

SUMMER FOOD SERVICE PROGRAM USDA FOODS (COMMODITIES) - FREQUENTLY ASKED QUESTIONS

How do I order USDA Foods?

If your agency submits a contract by the deadline and is approved, your agency will receive an email with instructions towards the end of April. Your agency will need to order USDA Foods through the [Wisconsin USDA Foods Ordering System](#). In this email, there will be instructions on how to place the order online. To place the order and receive USDA Foods, your agency will need to access the system from May 3, 2024 – May 10, 2024.

After my order is placed, how do I receive delivery of the USDA Foods?

After May 15, 2024, agencies will log into the [Wisconsin USDA Foods Ordering System](#) to print the final USDA Foods order. The 3rd week of May 2024, agencies will receive an email from DPI with instructions for the receiving delivery. Delivery typically occurs in the first three weeks of June.

What is the difference between the entitlement value of products, the handling charge, and the processing fee?

The entitlement value of the product is subtracted from your agency's total available entitlement dollars. Your agency does not pay for USDA Foods. Your agency does pay for applicable handling and processing fees. The handling charge is the amount your agency pays to DPI for the storage and handling of the product. The processing fee is the amount your agency pays to DPI for the processing of the products, if applicable; these products are identified with product codes beginning with 'C'. Invoices for handling and processing fees are emailed to agencies at the end of May.

What is the handling charge rate?

For the summer 2024, the handling charge rate is \$0.1867/gross weight pound for delivery of USDA Foods. Your agency will pay this amount for each item that your agency orders and receives, in addition to any processing fees for the processed products your agency orders and receives.

What is a "Entitlement No Charge" USDA Food?

Items designated as "Entitlement No Charge" in the [Wisconsin USDA Foods Ordering System](#) means that the value of the product is not subtracted from your agency's available entitlement. However, your agency is still responsible for paying the handling and fees associated with this product.

How are Summer USDA Foods Delivered?

All deliveries of their USDA Foods are coordinated by the state-contracted trucking company, Midwest Perishables, Inc. (MPI), to one drop-off site per agency. The delivery address must be a school address (the delivery address cannot be a commercial distributor storage site).

For agencies that use a commercial distributor for delivery of USDA Foods during the school year, this means that the commercial distributor will not be able pick-up the USDA Foods from the state-contracted warehouse. For SFSP, **only**: any and all USDA Foods ordered will be delivered by MPI.

While I am ordering, what if my Order screen shows more or less product than what our agency can actually use?

Order only what your agency can use during your program serving days. If you think your agency will use less or none of particular USDA Foods offered, then order quantities accordingly. It is in your agency's best interest to order only what can be utilized in your program. If your agency has product

left over at the end of your program, your agency will be responsible for transferring the USDA Foods to an eligible agency.

After our SFSP has completed its term, what will our responsibilities be?

Your agency will login to the [Wisconsin USDA Foods Ordering System](#) and save a copy of the “Commodity Allocation and Receipt Summary” report that summarizes the value of USDA Foods your agency received for SFSP for record purposes.

For more information regarding the USDA Foods Distribution Program, please visit the [DPI Wisconsin USDA Foods webpage](#) or email us at dpisnusdafoods@dpi.wi.gov.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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