

# THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

## WISCONSIN USDA FOODS ORDERING SYSTEM INSTRUCTIONS

Program Year 2022  
July 2021 to June 2022



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## I. Entering the WI USDA Foods Ordering System

1. Go to the [Wisconsin USDA Foods Ordering System](https://wi.cnpus.com/fdp/Login.aspx) (https://wi.cnpus.com/fdp/Login.aspx).
2. Enter your Agency's User ID and Password and click Login button.

3. Once you have entered the system, a Welcome and message board will be displayed. Since this message board is intended for National School Lunch Program participants, ignore the updates, and click the Continue button.
4. Select the program year by clicking on the desired program year. Program year is listed by the fiscal year. For example, if the desired school year is for the 2021-2022 school year, click on program year 2022.

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

5. **Please note:** If your agency participates in more than one type of USDA Foods Program [i.e. National School Lunch Program (NSLP), The Emergency Food Assistance Program (TEFAP), or the Summer Food Service Program (SFSP)], the system will default to the most recently used program. Be sure that under the Program section the system indicates the desired program.
6. If the system has defaulted to a different program, click on the word "Program" (located towards the upper right-hand corner of the *Wisconsin USDA Foods Ordering System* page).
7. This will be a list of USDA Foods Program(s) that your agency currently participates in. Click on the initials of the desired program. For example, the desired program is the Emergency Food Assistance Program. Click on the initials "TEFAP." The system will now change to the desired program.

FDP Program Selection	
Program	Program Description
<a href="#">NSLP</a>	NSLP
<a href="#">SFSP</a>	SFSP
<a href="#">TEFAP</a>	TEFAP
<a href="#">CACFP</a>	CACFP
<a href="#">CI</a>	CI

## II. Contract Application and Delivery Location Forms

- Once the desired program year has been selected, the “School Food Authority Summary” screen will display. The agency specific information can be found on the “School Food Authority Summary” screen. The School Food Authority Summary” screen is set up in a tabular format. Each of the tabs contains agency specific information. (The tab choices as listed below are: Applications, Entitlement, Surveys, Allocations, Inventory, Orders, and Invoicing).

↓ Bottom of Form

**School Food Authority Summary**

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

**School Food Authority Contract Form**

Number	Name	Revision	Status	Approval Date	Action
			Pending Submission		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

**Delivery Location Forms**

Number	Name	Revision	Status	Approval Date	Action
			Approved	05/29/2019	<a href="#">View</a> <a href="#">Revise</a>

↑ Top of Form

- To place the monthly USDA Foods orders (called an allocation in this system), the “School Food Authority Contract Form” and the “Delivery Location Forms” must first be completed and submitted. The monthly USDA Foods order data cannot be accessed until both the “School Food Authority Contract Form” and “Delivery Location Form” are completed and submitted.

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**School Food Authority Summary**

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

**School Food Authority Contract Form**

Number	Name	Revision	Status	Approval Date	Action
			Pending Submission		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

**Delivery Location Forms**

Number	Name	Revision	Status	Approval Date	Action
			Approved	05/29/2019	<a href="#">View</a> <a href="#">Revise</a>

↑ Top of Form

EDIT

Figure 1 Arrow to Edit button

- To update the “School Food Authority Contract Form,” click on the “Edit” button that is located below and to the right of the section listed as “School Food Authority Contract Form.” Do not click on the “View” link that is located next to the “Edit” button. The “View” will display the data available on this form. The “View” link will not allow for entry or for the data to be saved.

**FDP** Wisconsin Department of Public Instruction

School Food Authority Contract Form Program: TEFAP

Year Pending Submission Revision 0

↓ Bottom of Form

**Mailing Address** Street Address (if different than Mailing Address)

(1) Addr1: 2929 Harrison Street (6) Addr1:

(2) Addr2:  (7) Addr2:

(3) City: Oshkosh (8) City:

(4) State: WI (5) Zip Code: 54901 (9) State: WI (10) Zip Code:

**FPD Primary Contact** **FPD Alternate Contact (if Applicable)**

(11) Name: Mr. Pheng Xiong	(18) Name: Mrs. Holly Kontzer
(12) Title: Food & Nutrition Coordinator	(19) Title: Winnebago County Nutrition Progr
(13) E-mail: phengx@advocap.org	(20) E-mail: hollyk@advocap.org
(14) Phone: (920) 426-0150 (15) Ext.: 3257	(21) Phone: (920) 725-2791 (22) Ext.: <input type="text"/>
(16) Fax: (920) 426-3071 (17) Ext.: <input type="text"/>	(23) Fax: (920) 725-6337 (24) Ext.: <input type="text"/>

**Food Safety Coordinator** **Food Safety Coordinator Backup**

(25) Name: Mr. Pheng Xiong	(32) Name: Mrs. Holly Kontzer
(26) Title: Food & Nutrition Coordinator	(33) Title: Winnebago County Nutrition Progr
(27) E-mail: phengx@advocap.org	(34) E-mail: hollyk@advocap.org
(28) Phone: (920) 426-0150 (29) Ext.: 3257	(35) Phone: (920) 725-2791 (36) Ext.: <input type="text"/>
(30) Fax: (920) 426-3071 (31) Ext.: <input type="text"/>	(37) Fax: (920) 725-6337 (38) Ext.: <input type="text"/>

4. Review and update all of the information as necessary that is listed on the “School Food Authority Contract Form.” On this form indicate a “Food Safety Coordinator” and a “Food Safety Coordinator Backup.” This contact information will be used in the event of a USDA Foods safety hold/recall.
5. Once this information is updated, check on the box located in row (46) to certify the information on the form is correct. If a check is not placed in the box in row (46), the form **will not be submitted** and will remain in “Pending Submission” Status. Next click on the submit button to update the “School Food Authority Contract Form.” Under “Pending Submission” status, the monthly USDA Foods orders cannot be placed and received.
6. After the “School Food Authority Contract Form” has been submitted, a confirmation page will be displayed. The bottom of this confirmation page indicates, “Click [here](#) to go to School Food Authority Summary.” Click on the “[here](#).” This will return the system to the “School Food Authority Summary” screen. If the form is submitted correctly, the contract status should be changed to “Pending Approval.” This means that the form has been submitted to the DPI and is “Pending Approval” by the DPI. Once the form has been approved by the DPI, the status will change to “Approved.” **Please note:** after the first initial approval of the “School Food Authority Contract Form,” the “Revise” button will replace the “Edit” button that was displayed prior to being “Approved.”



7. Next, verify the information on the “Delivery Location Forms.” To verify the “Delivery Location Forms” information, click on the “Revise” button that is located below and to the right of the section listed as “Delivery Location Forms.” Do not click on the “View” button that is located next to the Edit button. The “View” button will only display the data that is listed on this form. It will not allow for entry of data or saving of data.

**FDP** Wisconsin Department of Public Instruction

SFA Delivery Location Form

(209220)  
Program Year  
Pending Submission  
Revision 1

↓ Bottom of Form

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

(1) Addr1: 187 Kohlman Road  
 (2) Addr2:  
 (3) City: Fond du Lac  
 (4) State: WI (5) Zip Code: 54935

**Delivery Contact**

Alternate Delivery Contact		
First	MI	Last
(6) Name: Mrs. Crystal Larson	(13) Name: Mr. Pheng Xiong	
(7) Title: Customer Rep.	(14) Title: Food & Nutrition Coordinator	
(8) Email: CLawson@ohl.com	(15) Email: phengx@advocap.org	
(9) Phone: (920) 920-9220	(16) Phone: (920) 426-0150	(17) Ext.: 3257
(11) Fax:	(18) Fax: (920) 426-3071	(19) Ext.:

**Delivery Information**

(20) Storage Capabilities:  Dry  Cooler  Freezer

8. Update all of the information listed on the “Delivery Location Forms.” After the information has been updated, click on the “Submit” button that is located at the bottom of the form.
9. After the “Delivery Location Forms” is submitted, a message screen will indicate whether the form has been successfully submitted. Read the message to ensure that the form was submitted

successfully. At the bottom of the message screen, it will state “Click [here](#) to go to School Food Authority Summary.” Click on the word “[here](#)” to go back to the “School Food Authority Summary” screen.

10. After the “Delivery Location Forms” is submitted, the status will change to “Pending Approval.” This means that the form is “Pending Approval” by the DPI.
11. Once the “School Food Authority Contract Form” and the “Delivery Location Forms” have been reviewed and updated, the monthly USDA Foods orders can be placed. The “School Food Authority Contract Form” and the “Delivery Location Forms” **do not** need to be reviewed monthly. These forms only need to be reviewed annually or if changes need to be made to the forms.

### III. Allocations

#### A. General Information

1. To place the monthly USDA Foods orders (called an allocation in this system), click on the “Allocations” tab. It is the 4<sup>th</sup> tab from the left and located below the “School Food Authority Summary” title. In this system, there are two ways that TEFAP agencies can request products, either through a “Fair-share allocation” or through a “Surplus” request.
2. All product(s) that has been allocated will be listed under the “Allocations” tab. For every allocation, the following categories will be listed:

- Alloc ID (Allocation Identification) - For every allocation, the system will assign an identification code. The identification code contains both an alphabetic and numeric sequence. The alphabetic portion of the identification code will indicate the type of allocation. The numeric portion is a computer assigned code. There are 2 categories of allocations represented by the alphabetic portion of the code:

Alloc = This represents an allocation that is a result of a fair-share allocation.

Surp = This represents an allocation as a result of placing a surplus request.

- Alloc Date (Allocation Date) - This is the first date an order can be placed for the product that has been allocated. Typically, this date will be the 3<sup>rd</sup> of the month prior to the month that product is being requested for (i.e. July 3<sup>rd</sup> for August Delivery).
- Accept Date – This is the last date that an order can be placed for the product that has been allocated. Typically, this date will be the 10<sup>th</sup> of the month prior to the month that the product is being requested for (i.e. July 10<sup>th</sup> for August Delivery). After the Accept date has expired, the system will not allow any edits to the allocation.
- Accepted – This column indicates the status of the allocation. “Yes” status indicates that the system **has** been accessed, allocation amounts have been accepted/adjusted, and the “Accept” button has been clicked on at the bottom of the screen. “No” status indicates that the system **has not yet** been accessed. Please note: if the system has been accessed and the allocation was viewed through the “View” like rather than the “Edit” link, the allocation will not be received. Under the “Edit” link, the “Accept” button must be clicked to actually receive the allocation.
- Expire Date – This is the approximate date by which the State will complete the allocation requests into delivery orders. Typically, this will be the 15<sup>th</sup> of the month prior to the month that the product is being requested for (i.e. July 15 for August Delivery).

- Avail Qty (Available Quantity) – The total number of cases allocate. **Please note:** after the allocation has been used to create an “Order” in the system, this amount will be zero.

Action – One and/or two choices will be available under this category:

- View – By clicking on “View,” this will only display the allocation data. Editing is not allowed under the view mode.
- Edit – By clicking on “Edit,” product can be requested for this allocation.

During the allocation period (between the Alloc date and the Accept Date) when products can be requested, the system will display both the “View” and the “Edit” options. However, after the allocation period has expired, only the “View” option will be displayed. At this point, no modifications can be made to this allocation.

↓ Bottom of Form

**School Food Authority Summary**

Applications Entitlement Surveys **Allocations** Inventory Orders Invoicing

School Food Authority Allocations Add Surplus

Alloc Id	Alloc Date	Accept By Date	Accepted?	Expire Date	Close Date	Avail Qty	Action
Alloc32366	07/01/2019	07/10/2019	No	07/15/2019	09/07/2019	125	<a href="#">View</a> <a href="#">Edit</a>

↑ Top of Form

**Edit** (with red arrow pointing to the Edit link in the table)

## **B. Fair-share Allocations**

1. To request product during the allocation period, click on “Edit” that is located under the “Action” category for that particular allocation. **Please note:** product will only be received, if an order is placed. In order to receive the products allocated, the system must be accessed and the below listed steps followed to “Accept” the fair-share product(s).
2. The products and amounts that are available to order for this allocation will be displayed. The following categories will be listed:
  - ENT Value (Entitlement Value) – This is the amount/case that USDA paid to purchase this particular product. For every case that is requested, this value will be subtracted from each agency’s total entitlement allotment. Each agency is given a yearly entitlement allotment that is based on the population, poverty, and unemployment of the area that your agency services.
  - Alloc Qty (Allocated Quantity) –Based on what has been received in the warehouse, this is the amount of product that has been allocated.
  - Accept Qty (Accept Quantity) – This is the amount of product that your agency would like to receive. **Please note:** when requesting amounts, the amounts listed in the “Alloc Qty” cannot be exceeded. None, less, or all of the “Alloc Qty,” can be requested, but the request cannot exceed the “Alloc Qty.” If additional quantities of any available amounts are desired, this will need to be done through a surplus request, which is covered later in the instructions.
  - Handling Fee – This is the amount/case that the State Administering Agency (Department of Health Services) pays for the DPI for the administration, storage and delivery of USDA Foods.
  - Proc Fee (Processing Fee) – If this product is the result of a bulk USDA Foods being processed into a finished end product through a state processing contract, a processing fee/case will also be charged. For the TEFAP program, there are typically no applicable processing fees.

- Total Fees – Based on the number of cases requested, this is the sum total of the Handling Fee and the Processing Fee. **Please note:** this total fee is paid by the State Administering Agency (Department of Health Services).

**FDP** Wisconsin Department of Public Instruction

Allocation Form

Allocation Id: Alloc32366  
 ProgramYear: 2020  
 Program: TEFAP

Allocation Date	Last Acceptance Date	Expiration Date
7/1/2019	7/10/2019	7/15/2019

**Important!** In order to receive allocated products listed on this form you should first make any changes in the Accept Qty column then click the 'NextPage' button and click the 'Accept' button on the next page. If you do not proceed to the next page and click the Accept button, you will not receive any of products listed. You can only reduce the product quantities. If there are any products you do not wish to receive change the Accept Qty to zero.

Code	Description	ENT Value	Alloc Qty	Accept Qty	Avail Qty	Handling Fee Per Case	Process Fee Per Case	Total Fees
<b>Entitlement Commodities</b>								
100218	PEACHES CLING 300 (A411) Size: 24/#300 CAN Storage: Dry	19.60	71	<input type="text" value="71"/>	71	1.43	0.00	101.53
<b>Total Commodities</b>		<b>1,391.60</b>		<b>71</b>				<b>101.53</b>
<b>Bonus Commodities</b>								
100492	RICE L 30/2 (B528) Size: 30/2 LB PKG Storage: Dry	21.55	24	<input type="text" value="24"/>	24	3.22	0.00	77.28
100897	ORANGE JUICE, 64 OZ (A271) Size: 8/64 OZ PLAS BT Storage: Dry	23.86	14	<input type="text" value="14"/>	14	2.02	0.00	28.28
100182	HAM WATERADD 3 (A669) Size: 12/3 LB HAM/CTN Storage: Freezer	64.72	16	<input type="text" value="16"/>	16	2.03	0.00	32.48
<b>Total Bonus</b>		<b>1,886.76</b>		<b>54</b>				<b>138.04</b>
<b>Total All Commodities</b>		<b>\$3,278.36</b>		<b>125</b>				<b>\$239.57</b>

3. Listed under the “Alloc Qty” column for each USDA Food is the amount of cases that has been allocated. The system automatically pre-fills the quantity that has been allocated. If none or less than the amount than has been allocated is desired, fill in the amount desired for each product. To change the desired amount to less than has been allocated, use the tab button. This will highlight the figure that has been pre-filled and the desired amount should be entered. If none of the product is desired, enter a zero.

**Please note:** The system does not allow requests to exceed the amount that has been allocated. If any available additional products are desired, this must be done through a surplus request. The surplus request will be covered later in the instructions.

4. After the desired case numbers for the allocated product have been entered, click on the “Next Page” button that is located at the bottom of the screen. **IMPORTANT:** If the cancel button is selected (that is located at the bottom of the screen) or the screen is exited prior to selecting the “Next Button,” the order **will not** be submitted and the desired products **will not** be received.

**FDP** Wisconsin Department of Public Instruction  
Allocation Form

Allocation Id: Alloc32366  
ProgramYear: 2020  
Program: TEFAP

Allocation Date	Last Acceptance Date	Expiration Date
7/1/2019	7/10/2019	7/15/2019

**Important!** In order to receive allocated products listed on this form you should first make any changes in the Accept Qty column then click the 'NextPage' button and click the 'Accept' button on the next page. If you do not proceed to the next page and click the Accept button, you will not receive any of products listed. You can only reduce the product quantities. If there are any products you do not wish to receive change the Accept Qty to zero.

Code	Description	ENT Value	Alloc Qty	Accept Qty	Avail Qty	Handling Fee Per Case	Process Fee Per Case	Total Fees
<b>Entitlement Commodities</b>								
100218	PEACHES CLING 300 (A411) Size: 24#300 CAN Storage: Dry	19.60	71	<input type="text" value="71"/>	71	1.43	0.00	101.53
<b>Total Commodities</b>		<b>1,391.60</b>		<b>71</b>				<b>101.53</b>
<b>Bonus Commodities</b>								
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100182	HAM WATERADD 3 (A669) Size: 12/3 LB HAM/CTN Storage: Freezer	64.72	16	<input type="text" value="16"/>	16	2.03	0.00	32.48
<b>Total Bonus</b>		<b>1,886.76</b>		<b>54</b>				<b>138.04</b>
<b>Total All Commodities</b>		<b>\$3,278.36</b>		<b>125</b>				<b>\$239.57</b>

Next Page >    Cancel

Next Page >

- Once the "Next Page" button has been clicked, the system will display a summary page of all requested products. Review all of the numbers in the "Accept Qty" column to ensure the accuracy of all numbers requested.

If an error is found on the numbers that are reflected on this page, click on the "Prev Page" (Previous Page) button that is located at the bottom of the screen and the system will go back to the prior page. In order to see the "Prev Page" button, use the scroll button that is located on the right-hand side of the screen; and scroll down to the bottom of the page.

**FDP** Wisconsin Department of Public Instruction  
Allocation Form

Allocation Id: Alloc32366  
ProgramYear: 2020  
Program: TEFAP

Allocation Date	Last Acceptance Date	Expiration Date
7/1/2019	7/10/2019	7/15/2019

**Important!** In order to receive allocated products listed on this form you should first make any changes in the Accept Qty column then click the 'NextPage' button and click the 'Accept' button on the next page. If you do not proceed to the next page and click the Accept button, you will not receive any of products listed. You can only reduce the product quantities. If there are any products you do not wish to receive change the Accept Qty to zero.

Code	Description	ENT Value	Alloc Qty	Accept Qty	Avail Qty	Handling Fee Per Case	Process Fee Per Case	Total Fees
<b>Entitlement Commodities</b>								
100218	PEACHES CLING 300 (A411) Size: 24#300 CAN Storage: Dry	19.60	71	71	71	1.43	0.00	101.53
<b>Total Commodities</b>		<b>1,391.60</b>		<b>71</b>				<b>101.53</b>
<b>Bonus Commodities</b>								
100492	RICE L 30/2 (B528) Size: 30/2 LB PKG Storage: Dry	21.55	24	24	24	3.22	0.00	77.28
100897	ORANGE JUICE, 64 OZ (A271) Size: 8/64 OZ PLAS BT Storage: Dry	23.86	14	14	14	2.02	0.00	28.28
100182	HAM WATERADD 3 (A669) Size: 12/3 LB HAM/CTN Storage: Freezer	64.72	16	16	16	2.03	0.00	32.48
<b>Total Bonus</b>		<b>1,886.76</b>		<b>54</b>				<b>138.04</b>
<b>Total All Commodities</b>		<b>\$3,278.36</b>		<b>125</b>				<b>\$239.57</b>

< Prev Page    Cancel    Accept

< Prev Page



- Once the accuracy of the numbers has been confirmed, click on the “Accept” button that is located at the bottom of the screen. (In order to see the “Accept” button, use the scroll button that is located on the right-hand side of the screen; and scroll down to the bottom of the page.) When the order has been processed, the system will return to the “School Food Authority Summary” screen. To ensure that the order has been updated, go back into the allocation tab and click on the “View” button that is located on the far right side of where the allocation is listed.

**FDP** Wisconsin Department of Public Instruction

Allocation Form

Allocation Id: Alloc32366  
 ProgramYear: 2020  
 Program: TEFAP

Allocation Date	Last Acceptance Date	Expiration Date
7/1/2019	7/10/2019	7/15/2019

**Important!** In order to receive allocated products listed on this form you should first make any changes in the Accept Qty column then click the 'NextPage' button and click the 'Accept' button on the next page. If you do not proceed to the next page and click the Accept button, you will not receive any of products listed. You can only reduce the product quantities. If there are any products you do not wish to receive change the Accept Qty to zero.

Code	Description	ENT Value	Alloc Qty	Accept Qty	Avail Qty	Handling Fee Per Case	Process Fee Per Case	Total Fees
<b>Entitlement Commodities</b>								
100218	PEACHES CLING 300 (A411) Size: 24/#300 CAN Storage: Dry	19.60	71	71	71	1.43	0.00	101.53
<b>Total Commodities</b>		<b>1,391.60</b>		<b>71</b>				<b>101.53</b>
<b>Bonus Commodities</b>								
100492	RICE L 30/2 (B528) Size: 30/2 LB PKG Storage: Dry	21.55	24	24	24	3.22	0.00	77.28
100897	ORANGE JUICE, 64 OZ (A271) Size: 8/64 OZ PLAS BT Storage: Dry	23.86	14	14	14	2.02	0.00	28.28
100182	HAM WATERADD 3 (A669) Size: 12/3 LB HAM/CTN Storage: Freezer	64.72	16	16	16	2.03	0.00	32.48
<b>Total Bonus</b>		<b>1,886.76</b>		<b>54</b>				<b>138.04</b>
<b>Total All Commodities</b>		<b>\$3,278.36</b>		<b>125</b>				<b>\$239.57</b>

< Prev Page    Cancel    **Accept**

Accept

If less or none of the amounts that have been allocated are requested, the amounts refused will automatically become available in surplus as soon as the “Accept” button is clicked. At this point, any agency in the same warehouse region will have access to the amounts that have been refused through the surplus request screen.

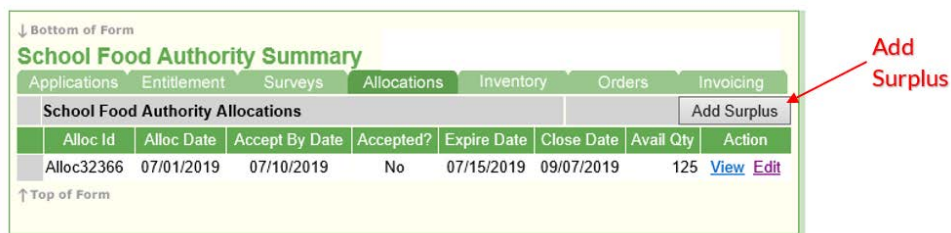
During the allocation period (between the “Alloc Date” and the “Accept Date”), an allocation request may be modified as many times as desired. Since refused product automatically becomes available in surplus as soon as the “Accept” button is clicked, the system **will only** allow modifications that are a **decrease** in the amount of product requested. Once the “Accept Date” has passed, no further modifications will be possible.

Please note: the DPI does not mail out the order sheets that need to be used and signed by the trucking company when receiving in the actual delivery order. Each agency will need to print a copy of the order from the system.

**C. Surplus Requests**

- To access any available surplus products and amounts, click on the “Allocations” tab that is located on the “School Food Authority Summary” screen.
- Listed below and to the far right of the various tab options is an “Add Surplus” button, click on this button.

- This screen will list all surplus USDA Foods and amounts that are available out of the warehouse facility [Central Storage and Warehouse – Eau Claire or Madison Central Storage & Warehouse] that services your agency.



- On this page the following categories are listed:

- ENT Value (Entitlement Value) – This is the amount/case that USDA paid to purchase this particular product. For every case that is requested, this value will be subtracted from your agency’s total entitlement allotment. Each agency is given a yearly entitlement allotment that is based on the population, poverty, and unemployment of the area that your agency services.
- Surplus Qty (Surplus Quantity) –Based on the warehouse facility, this is the total amount of product that is in surplus. Please note: this is the total available for this warehouse facility and not just a percentage that is available to just your agency.
- Request Qty (Request Quantity) – This is the amount of product that is desired to be received. **Please note:** when requesting amounts, the quantity listed in the Request Qty cannot be exceeded.
- Handling Fee – This is the amount/case that the State Administering Agency (Department of Health Services) pays for the DPI for the administration, storage and delivery of USDA Foods.
- Proc Fee (Processing Fee) – If this product is the result of a bulk USDA Foods being processed into a finished end product through a processing contract, a processing fee/case will also be charged. For the TEFAP program, there are typically no applicable processing fees.
- Total Fees – Based on the number of cases requested this is the total of the Handling Fee and the Processing Fee. **Please note:** the State Administering Agency (Department of Health Services) pays the DPI for these costs.

- For any desired product, enter the desired amount in the “Request Qty” column. To enter the desired amount, use the tab button. This will highlight the figure that has been pre-filled and the desired amount may now be entered.

**IMPORTANT:** In this surplus screen, the amount available of each product is the total amount available out of that warehouse facility. If your agency has the entitlement allotment dollars available, the system **will allow** you to take the entire surplus amount available. Therefore, please only request amounts that are reasonable for the size and servicing scope of your agency.

**Please note:** Taking additional surplus items will not affect your agency’s ability to receive entitlement products at a later date.

- There are three different types of products available through the surplus screen.

**Entitlement USDA Foods** = The entitlement value/case listed **will be** subtracted from the available yearly entitlement allotment. Please note: in order to request entitlement surplus USDA Foods,

there must be remaining entitlement dollars. If there is insufficient entitlement dollars and an entitlement product is requested, an error message will be received and the surplus request **will not** be processed.

**Bonus USDA Foods** = These are products that based on agricultural surplus, were labeled as bonus foods by USDA. The entitlement value/case listed **will not** be subtracted from the available yearly entitlement allotment.

**Entitlement No Charge USDA Foods** = These are products that were originally received into the state as an entitlement USDA Food, but the state has determined that the product will be available at no entitlement charge. Therefore, the entitlement value/case listed **will not** be subtracted from the yearly available entitlement allotment.

**Please note:** Regardless of USDA Foods type (entitlement USDA Foods, bonus USDA Foods, entitlement no charge USDA Foods), applicable handling fees for these products will be assessed when ordered.

- Once you the desired amounts are entered, click on the “Next Page” button that is located at the bottom of the screen. **IMPORTANT:** If the cancel button is selected (that is located at the bottom of the screen) or the screen is exited prior to selecting the “Next Button”, the order **will not** be submitted and the desired products **will not** be received.

The screenshot shows the FDP Surplus Request Form interface. At the top, it displays 'FDP' and 'Wisconsin Department of Public Instruction'. The form title is 'Surplus Request Form'. Below this, there are fields for 'ProgramYear: 2020', 'Program: TEFAP', and 'Entitlement Group: A&B'. The warehouse is identified as 'Central Storage and Warehouse Eau Claire - TEFAP'. A summary table shows 'Request Date: 5/29/2019', 'Expiration Date: 6/30/2019', and 'Entitlement Available: \$26,675.50'. The main table lists commodities with columns for Code, Description, ENT Value, Surplus Qty, Request Qty, Admin Fee, Proc Fee, and Total Fees. It is divided into 'Entitlement Commodities' and 'Bonus Commodities'. A red arrow points from the 'Next Page >' button at the bottom to the 'Total Entitlement Charge' row in the table, which shows \$0.00.

Code	Description	ENT Value	Surplus Qty	Request Qty	Admin Fee	Proc Fee	Total Fees
<b>Entitlement Commodities</b>							
100218	PEACHES CLING 300 (A411) Size: 24/#300 CAN Storage: Dry	19.60	51	<input type="text" value="0"/>	0.27	0.00	0.00
<b>Total Commodities</b>		<b>0.00</b>		<b>0</b>			<b>0.00</b>
<b>Bonus Commodities</b>							
100182	HAM WATERADD 3 (A669) Size: 12/3 LB HAM/CTN Storage: Freezer	64.72	11	<input type="text" value="0"/>	0.39	0.00	0.00
100492	RICE L 30/2 (B528) Size: 30/2 LB PKG Storage: Dry	21.55	12	<input type="text" value="0"/>	0.61	0.00	0.00
100897	ORANGE JUICE, 64 OZ (A271) Size: 8/64 OZ PLAS BT Storage: Dry	23.86	4	<input type="text" value="0"/>	0.38	0.00	0.00
<b>Total Bonus</b>		<b>0.00</b>		<b>0</b>			<b>0.00</b>
<b>Total All Commodities</b>		<b>\$0.00</b>		<b>0</b>			<b>\$0.00</b>
<b>Total Entitlement Charge</b>		<b>\$0.00</b>					<b>\$0.00</b>

Next Page >

If an error is found on the numbers that are reflected on this page, click on the “Prev Page” (Previous Page) button that is located at the bottom of the screen and the system will return to the prior page. In order to see the “Prev Page” button, use the scroll button that is located on the right-hand side of the screen; and scroll down to the bottom of the page.

FDP Wisconsin Department of Public Instruction  
Surplus Request Form

Program Year: 2020  
Program: TEFAP  
Entitlement Group: A&B

Warehouse: Central Storage and Warehouse Eau Claire - TEFAP

Request Date	Expiration Date	Entitlement Available
5/29/2019	6/30/2019	\$26,675.50

Code	Description	ENT Value	Surplus Qty	Request Qty	Admin Fee	Proc Fee	Total Fees
<b>Entitlement Commodities</b>							
100218	PEACHES CLING 300 (A411) Size: 24#300 CAN Storage: Dry	19.60	51	20	0.27	0.00	5.40
<b>Total Commodities</b>		<b>392.00</b>		<b>20</b>			<b>5.40</b>
<b>Bonus Commodities</b>							
100182	HAM WATERADD 3 (A695) Size: 12/3 LB HAM/CTN Storage: Freezer	64.72	11	5	0.39	0.00	1.95
100492	RICE L 30/2 (B528) Size: 30/2 LB PKG Storage: Dry	21.55	12	8	0.61	0.00	4.88
100897	ORANGE JUICE, 64 OZ (A271) Size: 8/64 OZ PLAS BT Storage: Dry	23.86	4	2	0.38	0.00	0.76
<b>Total Bonus</b>		<b>543.72</b>		<b>15</b>			<b>7.59</b>
<b>Total All Commodities</b>		<b>\$935.72</b>		<b>35</b>			<b>\$12.99</b>
<b>Total Entitlement Charge</b>		<b>\$392.00</b>					<b>\$12.99</b>

< Prev Page   Cancel   Submit

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**IMPORTANT:** Surplus requests **cannot** be modified once submitted. So please ensure that the surplus request is accurate prior to submission.

- Once the accuracy of the numbers is confirmed, click on the “Submit” button that is located at the bottom of the screen. (In order to see the “Submit” button, use the scroll button that is located on the right-hand side of the screen, and scroll down to the bottom of the page.) When the order has been processed, the system will return to the “School Food Authority Summary” screen. To ensure that the order has been updated, go back into the “Allocations” tab and click on the “View” button that is located on the far right side of where the allocation is listed. To print a copy of the surplus request, click on the print button that is located at the top of the web page tool bar.
- Under the “Allocations” tab, all surplus requests begin with “Surp” under the “Alloc Id” (Allocation Id) column.

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**School Food Authority Summary**

Applications   Entitlement   Surveys   Allocations   Inventory   Orders   Invoicing

School Food Authority Allocations   Add Surplus

Alloc Id	Alloc Date	Accept By Date	Accepted?	Expire Date	Close Date	Avail Qty	Action
Alloc32366	07/01/2019	07/10/2019	Yes	07/15/2019	09/07/2019	47	<a href="#">View</a> <a href="#">Edit</a>
Surp32367	05/29/2019	05/28/2019	Yes	06/30/2019	10/31/2019	35	<a href="#">View</a>

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Surp

- Once the DPI has processed all of the allocation requests, the delivery order can be viewed (Typically this will be completed by the 15<sup>th</sup> of the month prior to the month that you are requesting product for). All open allocations (including surplus requests and fair-share allocations) will be processed into one order for that particular delivery month.

**Please note:** The products and quantities available through the surplus request will change as other agencies place fair-share allocation requests. Therefore, if specific amounts of surplus items are desired, view the surplus request screen multiple times.

Also, access to the surplus screen will only be available from the 1<sup>st</sup> through the 10<sup>th</sup> of each month. The DPI will process surplus requests to be part of the following month's order (i.e. an agency places a surplus request on September 7<sup>th</sup>. When the DPI processed October orders, this surplus request becomes part of the October Order).

## IV. Orders

### A. General Information

1. Orders can be viewed by accessing the "Order" tab that is listed on the "School Food Authority Summary" screen.
2. The following categories will be listed under the "Order" tab:
  - Order ID – For every order, the system will automatically assign an identification code.
  - Location Nbr – (Location Number) For every delivery location that is created and exists in the system, the system automatically assigns a number identification code to that delivery location.
  - Location Name – This is the name of your agency, as listed in the system.
  - Delivery Period – This indicates the month that the order is for (i.e. Sep, 2020 is for September 2020 orders).
  - Order Status – This indicates whether or not an invoice for any applicable handling fees has been assessed as a result of this order.
  - Verified Date – This indicates whether or not the system has been accessed to verify delivery receipts of the order.
3. To view a particular "Order," click on the "View" button that is located on the far right side of the desired order name. To print a copy of the order, click on the print button that is located at the top of the web page tool bar.



4. Once the DPI has processed the allocations into orders, a copy of the order from the system should be printed to be used and signed by the trucking company when receiving in the USDA Foods order. To print a copy of the order, click on the "View" button that is located on the far right side of the desired order and then click on the print button that is located at the top of the web page tool bar.

**FDP** Wisconsin Department of Public Instruction

SFA Order Receiving Form

Order Number: 106381  
 Order Type: State  
 Order Status: Invoiced

Deliver To: \_\_\_\_\_ Contact: \_\_\_\_\_ Order Dates: \_\_\_\_\_  
 Ordered: 5/29/2019  
 Delivery Period: Aug, 2019  
 Not Yet Verified

Code	Description	Pack Size	Ordered Qty	Received Qty
<b>Storage Type: Freezer</b>				
100182	HAM WATERADD 3 (A669)	12/3 LB HAM/CTN	5	5
<b>Total Cases: Freezer</b>				<b>5</b>
<b>Storage Type: Dry</b>				
100218	PEACHES CLING 300 (A411)	24/#300 CAN	20	20
100492	RICE L 30/2 (B528)	30/2 LB PKG	8	8
100897	ORANGE JUICE, 64 OZ (A271)	8/64 OZ PLAS BT	2	2
<b>Total Cases: Dry</b>				<b>30</b>
<b>Total Cases All Commodities</b>				<b>35</b>

Trucker: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Rep: \_\_\_\_\_ Date: \_\_\_\_\_

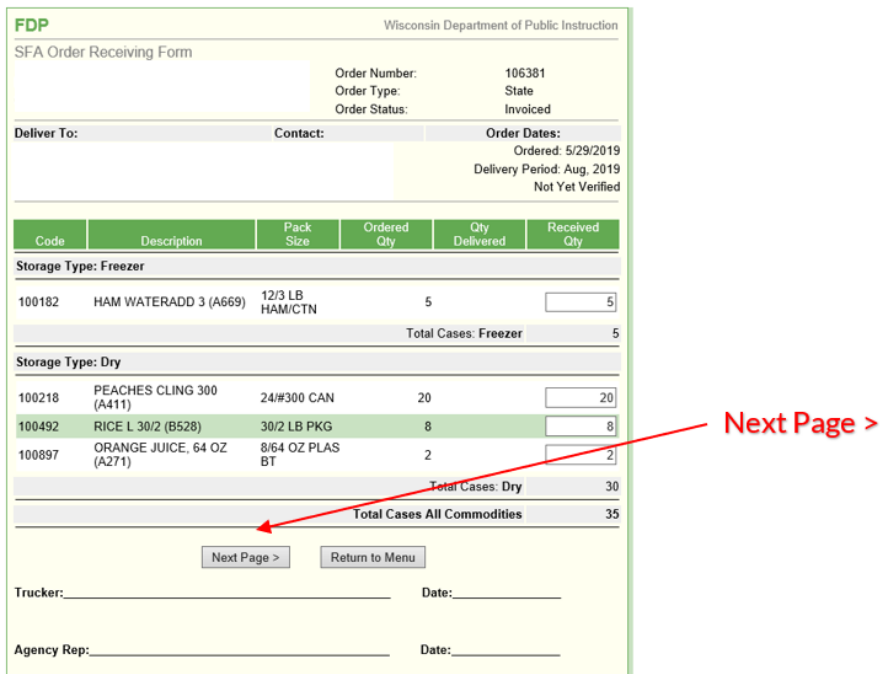
5. When the order is initially viewed, the "Ordered Qty" and the "Received Qty" will be identical.
6. When receiving in the USDA Foods order, use the amounts listed in the "Received Qty" column located on the far right-hand side of the form.
7. If a delivery shortage/overage/damage occurs on a particular product(s), the agency personnel checking in the USDA Foods order should have the trucker adjust the quantity listed in the "Received Qty" and initial next to the adjustment. This adjustment needs to be indicated on both the school's order receiving form and the trucker's order form. A copy of the signed order form on file for proof of discrepancy must be retained.
8. Both the trucker and the agency personnel must sign and date both copies of the order form. The signatures are located at the bottom of the order form.
9. If the trucking company can reconcile the discrepancy, they will contact your agency to resolve the discrepancy.
10. If a delivery shortage/overage/damage occurs that could not be reconciled by the trucking company, follow the procedures listed below:
  - a. The discrepancy must be entered into the system. In order for the Department of Health Services, who pays the handling charges associated with the storage and delivery of USDA Foods to receive the appropriate adjustment for this discrepancy, the adjustments **must** be entered into the system by the 7<sup>th</sup> of the month following the delivery month (i.e. September

7 for August deliveries). After this deadline, **no financial adjustments will be made** to the DHS' account.

- b. To enter the adjustment, click on the "Order" tab and then click on the "Discrep" link that is listed on the far-right hand side of the desired order.



- c. The system automatically pre-fills the "Received Qty" column with the "Ordered Qty" column. This data only needs to be entered into this column when there is a delivery discrepancy.
- d. To make an adjustment on a product, use the tab button to move to the "Received Qty" field for the appropriate USDA Food. This will highlight the figure that has been pre-filled and the adjusted amount may be entered.
- e. After the necessary adjustments have been entered, click on the "Next Page" button that is located at the bottom of the screen. **IMPORTANT:** If the cancel button is selected (that is located at the bottom of the screen) or the screen is exited prior to selecting the "Next Button," the adjustment **will not** be submitted and DHS **will not** receive the desired adjustment.



- f. Once the "Next Page" button has been clicked, the system will display a summary page of all received products. Review all of the numbers in the "Received Qty" column to ensure the accuracy of all numbers received.

- g. If an error is found on the numbers that are reflected on this page, click on the “Prev Page” (Previous Page) button that is located at the bottom of the screen and the system will return to the prior page. In order to see the “Prev Page” button, use the scroll button that is located on the right-hand side of the screen; and scroll down to the bottom of the page.

**FDP** Wisconsin Department of Public Instruction

SFA Order Receiving Form

Order Number: 106381  
 Order Type: State  
 Order Status: Invoiced

Deliver To: Contact: Order Dates:  
 Ordered: 5/29/2019  
 Delivery Period: Aug, 2019  
 Not Yet Verified

Code	Description	Pack Size	Ordered Qty	Received Qty
<b>Storage Type: Freezer</b>				
100182	HAM WATERADD 3 (A669)	12/3 LB HAM/CTN	5	5
			<b>Total Cases: Freezer</b>	5
<b>Storage Type: Dry</b>				
100218	PEACHES CLING 300 (A411)	24/#300 CAN	20	20
100492	RICE L 30/2 (B528)	30/2 LB PKG	8	8
100897	ORANGE JUICE, 64 OZ (A271)	8/64 OZ PLAS BT	2	2
			<b>Total Cases: Dry</b>	30
			<b>Total Cases All Commodities</b>	35

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- h. Once the accuracy of the numbers has been confirmed, click on the “Submit” button that is located at the bottom of the screen. (In order to see the “Submit” button, use the scroll button that is located on the right-hand side of the screen; and scroll down to the bottom of the page.) When the order has been processed, the system will return to the “School Food Authority Summary” screen. To ensure that the order has been updated, go back into the order tab and click on the “View” button that is located on the far right side of where the order is listed.
- i. Based on the submitted adjustments, the DPI will reconcile all discrepancies with the trucking company. If the trucking company disagrees with the discrepancy(ies), the trucking company will be contacted to provide proof of the delivery document to the DPI.
- j. Once reconciled and eligible for adjustment, Department of Health Services will receive the appropriate adjustment to their account (This includes both entitlement and applicable handling fee adjustments).

## V. Invoicing

### A. General Information

When an “Order” is created in the system, the system will automatically generate an applicable “Invoice” for any handling charges as a result of the “Order.”

Any costs accrued through the ordering of USDA Foods, can be accessed through the “Invoice” tab.

Costs will be calculated on a monthly basis. The State Administering Agency (Department of Health Services) is responsible for paying any and all applicable costs (administrative, storage and delivery costs). Therefore, individual TEFAP agencies **should not** submit payment to the DPI.



## B. Accessing Invoices

1. To access any applicable handling charges, click on the “Invoicing” tab that is listed on the “School Food Authority Summary” screen.
2. The following categories will be listed under the “Invoicing” tab:
  - Invoice Id – For every invoice, the system will automatically assign an identification code.
  - Delivery Period – The delivery period indicates the month in which the invoice costs were accrued (i.e. Sep, 2020 would be the invoice for the September 2020 order).
  - Invoice Type – There are two types of invoices: order invoice and order adjustment. For every order that is created, the system will automatically generate an “order invoice” for all applicable handling charges. All of the DPI approved credit adjustments will be indicated as an “order adjustment.”
  - Invoice Amount – This is the total amount due for this particular invoice.
  - Paid Amount – This column only applies for agencies that participate in the National School Lunch Program. TEFAP agencies should ignore this column.
3. To access details of a specific invoice, click on the “View” button that is located to the right of the desired invoice.



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**School Food Authority Summary**

Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing
Invoice Id	Delivery Period	Invoice Type	Invoice Amt	Paid Amt	Action	
114806	Aug.2019	Order Invoice	68.47	0.00	<a href="#">View</a>	

↑ Top of Form

4. On the top right-hand corner of each invoice, the following information will be displayed:
  - Invoice Number – For every invoice created, the system automatically generates an identification number.
  - Delivery Period – The delivery period indicates the month in which the invoice costs were accrued (i.e. Sep, 2020 would be the invoice for the September 2020 order).
  - Invoice Type – There are two types of invoices: order invoice and order adjustment. For every order that is created, the system will automatically generate an “order invoice” for all applicable handling charges. All of the DPI approved credit adjustments will be indicated as an “order adjustment.”
  - Invoice Status – This only applies for agencies that participate in the National School Lunch Program. TEFAP agencies should ignore this column.
  - Reference Order: This refers to the corresponding “Order ID” listed under the Order tab. The “Reference Order” designates the order being invoiced for.

- Payment/Recovery -This applies only for agencies that participate in the National School Lunch Program. TEFAP agencies should ignore this column.
5. Every invoice will give detailed information on the handling fees associated with each USDA Food. For each USDA Food being invoiced, the following categories will be listed:
    - a. Invoice Quantity – Indicates the total number of cases ordered and invoiced.
    - Admin Fees (Administrative Fees) – This is the amount that the State Administering Agency (Department of Health Services) pays for the DPI to handle the allocation and distribution of USDA Foods. The figure displayed in this column is the **total administrative fee** for the particular USDA Food.
    - Processing Fees – This column only applies to agencies participating in the National School Lunch Program. TEFAP agencies should disregard this column.
    - Storage Fees – Once USDA Foods are delivered by USDA into the state of Wisconsin, the DPI has to pay the state-contracted warehouse to store the products prior to delivery to schools. This is the amount that the DPI pays the contracted warehouse to store the USDA Foods. The figure displayed in this column is the total storage fee for that USDA Food.
    - Delivery Fees – The DPI has to pay the contracted warehouse to deliver USDA Foods to agencies. This is the amount that the DPI pays the contracted warehouse to deliver the USDA Foods. The figure displayed in this column is the total storage fee for that particular USDA Food.
    - Total Fees - Based on the number of cases requested this is the total of all applicable fees. (administrative fees, storage fees and delivery fees).
  6. At the bottom of each of the above listed columns, the total cumulative fee is also indicated. This includes the total invoice amount.
  7. To print a copy of the invoice, click on the print button that is located at the top of the web-page tool bar.

## VI. Annual Commodity Allocation and Receipt Summary (CARS) Report

It is each agency's responsibility to print out and maintain a copy of the CARS report for audit purposes. The summary covers the monthly USDA Foods distributions received during the specified year. This summary shows the USDA Foods received, the value of the items, and the percentage of entitlement received.

The amount next to the line, "*Total Value Received: Entitlement and Bonus:*," is the total value of USDA Foods received for the specified year. This amount is what may be needed for year-end reports.

To access a copy of the CARS report:

1. Below the web tool bar and above the "School Food Authority Summary" portion of the system on the left-side (below the outline of the state of Wisconsin), the following words are listed: Summary, Allocations, Orders, Reports, and Resources.

2. Click on the word “Reports.”



3. Click on the words “CARS Report.” The CARS report will now be displayed.
4. On the right-side of the CARS report, the following school specific information will be listed :

Program Year – This is the designated “Program Year” for the selected CARS Report.

Yearly Entitlement – For the designated “Program Year,” this is the annual entitlement available in the *Wisconsin USDA Foods Ordering System*. **Please note:** yearly entitlement is the entitlement that has been distributed in the *Wisconsin USDA Foods Ordering System*. The yearly entitlement may be more or less than the actual annual entitlement calculated for your agency. Therefore, the yearly entitlement may not be a true indicator of the actual annual entitlement.

Actual Entitlement – For the designated “Program Year,” this is actual annual entitlement required to be provided.

5. At the bottom of the CARS report, the following information will be listed:

Total Value Received: Entitlement and Bonus– For the designated “Program Year,” this is the total value of USDA Foods received.

Total Percent Offered - For the designated “Program Year,” this is the total percentage of annual entitlement that was made available for ordering.

Total Percent Received – For the designated Program Year, this is the total percentage of the annual entitlement that was received. **Please note:** since the yearly entitlement distributed in the system may be more or less than the USDA determined annual entitlement, the total percent received is based on the actual entitlement and not the yearly entitlement.

6. To print a copy of the CARS report, click on the “Print” button located on the web tool bar.

## VII. Exiting the System

1. To exit out of the system, click on the “Logoff” button that is located at the top of the page, in the far right-hand corner of the green tool bar section.

## USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national

origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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