

From Warehouse to Table: Mastering Food Distribution & Procurement



Tammy Lofton
Education Administrator
ALSDE Child Nutrition Food Distribution





BREAK for a **PLATE** COMMUNITY

Learning Code

Event Name: 2025 New Managers' Training

Event Date: June 26, 2025

Hours: 0.30

Professional Learning Code: 2500, 2430, 2440

Procurement and Distribution Staff



Angelice Lowe
CNP State Director &
SWP Administrator

Andrew Morton
SWP Education Specialist

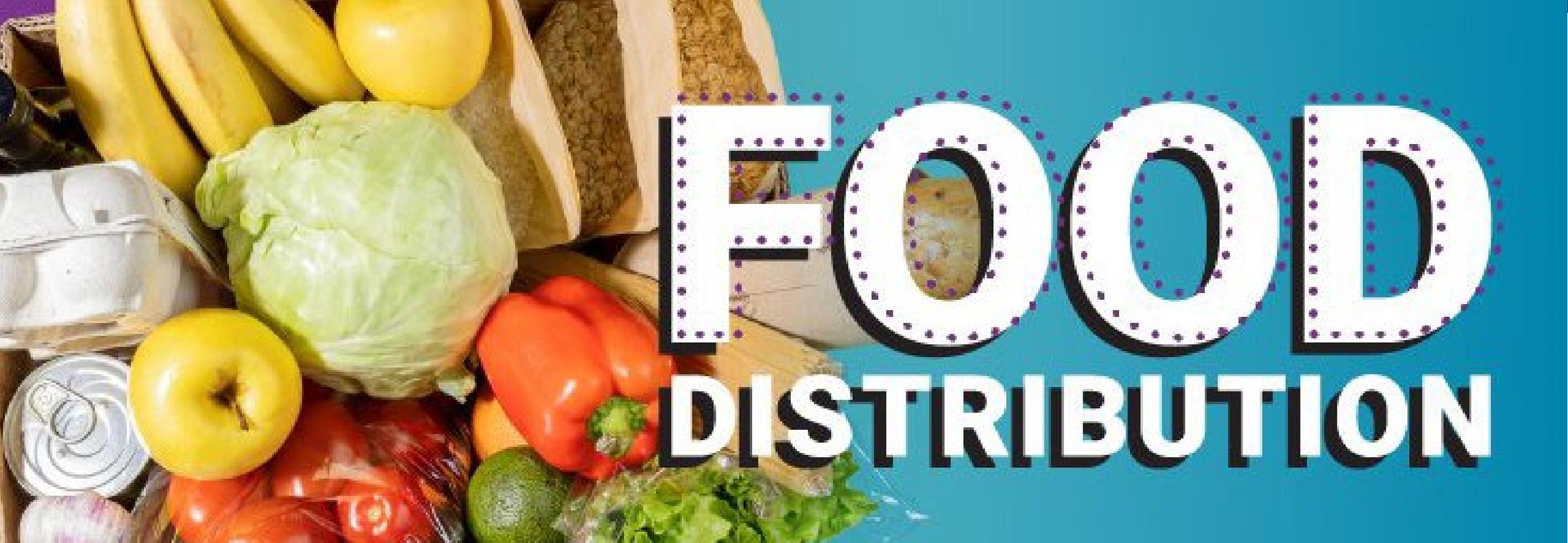
Tammy A. Lofton
Food Distribution
Administrator

Glendora Christian
Food Distribution ASA

Ruth Roberson
TEFAP Specialist

Garry Rumph
Food Distribution
Accountant

Christopher White
CSFP Specialist



Food Distribution

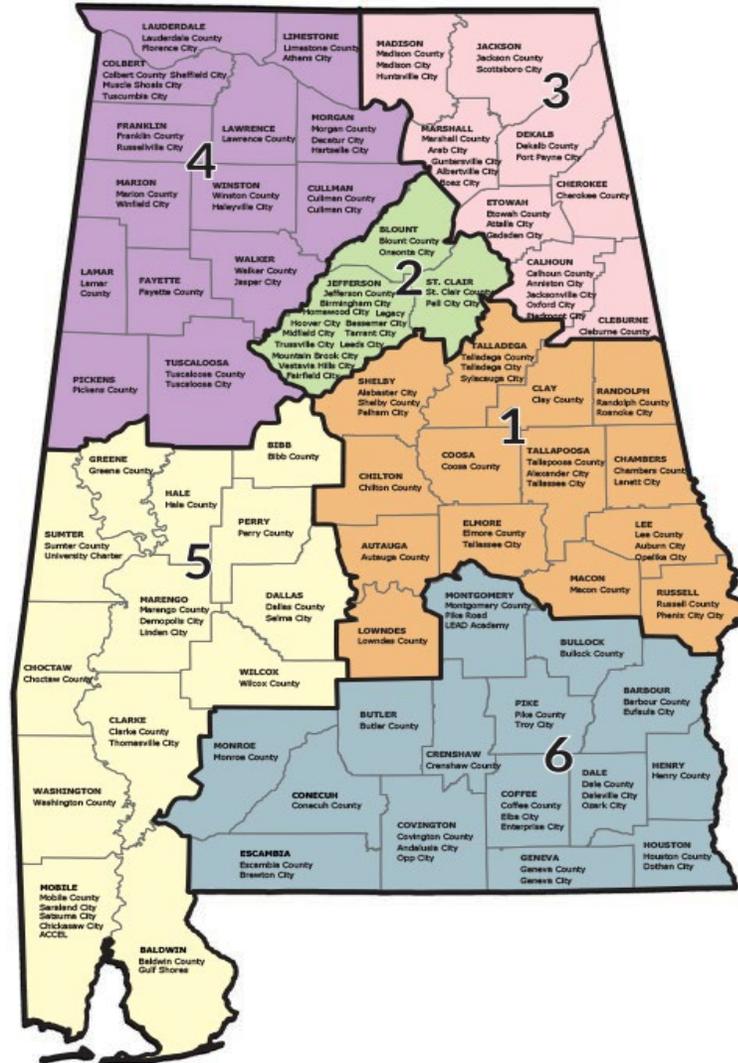
Food Distribution & Statewide Procurement

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/PFG
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 2025-2026

43 USDA Foods items are
available to Alabama schools in SY26

Commodity Name	Material Number	Sales Order Number	Item Number	Weight / Case	Cost / Pound	Cost / Case	Total Value	Arrival Date	Expiration Date	Qty Allocated
MIXED BERRY FRZ CUP-96/4.OZ	110859	5000915430	200	24.0000	\$1.6360	\$39.26	\$510.43	3/28/2025	05/27/2025	13
STRAWBERRY FRZ CUP-96/4.5 OZ	100256	5000915375	200	27.0000	\$1.6862	\$45.53	\$45.53	3/27/2025	05/26/2025	1
BEEF FINE GROUND FRZ CTN-40 LB	100158	5000927245	100	40.0000	\$3.9356	\$157.42	\$629.70	3/24/2025	05/23/2025	4
APPLESAUCE CUPS	110361	5000916369	200	27.0000	\$0.6976	\$18.84	\$75.34	3/24/2025	05/23/2025	4
BROCCOLI FRZ CTN-30 LB	110473	5000916393	100	30.0000	\$1.8489	\$55.47	\$499.20	3/14/2025	05/13/2025	9
CHICKEN DICED CTN-40 LB	100101	5000914876	100	40.0000	\$2.8800	\$115.20	\$345.60	3/13/2025	05/12/2025	3
SWEET POTATOES W/ SYRUP CAN-6/10	100317	5000916325	100	40.5000	\$0.6978	\$28.26	\$8308.70	2/28/2025	04/29/2025	294
BEANS VEGETARIAN CAN-6/10	100364	5000916524	100	40.5000	\$0.4976	\$20.15	\$4453.77	2/28/2025	04/29/2025	221
PEACHES CLING CAN-6/10	100219	5000916251	200	39.7500	\$1.0883	\$43.26	\$1816.92	2/27/2025	04/28/2025	42
CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	110080	5000915177	200	30.0000	\$4.7617	\$142.85	\$10856.68	2/26/2025	04/27/2025	76

USDA Foods for Schools SY 2025-2026



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.

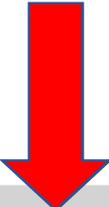
Authorized Commodity Orders List- lists the number of USDA Foods cases allocated to your school by your director.

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

Managing USDA Foods

- ❖ 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
MIXED BERRY FRZ CUP-96/4.OZ	110859	3/28/2025	05/27/2025	13	0	13



Placing USDA Foods Order



The 'FOOD DISTRIBUTION ORDER ENTRY' form. It includes a 'Delivery Site' dropdown menu with 'Thomasville High School' selected, a 'Delivery Week' dropdown menu with 'In 16, 2025' selected, and a 'SELECT' button. Below these are three buttons: 'CANCEL ORDER', 'CHECK OUT', and 'NEW ORDER'. A red box highlights the 'CHECK OUT' button. Two red arrows point to the 'Delivery Site' and 'Delivery Week' dropdown menus.

Commodity Name	Material Nbr	Sales Order Nbr	Item Nbr	Wt / Case	Cost / Case	Qty Allocated (In Case(s))	Qty available for Approval (In Case(s))	Qty available for Check (In Case(s))	Order Qty (In Case(s))	Item Amount (\$)
PORK PULLED CKD PKG-8/5 LB	110730	5000916199	100	40	87.04	17	14	14	0	\$0.00
MIXED VEGETABLES FRZ CTN-6/5 LB	111230	5000916434	100	30	28.07	19	15	15	0	\$0.00
ORDER TOTAL									0	\$0.00

- ❖ Go to FD in the online application
- ❖ Order Entry
- ❖ Select the delivery site
- ❖ Then select the delivery week
- ❖ Enter the number of case(s)
- ❖ Hit checkout

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 Alabama Achieves 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.



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](#)

Breakfast Burrito With Salsa - USDA Recipe for Schools

Age Group: Ages 6-18

Serving Size: 50-100

Enjoy a bountiful Southwest breakfast burrito! A warmed grainy wholewheat tortilla holds whipped frozen, thawed eggs with sweet corn and crispy green bell peppers, onion, fresh tomato, and low fat cheese topped off with a low-sodium salsa.

NSLP/SBP CREDITING INFORMATION

1 burrito provides 2 oz equivalent meat alternate, 1/8 cup additional vegetable, and 1.5 oz equivalent grains.

★★★★☆ 3.80 from 10 votes



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.



Getting Started with USDA DOD Fresh SY26



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

FFAVORS: Fresh Fruits and Vegetables Order Receipt System

From: SM.FN.FFAVORS@usda.gov
Subject: FFAVORS New Account

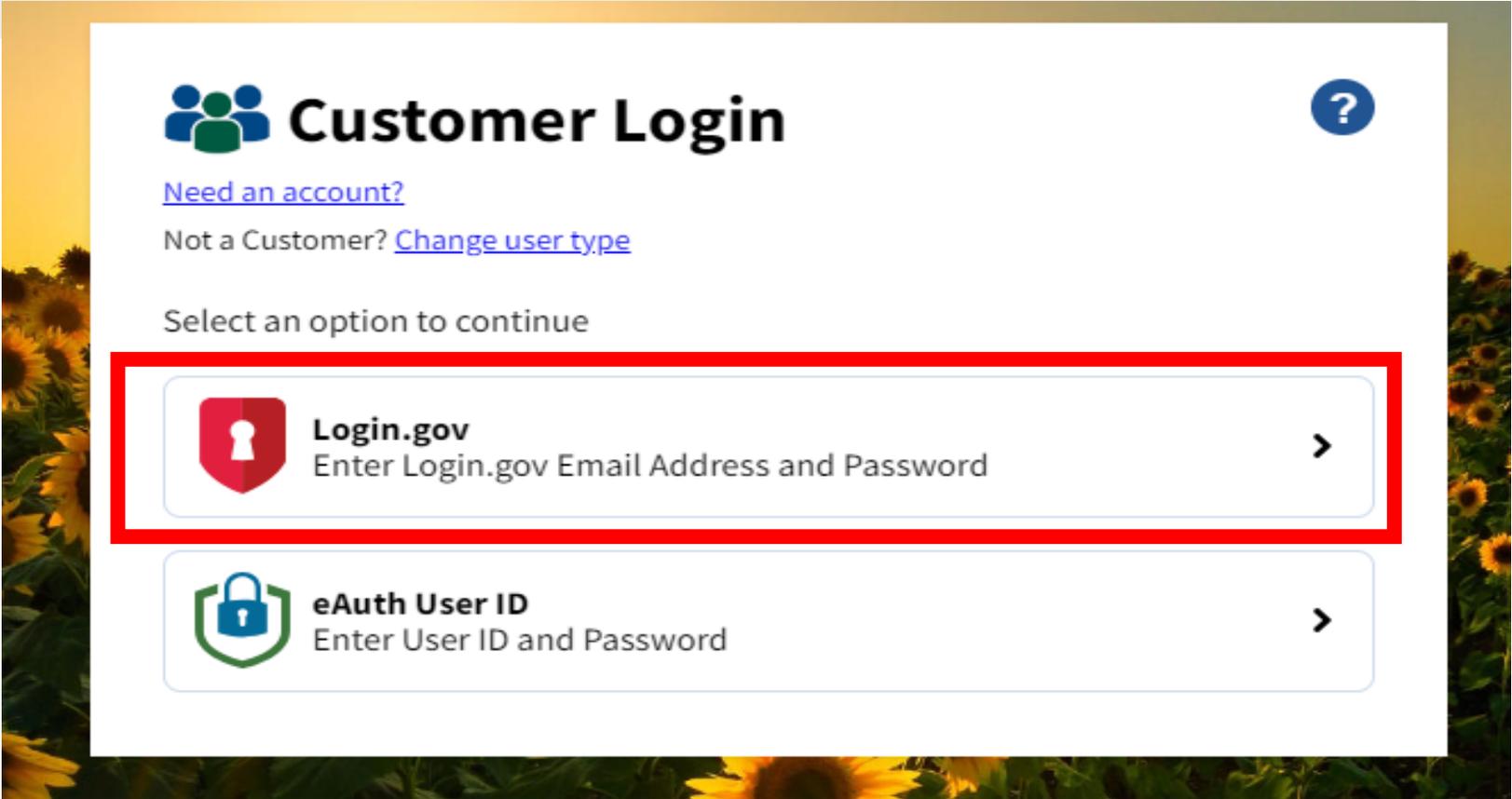
Welcome! You have been added as a User to FFAVORS.
Please read the following information and instructions carefully and completely before proceeding.

To access FFAVORS for the first time, you must first obtain a User profile from the Login.gov System.

Important:

- The email address on your Login.gov profile and FFAVORS profile 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 profile information is:
 - Last Name: <last name>
 - Email Address: <email address>
- If you currently have a Login.gov profile to access FFAVORS or another government application AND you are using the same email address, you will skip STEPS 1 and 2 below. Proceed to STEP 3 to log into FFAVORS using your existing Login.gov ID/password.
- If you currently have an eAuth profile to access FFAVORS or another USDA application AND you are using the same email address, you will skip STEPS 1 and 2 below. Proceed to STEP 3 to log into FFAVORS using your existing eAuth ID/password.
 - Note: If you access multiple organizations in FFAVORS, you access all using the same Login.gov or eAuth profile. Once logged into FFAVORS, you will be presented with a page to select which profile you wish to continue as; you will also be able to 'Switch' to your other profile(s) using the link at the top right-hand corner of all FFAVORS pages, without having to log out and back in.
- If the above bullets do not apply, proceed to STEP 1 to register for a Login.gov profile.

FFAVORS Accounts



 **Customer Login** 

[Need an account?](#)
Not a Customer? [Change user type](#)

Select an option to continue

-  **Login.gov** >
Enter Login.gov Email Address and Password
-  **eAuth User ID** >
Enter User ID and Password

DoD Fresh Fruits & Vegetables Program

Delivery periods
are from 6:00
a.m. to 2:30 p.m.

Delivery order is
a minimum of
\$150.00.

There are no key
drops allowed.



DoD Fresh Fruits & Vegetables Program

100% Domestic American
Grown and Produced Foods



Placing DoD Order

Click on “Place a New Order”

- ❖ Select your school site
- ❖ Select your delivery date, it will be in **bold**
 - Note: Every school has an assigned delivery day.
- ❖ Place your order for the number of cases of each product your school needs
 - Note: Be sure to notice the size/quantity.



Place a New Order

Edit Receipts

View an Order

Modify Pending Order

Product News Flashes

Current Fund Balances

Email Account Specialist

Select a Different Customer

Return to home page

MONTGOMERY CTY SD, MD Ordering for MONTGOMERY CTY PS WAREHOUSE

Order for DS382 SEASHORE FRUIT AND PRODUCE, CO.
The minimum order for this vendor is \$150

Fund Balance for NSLP
GOV Dollars represent a shared pot of money controlled by MARYLAND

	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$350,000.00	\$2,465,000.00
Spent, Previous Orders	\$0.00	\$0.00	\$179,715.35
Cost, This Order	\$0.00	\$0.00	\$0.00
Remaining Balance	N/A	\$350,000.00	\$2,285,284.65

Available Items:

desired case qty for item(s) below and then click the Add Items To Cart button at bottom of catalog.
Items already in your shopping cart will not appear below.
Click [State Abbreviation Lookup](#) for State of Origin reference.

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
<input type="text"/>	17W70	APPLES CHL SL 100/2 OZ PG *** LOCAL GROWN ***	13 LB	\$27.39	WA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14J87	APPLES FR G/D 72-88 CT 40 LB CS	40 LB	\$45.82	WA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	18K87	APPLES FR GALA 100 CT 40 LB CS	40 LB	\$45.81	WA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14H81	APPLES FR RED USF/XF 100-113 CT 40 LB CS	40 LB	\$33.89	PA, WA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	15U01	BLUEBERRIES FR 12/1 PT CO	10 LB	\$38.51	CA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	16R95	BROCCOLI FLORETS CHL 3 LB BG/CS	3 LB	\$10.87	AZ, CA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	18D99	CARROTS BABY 100/2.5 OZ PG 15.62 LB CS	15 LB	\$22.85	CA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	15P31	CARROTS CHL COIN 5 LB BG	5 LB	\$11.10	CA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	16W38	CAULIFLORETS CHL 2/3 LB PG	6 LB	\$16.50	AZ, CA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	16W08	CELERY CHL STICK 5 LB BG	5 LB	\$14.60	AZ, CA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	16P51	COLE SLAW MIX CHL 1/5 LB BG	1 BG	\$7.94	AZ, CA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	15K67	CUCUMBERS FR 12 CT 8 LB CS	8 LB	\$11.76	FL, CA	<input checked="" type="radio"/> Fed <input type="radio"/> State

Confirm DoD Order

- ❖ After selecting all of the cases of produce, then click on “Add Items To Cart”
- ❖ On the next page, after double-checking your order, click “Proceed to Checkout”
- ❖ The last step is to press “confirm order”, which then sends the order to be processed.

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Product News Flashes

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Select a Different Customer

Return to home page

MONTGOMERY CTY SD, MD Ordering for MONTGOMERY CTY PS WAREHOUSE

Order for DS382 SEASHORE FRUIT AND PRODUCE, CO.
The minimum order for this vendor is \$150

Order Confirmation Screen

Please review this listing and click on "Confirm Order" below to confirm this order.

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART							
ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
18D99	CARROTS BABY 100/2.5 OZ PG 15.62 LB CS	15 LB	\$22.8	<input type="text" value="3"/>	\$68.55	CA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14P36	GRAPES RED SDLS US#1 1/18 LB CS	18 LB	\$29.5	<input type="text" value="3"/>	\$88.68	CA	<input type="radio"/> Fed <input checked="" type="radio"/> State
18D91	WATERMELON FR SDLS 1 CT 10 LB CS	10 LB	\$10.1	<input type="text" value="3"/>	\$30.54	DE, FL, GA	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

GOV Dollars represent a shared pot of money controlled by MARYLAND

	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$350,000.00	\$2,465,000.00
Spent, Previous Orders	\$0.00	\$0.00	\$179,715.35
Cost, This Order	\$0.00	\$0.00	\$187.77
Remaining Balance	N/A	\$350,000.00	\$2,285,096.88



Edit Receipts

❖ After you receive your order, log into the system and you will notice the red statement

**** You have receipts that are due now.****



❖ Click on the “Edit Receipts”

❖ On the next page, click “Edit”

❖ Verify all the items were received and in the correct amounts

❖ If there was a difference in the amount ordered vs. the amount received, select the reasoning why (example: poor quality, shorted, etc.)

❖ If all the steps above have been done, press “PROCESS Pending Receipt”

MONTGOMERY CTY SD, MD Ordering for MONTGOMERY CTY PS WAREHOUSE

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YMDB14
Order Confirmation Number:	F22210000170
Program:	NSLP
Requested Delivery Date:	Thu 08/04/2022
Order Date:	Fri 07/29/2022

Review receipt quantities, change quantity/reason on line items as necessary, and select 'PROCESS Pending Receipt' button.

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
17W70	APPLES CHL SL 100/2 OZ PG ***LOCAL GROWN***	13 LB	\$29.17	20	<input type="text" value="20"/>	\$583.40	GOVT	<input type="text" value="N/A"/>
18K87	APPLES FR GALA 100 CT 40 LB CS	40 LB	\$48.34	6	<input type="text" value="6"/>	\$290.04	GOVT	<input type="text" value="N/A"/>
18D91	WATERMELON FR SDLS 1 CT 10 LB CS	10 LB	\$8.49	10	<input type="text" value="10"/>	\$84.90	GOVT	<input type="text" value="N/A"/>

Fund Balance for NSLP

GOV Dollars represent a shared pot of money controlled by MARYLAND

	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$350,000.00	\$2,465,000.00
Spent, Previous Orders	\$0.00	\$0.00	\$178,757.01
Cost, This Order	\$0.00	\$0.00	\$958.34
Remaining Balance	N/A	\$350,000.00	\$2,285,284.65





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
10. Cooking and Baking Supplies
11. Food and Storage Containers
12. Sanitation and Cleaning Supplies

SWP Reports

The Grocery Order Form is the Order Guide.

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 **Select Region**

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	_____

Placing SWP Orders



A screenshot of a web form titled 'STATEWIDE PROCUREMENT ORDER ENTRY' in a dark red header. Below the header, there are two dropdown menus: 'Delivery Site:' with 'Albertville Middle School' selected, and 'Delivery Week:' with 'Jun 09, 2025' selected. To the right of the 'Delivery Week' dropdown is a 'SELECT' button. Below these are three buttons: 'CANCEL ORDER', 'CHECK OUT' (highlighted with a red box), and 'NEW ORDER'. Two large red arrows point down to the 'Delivery Site' and 'Delivery Week' dropdowns.

SWP ORDER ENTRY						
Item Number	Quantity	Price	Item Total Cost	Item Brand	Pack Type	Description
14000		26.05	0	Flowers	10/24Oz	Sliced Bread, Loaf, WG

- ❖ Go to SWP in the online application
- ❖ Order Entry
- ❖ Select the delivery site
- ❖ Then select the delivery week
- ❖ Enter the item number and quantity
- ❖ Hit checkout

Ordering SWP Items

- ❖ Order 7 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

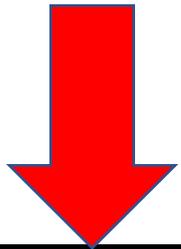
Once you sign the invoice, you are saying the shipment is correct.

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 [apples, 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 com starch, leavening (calcium acid pyrophosphate, monocalcium phosphate, sodium bicarbonate), flavor (contains maltodextrin, salt and natural flavors), hydrolyzed com 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

53 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.



Potato Rebates

Potato products have rebates for the use of USDA potatoes.



Distribution & Procurement Contact Information



FOOD DISTRIBUTION
FOODDIST@ALSDE.EDU



**STATEWIDE
PROCUREMENT**
SWP@ALSDE.EDU



OFFICE (334) 694-4857

