



Oregon

Tina Kotek, Governor



OREGON
DEPARTMENT OF
EDUCATION

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Dr. Charlene Williams

Director of the Department of Education

December 18, 2023

TO: Recipient Agencies (RAs) of the ODE USDA Foods Program

RE: USDA Foods Ordering Schedule for School Year 2024-2025 – National School Lunch Program
ACTION REQUIRED By March 15, 2024

Sponsors of the National School Lunch Program eligible to receive USDA Foods Entitlement can choose to participate in the USDA Foods Distribution Program (FDP). The Oregon Department of Education (ODE) USDA Food Distribution Program uses the Federal Web-Based-Supply-Chain-Management (WBSCM) system for the ordering of USDA Foods and the allocating of USDA Foods entitlement.

Annual ODE USDA Foods Ordering Schedule for SY2024-25 (*dates subject to change*):

- SY24-25 Preliminary Entitlement posted in WBSCM and Ordering Tools posted in the [ODE USDA Foods website/SY24-25 Ordering Resources section](#) by end of January 2024.
- Ordering Period in WBSCM opens February 12, 2024, and closes March 15, 2024.
- DoD Fresh and UFVP Entitlement Set-aside Requests are due to ODE by March 15, 2024.
- There will be an 'On Call' period in April, reserved for ODE to contact RAs for spending remaining entitlement (as needed).

Recipient Agencies (RAs) should spend up to 100% of their school year USDA Foods preliminary entitlement on one or any combination of the 4 USDA Foods options available: 1- Direct Delivery; 2- Diversion-Processing; 3- DoD Fresh Fruits and Vegetables; 4- Unprocessed Fruit and Vegetable Pilot.

For the printable ODE USDA Foods Ordering Calendar, [jump to page 2](#).

For training opportunities and learning resources, [jump to page 3](#).

For FDP fees and entitlement timeline, [jump to page 4](#).

For ordering tools and instructions on each USDA Foods option, [jump to page 5](#).

Please contact us at ode.fooddistribution@ode.oregon.gov with any questions. Happy ordering season!

Sincerely,

Damasita Sanchez

Food Distribution & Procurement Manager

Child Nutrition Services

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2024 ODE USDA Foods Ordering Period Calendar

JANUARY							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
FEBRUARY							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
11	12 OPEN	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	1	2	
MARCH							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
3	4	5	6	7	8	9	
10	11	12	13	14	15 CLOSE	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
APRIL							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	1	2	3	4	

ODE USDA Foods Ordering Period

2
0
2
4

- Preliminary Entitlement posted in WBSCM.** Ordering tools posted in ODE website.
- USDA Foods Ordering Period.** RAs enter pre-orders in WBSCM and set aside entitlement.
- ODE Review Period.** ODE reviews requested WBSCM quantities and full truck requirements.
- On Call Period.** ODE will contact RAs for spending remaining entitlement (as needed).

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Training Opportunities

'Diversion-Processing for New Staff' webinar:

- **Wednesday, January 17, 2024**

10.00am-11.00am morning session registration link:

<https://www.zoomgov.com/meeting/register/vJltf-qpqj8oHvvznRGI-2L2XwbdFKXmC7k>

2.00pm-3.00pm afternoon session registration link:

<https://www.zoomgov.com/meeting/register/vJlsf-ihqzoqG-x9nc7nlHy73tjhcKrLo4w>

'WBSCM Ordering Training' webinars:

- **Wednesday, February 14, 2024**

10.00am-11.00am morning session registration link:

<https://www.zoomgov.com/meeting/register/vJlsdO-orTgsEw4xs90X-iDXwfS8xJL8VhM>

2.00pm-3.00pm afternoon session registration link:

<https://www.zoomgov.com/meeting/register/vJltfu6tqjwuHuxtNkGMLtrNz2g-rSOval>

- **Wednesday, February 28, 2024**

10.00am-11.00am morning session registration link:

<https://www.zoomgov.com/meeting/register/vJltf-2tqj4oHIIILLPLefbEwq9js4HvSqhl>

2.00pm-3.00pm afternoon session registration link:

https://www.zoomgov.com/meeting/register/vJltce-trjgtE79J-PtfroWgTnc_x-vyzTg

All training opportunities are also posted in the [ODE SNP Training webpage](#).

Training Resources Webpage

If you are not able to attend our webinars, WBSCM Ordering Training Slides and other training resources are available in the ODE USDA Foods Training Resources webpage through this link:

<https://www.oregon.gov/ode/students-and-family/childnutrition/USDAFoods/Pages/Training-Resources.aspx>

ODE USDA Foods Course

If you are new staff or need a 'refresher', please take the 'ODE USDA Foods Program Overview' Course through this link:

<https://www.oregon.gov/ode/students-and-family/childnutrition/USDAFoods/Pages/ODE---USDA-Foods-Program-Course.aspx>

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ODE Food Distribution Program (FDP fees)

Fees are charged for all foods on a per pound basis to pay for warehousing, delivery, and administration of the USDA Foods program. FDP Fees are periodically uploaded in CNPweb and taken from claims for reimbursement (you can view invoice details reports under 'Reports' in [CNPweb](#)).

Direct Delivery	ODE service fee; \$0.15 per pound (including delivery and 90-day storage). Storage fee: \$0.75 per case per month over 90 days.
Diversion-Processing	ODE service fee: \$0.15 per pound
DoD Fresh	ODE service fee: \$0.0275 per pound
UFVP	ODE service fee: \$0.0275 per pound

ODE USDA Foods Entitlement Timeline

An estimate of your anticipated entitlement will be posted in [WBSCM](#) by the end of January 2024. It is the preliminary entitlement based on prior year meals taken by the current meal rate. In July, your actual entitlement is adjusted by the newly published entitlement meal rate. In the fall, entitlement is reconciled to actual past school year meal counts (actual lunches served during previous school year).

Tip: To retrieve the entitlement report, log in to WBSCM, and, under 'Reports', select 'Entitlement/Bonus Summary Report'. Then, enter 'NSLP' in the 'Program' box, and enter '2025' in the 'Program Year' Box. Click 'Print PDF'. In the report, read the entitlement dollar amount for the school year in the 'Beg. Ent. Balance' column. Read the amount of entitlement remaining in the 'Ending Balance' column.

Four USDA Foods Entitlement Spending Options

The USDA Foods in Schools program supports domestic nutrition programs and American agricultural producers. All USDA Foods are 100% domestic and meant to supply between 15-20% of the food used in your Child Nutrition Program.

USDA Foods are available via Direct Delivery and Bulk for Processing. The USDA Foods entitlement can also be spent on two Fresh Fruit and Vegetable options: the USDA DoD Fresh Fruit and Vegetable program and the Unprocessed Fruit and Vegetable Pilot.

Oregon is a RA request driven state. Order what you need and can use.

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USDA Foods Ordering Tools and Instructions

[Jump to Direct Delivery Instructions](#)

[Jump to Diversion-Processing Instructions](#)

[Jump to DoD Fresh Fruits and Vegetables Instructions](#)

[Jump to Unprocessed Fruit and Vegetable Pilot Instructions](#)

Option 1 – USDA Foods Direct Delivery Products

Finished products procured and shipped by USDA to ODE’s warehouse. RAs order direct delivery products in WBSCM. To learn more about this program option, visit the [ODE Direct Delivery webpage](#).

Direct Delivery Ordering Instructions:

- Check your entitlement in [WBSCM](#) (click [here](#) for instructions)
- Download the ‘Direct Delivery Order Planner SY24-25’ spreadsheet from the [ODE USDA Foods website](#)
- Use the downloaded Order Planner as a worksheet before entry into WBSCM:
 - USDA Foods products listed in the Order Planner mirrors what is available in the WBSCM ordering catalog.
 - Enter your set-aside amount for DoD Fresh and/or UFVP (if participating) and then enter case quantities in the blue boxes for deliveries to the warehouse between July 2024 and March 2025. Stagger your orders.
 - Remember to order your one-time Seasonal Fruits & Veggies for delivery July-September 2025 in the yellow boxes. Costs will be included in SY2025-26 entitlement (not impacting SY2024-25 entitlement).
- Once you have planned your order by finding your entitlement and filling out your Order Planner worksheet, you are ready to log back into WBSCM and place that order.
- Enter your orders in WBSCM and select ‘Deliver To’ #5006059 GS Foods, Clackamas OR. WBSCM will automatically block spending past 100%.
- Minimum delivery is 20 cases. Small agencies can share a delivery location to reach the 20-case minimum.
- Remember orders are moved, reduced, increased, and cancelled primarily during ODE consolidation and throughout the USDA procurement cycle. Run a Requisition Status Report in WBSCM in May 2024 to see the changes (if any) so you can plan/forecast correctly. Click [here](#) for report instructions.

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Option 2 – USDA Bulk Food for Further Processing

RAs contract with commercial food processors to convert raw/bulk USDA Foods into manufactured end-products and divert pounds for further processing in WBSCM. To learn more about this program option, visit the [ODE Diversion-Processing webpage](#).

Diversion-Processing Ordering Instructions:

- Complete competitive procurement before diverting pounds to a processor in WBSCM. For training and procurement regulation information, see the [ODE procurement](#) web page.
- The ‘Processor/Broker Contacts List for SY24-25’ and the ‘Oregon Processing Reference Summary for SY24-25’ will be available in the [ODE Diversion-Processing webpage](#) when ordering period opens.
- Check the processors’ Summary End Product Data Schedule (SEPDS) posted in the [ODE Diversion-Processing webpage](#), which permits RAs to receive desired end products and describes a processor’s approved end products to be sold within the state i.e. USDA Foods code number and the number of USDA Foods pounds required per finished case.
- Determine if the products listed in the SY24-25 ODE Price Agreements (posted in the [ODE Diversion-Processing webpage](#)) meet your needed specifications. Contracts with processors can be connected to the ODE Price agreements by using a [Price Agreement Contract template](#).
- Once procurement is completed, use the processors’ Commodity Calculators posted in the [ODE Diversion-Processing webpage](#) to help calculate the number of pounds based on the amount of servings projected for the entire school year.
- Once you have the total pounds results in the commodity calculator, download the ‘Diversion-Processing Order Planner SY24-25’ from the [ODE USDA Foods website](#) to get the processors’ ‘Deliver To’ destination details and estimated cost associated with those pounds.
- Enter pounds in [WBSCM](#) for one delivery date only. Then select the proper ‘Deliver To’ destination.
- Remember ODE may adjust or cancel your order after it is placed. Run a Requisition Status Report in WBSCM in May 2024 to see the changes (if any) so you can plan/forecast correctly. Click [here](#) for report instructions.
- If you are new and want to participate, please e-mail us at ode.fooddistribution@ode.oregon.gov

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Option 3 – USDA DoD Fresh Fruits and Vegetables

RAs can choose to allocate any portion of their USDA Foods entitlement funds towards fresh fruits and vegetables. ODE will then transfer the DoD funds to FFAVORS, the DoD Fresh Ordering System. To learn more about DoD Fresh, visit the [ODE USDA DoD Fresh webpage](#).

DoD Fresh Instructions

- Allocate entitlement to the DoD Fresh program by submitting the SY24-25 DoD Fresh Set-Aside Request Form posted in the [ODE USDA Foods website](#) by March 15, 2024 (do not email requests).
- When approved, the set-aside amount is added into WBSCM as a 'DoD Fresh Allocation' by ODE staff. Make sure not to spend this set-aside on Direct Delivery and/or Processing/Diversion orders and/or UFVP set-aside.
- The minimum allocation is \$150.
- After the ordering period closes, run an Entitlement/Bonus Summary Report in WBSCM and view the entitlement amount allocated for the entire school in the 'DoD Fresh Amount' column (click [here](#) for instructions).
- If you are new and want to participate, please e-mail us at ode.fooddistribution@ode.oregon.gov.

Option 4 – USDA Unprocessed Fruit and Vegetable Pilot

RAs can choose to allocate any portion of their USDA Foods entitlement funds towards this pilot program and contract with USDA-approved vendors to procure unprocessed fruits and vegetables. To learn more about UFVP, visit the [ODE USDA Unprocessed Fruit & Vegetable Pilot webpage](#).

UFVP Instructions

- Allocate entitlement to the Unprocessed Fruit and Vegetable Pilot program by submitting the UFVP Set-Aside Request Form posted in the [ODE USDA Foods website](#) by March 15, 2024 (do not email requests).
- When ODE approves, the set-aside amount is deducted from your WBSCM entitlement. Make sure not to spend this set-aside on Direct Delivery and/or Processing/Diversion orders and/or DoD Fresh.
- Conduct competitive solicitation and award to approved pilot vendors. The USDA UFVP Approved Vendor list and UFVP Quote Form are posted in the [ODE Unprocessed Fruit & Vegetable Pilot webpage](#).
- After the ordering period closes, ODE will send you a shared link to the 'SY25 UFVP Allocations' spreadsheet for you to enter the allocations per chosen vendor.
- If you are new and want to participate, please e-mail us at ode.fooddistribution@ode.oregon.gov.

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