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Subject: WI USDA Foods: Commercial Distribution (Delivery) for School Year 2024-25

Delivery of USDA Foods for School Year (SY) 2024-25

In November, School Food Authorities (SFAs) should start planning how they will receive delivery of USDA Foods for the next school year 2024-25.

SFAs may choose to have USDA Foods delivered by either the [State-contracted carrier](#), or SFAs can contract with a [commercial distributor](#) (sometimes referred to as a prime vendor).

This information below only applies to SFAs interested in contracting for commercial distribution of USDA Foods for SY 2024-25.

Any SFA opting to utilize a commercial distributor for SY 2024-25 to deliver their USDA Foods should begin the procurement process in the fall of 2023, with a goal to award or renew contracts before the Annual Order Survey opens in mid-February 2024. Changes to delivery selection can be made until the deadline, March 31, 2024.

1. For those interested in using a commercial distributor, read the "[Commercial Distribution Agreement between DPI and SFA](#)" to understand the requirements of opting for commercial distribution.
2. Following [procurement regulations](#), conduct procurement and sign a contract with the commercial distributor selected by your SFA.
3. In January 2024, DPI will send instructions on logging into the [Wisconsin USDA Foods Ordering System](#), how to indicate your acceptance of the "Commercial Distribution Agreement between DPI and SFA," and how to designate which commercial distributor has been selected for SY 2024-25 USDA Foods deliveries.

Direct Diversion Processing Program:

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

For SFAs who have meals prepared by a contractor (i.e., another SFA in joint agreement, Meal Vendor, or Food Service Management Company):

- The agreement between SFAs and contractor must include a statement to indicate that the parties understand and agree to have the USDA Foods delivered by a commercial distributor.
- In the *Wisconsin USDA Foods Ordering System*, the contractor is allowed to check the Commercial Distribution box and accept the Commercial Distribution Agreement between DPI and SFA on behalf of the other SFA when reviewing the Application information for USDA Foods, enter/submit USDA Foods survey orders, and review order management details.

- Furthermore, the SFA, by clicking Accept to the Commercial Distribution Agreement, is acknowledging parties have read and understands the terms, conditions, and requirements of the Commercial Distribution Agreement. The SFA cannot delegate its responsibility for oversight and compliance with the USDA Foods Program or other State or Federal responsibilities as it relates to Child Nutrition Program obligations and responsibilities.

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

Resources:

- [General Information about Selecting Commercial Distribution](#)
- [Questions and Answers about Selecting Commercial Distribution](#)
- [Timeline for Selecting Commercial Distribution](#)

Procurement Resources

- [Procurement Template Between SFA and Commercial Distributor \(Do not send to DPI\)](#)
- [Description of Procurement Template Between SFA and Commercial Distributor](#)

Contact us with any questions. Thank you.

USDA Foods Distribution - School Nutrition Team
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