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 online 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. **October offer was posted Thursday, September 25, 2014 and is due by COB on Friday, October 17, 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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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>June</td>
<td>5/22/2015</td>
<td>6/19/2015</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 General Information section 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.

Security Portal Updates Recently Installed:

- Take a look at the new format for the Document & Reference Library! No more long endless list. It is now broken into categories. Click on the category and a list of just the items under that category appears. There is also a sort feature located at the top of the page.
- The name of the Processor for the ticket we have issued for a Supplemental Order for the Processed Product you have ordered now appears at the top of your ticket under your agreement number and name – both onscreen and on the ticket itself.
- New Reports for you under the USDA FOODS button!
  - **Sponsor Offer Exception Report:** reflects the products that will not be on your offer sheet per your Brown Box Order Form submitted Spring 2014 for SY 2014-2015.
- **Carrier Pick Up Report**: reflects the tickets ESE has as outstanding for your district. Tickets that have not been picked up yet at the warehouse.
- **Offer Forecast Report**: reflects the amount of cases that will be offered to your district for each future order coming into your warehouse.
- **Avail. First Come, First Serve Items**: it is not a report, but a new feature we will be utilizing soon when we have excess products to offer on a first come, first serve basis. Currently we send an email blast and ask you to reply via email. Going forward, the Security Portal will be the tool for all of us to use. An email will be sent, but you will choose from the list on the Security Portal. The available case count will draw down as orders are placed. More to follow when product is available!

✔ Food Distribution is very excited about a number of internal changes that will help us service you better!

**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 keep in mind that what is on the offer sheet represents what is in the warehouse at the time of posting the offer sheet. If we do not have it, we cannot offer it!
   **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 September 2014 Order Status Report.**
   - We 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:**
   **Potato Products:** Procurement of potato products for the *early school deliveries* was negatively impacted by insufficient carryover inventory from last year causing supplies to be very low. This in turn caused few bids. The harvest for the current year began in mid-July and runs through the end of October. Once this harvest is complete vendors expect to be in a better position to bid on orders. Therefore, given the current market situation, industry has recommended that we solicit for orders for January to June delivery and not before.

   **Beef:** Beef prices continue to rise and supplies are tight. AMS and FNS are working with the industry to increase the number AMS-approved plants capable of producing beef meeting USDA’s purchase requirements and to ensure purchases are equitably divided among all further processors. USDA purchases of direct delivery products to States (i.e., USDA fine grind, patties and cooked meat items) have been steady. Due to raw beef supply issues, two bulk vendors have delayed or cancelled deliveries to processors. Additionally, there has been a shortfall on awards for some bulk product orders (coarse grind, boneless combos, etc.) due to tight supply, plant closings, pricing and vendor constraints. Some processors are experiencing an interruption in supply of USDA bulk beef. AMS and FNS are working urgently to address this situation and we hope to be current with purchases over the next couple of months.

   Most of the beef orders in the system were placed last May or earlier, assuming the average price file value of about $2.25 - $2.50 lb. depending on the product. Current WBSCM prices are ranging from $3.40-3.80 lb.

   **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 & Frozen Fruits:** 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:**
   **Bonus Frozen Carrots have arrived!** It has been a while since we have offered any Bonus Product in NSLP. Bonus means there is no charge to your entitlement for the cases you order. State Assessment Fees and Delivery Costs from your Transportation carrier still apply.

   **Fruit:** There are fruits on the October Offer Sheet!
When you review the September 2014 Order Status Report posted in the Document & Reference Library under USDA Foods – Brown Box, you will see that a number of canned fruit orders placed are in cancelled status. We are awaiting word from USDA on this year’s harvest and canning operations. We anticipate word from USDA on our number of trucks that will be fairly shared to Massachusetts.

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

Please contact Rick Finnigan if you have questions.

Eligible districts have been notified and Rick has submitted to DoD your information for entry into FFAVORS, the on-line ordering system for DoD products. Eligible NEW districts should be receiving emails to sign up for eauthentication so you can access FFAVORS. If you have not received by 10/3/14 at the latest, please contact Rick.

Eligible RETURNING District (you were in the pilot in prior years), funds are available beginning 10/1/14. You should be able to place orders beginning 10/1/14 provided your User ID and Password are still active.

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! Check prior Diversions under the Diversion (historical) button.

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/
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
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

Be sure to understand what pounds you have where and make use of this asset—especially now given food price increases. Every penny counts!

3. Any carry over pounds from SY 13-14 must be used by 12/31/14. 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!


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 and all your staff 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!

Marion Browning  mbrowning@doe.mass.edu  781-338-6460
Ahmed Bilimoria(Brown Box)  abilimoria@doe.mass.edu  781-338-6506
Belinda Wilson(Diversion)  bwilson@doe.mass.edu  781-338-6478
Rick Finnigan (DoD Fresh)  rfinnigan@doe.mass.edu  781-338-6486
Mike Murphy  mjmurphy@doe.mass.edu  781-338-6542
Donna Taylor  dtaylor@doe.mass.edu  781-338-6320