SUMMER FOOD SERVICE PROGRAM USDA FOODS ORDER - QUICK STEPS

BETWEEN APRIL 12 AND MAY 3

Submit Your SFSP 2024 Application – Contract and Delivery

- 1. Login to <u>WI USDA Foods Ordering System</u>, click "Continue" at bottom.
- 2. Look at the "Program" in the upper right. If "SFSP" is not the default program, click on "Program" in upper right, and select "SFSP".

		Program Year: 0 Program: SF
rogram Year Selectio	on	
Program Year	Program Begin Date	Program End Date
2017	July 1, 2016	June 30, 2017
<u>2018</u>	July 1, 2017	June 30, 2018
<u>2019</u>	July 1, 2018	June 30, 2019

			Program Year: 2023 Program: FSP
	FDP Program Selec	tion	
	Program		Program Description
	NSLP	NSLP	
1	SFSP	SFSP	
۴			

3. Select Program Year "2024".

		Program Year: 2025 Program: SFSP
Program Year Selection	n	
Program Year	Program Begin Date	Program End Date
2017	July 1, 2016	June 30, 2017
2018	July 1, 2017	June 30, 2018
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020
2021	July 1, 2020	June 30, 2021
2022	July 1, 2021	June 30, 2022
2023	July 1, 2022	June 30, 2023
	July 1, 2023	June 30, 2024
2023	July 1, 2024	June 30, 2025

4. Click on the "Applications" tab.

CHOULT	and Authorn	y summa	ary		Test Agen	icy (139999)		
Applications	s intitlement Surveys Allocations Invento		ory Orders	Invoicing				
Mormation Sheets Diversion Agreement		Distributor Terms Sponsor Gr		Group:	Activity Lo			
Number	Name	Revision	Sta	itus	Approval Date	Action		
139999	Test Agency	0	Pending S	Submission		Viev Edit		
elivery Loc	ation Forms							
Number	Nam	ie	Revision	Status	Approval Date	Action		
139999	Test Agency-Deliv	verySite	0	Approved	01/17/2022	View Revise		

- 5. Click "Edit" to review your SFSP 2024 Contract Form.
- 6. On the SFA Contract Form, review and update the Contact and Coordinator information.

							-			
FDP Primary	Contact			FD	P Alternate C	ontact	(if Applicable)			
	First	MI	Last				First	MI	Last	t
(11) Name:	Ms. 🗸 Callie		Flower		(18) Name:	Mr.	✓ AI		Dente	
(12) Title:	Food Service Dire	ctor]	(19) Title:	Head	Cook]
(13) E-mail:	cflower@abc.k12.	wi.gov]	(20) E-mail:	adent	e@abc.k12.wi	.gov]
(14) Phone:	(608) 222-1234	(15)	Ext.:		(21) Phone:	(608)	222-1234	(22)	Ext.:	
(16) Fax:		(17)	Ext.:		(23) Fax:			(24)	Ext.:	
Food Safety	Coordinator				Food Safety	Coord	inator Backup			
	First	MI	Last				First	MI	Last	t
(25) Name:	Mr. 🗸 Callie		Flower		(32) Name:	Mr.	✓ AI		Dente	
(26) Title:	Food Service Dire	ctor]	(33) Title:	Head	Cook]
(27) E-mail:	cflower@abc.k12.	wi.gov]	(34) E-mail:	adent	e@abc.k12.wi	.gov]

- 7. Leave Line (41), the Delivery Drop Type as "State".
- 8. Ignore Lines (42) through (46).
- 9. Check Line (47) to verify the information above is correct.

(4 X) Check here to certify the i	nformation on this form is correct	Be sure to CHE clicking Submit	CK BOX 47 before
Created by: RO9268	Date Created: 1/17/2022	Modified by:	Date Modified:
↑Top of Form	Submit Cancel	Click Submit	

- 10. Click "Submit" button at the bottom.
- 11. Your Contract Form should now be in Pending Approval. Click "here" to return to the Application tab.



1. Under "Applications" and Delivery Location Form, click "Revise" to review your Delivery Location Form.

chourt	and Authorit	y summa	ary		Test Agen	icy (139999)
Applications intitlement Surveys		Allocation	ns 🎽 Invent	ory Orders	Invoicing	
Diversion Agreement			Distributor T	erms Sponsor	Group:	Activity Lo
Number	Name	Revision	Sta	atus	Approval Date	Action
139999	Test Agency	0	Pending Submission			View Edit
elivery Lo	cation Forms					
Number	Nam	е	Revision	Status	Approval Date	Action
139999	Test Agency-Deliv	erySite	0	Approved	01/17/2022	View Revise

2. Review and update the delivery information and click "Submit".

Note – Do not enter a commercial distributor address here. Delivery will only be made to a school or agency address.

1) Addr1: 125 South	h Main Street						
) Addr2:							
3) City: Madison							
4) State: WI 🗸	(5) Zip Code: 5370	07					
Delivery Contact			Alternate Delive	ery Contact			
	First MI	Last			First	MI	Last
(6) Name: Mr. 🗸	AI)ente	(13) Name:	Mr. 🗸			
(7) Title: Head Cod	ok		(14) Title:				
(8) Email:			(15) Email:				
(9) Phone: (608) 267	'-1234 (10) E	xt.:	(16) Phone:			(17) Ext.:	
11) Fax:	(12) E	xt:	(18) Fax:			(19) Ext.:	
Delivery Information	-						
(20) Storage Capabili	ties: 🗹 Dr	ry 🔽 Cool	er 🗹 Freezer				
Created by: RO9395	Date Create	d: 1/14/2023	N	lodified by:	Date	Modified:	
Top of Form							

BETWEEN MAY 3 AND MAY 10

Submit the USDA Foods Order Before May 10, for June Delivery

- 1. Login to the <u>Wisconsin USDA Foods Ordering System</u>, click "Continue" at bottom of Welcome page.
- 2. Select Program Year "2024".
- 3. Check the Program in the upper right. If SFSP is not the default program, click on "Program" in upper right, and select "SFSP".
- 4. Click on the "Allocations" tab. Click on "Edit".

School Food Authority Summary									
Applications	Entitlement	Surveys	Allocation	s Invento	ory Ord	ers	Invoicing		
School Food Authority Allocations Add Surplus									
Alloc Id	Alloc Date	Accept By Date	Accepted?	Expire Date	Close Date	Avail Qty	Action		
Alloc36744	04/14/2022	04/20/2022	No	05/31/2022	09/30/2022	1	<u>Vew</u> <u>Edit</u>		

- 5. Review the list of available products. Enter the quantities that your agency wants to accept.
- 6. At the end of this document, please review the terms: Entitlement USDA Foods (Commodities), Bonus, and No Charge to Entitlement.
- 7. You can enter "0" (zero) for products that you do not want. Only take the amount of product cases that your agency can use. If you want more products, see "Add Surplus" section.

Description	ENT Value	Alloc Qty	Accept Qty	Avai Qty	н	andling Fee Per Case	Process Fee Per Case	Total Fees
ment Commodities								
PEACHES CLING SLC (A408) Size: 6/#10 CAN Storage: Dry	27.79	1		1	1	2.43	0.00	2.43
POTATOES WEDGES (A174) Size: 6/5 LB PKG Storage: Freezer	18.80	1		1	1	1.69	0.00	1.69
Total Commodities	46.59			2				4.12
irge Commodities	•							
EGG PATTY, ROUND, FROZEN Size: 25 LB Storage: Freezer	50.00	2		2	2	1.41	0.00	2.82
CHICKEN NUG, WHOLE GRAIN, TYSON Size: 30.6 LB CASE Storage: Freezer	14.41	3	⊢	3	3	1.75	36.11	113.58
Total No Charge	143.23			5				116.40
otal All Commodities	\$189.82			7				\$120.52
	Description nent Commodities PEACHES CLING SLC (A408) Size: 6/#10 CAN Storage: Dry POTATOES WEDGES (A174) Size: 6/5 LB PKG Storage: Freezer Total Commodities EGG PATTY, ROUND, FROZEN Size: 25 LB Storage: Freezer CHICKEN NUG, WHOLE GRAIN, TYSON Size: 30 6 LB CASE Storage: Freezer Total No Charge Total All Commodities	Description ENT Value nent Commodities PEACHES CLING SLC (A408) 27.79 Size: 68/10 CAN Storage: Dry 27.79 POTATOES WEDGES (A174) 18.80 Size: 65 LB PKG Storage: Freezer 18.80 Total Commodities 46.59 FROZEN Size: 25 LB Storage: Freezer 50.00 Storage: Freezer CHICKEN NUG, WHOLE GRAIN, TYSON Size: 30 of LB CASE Storage: Freezer 14.41 Storage: Freezer 14.41 Storage: Freezer 14.323 Total No Charge 143.23 Total All Commodities \$189.82	Description ENT Value Alloc Oty nent Commodities PEACHES CLING SLC (A408) 27.79 Size: 6#10 CAN Storage: Dry 27.79 POTATOES WEDGES (A174) 18.80 Size: 65 LB PKG Storage: Freezer 18.80 Total Commodities 46.59 Bize: 25 LB Storage: Freezer 50.00 CHICKEN NUG, WHOLE GRAIN, TYSON Size: 30.6 LB CASE Storage: Freezer 14.41 CHICKEN NUG, WHOLE GRAIN, TYSON Size: 30.6 LB CASE Storage: Freezer 14.41 Total No Charge 143.23 Total All Commodities 5189.82	Description ENT Value Alloc Qty Accept Qty nent Commodities PEACHES CLING SLC (A408) 27.79 1 Storage: Dry DotATOES WEDGES (A174) 27.79 1 Storage: Dry POTATOES WEDGES (A174) 18.80 1 Storage: Freezer Total Commodities 46.59 1 FROZEN Storage: Freezer 50.00 2 2 Storage: Freezer CHICKEN NUG, WHOLE GRAIN, TYSON Size: 30.6 LB CASE Storage: Freezer 14.41 3 Total No Charge 143.23 1 1	Description ENT Value Alloc Qty Accept Qty Avail Qty ment Commodities PEACHES CLING SLC (A408) Size: 6#10 CAN Storage: Dry 27.79 1 1 POTATOES WEDGES (A174) Size: 6/5 LB PKG 18.80 1 1 Size: 6/5 LB PKG Storage: Freezer 18.80 1 1 FROZEN Size: 25 LB Storage: Freezer 50.00 2 2 CHICKEN NUG, WHOLE GRAIN, TYSON Size: 30 6 LB CASE Storage: Freezer 14.41 3 3 Total No Charge 143.23 5 Total All Commodities 5189.82 7	ENT Description Alloc Value Accept Qty Avail Qty PEACHES CLING SLC (A408) Size: 60H0 CAN 27.79 1 1 POTATOES WEDGES (A174) Size: 65 LB PKG 18.80 1 1 1 Size: 65 LB PKG Storage: Freezer 18.80 1 1 1 Total Commodities 46.59 2 2 EGG PATTY, ROUND, FROZEN Size: 25 LB Storage: Freezer 50.00 2 2 2 CHICKEN NUG, WHOLE GRAIN, TYSON Size: 30 6 LB CASE Storage: Freezer 14.41 3 3 3 Total No Charge 143.23 5 5 5 5	ENT DescriptionAlloc ValueAccept QtyAvail Fe Per Qtynent CommoditiesPEACHES CLING SLC (A08) Size: 60410 CAN Storage: Dry27.79112.43POTATOES WEDGES (A174) Size: 605 LB PKG Storage: Freezer18.801111.69Total Commodities46.5922111.69EGG PATTY, ROUND, FROZEN Size: 25 LB Storage: Freezer50.002221.41Storage: FreezerCHICKEN NUG, WHOLE GRAIN, TYSON Size: 30.6 LB CASE Storage: Freezer14.413331.75Total No Charge143.2355555555Total All Commodities5189.8277555 <t< td=""><td>ENT DescriptionAlloc ValueAccept QtyHandling Per QtyProcess Fee Per Casenent CommoditiesPEACHES CLING SLC (A00) Storage: Dry27.79112.430.00POTATOES WEDGES (A174) Storage: Freezer18.801111.690.00Storage: Freezer18.801111.690.00Storage: Freezer50.002221.410.00Storage: Freezer50.002221.410.00Storage: Freezer50.002221.410.00Storage: Freezer50.002221.410.00Storage: Freezer50.002221.410.00Storage: Freezer14.413331.7536.11Storage: Freezer14.3255555Total No Charge143.2355555Total All Commodities5189.827555</td></t<>	ENT DescriptionAlloc ValueAccept QtyHandling Per QtyProcess Fee Per Casenent CommoditiesPEACHES CLING SLC (A00) Storage: Dry27.79112.430.00POTATOES WEDGES (A174) Storage: Freezer18.801111.690.00Storage: Freezer18.801111.690.00Storage: Freezer50.002221.410.00Storage: Freezer50.002221.410.00Storage: Freezer50.002221.410.00Storage: Freezer50.002221.410.00Storage: Freezer50.002221.410.00Storage: Freezer14.413331.7536.11Storage: Freezer14.3255555Total No Charge143.2355555Total All Commodities5189.827555

Sample Screen Shot From 2019

8. After you have entered the quantities, click "Next Page".

Sample Screen Shot From 2019

Code	Description	ENT Value	Alloc Qty		Accept Qty	Avail Qty	Handling Fee Per Case	Process Fee Per Case	Total Fees
Entitlem	ent Commodities								
100219	PEACHES CLING SLC (A408) Size: 6/#10 CAN Storage: Dry	27.79) 1	1	1		1 2.43	0.00	2.43
100355	POTATOES WEDGES (A174) Size: 6/5 LB PKG Storage: Freezer	18.80) 1	1	1		1 1.69	0.00	1.69
	Total Commodities	46.59			2				4.12
No Char	ge Commodities								
110931	EGG PATTY, ROUND, FROZEN Size: 25 LB Storage: Freezer	50.00	2	2	2	2	1.41	0.00	2.82
C522	CHICKEN NUG, WHOLE GRAIN, TYSON Size: 30.6 LB CASE Storage: Freezer	14.41	3		3	3	1.75	36.11	113.58
	Total No Charge	143.23			5				116.40
To	otal All Commodities	\$189.82			7				\$120.52
	(Next P	age >		Cancel				

9. Review the order, and click "Accept" at the bottom.

Code	Description	ENT Value	Alloc Qty	Ac	cept Qty	Avail Qty	Handling Fee Per Case	Process Fee Per Case	Total Fees
Entitlem	ent Commodities								
100219	PEACHES CLING SLC (A408) Size: 6/#10 CAN Storage: Dry	27.7	Э	1	1	1	2.43	0.00	2.43
100355	POTATOES WEDGES (A174) Size: 6/5 LB PKG Storage: Freezer	18.8	D	1	1	1	1.69	0.00	1.69
1	Total Commodities	46.59			2				4.12
No Char	ge Commodities								
110931	EGG PATTY, ROUND, FROZEN Size: 25 LB Storage: Freezer	50.00) :	2	2	2	1.41	0.00	2.82
C522	CHICKEN NUG, WHOLE GRAIN, TYSON Size: 30.6 LB CASE Storage: Freezer	14.41	ı :	3	3	3	1.75	36.11	113.58
	Total No Charge	143.23			5				116.40
To	tal All Commodities	\$189.82			7				\$120.52
	<	Prev Page	Ca	icel	Acc	ept)		

10. **Optional: Add Surplus**. We recommend all agencies check out the Surplus page. If interested, you should review the Surplus often, as the page updates throughout the ordering period when other agencies decline products.

These items are on a first come, first requested basis. To review the surplus screen, click on "Add Surplus" button.

chool Foo	od Author	ity Summar	У				
Applications	Entitlement	Surveys	Allocations	s) Invento	ry Ord	ers	Invoicing
School Foo	d Authority A	Allocations					Add Surplus
Alloc Id	Alloc Date	Accept By Date	Accepted?	Expire Date	Close Date	Avail Qty	Action
Alloc36744	04/14/2022	04/20/2022	No	05/31/2022	09/30/2022	1	View Edit

- 11. Review the items on the surplus screen. Enter the quantity of surplus that you would like. IMPORTANT: Only accept what your school or agency can use.
- 12. At the end of this document, review the definition of the terms: Entitlement USDA Foods (Commodities), Bonus, and No Charge.
- 13. Click "Next Page".

Request Date 2/25/2019		Expiration Date 3/31/2019		Entitlement Available \$8.82			
Code	Description	ENT Value	Surplus Qty	Request Qty	Admin Fee	Proc Fee	Total Fees
Entitleme	at Commodities						
100348	CORN FRZ (A130) Size: 30 LB CTN Storage: Freezer	15.32	10	0	0.32	0.00	0.00
Tot	al Commodition	0.00		0			0.00
No Charge	To Entitlement Comm	odities	>				
C722	CHEESE QUESADILLAS, SCHWANS Size: 1:96 4.4 oz Storage: Freezer	14.86	10	0	0.28	32.26	0.00
Total No Charge To Entitlement		0.00		0			0.00
Total All Commodities		\$0.00		0			\$0.00
Total Entitlement Charge		\$0.00					\$0.00

14. Review the surplus summary page. Click "Submit."

Code	Description	Value	Qty	Qty	Fee	Fee	Fees
Entitlemer	nt Commodities						
100348	CORN FRZ (A130) Size: 30 LB CTN Storage: Freezer	15.32	10	2	0.32	0.00	0.64
Total Commodities		30.64		2			0.64
No Charge	e To Entitlement Comm	odities					
C722	CHEESE QUESADILLAS, SCHWANS Size: 1:96 4.4 oz Storage: Freezer	14.86	10	3	0.28	32.26	97.62
Total No Charge To Entitlement		44.58		3			97.62
Total	All Commodities	\$75.22		5			\$98.26
Total E	ntitlement Charge	\$30.64					\$98.26
		< Drey Dag	a Calo	d Submit			

- 15. Error? If your agency does not have sufficient entitlement dollars for the quantity requested, you will receive an error. To submit, you will have to return to the Surplus screen and decrease your quantities under the "Entitlement Commodities" section.
- 16. Questions? Email us at <u>dpisnsudafoods@dpi.wi.gov.</u>

MORE INFORMATION ABOUT USDA FOODS TERMS

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

If your agency does not have sufficient entitlement dollars and your agency requests entitlement product, you will receive an error message and the system will not process the surplus request.

Bonus USDA Foods = These are products that based on agricultural surplus and are labeled as bonus USDA Foods. The entitlement value/case listed will not be subtracted from your available yearly entitlement allotment.

Entitlement No Charge USDA Foods = These are products that were originally received into the state as an entitlement USDA Foods, 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 your yearly available entitlement allotment. Please note: Although no entitlement is applicable for these products, any applicable handling fees for these products will be assessed when ordered.

This institution is an equal opportunity provider.

