USDA FOODS UPDATE  
Massachusetts Department of Elementary and Secondary Education  
Office for Nutrition, Health and Safety Programs  
http://www.doe.mass.edu/cnp

September 2014

Welcome Back!

Food Ordering Schedule
All schools, including Residential Child Care Institutions and Child and Adult Care Centers are required to submit the Food Allocation/Acceptance Notice (offer sheet) electronically via the Internet. Offer sheets will be available on line by close of business (COB) on the fourth Friday of the preceding month. Orders must be submitted by COB on the third Friday of the month for which the offer sheet is available. After that date, the foods listed on the offer will be reallocated with the next month’s offers. September offer was posted by COB on Friday, August 22, 2014 and is due by COB on Friday, September 19, 2014

<table>
<thead>
<tr>
<th>Month</th>
<th>Date Available</th>
<th>Date Due</th>
<th>Month</th>
<th>Date Available</th>
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</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>8/22/2014</td>
<td>9/19/2014</td>
<td>February</td>
<td>1/23/2015</td>
<td>2/20/2015</td>
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Food Delivery
The first business day after submitting your order the warehouse has your ticket and you can begin arranging for pickup and delivery with your transportation company. **All orders must be picked up by the end of the following month.** Adhering to this helps keep ESE per case assessment fees from rising again. If you need storage beyond this 60 day period, you can establish a private storage account with your warehouse at the State 30 day additional storage rate posted as a Resource in the Security Portal-Document and Reference Library–USDA Foods Program under Warehouse Rates for 2014. Storage in the State Account beyond the 60 day period is an exception that must be requested and approved by ESE.

If the transportation carrier listed on your monthly offer sheet is not correct, you must email Mike Murphy at mjmurphy@doe.mass.edu with your current carrier information.

**USDA Foods Assistance Rate**
USDA has announced that the assistance rate for **2014-2015 school year will be $.2475** The rate is applied to prior year’s reimbursable lunches to determine entitlement dollars to spend on USDA FOODS. Increasing your reimbursable lunches this year will influence your entitlement funds next year!
Monitor your entitlement dollars on-line! Visit the “Sponsor Entitlement Summary” button on the Security Portal under USDA Foods Orders. This is also where you obtain entitlement usage information for auditors. We no longer mail out hard copy letters.

For detailed instructions on Sponsor Entitlement Summary, visit the Document & Reference Library USDA Foods Training Resources section for the Webinar and the Instructions.

USDA Foods For School Year 14-15

A) **Brown Box or Monthly Offer Sheet:**

Please contact Ahmed Bilimoria if you have questions.

1. **Public Schools:** Remember that what is on your monthly offer sheet reflects how your district completed and submitted your Brown Box Order Form for SY 14-15 last spring!!!

   If you said ‘NO” to a product, it will not be on your offer sheet during this school year.

   To check what was submitted, go to:
   
   School Lunch & Breakfast
   Compliance
   Compliance Packet
   Fiscal Year: FY2014 and click Select
   Look for: USDA Foods Brown Box Order Form SY 14-15

   **DO NOT RESUBMIT!!!** If your offer sheet appears to not reflect what you submitted, contact Marion or Ahmed immediately!!!

2. Look in the Document and Reference Library for **August monthly report of sales orders!**

   We will post each month an excel workbook with a worksheet for each warehouse. The final column indicates the anticipated offer sheet month. This is an important planning tool.

3. **Take note on the Offer Sheet:** The Material Codes are in a different color and underlined. **Click on a code and the USDA Foods Fact Sheet will appear!** The nutrition information and ingredients are an average of the allowed range in USDA’s specifications. For actual nutrition and ingredient information, you must contact directly the manufacturer supplying the product you have received. Keeping record of the case and packaging is beneficial – either the case and packaging itself or photos that capture the information, then store photos in a way that can be seen by all pertinent staff.

4. A full list of foods ordered for SY 14-15 is available in the Document & Reference Library under USDA Foods – Brown Box Section. This list includes price per case and pack size. Note also that the code is underlined so click the code to see the USDA Foods Fact Sheet.
5. **Product Updates from USDA:**

   **No Turkey Roasts for the Fall:** Turkey supplies are at an all time low due to the harsh winter and commercial market demand. Turkey roasts are especially difficult to buy and the price point has not been favorable.

   **Canned Fruits are in a tight supply.** Even with buying on contract, it is hard to obtain enough product for the demand. States are being fair shared an allotment. Some orders maybe filled with Light Syrup rather than Extra Light Sucrose as the packing medium (products have different codes).

6. **Product Updates from ESE:**

   **Bad News:** Prices in general are up considerably which you are more than likely experiencing with commercial products as well. As a result, **our entitlement dollars are very, very, tight!**

   **Good News:** We will have bonus products this fall!! Look for **bonus frozen carrots and canned beans**. Bonus means there is no charge to your entitlement! We have not had bonus product in school lunch for a few years.

**B) Department of Defense (DoD) Fresh Produce Program:**

Please contact Rick Finnigan if you have questions

Eligible district have been notified and are in process of signing up for SY 14-15. Even if you are a district returning to DOD Fresh, you must sign up via the Security Portal. **Deadline to sign up is September 15, 2014 – no exceptions!**

**To qualify, you must:**

- Have at least $25,000 in total Entitlement Funds for SY 2015.
- Take delivery at 1 location only within your district. Either use all the product at one school or move the product around to your other schools.
- Use funds 10/1/14 to 6/30/15. Funds to not carry over into the next year. Use or Lose!
- Complete and return your commitment form on the Security Portal. Maximum entitlement dollars you can commit are 10% of your total entitlement and the dollar amount of your percent must equal at least $2,500. All districts who qualify and wish to participate must complete and submit their DOD Commit Form.

Further information is posted in the Document & Reference Library under USDA Foods DoD Fresh Section

**C) Diversion Program:**

Please contact Belinda Wilson if you have questions.

1. Check your Diversion Surveys to verify your companies diverted to – especially if you are new to your district!
2. Keep track of your pounds through K-12 Services or Processor Link. Use pounds before you place commercial orders!
   **K-12 Services:** [http://www.k12foodservice.com/](http://www.k12foodservice.com/)
   Linda, 301-251-5515
   Companies: American Pride, Asian Solutions, Bongards, Bosco’s, Cains, ES Foods, Giorgio, Highliner, House of Raeford, Jennie-O, JTM, Maid-Rite, Michael Foods, Tyson, Uno Foods

   **Processor Link:** [https://www.processorlink.com/Default.aspx](https://www.processorlink.com/Default.aspx)
   Support@ProcessorLink.com or 512-343-0400
   Companies: Advance Pierre, Café Favorites, ConAgra, Cargill, Goldkist/Pilgrims Pride, Integrated Food, Land O’Lakes, Ling’s, Rich Products, Schwan’s, Sonny’s, Tasty Brands, Trident

3. Any carry over pounds from SY 13-14 must be used by 12/31/13. If not used, it will be transferred to the state account and available for others to use. **Your entitlement will not be credited back to you.** Please refer to the Carry Over Inventory Policy in the Document & Reference Library.

4. Remember usage of your pounds at a processor is part of the Financial Management Review!


6. **Tyson:** If you diverted to Tyson whether or not you are part of The Education Collaborative (TEC) pilot chicken bid, please be advised:
   a. There are supply issues throughout the chicken market due to low supply of birds.
   b. Tyson is experiencing temporary supply issues for certain products for both commercial purchases and USDA Foods diverted products orders due to specific issues for Tyson.
   c. Tyson is not leaving the K-12 market!
   d. **The state warehouses did receive product from Tyson on 8/15/14 and tickets have been issued for the products received.**
   e. Your brokers, Melissa Decoffe or Diane Vieira at Advantage Waypoint, have the latest information on product availability from Tyson as well as suggestions for your menu. Both have been actively reaching out to each school district that has diverted to Tyson in SY 14-15. **You need to be in direct contact with your brokers about orders placed and alternatives if you have not done so already:**
      Melissa Decoffe: Cell: (508) 930-4488
      [melissa.decoffe@asmwaypoint.com](mailto:melissa.decoffe@asmwaypoint.com)
      Diane R. Vieira Cell: (603)-957-8325 [diane.vieira@asmwaypoint.com](mailto:diane.vieira@asmwaypoint.com)
f. If you adjust your orders, be sure to update your internal records to ensure that you and your receiving staff know what should be on your ticket that we issue and what should be included on the incoming delivery. This is an area that we find often overlooked resulting in confusion about shortages, payments of company invoices, etc.

g. If you adjust your orders, remember to review what else may be coming in for you (monthly offer of Brown Box products, diverted products from other companies, commercial purchases) and be sure you have the space to take the product! Another area often overlooked!

h. As with any diversion decision you have made, these are SY 14-15 entitlement dollars that have been spent by you already. This asset needs to be utilized as best you can for your menu! Refer to the previous section on USDA Foods Orders Brown Box and overall food prices impact on entitlement for SY 14-15.

Note: f, g & h above apply to any company that you have diverted to, not just Tyson!!

Recall Notifications:
Be sure to sign up for recall notifications and information if you have not done so already!

Commercial Purchases:
★ www.Recalls.gov
★ Contact product manufacturer or distributor
★ Check www.FoodSafety.gov

USDA Foods:
★ https://www.envoyprofiles.com/USDA-ALERT

We thank each of you for all the work you do! Please let us know if you have any questions or need assistance. We do want to hear from you!

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