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. December offer was posted Friday, November 28, 2014 and is due by COB on Friday, December 19, 2014.

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<tr>
<th>Month</th>
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<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 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.

**Winter and School Break Deliveries:**

Yes, winter and breaks are on their way! It is inherent during this time that things will back up. Here are things you can do to help:

- If your regularly scheduled time for delivery is during one of the upcoming holiday breaks/vacations, please be in touch with your carrier now if you can take deliveries during this time or to reschedule your delivery.
- Even if your normal delivery time is not during a break and you can take delivery during the break, please let your carrier know now.
- Communicating to your carrier when your school is closed due to weather is crucial!
USDA FOODS Advisory Committee:
Membership guidelines are in process of being finalized. We do know that we will need new members for next school year! If you are interested, please contact Marion Browning, mbrowning@doe.mass.edu or 781-338-6460. The committee currently meets 4 times per year at Shrewsbury High School.

USDA Foods For School Year 14-15

A) Brown Box or Monthly Offer Sheet:
Please contact Ahmed Bilimoria if you have questions or are seeking additional products.

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!

1. Look in the Document and Reference Library for November 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.

2. 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.

3. 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.

4. Product Updates from USDA:
   Beef: Beef prices continue to rise and supplies are tight. The beef supply is at the level of 1951! USDA continues to work with agriculture and industry. We are hopeful for the January solicitations by USDA that the number of vendors responding as well as the price being presented is better.

   Turkey Products: This market is also tight but improving.

   Canned Fruits: We requested 110234 peaches and 110233 mixed fruit products packed in Extra Light Sucrose. However, orders could not be filled with such and were cancelled. We did place orders this week for 100220 peaches and 100212 mixed fruit packed in extra light syrup. Please visit the USDA Foods Fact Sheets for further information on the
difference in products: http://www.fns.usda.gov/nslp/nslp-material-fact-sheets-vegetables-fruits
We have also placed additional orders for 110237 and 110239 Pears packed in Extra Light Sucrose.

**Oven Roasted Chicken- 8 Piece:** There is a shortage of small birds such that no vendors responded to USDA’s solicitation from our requested orders for December, January & February. The orders have been cancelled as later deliveries are not a guarantee and would present shortage challenges for ESE and you. With the returned entitlement, we have requested **Diced Chicken and Chicken Fajitas** as these products are readily available.

**B) Department of Defense (DoD) Fresh Produce Program:**
Please contact Rick Finnigan if you have questions.

All eligible districts that signed up for DOD on the Security Portal should now be up and running in FFAVORS. Many districts are placing orders and receiving fresh produce. If you are having trouble accessing FFAVORS, please contact Rick ASAP and he can direct you to the person who can help based on what challenge you may be experiencing.

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

**If you are shorted and need to obtain a credit:** After the delivery, go in and Edit Receipts. On that screen, put in the case quantity received and give a reason for a shortage. Then process and confirm the receipt. If there is a change to the order, the funds will return to the balance the next day. Right now, receipting should be done within five days. If there is an adjustment after the 5 days, please contact Charlene Washington (charlene.washington@dla.mil), the account manager.

**C) Diversion Program:**
Please contact Belinda Wilson if you have questions.

**CAINS:** Just a reminder that in order to use your diverted pounds, **you must let Cains know who your distributor is!** Contact person at Cains is:

- Robert Van Schalkwyk
- RobertV@Cainsfoods.com
- 978-796-5530

**Entitlement Charges for Diversion Program:** Currently, entitlement is not being charged for diversion. The charge should be made when the receipt of the truck at the processors facility occurs. We are in process of fixing the Security Portal.

**Processing Program Enhancement Taskforce:** A taskforce has recently been formed to explore our processing program and how to enhance it. This will be a multil-year taskforce. Stay tuned as things develop. A BIG THANK YOU to Directors who have volunteered!
Email notification of tickets: When you receive an email advising that a ticket has been issued for processed product in the warehouse, PLEASE CHECK YOUR TICKET ASAP to be sure it matches your order. We do not know what you actually placed for an order, we only know what the company has sent to the warehouse and assigned to you. By letting us know right away, we can work together with you, the company, your warehouse and transportation carrier to adjust. We would rather have product stay at the warehouse than travel around only to be returned to the warehouse (think food safety, please!).

Carry Over pounds from SY 13-14: In accordance with our carry over policy, pounds left from last year that have not been used by a sponsor will be swept into the state account 12/31/14. Check with your brokers for status of last year pounds now and get orders in now! Use it or Lose it!!

Be sure you have received all rebates from last year. Pounds do not draw down until the rebate is paid. Get a velocity report from your distributor. Contact your broker for further forms or information needed to submit and receive your rebate.

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!

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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
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