Child Nutrition Programs
2023 New Managers Training

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

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 Presidencially 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.
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
USDA Foods in Schools

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 provides American grown foods that help schools create appealing, nutritious, and cost-effective menu options.
USDA Foods for School Year 2023-2024

49 USDA Foods items are available to Alabama schools in SY24

<table>
<thead>
<tr>
<th>Commodity Name</th>
<th>Material Number</th>
<th>Sales Order Number</th>
<th>Item Number</th>
<th>Weight / Case</th>
<th>Cost / Pound</th>
<th>Qty Allocated</th>
<th>Cost / Case</th>
<th>Total Value</th>
<th>Expected Arrival Period</th>
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</thead>
<tbody>
<tr>
<td>STRAWBERRY FRZ CUP-56/4.5 OZ</td>
<td>100256</td>
<td>5000772536</td>
<td>100</td>
<td>27.0000</td>
<td>$1.3670</td>
<td>22</td>
<td>$37.45</td>
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<tr>
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<td>110482</td>
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<td>30.0000</td>
<td>$4.3100</td>
<td>23</td>
<td>$129.30</td>
<td>$2973.90</td>
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<tr>
<td>BEEF PATTY CKD FRZ 2.0 MMA CTN-40 LB</td>
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<td>$5.8490</td>
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<tr>
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<td>40.5000</td>
<td>$0.4465</td>
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<tr>
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<tr>
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<td>$3.0222</td>
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<td>TURKEY ROASTS FRZ CTN-32-48 LB</td>
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<td>$3.1900</td>
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<tr>
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</tr>
<tr>
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<td>37</td>
<td>$25.77</td>
<td>$953.50</td>
<td>9/16 - 30/2022</td>
</tr>
</tbody>
</table>
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.
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

<table>
<thead>
<tr>
<th>Commodity Name</th>
<th>Material Number</th>
<th>Arrival Date</th>
<th>Expiration Date</th>
<th>Qty Allocated</th>
<th>Qty Ordered</th>
<th>Remaining Qty in Whse</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEEF PATTY CKD FRZ 2.0 MMA CTN-40 LS</td>
<td>110711</td>
<td>07/01/2022</td>
<td>09/06/2022</td>
<td>17</td>
<td>0</td>
<td>17</td>
</tr>
</tbody>
</table>
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.

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, ¼ cup starchy vegetable, ½ cup additional vegetable, and 1 oz equivalent grains.
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.

<table>
<thead>
<tr>
<th>USDA FOOD PROGRAMS – NSLP – NATIONAL SCHOOL LUNCH PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>USDA Food Shortage from Warehouse Report</td>
</tr>
</tbody>
</table>
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
How USDA DoD Fresh Program Operates

Department of Defense (DoD)

Recipient Agencies

USDA DoD Fresh Produce Vendors

U.S. Produce Growers

CUSTOMER SERVICE

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
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.
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.
Order Guide Items
Product Specifications

Item specifications are found on the Break for a Plate Website

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Statewide Procurement Order Guide Nutritional's
To access the current nutritional product guides and specification sheets, please CLICK HERE.
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

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Ordered</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>10005</td>
<td>Beef Patty, Salisbury Style</td>
<td>Quantity: 2.00, Price: $48.32, Total: $96.64</td>
<td>Quantity: ___</td>
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<tr>
<td>13019</td>
<td>Pinto Beans</td>
<td>Quantity: 1.00, Price: $26.92, Total: $26.92</td>
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<tr>
<td>13020</td>
<td>Vegetarian Beans</td>
<td>Quantity: 2.00, Price: $28.72, Total: $57.44</td>
<td>Quantity: ___</td>
</tr>
</tbody>
</table>
Food Distribution Division
Contact Information

Food Distribution FoodDist@alsde.edu

Statewide Procurement SWP@alsde.edu

Office (334) 694-4659
USDA Non-Discrimination Statement

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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.

This institution is an equal opportunity provider.

*The enclosed “non-discrimination” language herein was added pursuant to the May 5, 2022, USDA memorandum. However, although included as currently required for audit compliance by the USDA, the State of Alabama objects to its inclusion, applicability and the application of this language due to currently pending legal challenges in the matter of The STATE OF TENNESSEE, ET AL. V. USDA, ET AL., Case No. 3:22-cv-00257, and may be subject to change or removal.