

## Commercial Distribution of USDA Foods for School Year (SY) 2024-25

Wisconsin School Food Authorities (SFAs) have the option of selecting their own contracted commercial distributor for delivery of USDA Foods.

SFAs that opt for State-contracted distribution of USDA Foods for SY 2024-25 may disregard the information below.

Any SFA opting to use a commercial distributor for SY 2024-25 to deliver their USDA Foods must complete the following steps:

1. Read the [Commercial Distribution Agreement between DPI and SFA for School Year 2024-25](#).
2. Following procurement regulations, conduct procurement and sign a contract with the commercial distributor selected by your SFA. To assist in this process, the DPI has developed a [Template between SFA and Commercial Distributor Agreement](#) and Description of Procurement Template for use in securing a commercial distributor for delivery of USDA Foods for SY 2024-25. (DPI **does not** need to receive a copy of this contract with your commercial distributor).
3. After January 2024, DPI will send instructions on logging into the [Wisconsin USDA Foods Ordering System](#) to indicate your acceptance of the *Commercial Distribution Agreement between DPI and SFA*. At that time, SFAs will designate which commercial distributor has been selected for the next school year.
4. SFAs should have finalized contracts by the time the Annual Order Survey opens in February for the next school year. The final deadline to make any changes to your delivery selection is March 31, 2024.

Participation with Commercial Distribution of USDA Foods is a yearly commitment. Therefore, after March 31, 2024, the selected delivery method (state-contracted versus SFA-contracted commercial distributor) **cannot** be changed for SY 2024-25.

Please note for SFAs that will be participating in the Direct Diversion Processing Program:

1. Further-processed products received through the direct diversion of bulk USDA Foods must be received directly from a processor or through a commercial distributor. Direct Diversion finished end products cannot be delivered by the State-contracted deliverer.

Please note for SFAs that prepare meals for another SFA [joint agreement agency(s)]:

1. The joint agreement(s) must include a statement to indicate that the joint agreement agency(s) understands and agrees to have their USDA Foods delivered by a commercial distributor.

2. The DPI must also receive a signed agreement from the joint agreement agency(s) [DPI contract must be signed by the Authorized Representative of the joint agreement agency(s) and not signed by your SFA's Authorized Representative].
3. All SFAs in joint agreements will need to log into the [Wisconsin USDA Foods Ordering System](#) to designate on the SY 2024-25 (Program Year 2025) which commercial distributor has been selected.

If your SFA has meals prepared by a vendor, Food Service Management Company, or another SFA, please forward this information on to the person(s) responsible for ordering and delivery of your SFA's USDA Foods.

To view the FAQ and Timeline for commercial distribution, please visit the DPI [Commercial Distribution](#) website.



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