



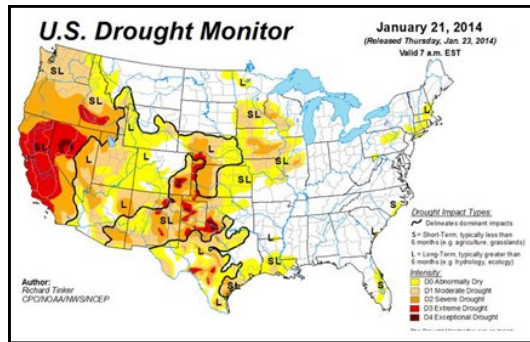
USDA FOOD DISTRIBUTION PROGRAM BULLETIN

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Important Updates:

- Due to severe droughts in several parts of the country, tree fruit production for canned and frozen fruit is scarce. This would mean that the Oregon Department of Education Food Distribution Program (ODE FDP) will need to make some adjustments. Previously, ODE FDP allowed sponsors to pre-order this product in hopes that we are able to purchase it from USDA. However, since USDA was only able to procure a limited amount for delivery between July-December 2014 and it was not necessarily the fruit product codes that were requested, that will not be the case this year. USDA will issue another solicitation in June for delivery between January-April 2015 but ODE FDP will not know what the outcome will be until the end of June.



What does this mean for you?

Photo courtesy of geoengineeringwatch.org

- All pre-orders for canned peaches, pears, mixed fruit and frozen peaches and strawberries (excluding frozen strawberry cups) have been cancelled in CNPweb and entitlement returned to your account.
- What fruit is available will be fair share allocated to all sponsors and will draw down on your entitlement. If you decide you do not need the fruit you can return it during phase 1 of the order periods and entitlement will be returned to your account. We will allocate it as it comes

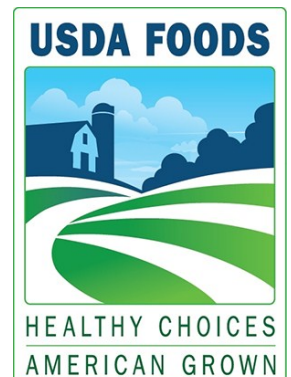
into the warehouse. This seemed the only fair way to allocate a limited supply that is different from what was pre-ordered.

- We will open an additional pre-order period in September to allow you to spend your entitlement for additional deliveries during January through April 2015.
- You will have the option to divert additional entitlement towards the DoD Fresh Produce program if you are a participant. If you currently do not participate in this program and are depending on USDA Foods for fruit, you may wish to re-consider being a participant. Please e-mail Chris Facha if you are interested in this program.
- It is recommended to check the USDA Foods availability list on the website for changes to product offerings for 2014-15: www.ode.state.or.us/go/usdafoods.
- ODE distributed \$10 million in entitlement to sponsors during the pre-order period. ODE has withheld approximately \$1.2 million to act as a cushion due to possible meal count declines. A preliminary 2013-14 entitlement report will be published by USDA in September 2014. Based on this report and if meal counts are stable or higher than predicted, ODE will redistribute entitlement and you can spend it during the additional September pre-order period. The final 2013-14 entitlement will not be available until November 2014 after all states have reported final meal counts past the 90 day upward revision claim rule. ODE believes this is the best course of action given the volatility in meal counts.

PROGRAM

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- Updates continued on page 3.

ORDER AND DISTRIBUTION SCHEDULE FOR 2014-15

This schedule is also available on our website at www.ode.state.or.us/go/usdafoods.



**USDA FOOD DISTRIBUTION PROGRAM
ORDERING & DISTRIBUTION SCHEDULE SY 2014-15**

Phase 1 - Order the USDA Foods that are reserved for you from your pre-orders. There is also fair share and unassigned allocations. This is also your one-time chance to reduce/return pre-ordered food without penalty to your entitlement. The 1st phase opens at 9:00 a.m. on the first day and closes at 11:59 PM on the last day listed in the Phase 1 column. If you do not confirm or reduce/return your pre-ordered foods you will not receive the food and the value will be deducted from your entitlement.

Phase 2 - This is your chance to order *No Charge to Entitlement USDA Foods* from unassigned. These are foods that have been put back on the "shelf" by other Sponsors or by ODE. Phase 2 starts at 9:00 AM on the first day and closes at 11:59 PM on the last day listed in the Phase 2 column. Sponsors designated as small sponsors (under \$5,000 total entitlement) may begin Phase 2 at 8:00 a.m.

IMPORTANT: USDA Foods selected from "unassigned" but not "submitted" on the order by 11:59 PM on the last day during the first order phase will be removed from your allocation and the value will be deducted from your entitlement.

A minimum of 20 cases is required for each order to ensure delivery. The final delivery period is the only exception to this rule.

Updated: 4/24/2014

Ordering Windows (Place your order on these dates) 20 case Minimums for Delivery.		Distribution Periods		School Closures and Holidays (subject to change upon your district calendar)
<ul style="list-style-type: none"> Phase 1 opens at 9:00 a.m. Phase 2 opens at 8:00 a.m. for small Sponsors and 9:00 a.m. for all sponsors 		Delivery Periods:	For delivery between these dates:	Consider these holidays when planning your orders and receiving:
Phase 1 Order the food reserved for you by pre-orders, fair share, and unassigned allocations:	Phase 2 Order no charge to entitlement food from unassigned:			
July 30 – Aug. 4	Aug. 5 - 6	Sept. Del 1:	Aug. 18 – 29	Please provide <i>Tools for Schools</i> with out of office contact information- before 8/11/14 – if you place your Sept. order for delivery in the Aug. delivery period. Call 208-365-1445. Labor Day- Sept. 1
		Sept. Del 2:	Sept. 8 – 26	
Sept. 17 - 22	Sept. 23 - 24	Oct. Del 1:	Oct. 6 – 17	
		Oct. Del 2:	Oct. 20 – 31	
Possible additional pre-order period (depending on final 2013-14 meal counts/USDA entitlement)				
Late Sept. 2014- specific dates TBA				
Oct. 8 - 13	Oct. 14 - 15	Nov. Del 1:	Nov. 3 – 14	Veterans Day- Nov. 11 Thanksgiving- Nov. 27
		Nov. Del 2:	Nov. 17 – 28	
Dec. 3 - 8	Dec. 9 - 10	Jan. Del 1:	Jan. 5 – 16	MLK Day- Jan. 19
		Jan. Del 2:	Jan. 19 - 30	
Place pre-orders for USDA Foods brown box and diversion/processing for SY 2015-16				
Feb.-March 2015- specific dates TBA				
Feb. 11 - 17	Feb. 18 - 19	March Del 1:	March 2 – 13	Presidents' Day- Feb. 16 Spring Break-March 23 – 27
		March Del 2:	March 16 – Apr. 3	
March 11 - 16	March 17 - 18	April Del 1:	April 6 - 17	
		April Del 2:	April 20 – May 1	

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UPDATED CONTINUED FROM PAGE 1

- The Oregon Department of Education USDA Food Distribution Program (FDP) is a self-supporting program. Service fees pay for ODE staff, carrier, and warehouse costs. The service fee for direct delivery and diverted foods for SY 2014-15 will be 10 cents per pound, which is unchanged from the prior year. DoD fresh produce participants will pay a 2.64 cents per pound fee for administrative costs associated with the program; this is also unchanged.
- Program Renewals-Your sponsor information sheet and delivery location information sheet in the Food Distribution Program puzzle piece (green) must be in approved status prior to the first order period which opens **July 30 through August 4, 2014**.
- The state agreement with Tools for Schools, NW Distribution has been renewed for 2014-15 SY.

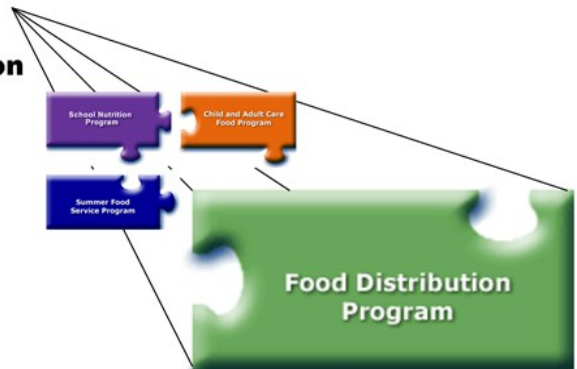
USDA FOODS ORDER INSTRUCTIONS

Do you need help placing orders in CNPweb? The ODE USDA Foods website has both a quick reference and complete guide on how to order and pre-order USDA Foods.

Please access this here:

<http://www.ode.state.or.us/search/page/?id=3845>

CNPweb™ for Food Distribution



DON'T FORGET! AUGUST ORDER PERIOD FOR AUGUST/SEPTEMBER DELIVERY!

Don't forget that you need to place your regular August order for August or September delivery. If you choose the August delivery period please provide Tools for Schools with your out of office contact information before 8/11/2014. Call 208-365-1445.

Here is the schedule:

July 30-Aug. 4: Phase 1 (Confirm pre-order allocations, order unassigned entitlement foods)

Aug. 5-6: Phase 2 (Order no charge to entitlement or entitlement foods from unassigned)



DIVERSION/PROCESSING UPDATE

Diversion loads were balanced in CNPweb and trucks were ordered. We were able to split trucks with several states to fulfill orders. You can check the status of your diversion balance in CNPweb. Throughout the school year ODE FDP tracks your diversion balances with processors. However, sponsors must also keep track of their pounds to ensure usage. 2013-14 carryover diversion pounds must be used by December 31, 2014, or they will revert back to the state holding account. The state account is used to give pounds to other sponsors who can use them or used to balance future diversion orders with processors.



CNPweb now offers the ability to see statewide pre-order results. On the pre-order tab, click on the desired pre-order link name to see statewide pre-order results. See graphic below.



School Food Authority

Applications Entitlement **Preorders** Allocations Inventory

Preorder Id	Name	Program	Preorder Date
1058	Brown Box SY2014-15	NSLP	02/10/2014
1059	Diversion/Processing SY2014-15	NSLP	02/10/2014
1060	DoD Fresh Produce SY2014-15	NSLP	02/04/2014

↑ Top of Form

DIVERSION POUND TRACKING REPORT

CNPweb now features a diversion tracking report that you can view. ODE FDP is responsible for tracking sponsor pounds from processors through monthly performance reports and we have included a view only feature for sponsors. You can access the report by clicking on the program year, reports, and Monthly Performance Report link. We will begin tracking pounds in this report effective July 1st, 2014, and it will include prior year carryover pounds. See graphic below.

Locations Orders Billing Preorders **Reports** Resources

Program Year: 2014

Reports Menu	
Menu Item	Description
Value of USDA Foods	Value of USDA Foods Received Report
Monthly Performance Report	Monthly Performance Report Tracking

USDA FOODS/PROCUREMENT ADVISORY COMMITTEE UPDATE

Advisory council member list, application, and information is available on the ODE USDA Foods website at <http://www.ode.state.or.us/search/page/?id=1529>

If you are interested in serving on the advisory council you can review the advisory council information on the ODE USDA Foods website. Complete an application and send it to ODE FDP. The next time there is an opening you may be recommended to serve on the committee.

Requests or recommendations you have concerning the ODE FDP should be sent to any advisory council member or ODE FDP staff.



VALUE OF USDA FOODS RECEIVED REPORT

The annual value of USDA Foods (commodities) received report is available in CNPweb. The report lists all orders that have been invoiced and is the report you must use for audited financials (you cannot use the entitlement tab). You can access the report by clicking on the program year, reports, and Value of USDA Foods. See graphic below.

The screenshot shows the CNPweb interface for the Food Distribution Program. The top navigation bar includes 'Help Program Logoff' and 'Resources'. A blue arrow points to the 'Reports' tab. Below this, a 'Reports Menu' dropdown is shown with two items: 'Value of USDA Foods' and 'Monthly Performance Report'. A blue arrow points to the 'Value of USDA Foods' item.

Menu Item	Description
Value of USDA Foods	Value of USDA Foods Received Report
Monthly Performance Report	Monthly Performance Report Tracking

USDA FOODS COME FROM WHERE?

USDA has recently created a new website that has information related to the procurement of USDA Foods and in which state food was purchased from. It is located at <http://www.fns.usda.gov/fdd/food-purchase-resources>. This should help with your requests for knowing where your food comes from. Remember, all USDA Foods are 100% American grown and are local to someone!

The list from the above website shows USDA Foods **Oregon** purchased products for fiscal year 2013 was **\$16,392,434.06**.
Wow!

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)