New CNP Directors’ Training
Summer 2020

Food Distribution
&
Statewide Procurement
# AGENDA

## Virtual Training Webinars

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<tr>
<td>CNP Directory, Organizational Chart, Food &amp; Nutrition Resource List,</td>
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<td>Technical Assistance Request Form, Job Task Timeline Calendar,</td>
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<td>Sharon Allison, Education Specialist</td>
<td>ALDDE, Child Nutrition Program</td>
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<td>Rebekah Scott, Education Specialist</td>
<td>ALDDE, Child Nutrition Program</td>
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<td>ALDDE, Child Nutrition Program</td>
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<td>Training</td>
<td>Julie Asbury, Education Specialist</td>
<td>ALDDE, Child Nutrition Program</td>
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<td>Kim Raggiya, Education Specialist</td>
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<td>Joel Brown, Auditor</td>
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<td>Breandy Tunner, Food Service</td>
<td>ALDDE, Child Nutrition Program</td>
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<td>Julie Barnes, Program Coordinator</td>
<td>ALDDE, Child Nutrition Program</td>
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Click on the link below to access the recorded training:
https://alsde.webex.com/alsde/lsr.php?RCID=d7163fa847ec45259e231cd6b7bf67c5
1) USDA Foods
   • Entitlement Funding
   • Survey driven orders
2) SWP
   • 653 Order Guide Items
   • Rebate Items
3) Distributors
   • Merchants Foodservice
     • Regions 1, 5 and 6
   • Wood Fruitticher
     • Regions 2, 3 and 4
USDA Foods and SWP Reports

1) USDA Reports
   • Form 11
   • Form 12
   • Authorized Commodity Orders List

2) SWP Reports
   • Grocery Order Form
   • Verified Orders List
USDA Foods Reports

The Form 11 shows what USDA Foods are on order for your school system.

FORM 11 - COMMODITY NOTICE OF AVAILABILITY

Program Year: 2021
System: Alabama Institute for Deaf & Blind

SHOW REPORT (PDF)  SHOW REPORT (EXCEL)
USDA Foods Reports

The Form 12 shows what USDA Foods are currently available at the warehouse for your school system.
USDA Foods Reports

The Authorized Commodity Orders List shows USDA Foods Orders that have been approved.

<table>
<thead>
<tr>
<th>Commodity Notice Of Availability Form 11</th>
<th>Commodity Notice Of Arrival Of Donated Food Form 12</th>
<th>UnAuthorized Commodity Orders List</th>
<th>Authorized Commodity Orders List</th>
<th>USDA Sponsor Entitlement</th>
</tr>
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<tr>
<td>Commodity History Report</td>
<td>Commodity Item Allocated Quantity</td>
<td>Commodity Allocation Breakdown</td>
<td>Commodity Items Ordered For Warehouse</td>
<td>Warehouse Commodity Allocation Notification Pre Arrival</td>
</tr>
<tr>
<td>Warehouse Commodity Allocation Notification Form 15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORIZED COMMODITY ORDERS LIST**

- **Program Year**: 2020
- **System**: Alabaster City Board of Education
- **Delivery Site**: Creek View Elementary
- **Delivery Week**: Aug 12, 2019
- **Approval Code**: 201900108122019P
SWP Reports

The Grocery Order Form is the Order Guide.

<table>
<thead>
<tr>
<th>Grocery Order Form</th>
<th>Orders Placed on Request List</th>
<th>Verified Orders List</th>
<th>Purchase Order - Requisition Report</th>
<th>Purchase Order - Requisition Report with General Ledger Details</th>
<th>Receiving List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory List</td>
<td>General Ledger Detail List</td>
<td>Item Category List</td>
<td>Approved Product List</td>
<td>Usage Reports</td>
<td>Order Status</td>
</tr>
<tr>
<td>Orders Made</td>
<td>SWP Rebate Items</td>
<td>SWP Item Nutrition Facts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GROCERY ORDER FORM**

Select Warehouse: Merchants
Select Region: Region 1

**ORDER REQUEST FORM REGION: 1**

<table>
<thead>
<tr>
<th>School:</th>
<th>Delivery Week:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order Quantity</th>
<th>Item No</th>
<th>Pack Type</th>
<th>Description</th>
<th>Shelf No</th>
<th>Brand</th>
<th>Cost After Rebate</th>
<th>Invoice Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>14118</td>
<td>60/2 Oz</td>
<td>Cereal, Cinnamon Toast Crunch, Cup Pack, 2oz WG, (CACFP)</td>
<td>1486</td>
<td>General Mills 148861 (CACFP Approved)</td>
<td>$23.93</td>
<td>$52.52</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SWP Reports

The Verified Orders List shows SWP Orders that have been approved.

<table>
<thead>
<tr>
<th>Grocery Order Form</th>
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<td>SWP Item Nutrition Facts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VERIFIED ORDERS LIST**

- **Program Year**: 2020
- **Vendor**: Merchants
- **Region**: Region 1
- **System**: Opelika City Board of Education
- **Delivery Site**: Northside Intermediate School
- **Delivery Week**: Mar 23, 2020
- **Approval Code**: F179NORTH3-25-2020

[SHOW REPORT]
Ordering USDA Foods

- Find your Delivery Site and Week then hit “SELECT”
- Select your USDA Foods and “CHECK OUT”

### FOOD DISTRIBUTION ORDER ENTRY

- **Delivery Site:** Arrington Elementary School
- **Delivery Week:** Aug 24, 2020
- **Commodity Name:**
  - **CHICKEN CUT-UP FRZ CTN-40 LB**
    - Material Nbr: 100098
    - Sales Order Nbr: 5000524812
    - Item Nbr: 100
    - Wt / Case: 40
    - Cost / Case: 41.44
    - Qty Allocated (In Case(s)): 446
    - Qty available for Approval (In Case(s)): 17
    - Qty available for Checkout (In Case(s)): 17
    - Order Qty (In Case(s)): 0
    - Item Amount: $0.00
  - **CHICKEN CUT-UP FRZ CTN-40 LB**
    - Material Nbr: 100098
    - Sales Order Nbr: 5000524815
    - Item Nbr: 100
    - Wt / Case: 40
    - Cost / Case: 35.2
    - Qty Allocated (In Case(s)): 446
    - Qty available for Approval (In Case(s)): 446
    - Qty available for Checkout (In Case(s)): 446
    - Order Qty (In Case(s)): 0
    - Item Amount: $0.00
  - **CHICKEN CUT-UP FRZ CTN-40 LB**
    - Material Nbr: 100098
    - Sales Order Nbr: 5000524863
    - Item Nbr: 100
    - Wt / Case: 40
    - Cost / Case: 35.2
    - Qty Allocated (In Case(s)): 440
    - Qty available for Approval (In Case(s)): 440
    - Qty available for Checkout (In Case(s)): 440
    - Order Qty (In Case(s)): 0
    - Item Amount: $0.00
Ordering USDA Foods

- You will have the option to print your order
- DO NOT FORGET TO AUTHORIZE YOUR ORDERS
Ordering USDA Foods

• You must Authorize approved orders or the warehouse will never receive them.
Ordering USDA Foods

- The Authorization Code should include:
  1. School System 3-digit code first
  2. School 4-digit site code second
  3. Delivery date in numbers only
  4. The letters “USDA” or “C” at the end
Ordering SWP Items

- Find your Delivery Site and Week then hit “SELECT”
- Enter your SWP Items and Quantities
- Select “CHECK OUT” when finished
Ordering SWP Items

- You will have the option to print your order
- **DO NOT FORGET TO AUTHORIZER YOUR ORDERS**

### STATEWIDE PROCUREMENT ORDER ENTRY

<table>
<thead>
<tr>
<th>Delivery Site:</th>
<th>Banks Middle School</th>
<th>Delivery Week:</th>
<th>Jun 15, 2020</th>
</tr>
</thead>
</table>

**CANCEL ORDER**  **CHECK OUT**  **NEW ORDER**

The following order has been submitted
This order has not been verified

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Quantity</th>
<th>Price</th>
<th>Total Cost</th>
<th>Brand</th>
<th>Pack Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000</td>
<td>1</td>
<td>$97.43</td>
<td>$97.43</td>
<td>Advance</td>
<td>1000/0 Oz</td>
<td><em>Beef, Nugget, Steak, Breaded</em></td>
</tr>
</tbody>
</table>

**Order Total : $97.43**
Ordering SWP Items

- You must Authorize approved orders or the warehouse will never receive them.
Ordering SWP Items

- The Authorization Code should include:
  1. School System 3-digit code first
  2. School 4-digit site code second
  3. Delivery date in numbers only

**STATEWIDE PROCUREMENT - FOOD DISTRIBUTION ORDER APPROVAL**

<table>
<thead>
<tr>
<th>Delivery Site</th>
<th>Banks Middle School</th>
<th>Delivery Week</th>
<th>6/15/2020</th>
</tr>
</thead>
</table>

You must click the Recalculate button for any changes to be saved. Failing to click the recalculate button will result in the original order being submitted during approval.

- Approval Number: 055-0011-6152020
- SWP Order Total: $97.43

**SWP ORDER ENTRY**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Quantity</th>
<th>Price</th>
<th>Item Total Cost</th>
<th>Item Brand</th>
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<td>0</td>
<td>$0.00</td>
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<td></td>
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</table>
Canceling USDA Foods and SWP Orders

- Canceling orders is your responsibility
- Communicate with your distributor
- Notify Food Distribution staff
  - Provide Specific Approval Codes
  - Provide Specific Delivery Dates
Food Distribution &
Statewide Procurement

• Refer to your Food Distribution Updates Packet throughout the school year as needed.
• Remember to order all USDA Foods within 60 days.
• Request transfers of USDA Foods you will not use.
• These are your accounts to manage.

Food Distribution FoodDist@alsde.edu
Statewide Procurement SWP@alsde.edu
334-694-4659
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1. mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410;

2. fax: (202) 690-7442; or

3. email: program.intake@usda.gov.

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