OGS USDA Food Distribution

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• First point of contact for USDA Entitlement for USDA Direct Delivery, USDA Direct Diversion, and entitlement allocations to the USDA DoD Fresh Program (DOD) and USDA Pilot Project for Unprocessed Fruits and Vegetables (PILOT) programs.
• Facilitate the ordering of USDA Direct Delivery (aka Brown Box) commodities and USDA Direct Diversion (aka Processing) bulk pounds.
• Facilitate the storage and distribution of USDA Foods.
• SY2022-2023 entitlement is based on has SY 2018-2019 Total Lunches Served (TLS) reported to New York State Education Department.
Administers the Federal National School Lunch Program (NSLP)
Offers two types of support:
(1) Cash Reimbursement
(2) USDA Foods

Administers New York State’s USDA Foods for schools.
What are USDA Foods?

Foods that are purchased by the USDA, from American Farmers, dairymen, ranchers, and fishermen to support nutritional assistance programs and American Agriculture.

USDA Foods are 100% domestic products.
What is USDA Entitlement?

USDA Entitlement is a dollar ($) value allocated to schools each school year, that can be used to request USDA Foods.

- This value is allocated each school year and may vary.
- USDA Entitlement **cannot** be carried over school year to school year.
Entitlement Calculation

Entitlement = Total Lunches Served (TLS) x Effective Rate Per Lunch

- Total Lunches Served (TLS) is 1,500
- Schools open for 180 days
- Effective rate per lunch is $0.3960 cents

\[
\text{Entitlement} = 1,500 \times 180 = 270,000 \text{ (TLS)} \\
270,000 \times $0.3960 = $106,920
\]

$106,920 to request USDA Foods
What Can You Request with USDA Entitlement?

**USDA Direct Delivery (aka Brown Box)**
Applesauce Cups, Strawberry Frozen Cups and Diced Pears.

**USDA Direct Diversion (aka Processing)**
Whole Turkeys, Whole Chicken, Bulk Potatoes, Raw Peanuts

**USDA DoD Fresh Program (DOD)**
Fresh Fruits and Vegetables

**USDA Pilot Project for Unprocessed Fruits and Vegetables (PILOT)**
Fresh Fruits and Vegetables
USDA Direct Delivery (aka Brown Box)

- Each January, OGS sends out the mandatory Food Preference Survey to determine of the roughly 200 available food items, the top roughly 30.
- During February/March, schools must place their USDA Food order requests for the entire school year through the USDA Web Based Supply Chain Management (WBSCM) system.
- Once commodities arrive at your area’s state-contracted distributor, schools will have 60 days to take delivery of their commodities, or you can choose to request to redistribute commodities you cannot accept.
- Redistribution Requests for USDA Foods you cannot take must be submitted by the end of April.
- All USDA Foods must be taken from your distributor by the beginning of June each year.
USDA Direct Diversion (aka Processing)

- New York State allows
  - Fee for service (FFS) – The value of donated USDA Foods is separated from the other costs of production. So, you only pay for the processing fee. For example, apples being processed into applesauce.
  - Net Off Invoice (NOI) – You pay for the fee for service and the distributors delivery fee. You are then discounted the value of the USDA Foods bulk pounds.
- Schools have a responsibility to monitor their usage on Processor Link or K12 Food Service
- Should be using 10% of pounds per month
- Pounds do not roll over. You will lose them, if you do not use.
- It is recommended that you test the product commercially beforehand.
USDA Direct Diversion (aka Processing) continued

- If usage of your pounds is not at 40% by January, we will bring you to 40%
- If ordering poultry, have a plan to use the whole bird (white and dark meats)
- Direct Diversion Worksheet – please utilize
Web-based Supply Chain Management (WBSCM)

- Login regularly so your account does not lock
- Run reports monthly at a minimum, more often is recommended.


Note: Google Chrome is the only officially supported browser for WBSCM.
In K12 and ProcessorLink, you will be able to view your:

- Balances
- Orders
- Credits
- Training

** You will need to sign up for these services **
USDA DoD Fresh Program (DOD)

- Food Distribution administers NYS DOD Entitlement.
- Orders are made through the Fresh Fruit and Vegetable Order Receipt System (FFAVORS) website
- Weekly catalog of available items.
- Minimum delivery amount of $150 required
- Produce is procured by the U.S. Department Of Defense and delivered to your school by contracted vendors
- Currently available to all schools participating in NSLP in New York under three contract areas: Southern, Eastern covered by Gargiulo and Western covered by Latina
Favorite this page. Scroll down and click on FFAVORS Login.

USDA Pilot Project for Unprocessed Fruits and Vegetables (PILOT)

- Procured by the school
- Orders must be tracked by the school.
  - OGS Food Distribution does provide a tracker that schools may choose to use.
- New York State is capped at $3.5 million, currently set asides for 2022-2023 SY have exceeded that cap.
Why should I order USDA Foods?

• Quality 100% Domestic Product
• USDA Direct Delivery (AKA Brown Box) and USDA DoD Fresh Program (DOD) are procured for you.
• Can be used to supplement your menu
• USDA Foods can be used for lunches, breakfast, snack programs and other child nutrition programs
• You will receive USDA Entitlement to request USDA Foods or to allocate to USDA DoD Fresh Program (DOD) or USDA Pilot Project for Unprocessed Fruits and Vegetables (PILOT).
• Reminder, USDA Entitlement does not carry-over year-to-year. If you do not use it, you lose it.
Timeline of USDA Foods

July
- School Year begins July 1 and continues through June 30 of the following year.

August
- Schools should log in and run a Requisition Status Report for USDA Foods
- Distributors email yearly delivery schedules to schools for the current school year
- Update OGS by email any changes with staff and/or contact information
- Schools should check K12 and ProcessorLink to make sure all pounds and listed distributors are correct

September
- Schools should run a WBSCM Requisition Status Report bi-weekly to monitor changes, and track USDA Food order status
- Run WBSCM Requisition Status Report to compare with distributor report

October
- Schools need to run an WBSCM Entitlement/Bonus Summary Report to view current school year entitlement
- Run WBSCM Requisition Status Report to compare with distributor report
- School Nutrition Association Regional Industry Seminars (Rochester & Saratoga)
 Timeline of USDA Foods Continued…

November

- Check usage of pounds for diverted commodities with K-12 and/or Processor Link websites. Usage amounts recommended to be 10 percent a month
- Run WBSCM Requisition Status Report to compare with distributor report
- School Nutrition Association Regional Industry Seminars (Long Island)

December

- Schools need to be at 40 percent usage of processed pounds to avoid being brought to 40 percent of usage
- Run WBSCM Requisition Status Report to compare with distributor report

January

- Food Preference Survey link for completion will be emailed to schools. The importance of the survey is determining the top 30 USDA Food items available to order for the next school year. Completion of this survey is mandatory. The Food Preference Survey will be available only for a limited time.
- Keep in mind: Completing the food preference survey does NOT place your USDA foods order.
- Run WBSCM Requisition Status Report to compare with distributor report
Timeline of USDA Foods Continued…

February

- Schools Direct Diversion Catalog for ordering of USDA Foods for bulk pounds to Processors
- WBSCM catalog opens for ordering the next school year Direct Delivery USDA Foods
- Survey schools for USDA DoD and Pilot USDA entitlement set aside for the next school year
- Run WBSCM Requisition Status Report to compare with distributor report

March

- WBSCM catalog still open for ordering next school year USDA Foods
- Run WBSCM Requisition Status Report to compare with distributor report

April

-WBSCM catalog for ordering USDA Foods for the next school year closes
- Prepare to take delivery of all your remaining USDA Foods from your distributor. Request final redistributions by redistribution deadline (TBD)
- Run WBSCM Requisition Status Report to compare with distributor report

May

- Schools need to finalize the delivery of remaining USDA Foods from the distributor
- Run WBSCM Requisition Status Report to compare with distributor report
Timeline of USDA Foods Continued…

June

- All USDA Foods must be delivered to your school by the beginning of June (deadline TBD)
- Value of Commodities Received Report to be sent by you to your business office
- Assessment Fee information will be gathered and emailed to schools in July.
OGS Food Distribution Areas

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<tbody>
<tr>
<td>A – Palmer</td>
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<tr>
<td>C – J &amp; L Ice</td>
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<tr>
<td>D – (TBD)</td>
</tr>
<tr>
<td>E – Renzi</td>
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<tr>
<td>F – Glazier</td>
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<tr>
<td>G – Sysco</td>
</tr>
<tr>
<td>J – Sysco</td>
</tr>
<tr>
<td>L – Renzi</td>
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<tr>
<td>K/W – Brentwood Distribution Center and distributed to Schrier.</td>
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Assessment Fee SY2021-22

- SY2021-2022 Assessment fee is calculated to be $2.38 per case.
- Program costs are recovered through the assessment fee
- About 75% of our program costs are for warehousing and distribution
- Schools have not been charged an assessment fee since SY2014-2015
- OGS Food Distribution and NY State Education has covered these costs since

OGS Food Distribution Expenses: $3,415,964
OGS Food Distribution Remaining SAE: $1,980,902 (OGS USDA SAE Funds)
NSLP Assessment Fee: $1,435,062 (Paid for by NY State Education)
Balance Billed to Schools: $0
School Lunch Advisory Council (SLAC)

School Lunch Advisory Council (SLAC) chaired by the Office of General Services (OGS) Division of Food Distribution, meets quarterly to address concerns, discuss improvement opportunities, successes, and share knowledge regarding the school lunch program in New York State.

Several school lunch directors, NYS OGS, State Education Department, USDA, NYC Board of Education and the NYS School Nutrition Association are all part of the Council. The Council’s goal is to provide the groundwork for program improvements at the local, state and federal levels, thus enhancing the school lunch experience for the state’s children.

<table>
<thead>
<tr>
<th>AREA A</th>
<th>Area G</th>
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<tbody>
<tr>
<td>Scott Ziobrowski (New) Hilton CS</td>
<td>Lyn Prestia Pine Bush CS</td>
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<tr>
<td>AREA C</td>
<td>Area J</td>
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<tr>
<td>Tami Augugliaro Lancaster CSD</td>
<td>Colleen Wise (New) East Greenbush SD</td>
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<td>AREA D</td>
<td>Area K</td>
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<tr>
<td>Bryan McCoy Broome Tioga BOCES</td>
<td>Alessandro Palumbo Farmingdale PS</td>
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<td>AREA E</td>
<td>Area L</td>
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<tr>
<td>Robert Johnson (New) Wells CS</td>
<td>Geoffrey Fasy (New) Canadaigua PS</td>
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<tr>
<td>AREA F</td>
<td>NYC</td>
</tr>
<tr>
<td>Brian Mitchell Ogdensburg PS</td>
<td>Anne O’Donnell New York City BOE</td>
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*Meeting Notes can be found on our website*
Commodity Complaint

- Commodity does not meet your expectations
- Feed back about quality
- This is the official complaint channel
- Found on the OGS Food Distribution Website
Resources

- OGS Food Distribution Website https://ogs.ny.gov/usda-food-distribution
- K12 Foodservice http://private.k12foodservice.com/
- ProcessorLink https://processorlink.com/LoginForm.aspx?ReturnUrl=%2f
- USDA Website https://www.fns.usda.gov/usda-fis/usda-foods-schools
- School Nutrition Association Websites
  - https://schoolnutrition.org/ (National Branch)
  - https://www.nyschoolnutrition.org/ (New York State)
- Institute for Child Nutrition (ICN)** https://theicn.org/
- American Commodity Distribution Association (ACDA)** http://www.commodityfoods.org/

** Note: ICN and ACDA offer CEU eligible training.
## Training & Resources

**Guidance for Common WBSCM Tasks**

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<tr>
<th>Description &amp; Additional Guidance</th>
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- **How to Register in WBSCM**
  - Guidance for new users registering for the Web Based Supply Chain Management (WBSCM) system.

- **WBSCM New User Training Recap**
  - WBSCM New User Training video recap of the important upcoming 2022-23 School Year changes to Areas K, W, and H NSLP and CACFP program participants.

- **WBSCM New User Training FAQs**
  - WBSCM New User Training Frequently Asked Questions (FAQs) for new WBSCM users in SY2022-23. This document provides the most frequently asked questions gathered during the WBSCM New User Training and answers.
  - Download FAQs

- **A quick one-page reference guide for common WBSCM topics, reports, and tasks.**
  - See OGS Food Distribution WBSCM Quick Reference (PDF).

- **Run a Requisition Status Report**
  - Provides a list of all items requested by a school/childcare and provides order information for each item. This report should be used by school/childcare to monitor the USDA foods ordered and the status of each order.
  - School/childcare should run this report weekly.
  - See Requisition Status Report Instructions (PDF).

- **WBSCM Reports Sales Order Status Definitions**
  - Provides the definition of each status that may appear under the ‘Sales Order Status’ column in reports run through WBSCM.
  - See WBSCM Report Sales Order Status Definitions (PDF).

- **Run an Entitlement/Bonus Summary Report**
  - Provides a summary of a school/childcare’s beginning entitlement balance, remaining entitlement balance, Ded and/or Pilot program allocation, and balances for the current or previous school years.
  - See Entitlement/Bonus Summary Report Instructions (PDF).

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- New Training & Resources section on the OGS Food Distribution Website!
- New short training videos, guides, FAQs, and reference materials
- Will continue to expand and be updated.
- Examples of Current Training Provided:
  - Registration in WBSCM
  - Running Reports in WBSCM
  - Food Preference Survey Training
  - Ordering USDA Foods & Ordering Worksheets
  - WBSCM Sales Order Status Definitions
  - How to Request a Redistribution
Scenarios

S: I didn’t receive the right USDA commodity, or I received more or less than expected…

A: Please contact OGS Food Distribution at OGSDonatedFoods@OGS.ny.gov or CC us on your email to your distributor.

S: I received Damaged or Spoiled USDA Foods…

A: If you discover damaged or spoiled food while your delivery is being made, please have the driver take the spoiled or damaged food with them back on the truck. They will need to mark this on your delivery paperwork.

Please also email OGSDonatedFoods@OGS.ny.gov to let us know. We will credit your USDA Entitlement back for the affected foods and we track this throughout the year.

If you discovered the damaged or spoiled food after delivery has been made, please provide a USDA Commodity Complaint form and pictures of the affected product.
Scenarios

S: I can't take delivery of some of my USDA Foods within 60 days of their receipt at my area distributor…

A: Please contact OGSDonatedFoods@OGS.ny.gov to let us know which commodities and how much you cannot take.
Best Practices

- Run the Requisition Status Report in WBSCM at least once each month to review the commodities that are arriving or have arrived at your distributor.
- Train any staff that might accept a delivery to review the delivery paperwork to ensure the count and products are correct upon delivery.
- Communicate all USDA Food issues to OGS Food Distribution (For example, if you didn’t receive the right product, too few or too many, incorrect product, or any damaged or spoiled product).
- Participate in OGS hosted training and utilize our Training & Resources via our website.
- Participate in OGS surveys! These help us help you!
- Ask questions!
Questions?

OGSDonatedFoods@OGS.ny.gov or call 518-474-5122
Office Hours: Monday – Friday 7:30 a.m. to 4 p.m.

Would you like a copy of this PowerPoint presentation or to provide feedback?

Use the QR Code below:

https://forms.office.com/g/cLFWWfjuTg

We appreciate your feedback!