

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

(Events Occurring During SY 2023-24)

- November 2023: Department of Public Instruction (DPI) emails information to all SFAs regarding delivery options of USDA Foods, including the option of using an SFA-contracted commercial distributor.
- Read the [Commercial Distribution Agreement between DPI and SFA for School Year 2024-25](#) to understand the SFA's responsibilities of contracting with a commercial distributor.
- November 2023 – February 2024: SFAs conduct appropriate procurement to determine commercial distributor for delivery of USDA Foods for the next school year.
- February 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* and designate which commercial distributor has been selected. SFAs should indicate their awarded commercial distributor while the Annual Order Survey is open.
- March 31, 2024: SFA must have signed contracts. This is the final day for SFAs to change their delivery option for the next school year.
- April 2024: Commercial distributors confirm they have signed contracts with their list of SFAs for the next school year.
- May 2024: If not already completed in prior years, eligible commercial distributors sign Memorandum of Understanding (MOU) with DPI to participate in Commercial Distribution of USDA Foods in Wisconsin.

