

Child Nutrition Programs 2023 New Managers Training



Food Distribution & Statewide Procurement
Tammy Lofton and Andrew Morton
ALSDE Child Nutrition Programs





BREAK for a **PLATE** **COMMUNITY**

Learning Code

Event Name: 2023 New Managers Training

Event Date: July 18, 2023

Hours: 0.45

Professional Learning Code: 2500, 2430, 2440



FOOD DISTRIBUTION is responsible for the management and supervision of the processes involved in supplying foods to public schools and other eligible recipients participating in the National School Lunch Program. Through this program we operate the Statewide Procurement Program as well as managing USDA Foods for use in school programs, The Emergency Food Assistance Program, The Commodity Supplemental Food Program, Summer Food Service Programs, and Disaster Assistance. Food Distribution is a branch of the Child Nutrition Programs operating out of the Alabama State Department of Education.



The **USDA Foods** in Schools program supports domestic nutrition programs and American agricultural producers through purchases of 100% American-grown and -produced foods for use by schools and institutions participating in the National School Lunch Program (NSLP), the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP).

The **National School Lunch Program (NSLP)** is a federally assisted meal program operating in public and nonprofit private schools and residential childcare institutions. It provides nutritionally balanced, low-cost or no-cost lunches to children each school day. The program was established under the Richard B. Russell National School Lunch Act, signed into law by President Harry Truman in 1946.

The **Statewide Procurement Program (SWP)** operates as a non-profit purchasing cooperative bidding meal pattern compliant food items, storage and delivery services on behalf of Alabama schools participating in USDA programs. Annually, over \$10 million dollars is returned to the schools participating in SWP through rebates collected on their behalf.

The **Department of Defense Fresh Fruit and Vegetable Program (DoD Fresh)** allows schools to use their USDA Foods entitlement dollars to buy fresh domestic produce in order to support Farm to School Programs.

NATIONAL SCHOOL LUNCH PROGRAM



The **Emergency Food Assistance Program (TEFAP)** is a federal program that helps supplement the diets of low-income Americans by providing them with emergency food assistance at no cost. USDA provides 100% American-grown USDA Foods and administrative funds to states to operate TEFAP.

Food Distribution Disaster Assistance coordinates with USDA's Food and Nutrition Service (FNS), state, local and voluntary organizations to provide USDA Foods during Presidentially declared disasters and state situations of distress. These USDA Foods are available for shelters to use for mass congregate feeding sites and to distribute food packages directly to households in need in limited situations.

The **Commodity Supplemental Food Program (CSFP)** works to improve the health of low-income persons at least 60 years of age by supplementing their diets with nutritious USDA Foods. USDA distributes both food and administrative funds to participating states and Indian Tribal Organizations to operate CSFP.



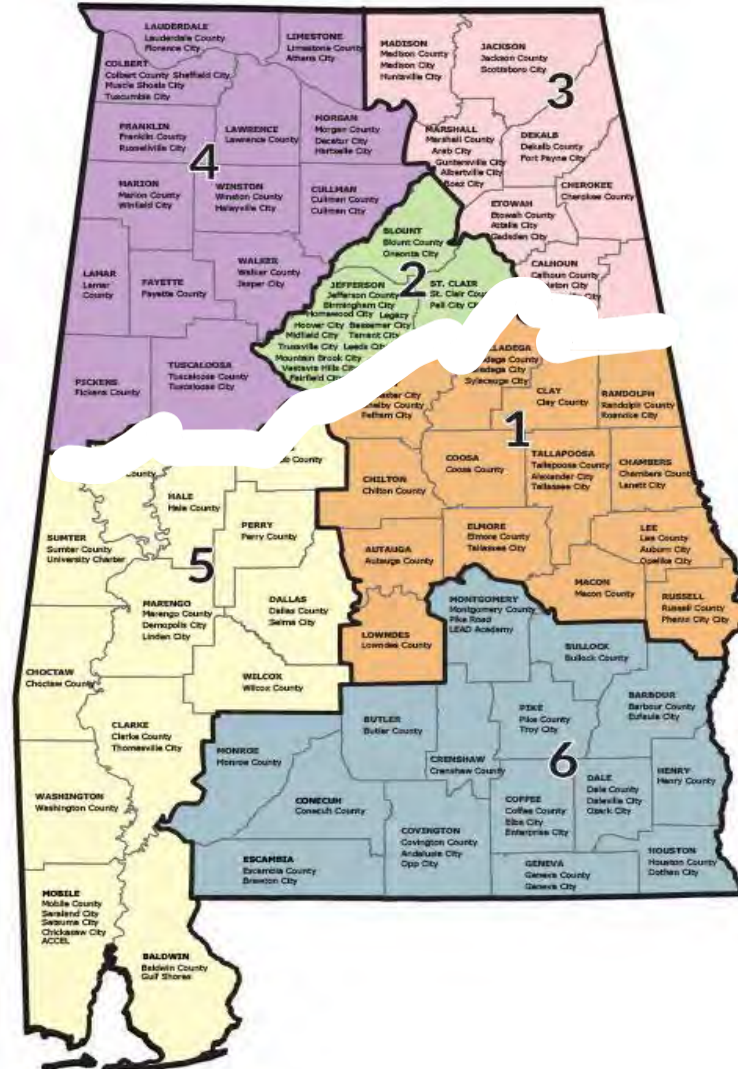
Food Distribution & Statewide Procurement

ALSDE holds contracts with two mainline distributors:

- Wood Fruitticher (North)
- Merchants (South)

Distributors are responsible for school food deliveries:

- USDA Foods Orders
- Grocery Items from the State Order Guide



**Wood
Fruitticher**
Regions 2, 3, 4

Merchants
Regions 1, 5, 6



USDA Foods in Schools

USDA Foods provides American grown foods that help schools create appealing, nutritious, and cost-effective menu options.

USDA Foods

- 100% Domestic American Grown and Produced Foods
- Items are pre-ordered based on school surveys
- Entitlement is based on meals served
- All USDA Foods meet a meal pattern component

USDA Foods for School Year 2023-2024

49 USDA Foods items are
available to Alabama schools in SY24

Commodity Name	Material Number	Sales Order Number	Item Number	Weight / Case	Cost / Pound	Qty Allocated	Cost / Case	Total Value	Expected Arrival Period
STRAWBERRY FRZ CUP-96/4.5 OZ	100256	5000772536	100	27.0000	\$1.3870	22	\$37.45	\$823.88	3/16 - 31/2022
CHICKEN STRIPS FRZ CTN-30 LB	110462	5000754239	100	30.0000	\$4.3100	23	\$129.30	\$2973.90	7/01 - 15/2022
BEEF PATTY CKD FRZ 2.0 MMA CTN-40 LB	110711	5000754224	100	40.0000	\$5.6490	17	\$225.96	\$3841.32	7/16 - 31/2022
BEANS PINTO CAN-6/10	100365	5000771796	100	40.5000	\$0.4465	17	\$18.08	\$307.41	9/01 - 15/2022
TORTILLA WHOLE WHEAT FZN 8" CTN-12/24	110394	5000771824	100	27.0000	\$0.7945	8	\$21.45	\$171.61	9/01 - 15/2022
TURKEY BREAST DELI SLICED FRZ PKG-8/5 LB	110554	5000772097	100	40.0000	\$3.0222	6	\$120.89	\$725.33	9/01 - 15/2022
TURKEY ROASTS FRZ CTN-32-48 LB	100125	5000772102	100	40.0000	\$3.1900	16	\$127.60	\$2041.60	9/01 - 15/2022
CRANBERRIES DRIED PKG-300/1.16 OZ	110723	5000765703	100	1.1500	\$3.3340	34	\$3.83	\$130.36	9/16 - 30/2022
RAISINS BOX-144/1.33 OZ	100293	5000765704	100	11.9700	\$2.1529	37	\$25.77	\$953.50	9/16 - 30/2022

USDA Foods for School Year 2023-2024



Form 11 - lists USDA Foods on order for your school system.

- Use the Form 11 to plan to use USDA items in school meals.

Form 12 – lists USDA Foods ready for your director to order.

Authorized Commodity Orders List- lists the number of USDA Foods cases allocated to your school by your director.

Commodity Name	Material Number	Sales Order Number	Item Number	Weight / Case	Cost / Pound	Qty Allocated	Cost / Case	Total Value	Expected Arrival Period
STRAWBERRY FRZ CUP-96/4.5 OZ	100256	5000772536	100	27.0000	\$1.3870	22	\$37.45	\$823.88	3/16 - 31/2022

USDA Foods for School Year 2023-2024

- Inventory USDA Foods separately from other items
- Utilize all USDA Foods within 6-months
- USDA higher costs, truck cancellations, and bonus purchases will change the final values received.
- Schools can view their USDA Food orders on the “Authorized Commodity Orders List” in the CNP application.
- The expiration date on your Form 12 is a 60-day expiration date for all USDA Foods. It states the order by date to avoid excess storage fees.

Form 12



Commodity Name	Material Number	Arrival Date	Expiration Date	Qty Allocated	Amt Ordered	Remaining Qty in Whse
BEEF PATTY CKD FRZ 2.0 MMA CTN-40 LB	110711	7/8/2022	09/06/2022	17	0	17



USDA Standardized Recipes

Child Nutrition Recipe Box

- Find standardized recipes using USDA Foods.
- Recipes are portioned into CN equivalents for easy crediting.
- Nutrition facts are provided.

[← Go back](#)

Chicken Fajitas - USDA Recipe for Schools

These Chicken Fajitas have diced chicken breast, combined with salsa, vegetables, Mexican spices and lime juice served in a whole grain tortilla.

NSLP/SBP CREDITING INFORMATION

1 fajita provides 2 oz equivalent meat, $\frac{1}{8}$ cup starchy vegetable, $\frac{1}{8}$ cup additional vegetable, and 1 oz equivalent grains.

★★★★★ 5 from 3 votes



USDA Foods Shortage Forms

When receiving USDA Foods:

Step 1: Confirm the correct products and number of cases have been delivered.

Step 2: If there is a missing case of USDA Foods, contact your distributor asap.

Step 3: If a replacement is unable to be shipped, complete a USDA Foods Shortage Form found on the ALSDE website and submit it to FoodDist@ALSDE.edu.

USDA FOOD PROGRAMS - NSLP - NATIONAL SCHOOL LUNCH PROGRAM

Title	Description
USDA Food Shortage from Warehouse Report 	SFAs are to use this form to report to the state any USDA Food they were allocated and ordered from the warehouse, but did not receive.



USDA DoD Fresh Fruit and Vegetable Program

USDA DoD Fresh

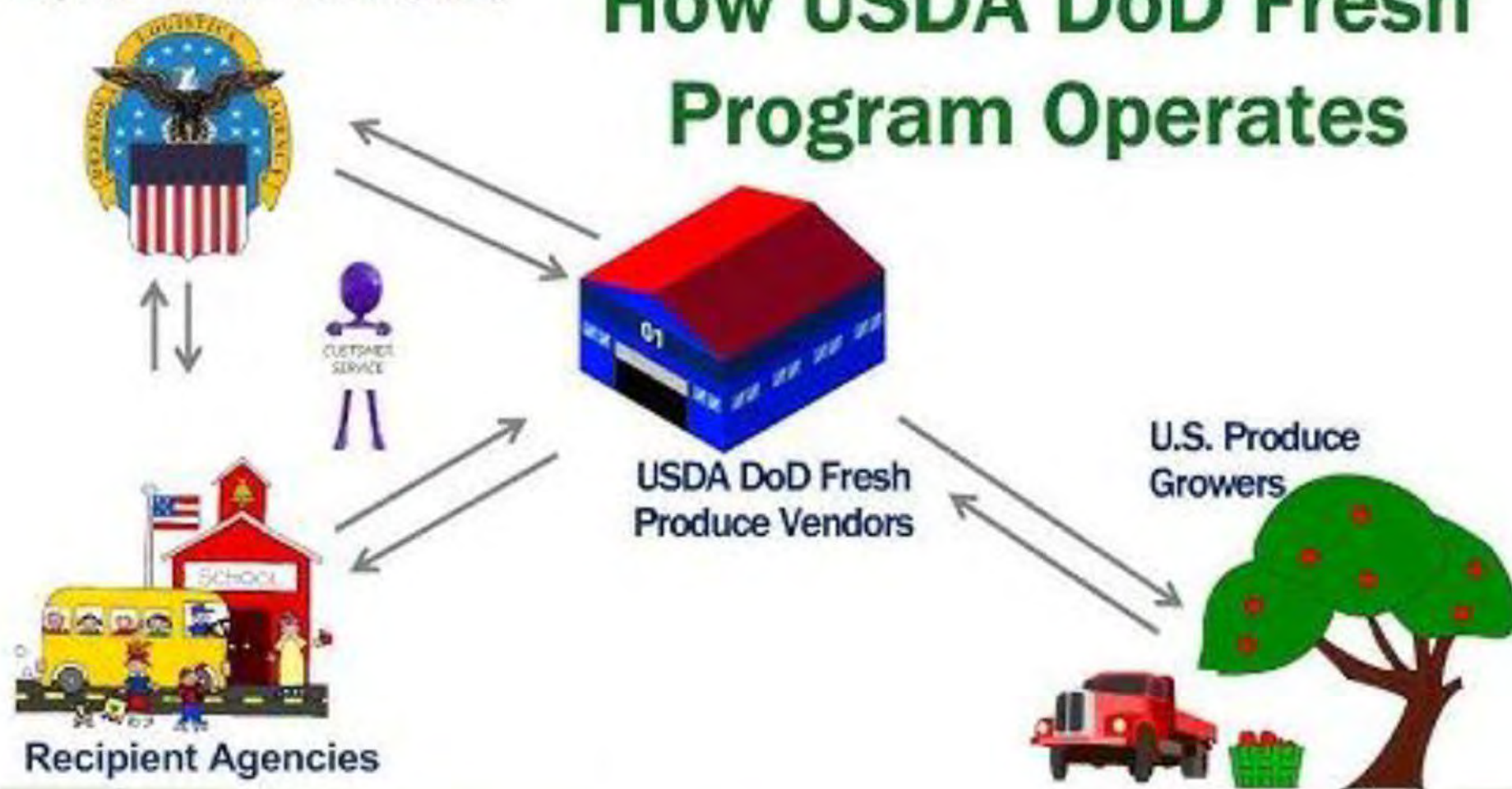


Alabama has revised this program to allow direct delivery of fresh fruits and vegetables to schools.

147 School Districts, RCCI's and Private Schools will be participating in the program SY 2023-2024

Department of Defense (DoD)

How USDA DoD Fresh Produce Program Operates



United States Department of Agriculture
Food and Nutrition Service



Getting Started with USDA DOD Fresh SY24



- If your district is participating this year, you may receive an email to create a FFAVORS account.
- Once a FFAVORS account has been created and funding has been allocated, schools may make produce orders.
- The process of setting up a FFAVORS account to receiving a produce order may take several weeks.

FFAVORS: Fresh Fruits and Vegetables Order Receipt System

FFAVORS New Account



SM.FN.FFAVORS@USDA.GOV

To Carter Andrea

Reply

Reply All

Forward



Tue 6/1/2021 12:32 PM

Follow up. Start by Tuesday, June 1, 2021. Due by Tuesday, June 1, 2021.

Welcome! You have been added as a User to FFAVORS.

Please read the following information and instructions carefully and completely before proceeding.

To access FFAVORS, you must first obtain a User ID and password from USDA's eAuthentication (eAuth) System.

Important:

- The email address on your eAuth account and FFAVORS account must match exactly. If the last name or email address listed here is incorrect, please contact the FFAVORS Help Desk noted at the bottom of this email, and have the information corrected before you proceed. Your current FFAVORS information is:
 - **Last Name:** CARTER
 - **Email Address:** andrea.carter@alsde.edu
- If you currently have an eAuth account to access FFAVORS or another USDA application AND you are using the same email address, you will skip STEPS 1 and 2 below. Using your existing eAuth account, proceed to STEP 3 to log into FFAVORS.

FFAVORS: Fresh Fruits and Vegetables Order Receipt System



Statewide Procurement

Statewide Procurement Order Guide

Order Guide Items

1. Meat/Meat Alternates
2. Combination Foods
3. Grains
4. Fruits
5. Vegetables
6. Dairy Products
7. Beverages
8. Snack Items
9. Dressings and Condiments
 - A. Cooking and Baking Supplies
 - B. Food and Storage Containers
 - C. Sanitation and Cleaning Supplies



SWP Reports

The Grocery Order Form is the Order Guide.

SWP & FD

State Admin

SWP

FD

USDA Foods News

Receive Orders

Reports

SWP Reports

FD Reports

Grocery Order Form	Orders Placed on Request List	Verified Orders List	Purchase Order - Requisition Report	Purchase Order - Requisition Report with General Ledger Detail	Receiving List
Inventory List	General Ledger Detail List	Item Category List	Approved Product List	Usage Reports	Order Status
Orders Made	SWP Rebate Items	SWP Item Nutrition Facts			

GROCERY ORDER FORM

Select Warehouse: Merchants

Select Region: Region 1

ORDER REQUEST FORM REGION: 1

School: _____ Delivery Week: _____

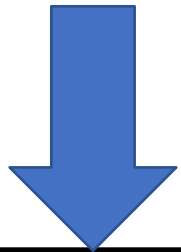
<u>Order Quantity</u>	<u>Item No</u>	<u>Pack Type</u>	<u>Description</u>	<u>Shelf No</u>	<u>Brand</u>	<u>Cost After Rebate</u>	<u>Invoice Price</u>	<u>Total</u>
	14118	60/2 Oz	Cereal, Cinnamon Toast Crunch, Cup Pack, 2oz WG, (CACFP)	14886	General Mills 148861 (CACFP Approved)	\$23.93	\$52.52	

Order Guide Items Product Specifications



BREAK for a PLATE
ALABAMA

Item specifications are found on the
Break for a Plate Website



Statewide Procurement Order Guide Nutritional's

To access the current nutritional product guides and specification sheets, please [CLICK HERE](#)



GTIN CODE: 00880760092244
LEGACY PRODUCT CODE: 68012
PRODUCT CODE: 10000068012

AdvancePierre™ Fully Cooked Whole Grain Breaded Country Fried Stick Shaped Beef Patties With Applesauce, 3.89 oz.

- Fully cooked to allow for easy preparation - just heat from frozen
- Consistent piece sizes to meet CN portioning
- Four 0.97 oz. Fully Cooked Whole Grain Breaded Country Fried Stick Shaped Beef Patties With Applesauce provide 2.00 oz. equivalent meal and 1.00 oz. equivalent grains for child nutrition meal pattern requirements.

Ingredients

Ground beef (not more than 20% fat), water, unsweetened applesauce, water, ascorbic acid], textured vegetable protein product [soy flour, zinc oxide, niacinamide, ferrous sulfate, copper gluconate, vitamin a palmitate, calcium pantothenate, thiamine mononitrate (b1), pyridoxine hydrochloride (b6), riboflavin (b2), cyanocobalamin (b12)], seasoning [soy sauce (fermented soybeans, wheat, salt), sugar, maltodextrin, salt, spices, garlic powder, onion powder, soybean oil, disodium inosinate and disodium guanylate, natural flavors, extractive of paprika], dehydrated onions, salt, potassium and sodium phosphates. Breaded with: Whole wheat flour, enriched wheat flour (enriched with niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), dehydrated potatoes (potatoes, mono and diglycerides, dextrose), yeast, sugar, salt. Battered with: Water, whole wheat flour, enriched wheat flour (enriched with niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), potato flour, salt, modified corn starch, leavening (calcium acid pyrophosphate, monocalcium phosphate, sodium bicarbonate), flavor (contains maltodextrin, salt and natural flavors), hydrolyzed corn protein, onion powder, garlic powder, yeast extract, chicken broth, spice. Set in vegetable oil.

ALLERGENS

Soy, Wheat

Preparation

BAKE:

Conventional Oven Preheat oven to 375°F. Bake frozen product for 20-25 minutes.

CONVECTION:

Convection Oven Preheat oven to 350°F. Bake frozen product for 10-15 minutes.

DEEP FRY:

Deep Fry Preheat oil to 350°F. Place frozen product in oil and cook for 3-4 minutes.

MICROWAVE:

Microwave Heat frozen product on high power for 2-3 minutes.

Nutritional information

NUTRITION FACTS

About 123 Servings Per Container

Serving Size 109g

Rebate Items

51 Rebate Items



Select items in the order guide have automatic rebates for schools.



Paperwork is handled at the ALSDE office.



Cheese Rebates

Select pizza items have cheese rebates for use of USDA Mozzarella cheese.



Ordering SWP Items

- Order 5 business days before the date of delivery
- If an order needs to be canceled, contact your distributor and SWP@ALSDE.edu.
- Keep in communication with your distributor.





Receiving Grocery Orders and USDA Foods Orders

- Always check your deliveries and double check key drops
- Check produce for spoilage on arrival
- Spot check pricing on invoices
- Confirm the correct products are being delivered
- Confirm item substitutions

Once you sign the invoice you are saying the shipment is correct

Receiving List

SWP & FD

State Admin

SWP

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RECEIVING LIST

Program Year

2023

System

Alabama School Of Fine Arts

Approval Code

A2U-0000-07-27-22A

SHOW REPORT

Item	Description	Ordered			Received	
		Quantity	Price	Total	Quantity	Price
10005	Beef Patty, Salisbury Style	2.00	\$48.32	\$96.64	_____	_____
13019	Pinto Beans	1.00	\$26.92	\$26.92	_____	_____
13020	Vegetarian Beans	2.00	\$28.72	\$57.44	_____	_____

Food Distribution Division Contact Information



Food Distribution FoodDist@alsde.edu



Statewide Procurement SWP@alsde.edu



Office (334) 694-4659



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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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