipt System).



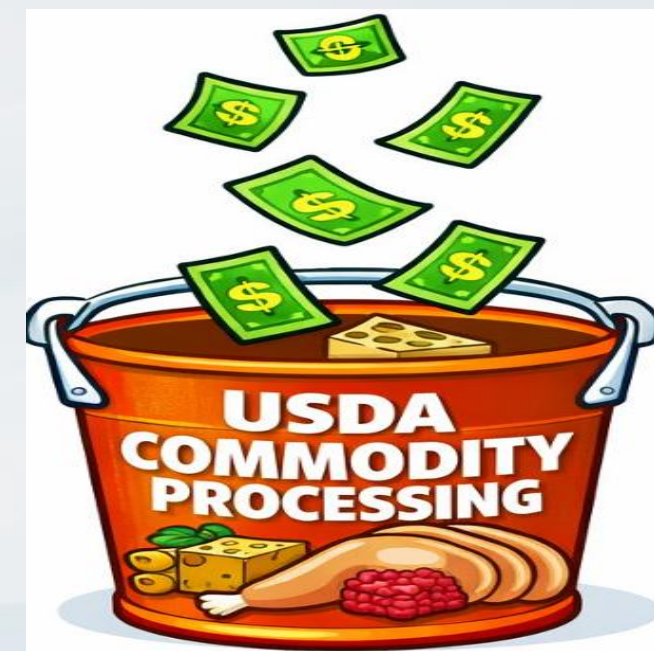
Net Off Invoice (NOI)
Program

How to Use Your PAL Entitlement: Annual Survey & Extras

1. **Brown Box-** USDA Foods are also known as **Direct Delivery USDA Foods**, meaning they are shipped directly from USDA vendors to state-contracted warehouses
2. **Net Off Invoice (NOI)**-purchase **raw pounds** which are sent for processing.
3. **Department of Defense (DoD)** Order **fresh produce** using the **FFAVORS** database.
 - **Extras** – Any remaining PAL entitlement can be used to order additional USDA Foods during the school year.
 - PAL entitlement balances can be found on the **Sponsor Summary** page in **CNPWeb** under **Entitlements**.
 - **NOI and DOD programs - Are optional.**

DoD Fresh & NOI

- **DoD Fresh & NOI** enrollment can only be done **once a year** during the **Annual Survey**.
- If you miss the deadline, you will need to wait until the following school year to participate.



Direct Delivery/Brown Box



- Direct Delivery (Brown Box):
 - Purchase by the **cases only**.
 - Commercial Grade Products.
- **Delivered once a month** during the school year.
Based on your Annual Survey.
- **Items can not be refused or returned to PFG throughout the school year.**
- **All items** left over in **April** will be delivered in May.

USDA Guaranteed Products



USDA Foods will be **guaranteed** for use **within the school year** and should move in and out of inventory within **six month**.

DoD Fresh Fruit and Vegetable Program.

FFAVORS (Fresh Fruit and Vegetable Order Receipt

System).

- Federal database program.
- **\$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 **approve receipt** of the shipment in FFAVORS within **two business days.**
- 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.



Do you have your user ID and password?



Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

[HOME](#) > [PROGRAMS](#) > [FOOD DISTRIBUTION & EMERGENCY ASSISTANCE](#) > [USDA FOODS IN SCHOOLS](#) > [STATE AGENCY](#) > **FFAVORS**

State Agency

Disaster Assistance

WBSCM

FFAVORS

E-letters

USDA Foods Complaints

USDA Foods Database

USDA Foods Toolkit

Value of Donated Foods Notices

Maintenance Notice

FFAVORS is scheduled for maintenance every Sunday from 4:00 PM through 2:00 AM Central Time. The site may be unavailable for periods during the maintenance time.

IDs and Passwords

For access to FFAVORS, your current Department of Defense (DoD) Account Manager, DoD Field Representative, and/or DoD Contracting Specialist must establish a user profile for each new user within FFAVORS.

We use Login.gov for user authentication and verification services, a move from the eAuthentication service. To learn more about Login.gov and the change, [view details](#) .

Once added to FFAVORS, an email notification to the user with step by step instructions on how to create the Login.gov account will be generated. Without the profile in FFAVORS, the user will not gain access to the application. For those that currently have an eAuthentication ID, the user profile must still be created in FFAVORS before accessing the site. You may continue to use an existing eAuthentication ID at this time or create your Login.gov ID to use with FFAVORS.

If you have problems accessing FFAVORS or do not know your current DoD Account Manager, DoD Field Representative, and/or DoD Contracting Specialist, please contact the FFAVORS help desk.



FFAVORS Login 



Select Login.gov



 An official website of the United States government [Here's how you know](#) ▾



eAuthentication

U.S. DEPARTMENT OF AGRICULTURE



HOME

CREATE ACCOUNT

MANAGE ACCOUNT ▾

HELP ▾



Customer Login



[Need an account?](#)

Not a Customer? [Change user type](#)

Select an option to continue



Login.gov

Enter Login.gov Email Address and Password



eAuth User ID

Enter User ID and Password





USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#)

[Create an account](#)

Sign in for existing users

Email address

Password

☐ Show password

Submit



Enter the one-time verification code sent to you via text message or email.



Enter your one-time code

We sent a text (SMS) with a one-time code to (***) ***-2524.

Do not share this code. If someone calls, texts, or emails asking for this code, it may be a scam. [Learn how to identify fraud and report it.](#) 

One-time code

Example: 123456

☐ Remember this browser

Select this to skip authentication on supported sites. **DO NOT** select "Remember this browser" if you are on a public or shared device.

Submit

 **Send another code**

Receipting in FFAVORS



- Once orders have been received.
- Schools are now required to **receipt within 2 business days of Requested Delivery Date-RDD business days)**
- If **past due** receipts exist, ordering will be **locked** until past due receipts are processed.
- Receipts will continue to remain on the Edit Receipts screen for 7 days after Requested Delivery Date-RDD.

How to edit receipts





Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Help

Date: Tuesday, October 22, 2024

Customer Homepage

Last Login: Monday, October 21, 2024 8:16:48 AM

Please read the latest USDA market report [here](#).

Welcome, Yarmouth Schools

Please select from the following options:

Orders

- [Place a New Order](#)
- [Modify Pending Order](#)
- [Edit Receipts](#)
- [View an Order](#)
- [Current Fund Balances](#)
- [Product News Flashes](#)

Customer / POC

- [Customer](#)
- [Point of Contact \(POC\)](#)

Reports

- [Usage](#)
- [Budget Balance/Spent](#)
- [Catalog](#)
- [Organization/POC](#)
- [User](#)

My Profile

- [My Profile](#)
- [System Emails](#)
- [HelpDesk/Incidents](#)

Please Read (updated on 09/29/2024)

The following changes have been made to FFAVORS:

- On Edit Receipts screen, 'past due' is now referenced in terms of business days instead of calendar days. A receipt is past due if not receipted within 5 business days (the same as 7 calendar days previously referenced). In FFAVORS, every weekday (including holidays) is considered a business day.

If you have questions, please ask your FFAVORS account representative or email the FFAVORS help desk at sm.fn.ffavors@usda.gov.

Select Edit





[Home](#) [Help](#) [Logout](#)

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, October 22, 2024

Receipts

Receipts are 'Past Due' if not receipted within 5 business days of RDD

	CUSTOMER CODE	CUSTOMER NAME	RDD	BUSINESS DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
Edit	YME238	YARMOUTH ELEMENTARY	10/15/2024	5	10/15/2024 11:07:44 AM	KAYTLIN ANTHONY
Edit	YME189	YARMOUTH SCHOOLS	10/15/2024	5	10/22/2024 1:36:46 PM	BLAIR CURRIER
Edit	YME238	YARMOUTH ELEMENTARY	10/22/2024	0	10/22/2024 10:15:54 AM	KAYTLIN ANTHONY
Edit	YME189	YARMOUTH SCHOOLS	10/22/2024	0	10/22/2024 1:34:17 PM	BLAIR CURRIER

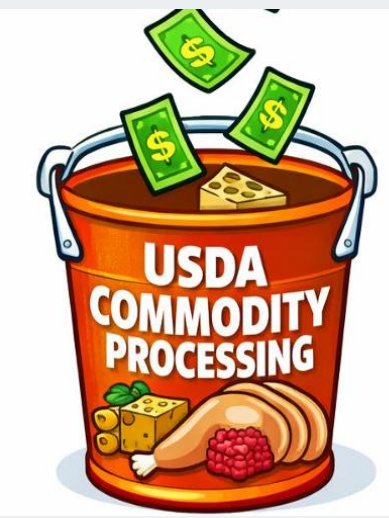
[Return to Main Menu](#)

Continue receipting



- If everything is correct regarding your order, then proceed to the **Process Receipt** button.
- If an item is damaged, then you will enter in the correct number of cases you took in the **Case QTY** box, select the **Reason for Receipt Qty Difference**, select **Process Pending Receipt**.
- Example you ordered **4 cases** of green apples, but **1 case** was **damaged**, you will enter in **3 cases** in the **Case Receipt QTY**, **select the reason**.
- **Process Pending Receipt**.

Net Off Invoice (NOI) Program

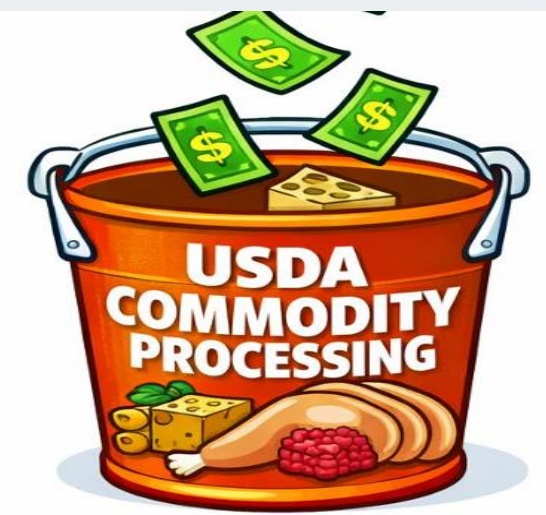


Allows schools to use PAL funds for further processing of USDA food into a commercial product.

Example:

- Sends bulk chicken to a processor.
- The processor makes chicken patties, chicken nuggets, etc.
- The school orders the nuggets/patties through its distributor you assign.
- The chicken is **deducted** from your allocated **raw pounds**, and you receive a **discount** on **each case** purchased.
- You will **lose your unused pounds** at the end of June. They **do not** carry over from year to year.

New Off Invoice (NOI) raw pounds



Net Off Invoice (NOI) raw pounds

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.

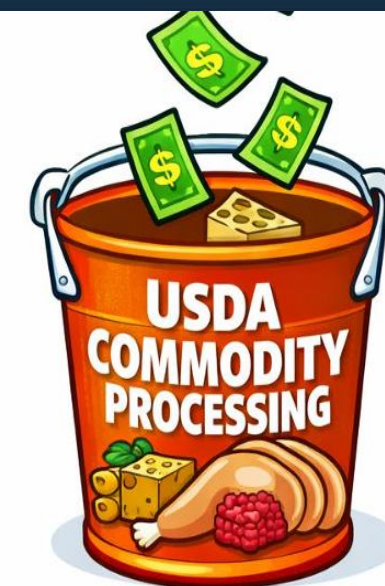
Formula:

Number of cases needed × 10 pounds = Total pounds of raw 'apples' to purchase.

Discount: \$3.29 off per case.

Net Off Invoice (NOI) raw pounds

It takes **54.55 pounds** of *raw* potatoes to make one case 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.

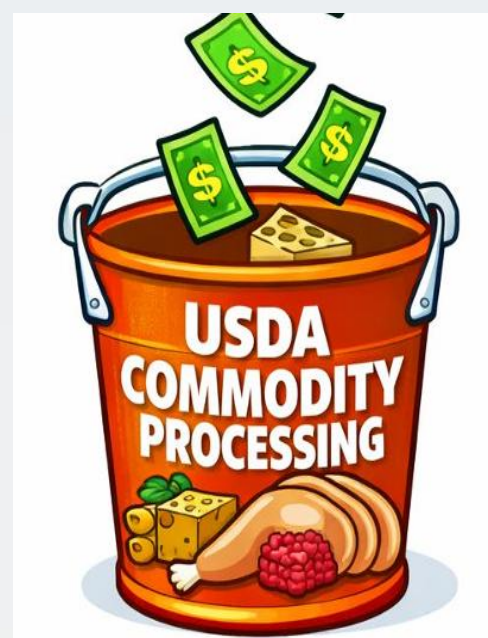
Formula:

Number of cases needed × 54.55 pounds = Total pounds of raw 'potato' to purchase.

Discount: \$9.21 off per case.

Net Off Invoice (NOI) raw pounds

It takes **9 pounds** of *raw* cheese to make one case of cheese pizza



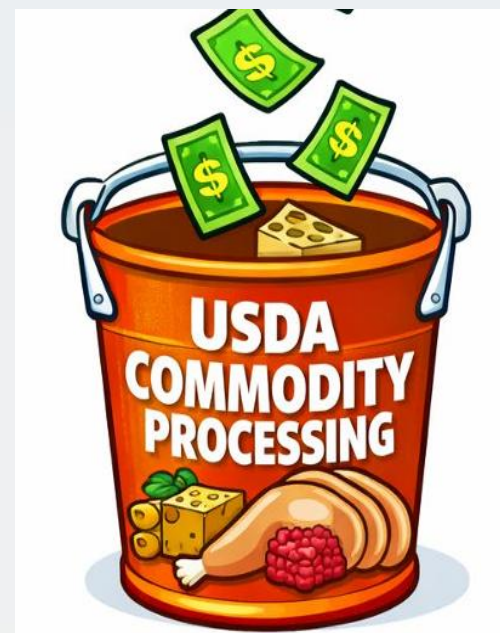
Determine the total number of cases of pizza's needed for the school year. Then multiply the number of cases by **9 pounds** to calculate the total pounds of raw cheese that must be purchased.

Formula:

Number of cases needed × 9 pounds = Total pounds of raw 'cheese' to purchase.

Discount: \$16.44 off per case.

Net Off Invoice (NOI) raw pounds



- To utilize NOI you **must** create accounts with **both ProcessorLink** and **K12 Foodservice**.

ProcessorLink

We proudly support



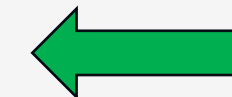
Login

Password

Log in

[Forgot your password?](#)

Need an account? [Sign up now](#)



K12 Foodservice



Contact Us

K12 Services Incorporated prides itself in providing best-in-class customer support. Our website support team works closely with you to provide the most comprehensive tools to manage your USDA commodity program.

K12 Services Incorporated will work with you & your team to provide trainings and website demonstrations on how to effectively set-up and utilize the tools provided within k12foodservice.com. We will strive to make sure your company and its sales team gets the most beneficial and productive use possible out of our platform.

We offer individual and group training sessions on k12foodservice.com for all of your end-user customers from school districts & state distributing agencies to brokers & distributors.

K12 Services Incorporated	
info@k12servicesinc.com	
Website Support Main Line	571-409-6560
New & Existing Client License Questions	571-485-7846
Distributor Certification	571-485-8057
Billing	571-485-7846



www.maine.gov/doe

ProcessorLink:

- **Cargill Kitchen Solutions-Eggs**
- **Land O' Lakes-(LOL)-Cheese**
- **National Foods-Apples**
- **Pilgrim Pride-Chicken**
- **Rich Chicks-Chicken**
- **Rich Products-Flour**
- **Schwans-Cheese**
- **Tasty Brands-Cheese**
- **Yangs-Chicken (Dark meat only)**

K12 Foodservice:

- **Basic American-Dehydrated Potato**
- **ConAgra-Cheese**
- **Smucker's-Peanuts**
- **Red Gold-Tomato Sauce**
- **Tyson: Chicken and Cheese**



What is the USDA Foods Annual Survey

- When school districts purchase their USDA Food items for the following school year.
- SY2026-2027 The previous directors did the planning for you.

SY2026-2027 Annual Survey

- Opened: January 20, 2026
- Closed: February 20, 2026

How to Access the SY2027 USDA Foods Annual Survey

- Program Year 2027
- Sponsor number
- **Surveys**
- SY2027 Annual Food Survey
- 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
1012	SY2027 Annual Food Survey	NSLP	01/20/2026	02/20/2026	Balance	Edit View

USDA Foods Annual Survey Overview

Edit Products		Product Category	# Open	# Closed	Enter Product by	Entitlement Used
		Beans	2	0	Feb 14	\$0.00
		Beef	4	0	Feb 14	\$43,908.97
		Cheese	5	0	Feb 14	\$16,484.00
		Fish	2	0	Feb 14	\$0.00
		Flour	1	0	Feb 14	\$0.00
		Fruits	14	0	Feb 14	\$144,529.00
		Grains	2	0	Feb 14	\$0.00
		Juices	1	0	Feb 14	\$0.00
		Peanut/Sunflower	2	0	Feb 14	\$4,550.00
		Poultry	13	0	Feb 14	\$38,447.75
		Rice/Pasta	2	0	Feb 14	\$0.00
		Vegetables	10	0	Feb 14	\$7,718.27

Exit Survey

End Products are Brown box only



The months listed indicate when USDA Foods are **expected** to be **delivered** to the **warehouse**, not when they will be delivered to your district. **Delivery months are subject to change.**

End Products: Cheese

Edit Products	Product Category	# Open	# Closed	Enter Product by	Entitlement Used
	Beans	2	0	Feb 13	\$19.30
	Beef	4	0	Feb 13	\$0.00
 	Cheese	5	0	Feb 13	\$2,183.10
	Fish	1	0	Feb 13	\$0.00

				Type	Type	Value	Fee
100019	CHEESE, AMERICAN, WHITE, PROCESS, SLICED, CHILLED	6/5 LB PACKAGE	Cooler	Entitlement		\$75.49	\$0.00
Enter before:	Qty	Total	Sep	Jan			
Feb 14	Cases	0	0	0			
100002	CHEESE, CHEDDAR, WHITE, SHREDDED, CHILLED	6/5 LB BAG	Cooler	Entitlement		\$63.40	\$0.00
Enter before:	Qty	Total	Aug	Oct			
Feb 14	Cases	0	0	0			
100021	CHEESE, MOZ, LM PART SKIM, SHREDDED, FROZEN	30 LB CASE	Freezer	Entitlement		\$57.65	\$0.00
Enter before:	Qty	Total	Sep	Dec			
Feb 14	Cases	0	0	0			
Calc Cancel Submit							

Splitting USDA truckloads



- **One full truckload is 1,400 cases.**
- **All sponsors ordered 1,556 cases**, which exceeded one full truckload by **156 cases**
- When splitting a truckload with another state, each state must receive at **least 25% of the truckload.**
- For Maine, this means a minimum of **350 cases.**
- **Options** are purchasing the minimum requirement of **350 cases**, and the additional **194 cases** go to **extras** using any remaining PAL entitlement.
- **Reduce sponsor's orders by 156 cases** so the shipment fits within one full truckload.
- PAL entitlement will be credited back to your account.



USDA products not purchased



- If there is not a high demand to purchase full truckloads or we cannot split trucks with other states, then certain items **will not** be purchased.
- PAL entitlement will be credited back to your account.



DoD Fresh Fruit and Vegetable Program.

FFAVORS (Fresh Fruit and Vegetable Order Receipt System)



Edit Products	Product Category	# Open	# Closed	Enter Product by	Entitlement Used
	Beans	2	0	Feb 14	\$0.00
	Beef	4	0	Feb 14	\$43,908.97
	 Cheese	5	0	Feb 14	\$16,484.00
	 Fish	2	0	Feb 14	\$0.00
	 Flour	1	0	Feb 14	\$0.00
	 Fruits	14	0	Feb 14	\$144,529.00
	Grains	2	0	Feb 14	\$0.00
	Juices	1	0	Feb 14	\$0.00
	 Peanut/Sunflower	2	0	Feb 14	\$4,550.00
	 Poultry	13	0	Feb 14	\$38,447.75
	Rice/Pasta	2	0	Feb 14	\$0.00
	 Vegetables	10	0	Feb 14	\$7,718.27

DoD Fresh Fruit and Vegetable Program.

FFAVORS (Fresh Fruit and Vegetable Order Receipt System)



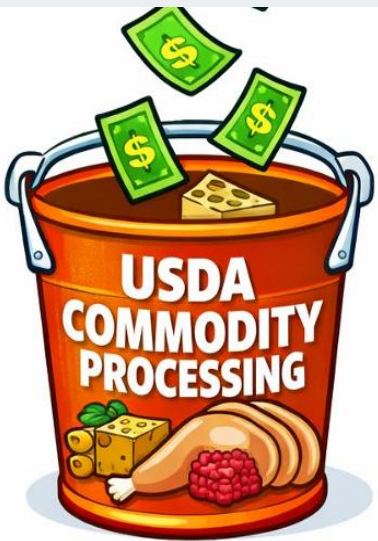
DOD - Dollars **Dollars Diverted to DOD FFAVORS** Cooler Entitlement \$1.00 \$0.00

Enter before: Qty Total Jul

Feb 14 Cases 131514

→ 1315

Net Off Invoice (NOI) Catalog's



Child Nutrition



CHILD NUTRITION

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[Home](#) → [Child Nutrition](#) → [Programs - Child Nutrition](#) → [Net-Off Invoice \(NOI\) Program](#) → Net-Off Invoice (NOI) Program

Child Nutrition Home
Programs
CNPWeb/NEO
Student Eligibility & Applications
Financial
Legal References
Webinars and Training
Contact Us

Net-Off Invoice (NOI) Program

- [National Zee Zee Harvest Mixed Fruit](#)

Ordering Spreadsheets — School Year 2027

[2026-2027 NOI Allowance — Dennis Paper](#)

[2025-2026 NOI Allowance — SYSCO](#)

[2026-2027 NOI Allowance — PFG](#)

Allocating your PAL to NOI

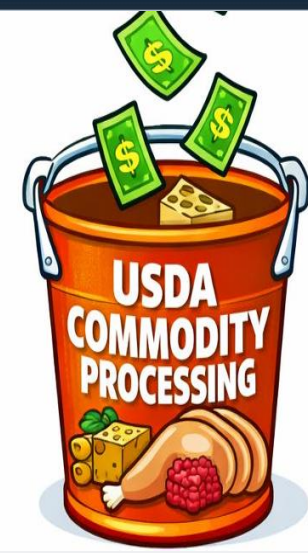
Every year when completing your Annual Order, you will decide how much of your PAL you want to allocate to NOI. You can also allocate your PAL to USDA Foods (brown box) or DOD Fresh

We have spreadsheets available to determine how many pounds you need to allocate to get the number of cases you will need.

							District SY 2024 PAL				\$ 12,543.00
							Requested NOI SY 2025				\$ 460.60
				School Year 2023/24			Remaing PAL \$				\$ 12,082.40
				lbs. USDA Food							
Item Description	PACK /SIZE	Servings Per Case	PRODUCT #	Raw lbs. per case	Discount Per Case	STOCK	Cases Requested	Lbs. Requested	\$ Value Requested	Lbs. Requested	Total \$ Requested
K12											
10/29.3 Nature's Own Potato Pearls	10 / 29.3OZ	400	10169	91.5500	\$ 10.27	stocked		-	\$ -	3,507.60	\$ 460.60
6/20.8 QUICK-START Home Style Chili	6 / 20.8OZ	150	10298	5.1200	\$ 3.26	stocked	25	128.00	\$ 81.50		
12/28 Potato Pearls Smart Servings Low Sodium w/ Vit C	12 / 26.5OZ	492	10426	99.4000	\$ 11.15	special order	34	3,379.60	\$ 379.10		
Excel(R) Reduced Sodium Butter Recipe Mashed Potatoes	12 / 28 OZ	504	10799	105.0000	\$ 11.78	special order		-	\$ -		
Golden Grill(R) Potato Pancake Mix	6 / 24.27Z	108	10017	45.5000	\$ 5.11	remote stock		-	\$ -		

Net Off Invoice (NOI) purchase raw pounds

Total lbs. requested for the following school year. Pounds are sent to each of the individual manufactures/processors.



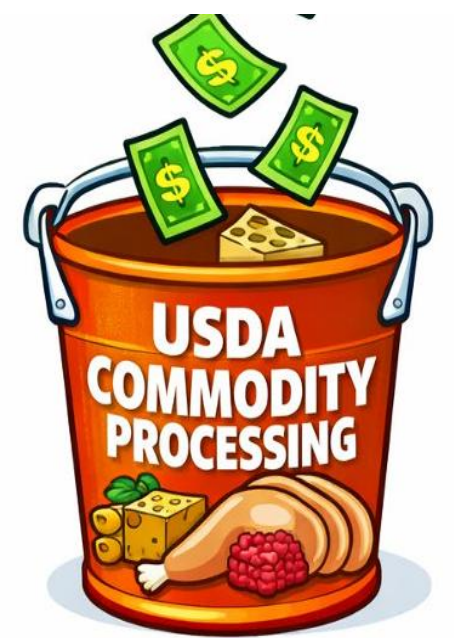
Raw product: cheese

Edit Products	Product Category	# Open	# Closed	Enter Product by	Entitlement Used
	Beans	2	0	Feb 13	\$19.30
	Beef	4	0	Feb 13	\$0.00
	Cheese	5	0	Feb 13	\$2,183.10
	Fish	1	0	Feb 13	\$0.00
	Flour	1	0	Feb 13	\$21.60
	Fruits	14	0	Feb 13	\$5,000.00
	Grains	2	0	Feb 13	\$0.00
	Juices	1	0	Feb 13	\$0.00
	Peanut/Sunflower	2	0	Feb 13	\$32.40
	Poultry	13	0	Feb 13	\$2,031.00
	Rice/Pasta	2	0	Feb 13	\$0.00
	Vegetables	12	0	Feb 13	\$51.50

Land O' Lakes, Tasty Brands, Conagra Foods, Schwans, Tyson Foods/Bosco Pizza Co.

Code	Description	Unit Type	Storage Type	Product Type	Unit Value	Entitlement
110242	CHEESE NATIONAL AMERICAN BARREL CHILLED	Pounds	Cooler	Entitlement	\$1.99	\$30,486.80
Enter before:		Processor Name Pounds				
		LAND O'LAKES INC		15320		
		TASTY BRANDS		0		
Total Pounds					15,320	
110244	CHEESE MOZ LOW MOISTURE PART SKIM CHILLED	Pounds	Cooler	Entitlement	\$1.84	\$0.00
Enter before:		Processor Name Pounds				
Feb 14		CONAGRA FOODS		0		
		Schwans Food Service Inc		0		
		Tysons Foods/ Bosco Pizza Co		0		
Total Pounds					0	

Net Off Invoice (NOI) raw pounds



- Your NOI pound allocation may decrease if the actual number of full and half truckloads purchased is lower than anticipated, as allocations are prorated based on the final truckload purchases.

Direct Delivery/Brown Box Monthly Ordering



- Monthly orders are placed 1-15th of each month with the **following exception.**
- **If the 15th is a Saturday or a Sunday. It will close on Friday at the end of the day at 4:00 pm.**
- **If it is not, the closing date is simply the 15th. It will close at the end of the day at 4:00 pm.**
- **Items cannot be refused or returned to PFG throughout the school year.**
- **If storage space is limited, you may skip a monthly order.**
- **The items will roll over to the following monthly order.**
- **Monthly orders placed each month are delivered the following month.**

How Brown Box Monthly Orders Work

Monthly orders open 1-15

August

September

October

November

December

January

February

March- last month to **use PAL** entitlement funds

April- Extras will be offered at **no charge**.

Delivered to the schools

September

October

November

December

January

February

March

April

May- Items **cannot** be refused or returned



PFG (Performance Foodservice Group) Delivery information



- **PFG (Performance Foodservice Group) Delivers** monthly orders.
- Delivery hours are Monday through Thursday, **7:00 a.m. to 3:30 p.m.**
- **PFG does not close for snowstorms**
- **The PFG delivery schedule** is posted on the Child Nutrition website.

www.maine.gov/doe/schools/nutrition

1. Go to the **Child Nutrition website**
2. Select **Programs**
3. **Food Distribution Program (USDA)**



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.

[Food Distribution Program](#)

PFG (Performance Foodservice Group)

- Direct Delivery/**Brown Box**
- The distributor charges **separate** fees for **storage and delivery**.
- These fees are **not** deducted from your **PAL entitlement**.
- **Payment for storage and delivery fees** must be made directly to **PFG (Performance Foodservice Group)**.



Delivery Period-September-June			
SY 2026-2027			
	Delivery Per Case	Storage Per Case	Total Per Case
Freezer	\$4.80	\$3.75	\$8.63
Produce/Cooler	\$4.90	\$3.25	\$8.15
Dry	\$4.90	\$3.25	\$8.15



March Monthly Order



The **March** monthly order is the **final** opportunity to **use** any **remaining** unallocated **PAL entitlement dollars**.

- Unused PAL entitlement dollars **do not** roll over. You lost it.
- A new PAL entitlement allocation is provided each school year.

April Monthly Order

- **April** is the **final** monthly **order** of the school year.
- Remaining available items become **bonus/free** items.
- These items will be shipped to you in May.
- **Items cannot be refused or returned to PFG.**
- Sponsors are responsible for securing adequate storage space for these items.



Child Nutrition website-USDA Foods

- Programs
- Food Distribution Program



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.

[Food Distribution Program](#)

How to Submit a New Order

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How to Order Extras/Surplus

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How to Place Your Final USDA Order

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How to Order Bonus Items

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How to Place Your Annual Order

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How to See What Your District Ordered in the Annual Survey

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How to Place Your Summer Order

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How to Submit Sponsor & Delivery Sheets

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USDA Foods Annual Timeline

November–December:

- Complete and submit the **Sponsor Application** and **Delivery Location** Sheets for approval.

January–February:

- School districts complete and submit the **USDA Foods Annual Survey**.

September–April:

- Monthly USDA Foods orders are placed.

March:

- Final month to use any remaining PAL entitlement funds.
- Unused PAL entitlement does not roll over to the next school year.

April:

- Final monthly order of the school year.
- Remaining available items are offered as bonus/free items.
- All April orders are delivered in May.
- Items cannot be refused or returned to PFG.
- Sponsors are responsible for ensuring they have adequate storage space for these items.

Sponsor Applications and Delivery Location Sheets

- Is all contact information up to date?
- Has there been a change in personnel or has someone been replaced?

How to Verify Information in CNPWeb:

- Go to the Sponsor Summary page.
- Applications
- View to review the current information
- If updates are needed, contact Terri to have the information corrected.

Sponsor Info		Activity			
Applications	Entitlement	Surveys	Allocations	Inventory	Orders
Sponsor Application Sheets					
Number	Name	Revision	Status	Approval Date	
2	Acton Public Schools	0	Approved	11/06/2025	View
Delivery Location Information Sheets					
Number	Name	Revision	Status	Approval Date	
3	Acton Elementary	0	Approved	11/07/2025	View

Child Nutrition Websites

Child Nutrition:

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

CNPWeb: <https://me.cnpus.com/cnp/Login>

FFAVORS: <https://www.fns.usda.gov/usda-foods/ffavors>

K12 Foodservice: <https://www.k12foodservice.com>

ProcessorLink: <https://www.processorlink.com>

Institute of Child Nutrition-INC: <https://theicn.org>

Maine School Nutrition Association-MSNA:

<https://maineschoolnutrition.org>

Questions?

- Annual Order
- Brown box items
- Purchasing fresh fruits and vegetables, FFAVORS database
- NOI-Purchasing commercial products from distributors





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- (1) **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) **fax:**
(833) 256-1665 or (202) 690-7442; or
- (3) **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

USDA Food Group committee

- Committee is divided into nine Regional Associations.
- Members provides feedback on product quality, likes, dislikes recommendations, and general comments.
- Helps a school district decide how to use their allocated USDA Foods and plan menus.
- Meets twice yearly.