

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 [WI USDA Foods Ordering System](#), 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	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

Program	Program Description
NSLP	NSLP
SFSP	SFSP

3. Select Program Year “2024”.

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
2024	July 1, 2023	June 30, 2024
2025	July 1, 2024	June 30, 2025

4. Click on the “Applications” tab.

↓ Bottom of Form

School Food Authority Summary

Test Agency (139999)

Applications | Entitlement | Surveys | Allocations | Inventory | Orders | Invoicing

Information Sheets | Diversion Agreement | Distributor Terms | Sponsor Group: | Activity Log

Number	Name	Revision	Status	Approval Date	Action
139999	Test Agency	0	Pending Submission		View Edit

Delivery Location Forms

Number	Name	Revision	Status	Approval Date	Action
139999	Test Agency-DeliverySite	0	Approved	01/17/2022	View Revise

↑ Top of Form

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

FDP Primary Contact				FDP Alternate Contact (if Applicable)			
First	MI	Last		First	MI	Last	
(11) Name:	Ms.	Callie	Flower	(18) Name:	Mr.	Al	Dente
(12) Title:	Food Service Director			(19) Title:	Head Cook		
(13) E-mail:	cflower@abc.k12.wi.gov			(20) E-mail:	adente@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 Coordinator Backup			
First	MI	Last		First	MI	Last	
(25) Name:	Mr.	Callie	Flower	(32) Name:	Mr.	Al	Dente
(26) Title:	Food Service Director			(33) Title:	Head Cook		
(27) E-mail:	cflower@abc.k12.wi.gov			(34) E-mail:	adente@abc.k12.wi.gov		

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

Verification

(47) Check here to certify the information on this form is correct

Created by: RO9268 Date Created: 1/17/2022 Modified by: Date Modified:

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Be sure to CHECK BOX 47 before clicking Submit !

Click Submit

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

Post Confirmation

The **School Food Authority Contract Form** was posted to the database with a status of **Pending Approval**.

Click [here](#) to go to School Food Authority Summary

- Under “Applications” and Delivery Location Form, click “Revise” to review your Delivery Location Form.

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School Food Authority Summary

Test Agency (139999)

[Applications](#)
[Entitlement](#)
[Surveys](#)
[Allocations](#)
[Inventory](#)
[Orders](#)
[Invoicing](#)

Information Sheets
 Diversion Agreement
 Distributor Terms
 Sponsor Group:

Number	Name	Revision	Status	Approval Date	Action
139999	Test Agency	0	Pending Submission		View Edit

Delivery Location Forms

Number	Name	Revision	Status	Approval Date	Action
139999	Test Agency-DeliverySite	0	Approved	01/17/2022	View Revise

↑ Top of Form

- 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.

Delivery Address (Do Not Use PO Box)

(1) Addr1:

(2) Addr2:

(3) City:

(4) State: (5) Zip Code:

Delivery Contact **Alternate Delivery Contact**

(6) Name: <input type="text" value="Mr."/> <input type="text" value="Al"/> <input type="text"/> <input type="text" value="Dente"/>	(13) Name: <input type="text" value="Mr."/> <input type="text"/> <input type="text"/> <input type="text"/>
(7) Title: <input type="text" value="Head Cook"/>	(14) Title: <input type="text"/>
(8) Email: <input type="text"/>	(15) Email: <input type="text"/>
(9) Phone: <input type="text" value="(608) 267-1234"/> (10) Ext.: <input type="text"/>	(16) Phone: <input type="text"/> (17) Ext.: <input type="text"/>
(11) Fax: <input type="text"/> (12) Ext.: <input type="text"/>	(18) Fax: <input type="text"/> (19) Ext.: <input type="text"/>

Delivery Information

(20) Storage Capabilities: Dry Cooler Freezer

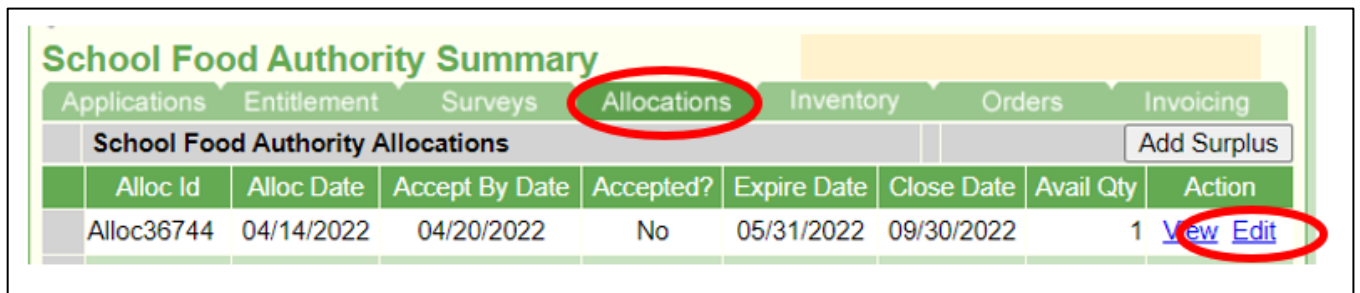
Created by: RO9395 Date Created: 1/14/2023 Modified by: Date Modified:

↑ Top of Form

BETWEEN MAY 3 AND MAY 10

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

1. Login to the [Wisconsin USDA Foods Ordering System](#), 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

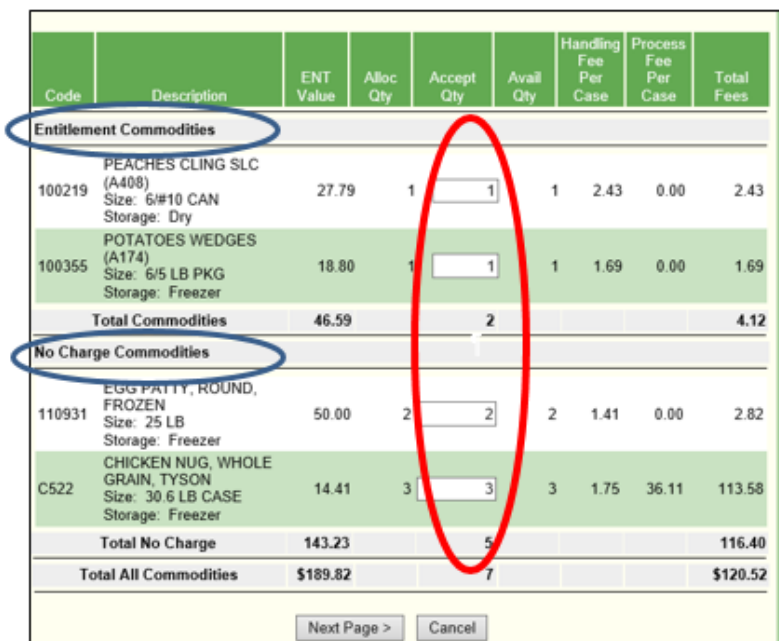
Applications Entitlement Surveys **Allocations** Inventory Orders Invoicing

School Food Authority Allocations Add Surplus

Alloc Id	Alloc Date	Accept By Date	Accepted?	Expire Date	Close Date	Avail Qty	Action
Alloc36744	04/14/2022	04/20/2022	No	05/31/2022	09/30/2022	1	View Edit

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.

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
Entitlement Commodities								
100219	PEACHES CLING SLC (A408) Size: 6/#10 CAN Storage: Dry	27.79	1	<input type="text" value="1"/>	1	2.43	0.00	2.43
100355	POTATOES WEDGES (A174) Size: 6/5 LB PKG Storage: Freezer	18.80	1	<input type="text" value="1"/>	1	1.69	0.00	1.69
Total Commodities		46.59		2				4.12
No Charge Commodities								
110931	EGG PATTY, ROUND, FROZEN Size: 25 LB Storage: Freezer	50.00	2	<input type="text" value="2"/>	2	1.41	0.00	2.82
C522	CHICKEN NUG, WHOLE GRAIN, TYSON Size: 30.6 LB CASE Storage: Freezer	14.41	3	<input type="text" value="3"/>	3	1.75	36.11	113.58
Total No Charge		143.23		5				116.40
Total All Commodities		\$189.82		7				\$120.52

Next Page > Cancel

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

Sample Screen Shot From 2019

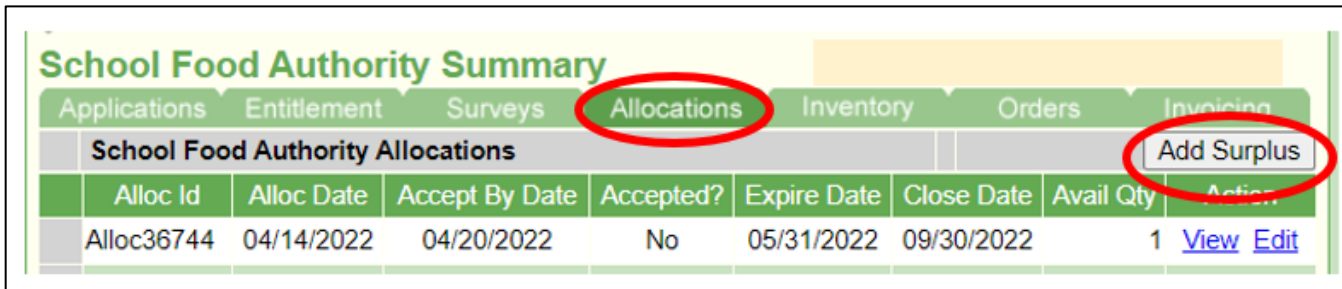
Code	Description	ENT Value	Alloc Qty	Accept Qty	Avail Qty	Handling Fee Per Case	Process Fee Per Case	Total Fees
Entitlement Commodities								
100219	PEACHES CLING SLC (A408) Size: 6/#10 CAN Storage: Dry	27.79	1	<input type="text" value="1"/>	1	2.43	0.00	2.43
100355	POTATOES WEDGES (A174) Size: 6/5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

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

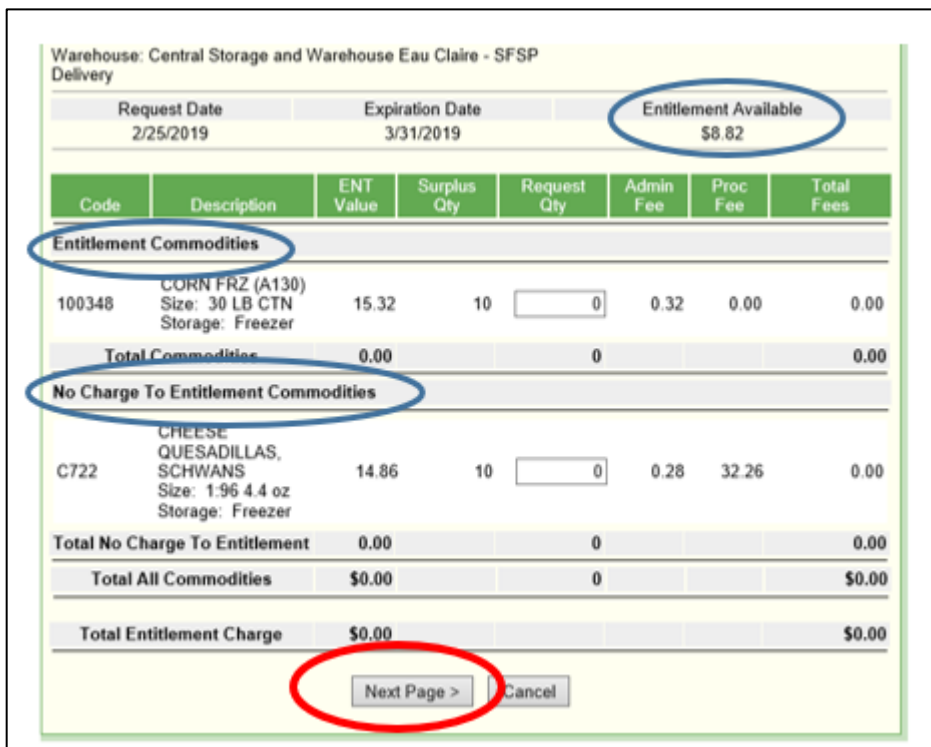
Code	Description	ENT Value	Alloc Qty	Accept Qty	Avail Qty	Handling Fee Per Case	Process Fee Per Case	Total Fees
Entitlement Commodities								
100219	PEACHES CLING SLC (A408) Size: 6/#10 CAN Storage: Dry	27.79	1	1	1	2.43	0.00	2.43
100355	POTATOES WEDGES (A174) Size: 6/5 LB PKG Storage: Freezer	18.80	1	1	1	1.69	0.00	1.69
Total Commodities		46.59		2				4.12
No Charge 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	3	3	3	1.75	36.11	113.58
Total No Charge		143.23		5				116.40
Total All Commodities		\$189.82		7				\$120.52
				<input type="button" value="Accept"/>	<input type="button" value="Cancel"/>	<input type="button" value="Prev Page"/>		

- 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.



- 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”.



14. Review the surplus summary page. Click “Submit.”

Code	Description	ENT Value	Surplus Qty	Request Qty	Admin Fee	Proc Fee	Total Fees
Entitlement 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 To Entitlement Commodities							
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 Entitlement Charge		\$30.64					\$98.26

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 dpisnudafoods@dpi.wi.gov.

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.

