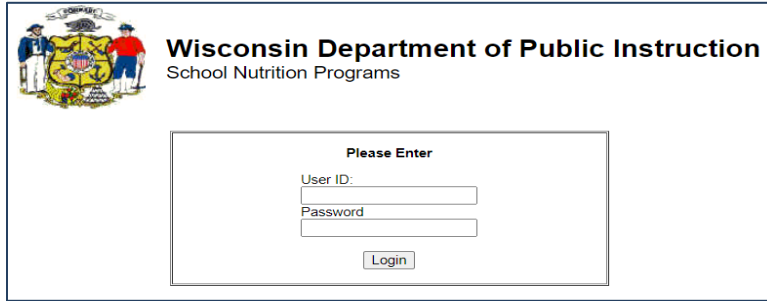


## Submitting the USDA Foods Annual Order

Log in and Select the “2025” Program Year and “NSLP” Program.....	2
Start by reviewing and submitting the Contract Form .....	3
Review and submit the Delivery Location Form .....	8
Selecting the Annual Order Survey.....	9
Entering the Annual Order Survey.....	11
Ordering Options .....	11
Entering DoD Fresh Produce Dollar Commitment .....	12
Entering Direct Delivery Brown Box Products (End Products) .....	13
Entering State Processing Products (End Products).....	15
Entering Cheese Rebate (Raw Products) Products.....	16
Entering Direct Diversion Processing (Raw Products) Products .....	17
Tips to ensure that your SFA receives as close to 100% of your entitlement as possible .....	18
After Submitting the Survey - View and Review .....	18
How to Use the Extra Row .....	19

## Log in and Select the “2025” Program Year

1. Go to the [USDA Foods Ordering System](#), and log in.



Wisconsin Department of Public Instruction  
School Nutrition Programs


Please Enter

User ID:

Password

Login

2. Read any messages on the Welcome screen. Click “Continue” button.



After reading this message, click on the "Continue" button at the bottom of the page.

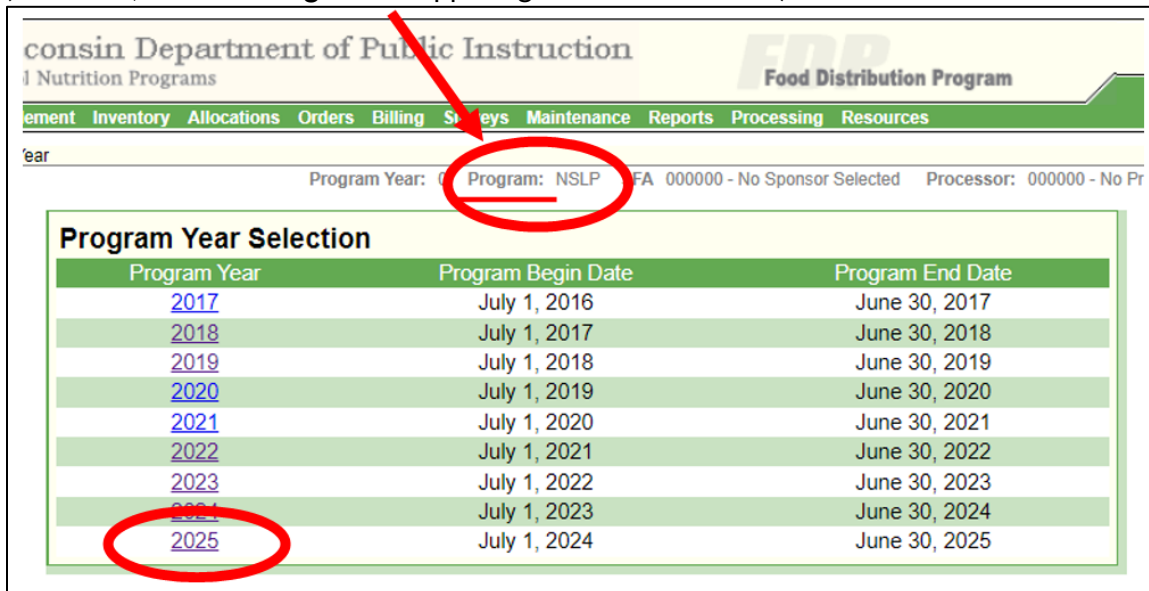
### WELCOME TO THE USDA FOODS ORDERING SYSTEM

[Product Cancellation, Delays and Updates for February 2024](#)

For more information, click [here](#) to email Dino Ante, or call 608.267.4599

Continue

3. Click on Program Year “2025” for the 2024-25 USDA Foods Annual Order.  
(If needed, click on “Program” in upper right to select “NSLP”.)



Wisconsin Department of Public Instruction  
School Nutrition Programs

Food Distribution Program

Home Inventory Allocations Orders Billing Support Maintenance Reports Processing Resources

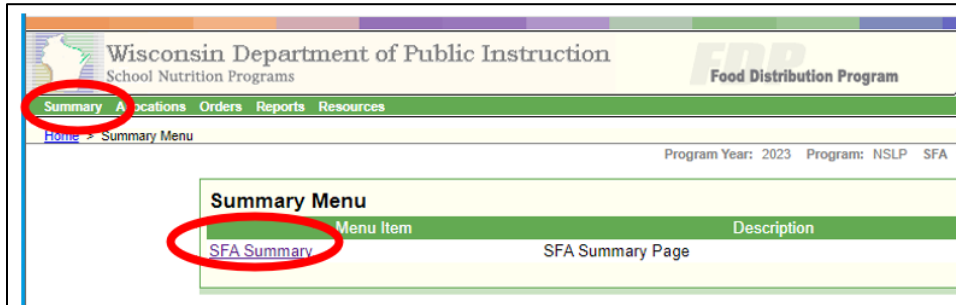
Program Year: ( ) Program: NSLP FA 000000 - No Sponsor Selected Processor: 000000 - No Pr

### Program Year Selection

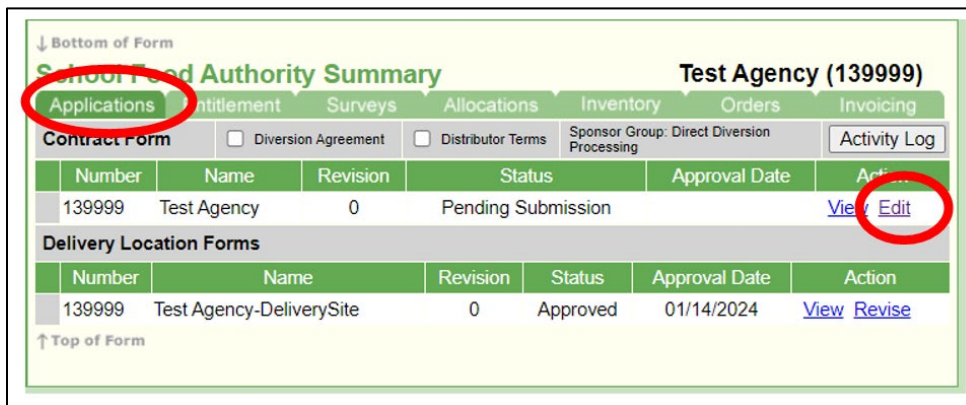
Program Year	Program Begin Date	Program End Date
<a href="#">2017</a>	July 1, 2016	June 30, 2017
<a href="#">2018</a>	July 1, 2017	June 30, 2018
<a href="#">2019</a>	July 1, 2018	June 30, 2019
<a href="#">2020</a>	July 1, 2019	June 30, 2020
<a href="#">2021</a>	July 1, 2020	June 30, 2021
<a href="#">2022</a>	July 1, 2021	June 30, 2022
<a href="#">2023</a>	July 1, 2022	June 30, 2023
<a href="#">2024</a>	July 1, 2023	June 30, 2024
<a href="#">2025</a>	July 1, 2024	June 30, 2025

## Start by reviewing and submitting the Contract Form

- Anytime you want to return to the Summary Table, click “Summary” on the thin green bar. Then click “SFA Summary”.



- Click on the “Applications” tab. SFAs need to edit the Contract Form. Click on “Edit”.



- Lines 1-37 - Complete the contact information. Primary Contact receives email from the DPI USDA Foods team. We use the FDP Alternate if we cannot reach the Primary.

Important: The Food Safety Coordinator and Backup receives emergency notifications of situations like product recalls for USDA Foods.

Test Agency (139999) Pending Submission Revision 0

Bottom of Form

Mailing Address Street Address (if different than Mailing Address)

(1) Addr1: 123 Main St (6) Addr1: (7) Addr2: (8) City: (9) State: WI (10) Zip Code: 12345

FDP Primary Contact FDP Alternate Contact (if Applicable)

(11) Name: Mr. Al Dente (18) Name: Ms. Callie Flower (12) Title: Food Service Director (19) Title: Asst Food Service (13) E-mail: al@abctown.edu (20) E-mail: callie@abctown.edu (14) Phone: (608) 267-4598 (15) Ext.: (21) Phone: (608) 456-4599 (22) Ext.: (16) Fax: (17) Ext.: (23) Fax: (24) Ext.:

Food Safety Coordinator Food Safety Coordinator Backup

(25) Name: Mr. Al Dente (32) Name: Ms. Callie Flower (26) Title: Food Service Director (33) Title: Asst Food Service

7. Line 41 - Select your Delivery Drop Type.

If you have not contracted with a commercial distributor for next year, click “State” button, and DPI will coordinate the monthly delivery. **Skip to instruction 10, Line 44.**

**Program Details**

(41) Approved Delivery Drop Type:  State  Distributor

(42) Distributor:

(43) If you participate in a purchasing co-operative, please select yours from the drop down list:  If your Co-operative is not listed, please contact the State.

Check if your SFA is Lead SFA for your Co-op.

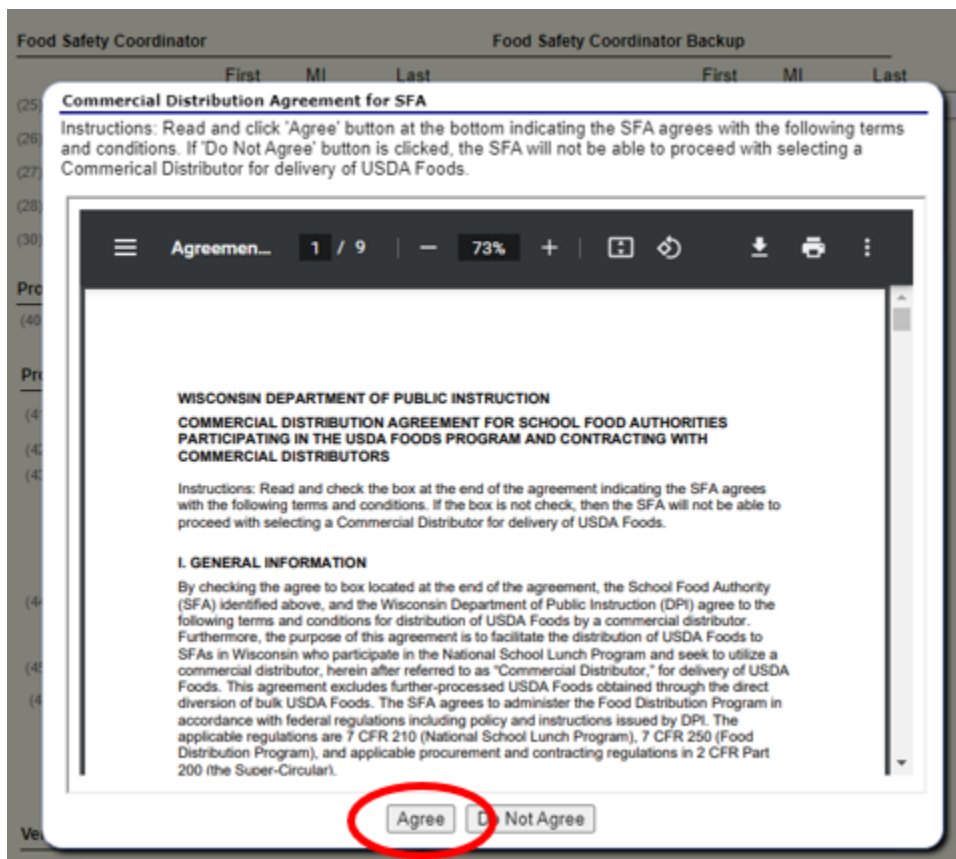
8. **Commercial Distribution only** - If you are contracting with a Commercial Distributor, click on the “Distributor” button. **Even if the button is already blue, click on the blue button** to access the Agreement.

**Program Details**

(41) Approved Delivery Drop Type:  State  Distributor

(42) Distributor:

a) For Commercial Distribution only - The Commercial Distributor Agreement will pop up.

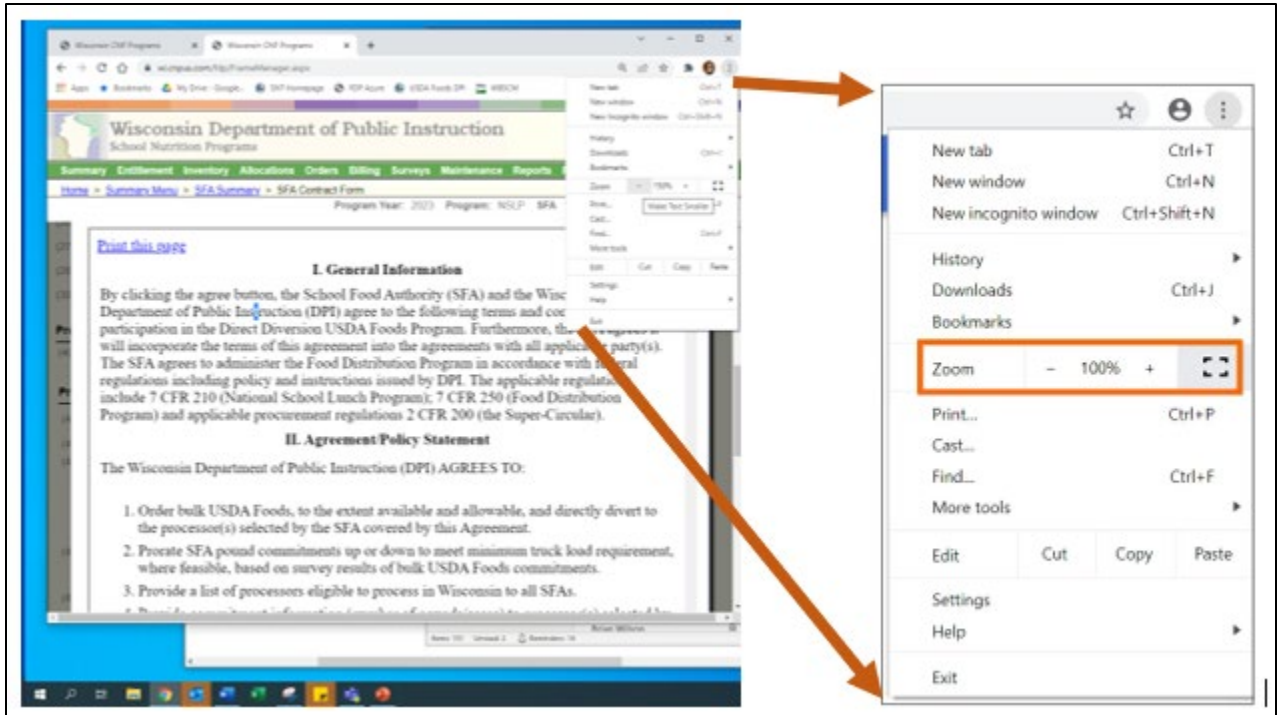


b) Commercial Distribution only - Read (or print) The Commercial Distributor Agreement.

c) Commercial Distribution only - Click “Agree”.

Commercial Distribution only - Troubleshooting for the Agreement – Can't see the “Agree” Button, or the top of the Agreement?

This is a settings issue. Click **Alt+F**, for your browser's settings pop up (on the upper right of the screen). On the Zoom feature, set at 100%.



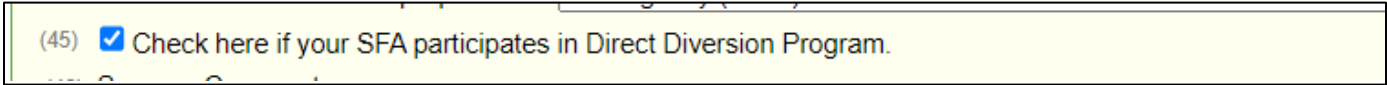
9. Line 43 – Co-op Information - Ignore - DPI does not use Co-op information. Do not check to Co-op Box.

10. Line 44 – Click “Yes”, if another SFA prepares your meals under a joint agreement. Select the SFA from the dropdown.

If you prepare your own meals, select “No”, and select your SFA’s name from the dropdown.

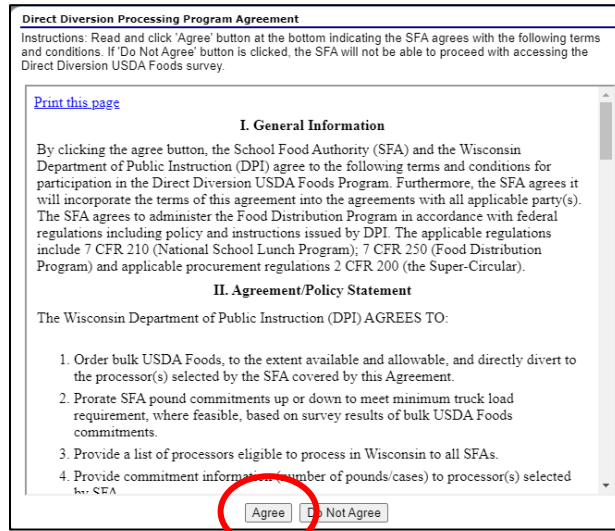
(44) Does another SFA prepare your meals under a joint agreement?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Select SFA used for meal preparation:	<input type="text"/>

11. For Direct Diversion Participants only - IMPORTANT FOR ANNUAL ORDER - Direct Diversion - If you are participating in Direct Diversion Program next year, and you will be taking the Direct Diversion Annual Order Survey, be sure to Check Box 45.



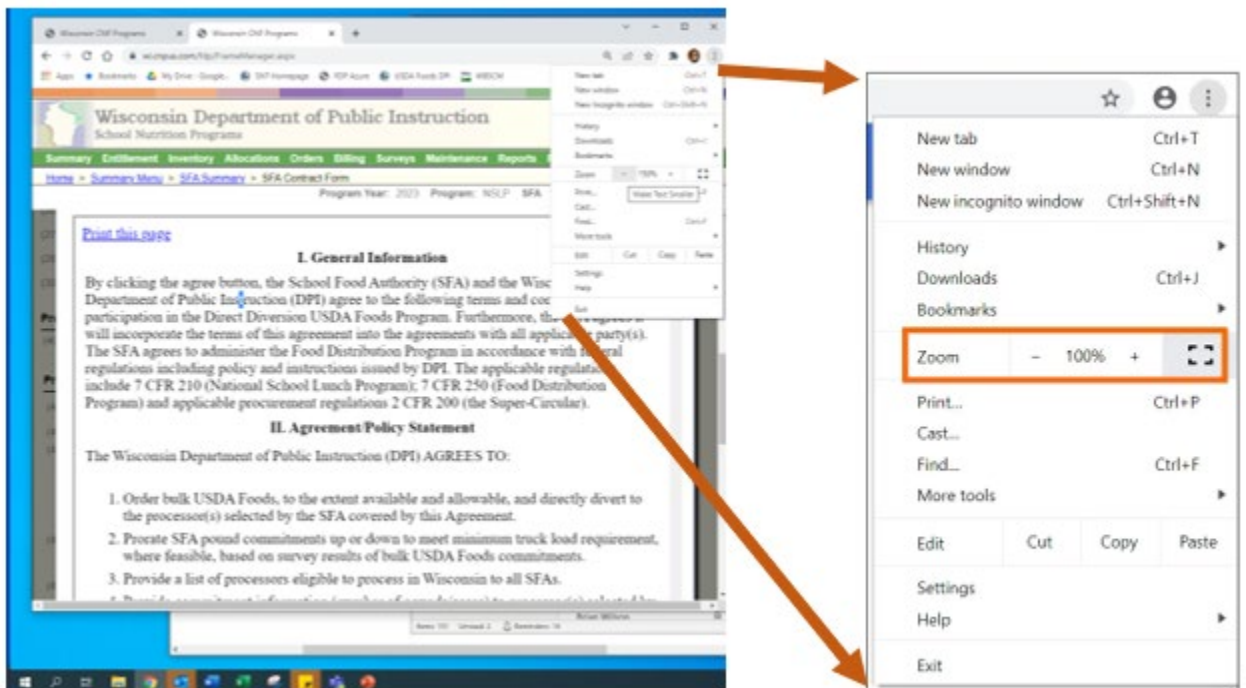
If you click the Direct Diversion box, you will get a pop up screen with the “Direct Diversion Agreement”.

- a) Direct Diversion only - Read the agreement (or print and read).
- b) Direct Diversion only - Click “Agree”.



Troubleshooting – Can’t see the “Agree” Button, or the top of the agreement?

This is a settings issue. Click **Alt+F**, for your browser’s settings pop up (on the upper right of the screen). On the Zoom feature, set at 100%.



12. Line 47 – For all SFAs - Click box 47 under “Verification”. Then click Submit.

Verification

(47)  Check here to certify the information on this form is correct

Created by: RO9268      Date Created: 1/17/2022      Modified by:      Date Modified:

↑ Top of Form

Submit    Cancel

13. Confirmation must say “Pending Approval”. Click “here” to return to the Application tab.

Post Confirmation

The School Food Authority Contract Form was posted to the database with a status of Pending Approval

Click [here](#) to go to School Food Authority Summary

Error, if this says “Pending Submission”, return to the Contract Form.  
Be sure to Check box (47) Verification and submit.

## Review and submit the Delivery Location Form

14. SFAs need to edit and submit the “Delivery Location” form. Click on “Revise”.

↓ Bottom of Form

**School Food Authority Summary** Test Agency (139999)

Applications | Entitlement | Surveys | Allocations | Inventory | Orders | Invoicing

Contract Form  Diversion Agreement  Distributor Terms Sponsor Group: Direct Diversion Processing

Number	Name	Revision	Status	Approval Date	Action
139999	Test Agency	0	Pending Submission		<a href="#">View</a> <a href="#">Edit</a>

**Delivery Location Forms**

Number	Name	Revision	Status	Approval Date	Action
139999	Test Agency-DeliverySite	0	Approved	01/14/2024	<a href="#">View</a> <a href="#">Revise</a>

↑ Top of Form

15. Complete the delivery form. In “Addr1”, be sure to enter street number and address where the USDA Foods should be delivered (do not enter the name of your school or agency).

**Test Agency-DeliverySite (139999)** Program Year  
Pending Submission  
Revision 1

↓ Bottom of Form

**Delivery Address (Do Not Use PO Box)**

(1) Addr1:   
 (2) Addr2:   
 (3) City:   
 (4) State:  (5) Zip Code:

**Delivery Contact** Alternate Delivery Contact

(6) Name: <input type="text" value="Mr."/> <input type="text" value="DPI"/> <input type="text"/> (Commodities)	(13) Name: <input type="text" value="Mr."/> <input type="text"/> <input type="text"/>
(7) Title: <input type="text" value="Authorized Representative"/>	(14) Title: <input type="text"/>
(8) Email: <input type="text"/>	(15) Email: <input type="text"/>
(9) Phone: <input type="text" value="(608) 267-9119"/> (10) Ext.: <input type="text"/>	(16) Phone: <input type="text"/> (17) Ext.: <input type="text"/>
(11) Fax: <input type="text" value="(608) 267-0363"/> (12) Ext.: <input type="text"/>	(18) Fax: <input type="text"/> (19) Ext.: <input type="text"/>

**Delivery Information**

(20) Storage Capabilities:  Dry  Cooler  Freezer

↑ Top of Form

16. Click “Submit” at the bottom of the delivery form.

Your Contract and Delivery Forms should be in “Pending Approval” Status. You are ready to enter your Annual Order Survey. Click “here” hyperlink to return to the Summary Table.

**Post Confirmation**

The School Food Authority Contract Form was posted to the database with a status of **Pending Approval**.

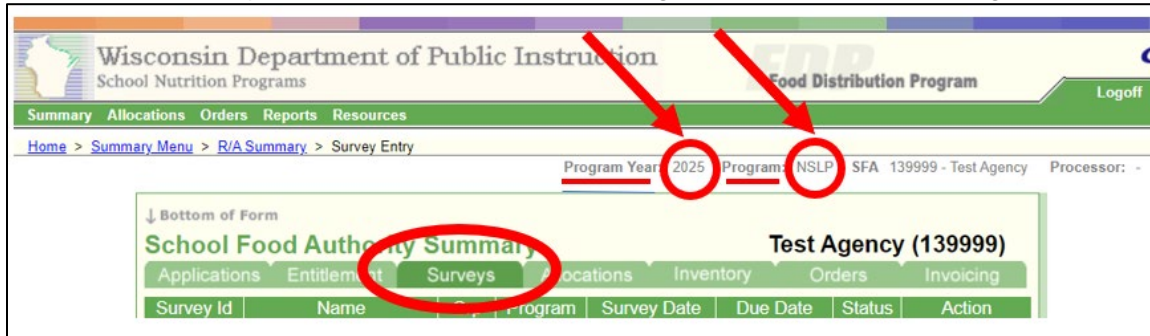
Click [here](#) to go to School Food Authority Summary

**Do NOT wait for Approved status to enter your Annual Order Survey.**



## Selecting the Annual Order Survey

17. Click on “Summary” on the thin, green menu bar at the top. Click “SFA Summary”.
18. Click on the “Surveys” tab. You should still be in Program Year “2025” and Program “NSLP”.



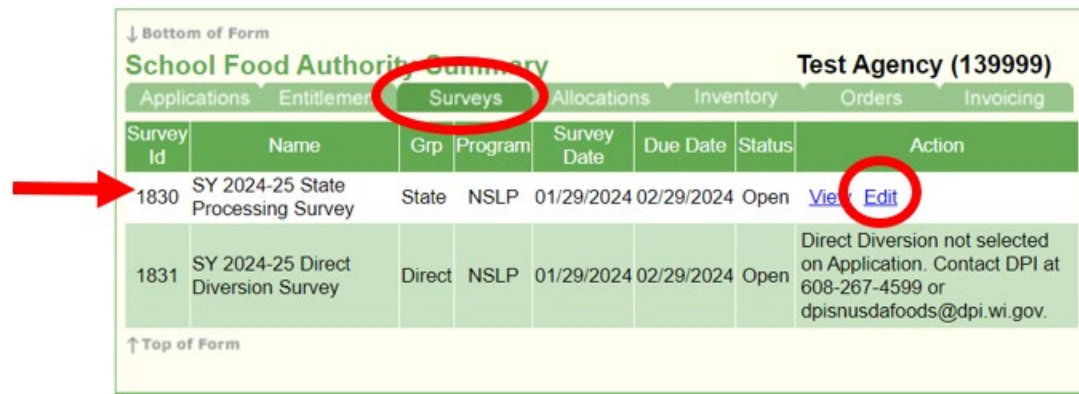
You enter your Annual Order under the “Surveys” tab.

You will select and complete **ONE** survey.

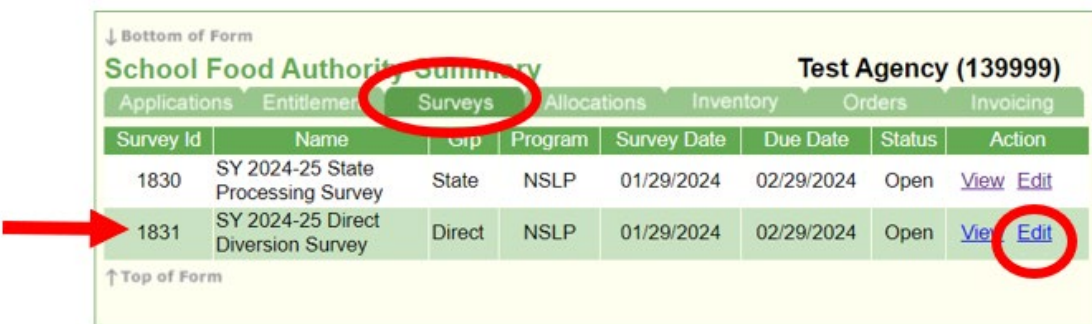
**If you plan to take the State Processing Survey, you should see “Edit View” under the Action column on the right.**

Click on “Edit” to enter the State Processing Survey.

There is no need to contact DPI, since you do not need the Direct Diversion Survey.



**If you plan to take the Direct Diversion Survey, you should see “Edit View” under the Action column.**



Troubleshooting: After you click on the “**Edit**” hyperlink for one survey, you may get locked out of the other survey. If you get locked out of the wrong survey, call DPI (608-267-4599).

Troubleshooting: If you see this screen, with only View option (Edit hyperlink is missing), you need to **go back to Step 4** until your Application is in “Pending Approval” status. You forgot to click box 47 “Verification”.

If trying to take the Direct Diversion Survey, you forgot to click box 45 on the Application tab. (You can correct this by clicking on box 45 and Submit, you do not need to contact DPI.)

↓ Bottom of Form

**School Food Authority Summary** **Test Agency (139999)**

Applications Entitlement **Surveys** Allocations Inventory Orders Invoicing

Survey Id	Name	Grp	Program	Survey Date	Due Date	Status	Action
1826	SY 2023-24 State-Processing Survey	State	NSLP	02/13/2023	02/28/2023	Open	Application must be “Pending Approval”, return to Application tab. <a href="#">View</a>
1827	SY 2023-24 Direct Diversion Survey	Direct	NSLP	02/13/2023	02/28/2023	Open	Direct Diversion not selected on Application. Contact DPI at 608-267-4599 or dpisnusdafoods@dpi.wi.gov.

↑ Top of Form

Trouble shooting: If you see these messages on the Survey tab:

If opting to take the **State Processing Survey**, click on the Application tab, check Verification box (47), and click “Submit”.

If opting to take the **Direct Diversion Survey**, you do not need to call DPI. Click on the Application tab, check Direct Diversion box (45) and Verification box (47), and click “Submit”

### 19. How to Select your Survey:

- Select the “State Processing Survey” if you have not been planning to participate in the Direct Diversion Processing Program.
- Select the “Direct Diversion Survey” if you have been planning to participate in [Direct Diversion](#) and have planned to divert bulk pounds to selected processors by either working directly with processors or working with your prime vendor (commercial distributor).

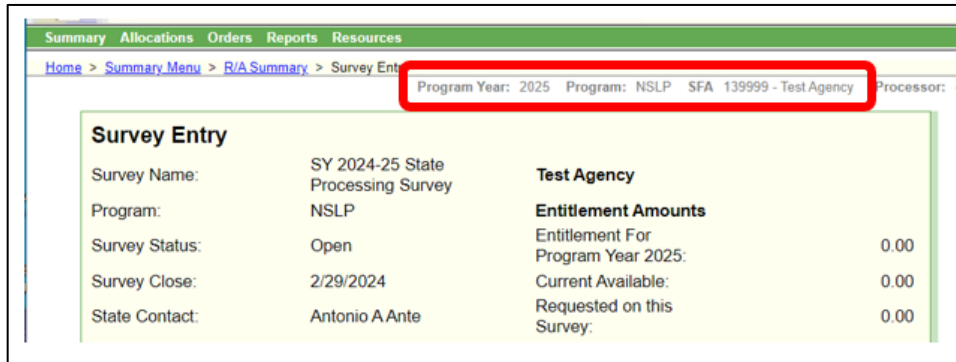
**Still not sure which Survey to select, or did you get locked out of the survey you wanted?**

Email [dpisnusdafoods@dpi.wi.gov](mailto:dpisnusdafoods@dpi.wi.gov) or call 608-267-4599 or 608-267-4598.

# Entering the Annual Order Survey

## About “Edit” and “Submit”

- If you log out and return to modify your Survey later by clicking “Edit”, be sure to check the information in the upper right.



- You can “Submit”, log out, and return to the Survey until survey closes.
- Submit is your “Save” button.
- You will not duplicate your survey by clicking “Submit”.

## Ordering Options

- DoD Fresh Produce – an option on both surveys
- Direct Delivery Brown Box – an option on both surveys
- State Processed Products – an option on the State Processing Survey
- Cheese Processing Program - an option on both surveys
- Direct Diversion – an option on the Direct Diversion Survey

**DoD Fresh Produce Dollar Commitment** – available on both “State Processing” and “Direct Diversion” Surveys.

20. If you plan to participate in [DoD Fresh Produce](#), enter your commitment for 2024-25. The minimum commitment is \$500. Do NOT enter a comma separator in the DoD field.

Program:	NSLP	<b>Entitlement Amounts</b>																														
Survey Status:	Open	Entitlement For Program Year 2025: 36,523.31																														
Survey Close:	2/29/2024	Current Available: 36,523.31																														
State Contact:	Antonio A Ante	Requested on this Survey: 0.00																														
Contact Phone:	608-267-4599	Balance after this Survey: 36,523.31																														
Contact Email:	antonio.ante@dpi.wi.gov	Process Fee Total: 0.00																														
<b>DoD Program</b>																																
Minimum Ent. Commitment:	500.00	Enter \$ commitment for DoD: <input type="text" value="0"/>																														
Maximum Ent. Commitment:	36,523.31	Extra \$ commitment for DoD: <input type="text" value="0"/>																														
<table border="1"> <thead> <tr> <th colspan="5">Product Categories</th> </tr> <tr> <th></th> <th>Product Category</th> <th>Cap Percent</th> <th>Cap Value</th> <th>Entitlement</th> </tr> </thead> <tbody> <tr> <td><a href="#">End Products Raw Products</a></td> <td>Beef, Pork &amp; Fish</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><a href="#">End Products Raw Products</a></td> <td>Cheese Products</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><a href="#">End Products Raw Products</a></td> <td>Chicken, Eggs &amp; Turkey</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td colspan="4"><b>Totals:</b></td> <td><b>0.00</b></td> </tr> </tbody> </table>			Product Categories						Product Category	Cap Percent	Cap Value	Entitlement	<a href="#">End Products Raw Products</a>	Beef, Pork & Fish	0.00	0.00	0.00	<a href="#">End Products Raw Products</a>	Cheese Products	0.00	0.00	0.00	<a href="#">End Products Raw Products</a>	Chicken, Eggs & Turkey	0.00	0.00	0.00	<b>Totals:</b>				<b>0.00</b>
Product Categories																																
	Product Category	Cap Percent	Cap Value	Entitlement																												
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<a href="#">End Products Raw Products</a>	Cheese Products	0.00	0.00	0.00																												
<a href="#">End Products Raw Products</a>	Chicken, Eggs & Turkey	0.00	0.00	0.00																												
<b>Totals:</b>				<b>0.00</b>																												

Enter the amount of DoD dollars you plan to commit for SY 2024-25. It will draw down your Entitlement.

*Suggestion for entering the DoD “Extra” Row:* Consider entering the additional dollar value your agency could use in the DoD Fresh Produce Program for the entire school year in the “Extra” row. When DPI has completed truck orders, and your SFA has unused entitlement, DPI will allocate up to 105% of entitlement to DoD Fresh. To learn more about how to use the Extra Row, refer to the last page of this document.

Survey:	Balance after this Survey:	12,498.41																
Process Fee Total:		0.00																
Enter \$ commitment for DoD:	<input type="text" value="3000"/>																	
Extra \$ commitment for DoD:	<input type="text" value="12000"/>																	
<table border="1"> <thead> <tr> <th>Product Category</th> <th>Cap Percent</th> <th>Cap Value</th> <th>Entitlement</th> </tr> </thead> <tbody> <tr> <td>Beef, Pork &amp; Fish</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Cheese Products</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Chicken, Eggs &amp; Turkey</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>			Product Category	Cap Percent	Cap Value	Entitlement	Beef, Pork & Fish	0.00	0.00	0.00	Cheese Products	0.00	0.00	0.00	Chicken, Eggs & Turkey	0.00	0.00	0.00
Product Category	Cap Percent	Cap Value	Entitlement															
Beef, Pork & Fish	0.00	0.00	0.00															
Cheese Products	0.00	0.00	0.00															
Chicken, Eggs & Turkey	0.00	0.00	0.00															

Enter the amount of DoD your SFA can use for the year. This will not draw down your Entitlement at this time.

21. Click “**Submit**” at the bottom of the screen to enter your DoD Amount. This will take you back to the Surveys tab.

22. Click on “**Edit**” to get back into your Annual Order.

↓ Bottom of Form

**School Food Authority Summary** **Test Agency (139999)**

Applications Entitlement **Surveys** Allocations Inventory Orders Invoicing

Survey Id	Name	Grp	Program	Survey Date	Due Date	Status	Action
1720	SY 2021-22 State-Processing Survey	State	NSLP	01/26/2021	02/24/2021	Open	<a href="#">Edit</a> <a href="#">View</a>

↑ Top of Form

**Direct Delivery Brown Box Products (End Products)** – available on both “State Processing” and “Direct Diversion” Surveys.

23. Click on “End Products” for each Product Category. Grayed out boxes indicate that product is not available to order for that month.

Resource: [Product List of Direct Delivery \(Brown Box\) for SY 24-25](#)

Product Categories				
	Product Category	Cap Percent	Cap Value	Entitlement
<a href="#">End Products</a>	Beef, Pork & Fish	0.00	0.00	0.00
<a href="#">End Products</a>	<a href="#">Raw Products</a> Cheese Products	0.00	0.00	0.00
<a href="#">End Products</a>	Chicken, Eggs & Turkey	0.00	0.00	0.00
<a href="#">End Products</a>	Fruits & Vegetables	0.00	0.00	0.00
<a href="#">End Products</a>	Miscellaneous Products	0.00	0.00	0.00
<a href="#">End Products</a>	Peanut Butter	0.00	0.00	0.00
<a href="#">End Products</a>	Rice	0.00	0.00	0.00
<b>Totals:</b>				<b>0.00</b>

24. Enter your “Case” quantities and “Extra” quantities by month. If box is grayed out, there is no delivery for that product for that month.

Code	Description	Pack Size	Product Type	USDA Value	Proc Fee								
100206	APPLE SLICES (A345)	Cases	Entitlement	31.84	0								
Qty	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cases	4	0	0	1	1	1	1	0	0	0	0	0	0
Extra	8	0	0	2	2	2	2	0	0	0	0	0	0
100212	FRUIT MIX 10 (A470)	Cases	Entitlement	30.51	0								
Qty	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cases	0	0	0	3	3	3	3	3	3	3	3	3	0
Extra	0	0	0	4	1	1	1	1	1	0	0	0	0
100219	PEACHES CLING SLC (A408)	Cases	Entitlement	29.87	0								
Qty	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cases	0	0	0	0	0	0	0	0	0	0	0	0	0
Extra	0	0	0	0	0	0	0	0	0	0	0	0	0
100220	PEACHES CLING DICE (A409)	Cases	Entitlement	31.34	0								
Qty	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cases	0	0	0	2	2	2	2	2	2	0	0	0	0
Extra	0	0	0	6	4	6	4	6	4	0	0	0	0
100224	PEARS SLC (A433)	Cases	Entitlement	29.39	0								
Qty	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

25. Important: Scroll to bottom of each page. Click “Save or Submit”.

Cases	0	0	0	0	0	0	0	0	0	0	0	0	0
Extra	0	0	0	0	0	0	0	0	0	0	0	0	0

## Order Screen – Entering Cases versus “Extra”

26. On the Cases row, enter your priority items. The numbers you enter here will draw down your Entitlement dollars.
27. *Suggestion for entering Extra:* Enter additional cases you can use for that month. What you enter as Extra will not draw down your Entitlement dollars.

Be sure to read the last page of this document to learn more about how to use the Extra row.

Code		Description												Case Size	Product Type	USDA Value	Proc Fee
100158		BEEF 40 (A608)												Cases	Entitlement	121.51	0
Qty	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
Cases	0	0	0	1	1	1											
Extra	0	0	0	2	2	3											
100187		HAM, CKD FRZ SLICED (A726)												Cases	Entitlement	100.90	0
Qty	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
Cases	0	0	0	1	1	1	0	0	1	1	0	0	0				
Extra	0	0	0	3	3	3	0	0	0	0	0	0	0				

Enter priority items on the Cases Row.

Enter what you can use each month on the Extra Row, it will not count against entitlement at this time.

**State Processing Products (End Products)** – available only on “State Processing” Survey

28. These products (C-Code) are in the same page as the End Product, Direct Delivery Brown Box.

Resource: [Product List of State Processing \(C Codes\) for SY 2024-25](#)

29. For C Code products, scroll down to the bottom of each of the “End Products” lists, past the Direct Delivery items.

Notice there are processing fees for these products.

C501	CHICKEN SMACKERS, WG, PILGRIMS										Cases	Entitlement	33.27	48.00
Qty	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Cases	0	0	0	0	0	0	0	0	0	0	0	0	0	
Extra	0	0	0	0	0	0	0	0	0	0	0	0	0	
C526	CHICKEN PATTY WG BREADING, PILGRIMS										Cases	Entitlement		
Qty	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Cases	0	0	0	0	0	0	0	0	0	0	0	0	0	
Extra	0	0	0	0	0	0	0	0	0	0	0	0	0	
C530	CHICKEN NUGGETS, WG BRD, PILGRIMS PR										Cases	Entitlement	23.41	56.95
Qty	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Cases	0	0	0	0	0	0	0	0	0	0	0	0	0	

**Processing Fee**

30. After entering your “Case” quantities and “Extra” quantities, be sure to **scroll to bottom of each page**. Click “Submit”.

To learn how to use the Extra Row, refer to the last page of this document.

**Cheese Rebate (Raw Product) Products** – available on both State Processing and Direct Diversion Surveys.

31. Click on “**Raw Products**” next to the Cheese Products. (To review the list of Participating Processors and other program information, refer to the [Cheese Rebate Program](#) webpage.)

Product Categories				
	Product Category	Cap Percent	Cap Value	Entitlement
<a href="#">End Products</a>	Beef, Pork & Fish	0.00	0.00	0.00
<a href="#">End Products</a> <a href="#">Raw Products</a>	Cheese Products	0.00	0.00	0.00
<a href="#">End Products</a>	Chicken, Eggs & Turkey	0.00	0.00	0.00
<a href="#">End Products</a>	Fruits & Vegetables	0.00	0.00	0.00
<a href="#">End Products</a>	Miscellaneous Products	0.00	0.00	0.00

32. Click on Select hyperlink.

Select A Raw Product						
	Code	Raw Product for Processing	Unit	Usda Value	Total Units	Entitlement
<a href="#">Select</a>	110244	CHEESE MOZ LM PT SKM UNFZ	Pounds	1.85	2250	4,162.50
Raw Products Total:						4,162.50

33. Across from the Processor you’ve contracted with, enter the number of POUNDS of cheese.

Processor Name	Pounds	Extra
Bake Crafters Food Co	1000	500
ConAgra Foodservice	0	0
ES Foods - 110242	0	0
Nardone Bros. Baking Co. - Moz Cheese (110244)	0	0
Rich Products Corporation - 110244	0	0
S.A. Piazza - Mozzarella Cheese	500	500
Schwan’s Food Service (100418, 110244)	0	0
Tyson/Bosco’s (110244)	0	0

To learn how to use the Extra Row, refer to the last page of this document.

34. After entering your “Case” quantities and “Extra” quantities, be sure to **scroll to bottom of each page**. Click “**Submit**”.



**Direct Diversion Processing (Raw Product) Products** – available only on “Direct Diversion” Survey

This survey should only be selected by SFAs that have contracts with Processors and/or Prime Vendors (Commercial Distributors) to order Bulk USDA Foods for further processing. To learn more about this program, refer to the [Direct Diversion Program](#) webpage.

35. To order DoD Fresh Produce and Direct Delivery Brown Box, refer to those sections of these instructions.

36. Click on “**Raw Products**” for each Product Category. These are the Direct Diversion Products.

Product Categories				
	Product Category	Cap Percent	Cap Value	Entitlement
<a href="#">End Products</a> <a href="#">Raw Products</a>	Beef, Pork & Fish	0.00	0.00	0.00
<a href="#">End Products</a> <a href="#">Raw Products</a>	Cheese Products	0.00	0.00	0.00
<a href="#">End Products</a> <a href="#">Raw Products</a>	Chicken, Eggs & Turkey	0.00	0.00	0.00
<a href="#">Raw Products</a>	Flour	0.00	0.00	0.00
<a href="#">End Products</a> <a href="#">Raw Products</a>	Fruits & Vegetables	0.00	0.00	0.00
<a href="#">End Products</a> <a href="#">Raw Products</a>	Miscellaneous Products	0.00	0.00	0.00
<a href="#">End Products</a> <a href="#">Raw Products</a>	Peanut Butter	0.00	0.00	0.00
<a href="#">End Products</a>	Rice	0.00	0.00	0.00
<b>Totals:</b>				<b>0.00</b>

37. Click on “Select” hyperlink to the left of each product.

Select A Raw Product						
	Code	Raw Product for Processing	Unit	Usda Value	Total Units	Entitlement
<a href="#">Select</a>	100154	BEEF BLK COARSE (A594)	Pounds	2.69	2311	6,216.59
<a href="#">Select</a>	100156d	BEEF SPECIAL	Pounds	5.02	0	0.00
<a href="#">Select</a>	100193	BONELESS PICNIC (A632)	Pounds	1.45	0	0.00
<a href="#">Select</a>	110601	FISH, ALASKAN POLLOCK	Pounds	1.55	0	0.00
<b>Raw Products Total:</b>						<b>6,216.59</b>

38. Enter the number of POUNDS in the Pounds column across from the Processors that your SFA (or your Prime Vendor) has contracts with for next school year.

Processor Name	Pounds	Extra
Integrated Food Service - Beef	1555	450
J.T.M. Food Group - Beef, Pork, Turkey, Cheese	0	0
Maid-Rite Specialty Foods	756	100
Tyson/AdvancePierre (100154 and 100193)	0	0

39. After entering your “Pounds” quantities and “Extra” quantities, be sure to **scroll to bottom of each page**. Click “**Submit**”.

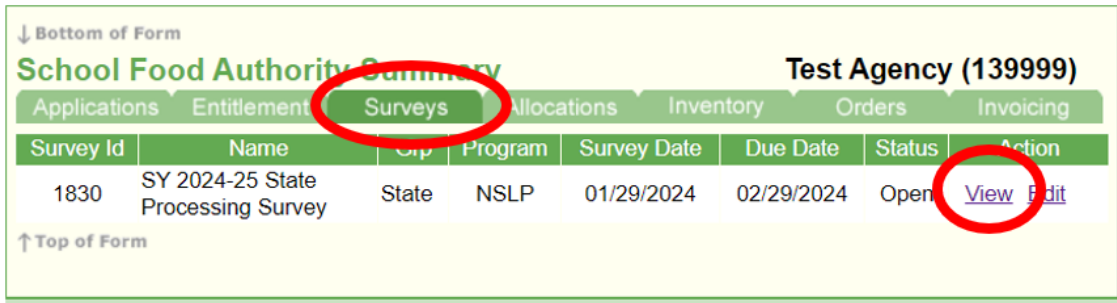
40. See the last page of this document to review how to use the “Extra” Column.

Tips to ensure that your SFA receives as close to 100% of your entitlement as possible:

- For the SY 2024-25 Wisconsin Annual USDA Foods Order, DPI has programmed the system to allow SFAs to request up to 105% of the total entitlement. It is in your SFA’s best interest to request as close to 105% of your entitlement as possible.
- *Suggestion:* After you’ve submitted the Annual Order, do you have any entitlement in your balance? If you plan to participate in DoD Fresh, and if you can use these products, add any entitlement balance into DoD.
- **Use the “Extra” rows.** Know how to use the Extras Rows. Be sure to read the last page of this document. When your SFA uses the Extra row, DPI can optimize your entitlement allocation.

## After Submitting the Survey - View and Review

1. On the Surveys tab, click on “View” for a summary. Review your items to be sure everything you intended to order is on your order.



2. Use the drop down to review each month. Review the “Total Requested” and “Extra” columns.

**FDP** Wisconsin Department of Public Instruction

Survey Results

Program Year: 2025  
 Survey Name: SY 2024-25 State Processing Survey  
 Month: All

Program	Start Date	End Date	Status	DoD	DoD Extra	DoD Adj
NSLP	1/29/2024	2/29/2024	Open	\$5,000.00	\$8,000.00	\$5,000.00
UNPFV		UNPFV Extra		UNPFV Adj		
\$0.00		\$0.00		\$0.00		

Product Code	Product Desc	Ent Value	Processing Fee	Total Requested	Total Extra	Adj	Fill	Bal
Category: <b>Beef, Pork &amp; Fish</b>								
100134	BEEF CRUMBLES W SPP	\$2,254.72	\$0.00	16	6	16	0	16
<a href="#">100154</a>	BEEF BLK COARSE (A594)	\$4,650.00	\$0.00	1,500	1,000	1,500	0	1,500
100158	BEEF GROUND40 (A608)	\$1,128.64	\$0.00	8	6	8	0	8
100187	HAM CKD FRZ SLC (A726)	\$935.36	\$0.00	8	0	8	0	8
100188	HAM CKD FZ DICED	\$0.00	\$0.00	0	0	0	0	0

## What is the “EXTRA” Row in the Annual Order?

- Q.** What is the purpose of the “Extra” row on the Wisconsin Annual USDA Foods Order?
- A.** For all USDA Foods listed on the Wisconsin Annual USDA Foods Order, there is an “Extra” row. DPI strongly recommends that you use the extra row so DPI can optimize your entitlement.

When entering the order, if your School Food Authority (SFA) can use more cases or pounds of a product than what your entitlement allows (due to the 105% entitlement cap), your SFA should enter the extra amount needed in this Extra row (in addition to the amounts entered in the “cases” or “pounds” rows).

When the Department of Public Instructions (DPI) combines all SFA orders into a state-wide order to order by the truck load, it may be necessary for DPI to cut some SFAs’ orders. Therefore, DPI may have to decrease some SFAs’ product requests, which will free up some entitlement dollars for those SFAs.

If DPI needs to add cases or pounds to order a truck load, then DPI will look at SFAs requests in the “Extra” rows. The only way to receive extra cases, or pounds, or DoD dollars, is to enter amounts in the Extra row.

Product Category: Beef, Pork & Fish  
Product Category Cap: 0.00

Code	Description	Pack Size	Product Type	USDA Value	Proc Fee								
100158	BEEF 40 (A608)	Cases	Entitlement	107.46	0								
Qty	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cases	0	0	0	0	0	0	0	0	0	0	0	0	0
Extra	0	0	0	0	0	0	0	0	0	0	0	0	0
100173	PORK ROAST (A672)	Cases	Entitlement	59.60	0								
Qty	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cases	0	0	0	0	0	0	0	0	0	0	0	0	0
Extra	0	0	0	0	0	0	0	0	0	0	0	0	0

**EXTRA ROWS** (indicated by red arrows pointing to the Extra rows in the table)

- Q.** If I enter cases into the “Extra” row, does it get calculated into the 105% entitlement cap?
- A.** No. As you are entering cases into your Annual Order, cases entered in the Extra row do not draw down your entitlement balance, and they do not count toward the 105% entitlement cap.
- Q.** If I request products in the “Extra” rows, will DPI use these requests throughout the school year for additional products?
- A.** No. DPI will only use these requests in March during the truck load ordering process.
- Q.** Am I required to enter numbers in the “Extra” row?
- A.** No. However, if DPI decreases any of your product requests during truck load balancing, and your SFA has not entered Extra cases, DPI will be unable to give your SFA any additional products to drawdown entitlement. Therefore, if you choose not to enter any numbers in the “Extra” row, your SFA runs the risk of not receiving 100% of your entitlement.

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