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. **January offer was posted Friday December 26, 2014 and is due by COB on Friday, January 16, 2015.**

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<th>Month</th>
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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.

**No January Offer Sheet showing for your District?**

If your National School Lunch Application has not been approved at the time of posting the January Offer, you have not received a January Offer Sheet. **Your school lunch application must be approved for Food Distribution to provide you with any food.** Please contact one of the following people regarding your application:

Kevin Dawson kdawson@doe.mass.edu or 781-338-6475  
Kerry Callahan kcallahan@doe.mass.edu or 781-6462  
Ebonique Faria Efaria@doe.mass.edu or 781-338-6461  
Bridget Ziniti bziniti@doe.mass.edu or 781-338-6496

**Again, Food Distribution cannot provide food until your application is approved.** Once approved, Food Distribution will be notified by one of the above and will email a manual offer sheet to you to complete and email back. Your order will be entered manually by Food Distribution and you will be notified once we have completed entering your order.
**Winter Deliveries:**
Yes, winter is here! It is inherent during this time that things will back up. Communicating with your carrier when your school is closed due to weather is crucial!

**Security Portal Update installed on 12/15/2014:**
A new screen is now included when you sign on to the Security Portal. Please see below. Look to the left side and click on “Application List”. Now things should look familiar!

![Security Portal Update](image)

**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.

Thank you to those who have emailed already about your interest in joining the USDA Foods Advisory Committee!

**USDA Foods For School Year 14-15**

A) **Brown Box or Monthly Offer Sheet:**
Ahmed Bilimoria is away until February 9, 2015. Please contact Marion Browning 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.

   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.
   **Note:** The report shows the last inbound of new product for USDA Foods Brown Box
   Products is March 15, 2015. This means the April, May and June offer sheets will consist
   of only the products that are remaining in the warehouses at the time of each month’s
   posting. **You will see less and less products and lower quantities each month as there is no new inbound** and we are striving for our goal of minimal product on hand at year end.

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:** The beef supply is at the level of 1951! USDA continues to work with agriculture and
   industry. Beef prices and availability are expected to continue to be challenging in SY 15-16.
   Please keep this in mind as you begin to plan for next school year.

   **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 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
   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. Refer to the December 2014 Order Status Report posted in the Document & Reference Library for dates chicken products will be arriving at the warehouses.

Peanut Butter: New product was expected in December, however, it did not arrive. We are working with USDA regarding when the vendor is able to ship to our warehouses.

Broccoli: The vendor states they are trying to catch up and get product packed and ready to ship. As of 12/8/15 there were still have 35 truck loads from November and another 24 truck loads from December that have not shipped. They are running double shifts as Broccoli comes in from the fields and are doing everything possible to get it produced, sampled and shipped as quickly as possible. Please keep in mind that with Broccoli it is only possible to run 4-5 truck loads per day so it is a much slower process than other vegetable items. They apologize for any inconveniences or problems that may arise from these late deliveries but be assured they are doing everything possible to get caught up

Applesauce Cups: USDA advises the December orders will be arriving by January 15th. Product should be on the February offer sheet.

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. All entitlement must be utilized during this school year. It does not carry into next school year. Use it this year or lose it!

To access FFAVORS, you must complete the eauthentication process and receive a login and password. If you are not set up yet, check your SPAM Folder for an email regarding eauthentication. Contact Rick if you need further assistance.

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 for DOD Product: After the delivery, log on to FFAVORS 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. This is covered in the DOD Fresh FFAVORS On-Line Produce Ordering manual now posted in the Document & Reference Library under the USDA Foods DOD Fresh Section.

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 testing the correction to the Security Portal and anticipate a late January release with corrections to your entitlement charges.

**Processing Program Enhancement Taskforce:** Here is a summary of the Taskforce’s work so far:

- Initial meeting held at ESE on 11/14/2014. The **multi-year goal** is to streamline our Processing Program to be an efficient and cost effective program that provides quality products to our students.

- **For SY 2015-2016**, the focus is paring down the number of companies and the number of end products for each approved company. Data about past ordering of raw bulk product from USDA and the actual ordering and usage of end products by districts was analyzed and consolidated. Directors from the Taskforce held initial meetings with brokers to review the findings and discuss the data driven end product choices for SY 15-16.

- Training was held for **brokers and company representatives** on **12/12/14** with considerable discussion and input.

- ESE notified brokers and companies on **12/19/14** of the final approved list of companies and raw bulk products available for Diversion for SY 15-16. The notification and list is posted in the Document & Reference Library under USDA Foods Processing Program SY 15-16.

- ESE sent to brokers and companies on 12/22/14 the final approved **Product Data Sheet and Manufacturer Information Sheet** to be completed and returned with supporting product nutritional and meal pattern contribution information by January 16, 2015.

  **Note:** end products for each company are limited to 10 items for SY 15-16. An exception of up to 15 items is granted for Chicken, Turkey and Cheese products.

  The notification and blank sheets are posted for your information in the Document & Reference Library under USDA Foods Processing Program SY 15-16.

- Taskforce Directors will review and verify the information submitted prior to the SNA of MA USDA Foods Show on January 28, 2015.

- **Have you registered yet for the SNA OF MA USDA FOODS SHOW?? Click here to access registration** NOW as you do not want to miss the show if you will be processing in SY 15-16! Exhibitors should only be the approved processors for schools for SY 15-16. They will be showing only the products submitted and reviewed for SY 15-16 with pricing included!
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. Pounds will be kept in the state account for the following priorities:

1. To cover a district’s remaining orders placed for SY 14-15 that use up the SY13-14 carryover.
2. To cover a district’s rebate submission for SY 14-15 received product.
3. To cover requests for raw product for diversion in SY 15-16. Prices are up and will continue well into next year. Budgets are tight and unused pounds can assist with SY 15-16 entitlement budget.

Rebates:
Cheese and Peanut Butter are the product lines where rebates typically occur.

Rebate is **one type of a Pass Thru Value Method used in the Processing Program.** A Pass Thru Value Method is the method used for providing you with the value of the USDA Foods Raw Product contained in the end product you receive. Under the Rebate method, you pay full price for the end product including the value of the USDA supplied raw product which USDA has already paid for. You must submit your rebate for the value of the USDA Foods supplied and will receive a check for the USDA Foods portion of the end product.

Be sure you apply for and receive all rebates for products you have received. Pounds do not draw down until the rebate is paid. Get a velocity report from your distributor. Contact your broker for forms or further information needed to submit and receive your rebate. **If you do not apply for your rebate, you are paying full commercial price!**

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

Commercial Purchases:
★ Contact product manufacturer or distributor
★ Check [www.FoodSafety.gov](http://www.FoodSafety.gov)

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