



**Date:** Friday, April 19, 2024

**To:** Authorized Representatives Receiving USDA Foods for the Summer Food Service Program

**From:** Laura Paella, USDA Foods Distribution Specialist  
School Nutrition Team

**Subject:** The 2024 Summer Food Service Program Order Information for USDA Foods

You are receiving this memorandum, because your Online Summer Food Service Program contract indicated your request to order USDA Foods. This is important information for successfully placing the USDA Foods order for the Summer Food Service Program (SFSP).

- SFSP USDA Foods participants will use the *Wisconsin USDA Foods Ordering System* to order and receive USDA Foods.
- The portal to place orders will open on May 3.
- The deadline to place orders is May 10, 2024.
- Before April 28, confirm that you are able to successfully login to the [Wisconsin USDA Foods Ordering System](#). You will want to confirm that your login is valid before May 3.
- Before April 28, login to *Wisconsin USDA Foods Ordering System* and review and submit your “School Food Authority Contract Form” on the “Application” tab. Be sure to confirm the delivery address information (the “Delivery Location Form”). ([See USDA Foods Order Quick Instructions](#)). Agencies can only enter one delivery address, and it must be a school address. Do not enter an address for a commercial distributor.
- Starting May 3, login to the *Wisconsin USDA Foods Ordering System* to place an order. Go to the “Allocations” tab and the “Add Surplus” button to review your ordering options. Your agency will be offered USDA Foods that may or may not be of use to your agency for SFSP (See Resources at the end of this memo for links to fact sheets for products available for Summer 2024). The quantities offered are based on the quantities available in inventory. Your agency is not obligated to order all of what is offered. Only order what your program can use during this year’s program period.
- **If you decide to *not* place an order, be sure to email us at [dpisnusdafoods@dpi.wi.gov](mailto:dpisnusdafoods@dpi.wi.gov).** We will offer the products to other agencies.
- After May 10, DPI will review and finalize orders.
- After May 15, login to the *Wisconsin USDA Foods Ordering System*, under the “Order” tab, review and print your final order. You will use the printed order to confirm case counts at the delivery of the USDA Foods.

- In June 2024, each agency will receive an invoice notification from DPI for the USDA Foods handling fees. After May 15, 2024, the invoice will also be available in the *Wisconsin USDA Foods Ordering System*.
- All agencies will need to submit an ACH payment for all applicable costs associated with the receipt of SFSP USDA Foods.
- In June, all deliveries of USDA Foods are made by the state-contracted trucking company, Midwest Perishables, Inc. (MPI). The June 2024 order should be delivered sometime during the first three weeks of June. The trucking company, Midwest Perishables, Inc., (MPI) will notify each agency of their delivery date no less than 48 hours before delivery.
- Near the end date of your Summer Program, login to the [Wisconsin USDA Foods Ordering System](#), and print a copy of the “Commodity Allocation and Receipt Summary” report that summarizes the value of USDA Foods your agency received for SFSP. Your agency keeps this on file for record purposes. The goal is to have zero left in inventory of all USDA Foods at the end of your program this summer.
- For any unused USDA Foods at the end of SFSP, your agency will be responsible to arrange for transfer of the overages to an agency participating in the National School Lunch Program.

For questions regarding the online ordering process, please contact me at (608) 267-4598, [laura.paella@dpi.wi.gov](mailto:laura.paella@dpi.wi.gov); or Antonio Ante at (608) 267-4599 (be sure to contact us prior to the May 10 ordering deadline), or email [dpisnsudafoods@dpi.wi.gov](mailto:dpisnsudafoods@dpi.wi.gov).

## Resources

[Instructions for Wisconsin USDA Foods Ordering System \(Quick Steps\)](#)

[Instructions for Wisconsin USDA Foods Ordering System \(Detailed\)](#)

## USDA Foods Product Information (List is not final)

[State Processed \(C Code items\) Product Specifications and Nutrition Information \(SY 23-24\)\\*](#)

Description (per case)	Entitlement Value	Handling Fee	Processing Fee	Total Fees (per case)
Applesauce, Cups, Shelf Stable, 96/4.5 oz. (110361)	\$28.01	\$6.05	--	\$6.05
Mixed Fruit (Peaches, Pears, Grapes), Extra Light Syrup, Canned, 6/#10 (100212)	\$43.27	\$8.59	--	\$8.59
Mixed Vegetables, No Salt Added, Frozen, 138/ 0.5 C, 6/5 lb. (111230)	\$29.06	\$5.98	--	\$5.98
Beef Patties, Frozen, 221/2.17 oz, JTM (C414)	\$83.36	\$6.17	\$73.19	\$79.36

Cheese Stuffed Sticks, Frozen, WG, 96/2 oz., 26.25 lb., Schwan's Food Service (C705)	\$19.23		\$5.37	\$31.01	\$36.38
--------------------------------------------------------------------------------------------	---------	--	--------	---------	---------