

From: Ante, Antonio D. DPI <Antonio.Ante@dpi.wi.gov>
Sent: Thursday, February 1, 2024 12:54 PM
To: Ante, Antonio D. DPI <Antonio.Ante@dpi.wi.gov>
Subject: WI USDA Foods Annual Order for SY 2023-24 - Opens February 12

You are receiving this email because you are listed as the Primary Contact in the USDA Foods Ordering System.

Please be sure to forward this email to staff that order USDA Foods (Commodities):

**USDA Foods Annual Order Survey for SY 2024-25 opens February 12.
Deadline to submit order is February 29, end of day. Mark your calendars!**

All SFAs participating in the Wisconsin USDA Foods Program must place an annual USDA Foods order for the entire school year in the [Wisconsin USDA Foods Ordering System](#), between February 12 to 29.

Before the Annual Order Survey opens on February 12:

1. Confirm you can successfully log into the WI USDA Foods Ordering System. Update Application and Review Entitlement.
 - [Instructions for Submitting PY 2025 USDA Foods Application and Reviewing USDA Foods Entitlement](#)
2. Finalize plans for spending your entitlement dollars for PY 2025. The entitlement is the amount that the Department of Public Instruction (DPI) has distributed to your school food authority (SFA) to spend on USDA Foods for SY 2024-25. DPI recommends your SFA spends all your entitlement while the Annual Order Survey is open in mid-February. Wisconsin's state entitlement has dropped 30% compared to last year, due to decrease in previous year lunch served and decrease of the USDA meal rate. Most SFAs will see a 30 to 40% decrease in entitlement dollar amount compared to last year.
3. Review USDA Foods Product Lists. The DPI [Annual Order Survey webpage](#) has updated USDA Foods Product Lists and Product Usage Tools to assist you with ordering decisions.
4. Read [Submitting USDA Foods Annual Order – Key Information](#). This has quick steps for successfully entering the Annual Order Survey, an important instruction about using the “Extra” row, and the Annual Order Survey timeline.
5. Join DPI on Wednesday, February 7, at 2 PM for USDA Foods Annual Order Survey Webinar, including program updates and a walk through of how to submit your Annual Order Survey. See invite below. Can't make the meeting live? After the webinar, the Join link will become the recording for this event.

Program Information about Entitlement Spending Options:

Department of Defense (DoD) Fresh Produce Program

All SFAs have the option of spending entitlement in the DoD Fresh Produce Program. DoD vendors offer a wide variety of high quality, American-grown produce, including pre-cuts, pre-packed, as well as locally and regionally grown produce. Detailed information regarding this program can be found on the DPI [DoD Fresh Produce Program webpage](#).

On the Annual Order Survey, SFAs that opt to participate in DoD Fresh will enter the SFA's entitlement dollar value commitment for SY 2024-25 (minimum of \$500); you will not be making product selections at this time.

Direct Delivery Brown Box USDA Foods

All SFAs have the option of ordering USDA Direct Delivery products on the Annual Order Survey. Thanks to everyone that responded to the product preference questionnaire in January and helped us to finalize this product list! The list of USDA Foods Direct Delivery Products is updated and posted to the DPI [Direct Delivery webpage](#).

[List of Direct Delivery \(Brown-box\) for SY 24-25](#) - includes product and packaging descriptions, months available, and entitlement per case.

Direct Diversion Processing Program

Only SFAs that have been planning and following proper procurement requirements for selecting processors or commercial distributors can participate in the Direct Diversion Program in the Annual Order Survey. Detailed information, including the list of approved processors, is available on the DPI [Direct Diversion webpage](#) for school year 2024-25.

State Processed Program

SFAs can order State Processed (C Code Products), only if they are *not* participating in the Direct Diversion Program. Detailed information, including the product specifications and financial information, is available on the DPI [State Processing Program webpage](#).

Cheese Rebate Program

Only SFAs that have been planning and following proper procurement requirements for selecting processors or commercial distributors can order pounds of USDA Cheese for further processing into pizza and pizza like products. Detailed information on this Wisconsin program and the list of participating processors can be found on the DPI [Cheese Rebate Program webpage](#).

Webinar: Submitting the USDA Foods Annual Order Survey, Wednesday, February 7, 2024, at 2:00-3:00PM

This session will cover how to submit the WI USDA Foods Annual Order Survey, along with program policy/program updates and timeline reminders. There is no need to pre-register, and this is a free event.

[Click here to Join Online!](#)

or call in using the below information:

+1 608-620-9781 Conference ID: 778 103 026#

After the webinar, the link above will become the Recording for this event.

Resources

- New! [Annual Order Calculator for Direct Delivery](#) – check out this new tool that includes entitlement values, case weights, estimated servings and approximate crediting information. Complete this workbook, and you will have the Direct Delivery Brown Box products submitted on the Annual Order in a flash (tool does not include Direct Diversion or Cheese Processing products).
- New! [Annual Order Calculator State Processing C Codes](#) – check out this new tool that includes entitlement values, case weights, estimated servings and approximate crediting information.
- [Annual Usage Summary](#)-Calculate your Annual Usage by entering beginning inventory, products received, and ending inventory.
- [USDA FSIS Food Product Dating](#)
- [WI DPI Best If Used By Dates](#)

USDA Foods Team Contact Information

For questions, email DPISNUSDA@dpi.wi.gov.

Click here for a list of all [USDA Foods Staff](#) and phone numbers.

Dino Ante

USDA Foods Program – School Nutrition Team

WI Department of Public Instruction

608.267.4599 antonio.ante@dpi.wi.gov

<https://dpi.wi.gov/school-nutrition/usda>

"This institution is an equal opportunity provider."

