



OREGON  
USDA FOODS

# ODE Processing Program Allocated Pounds Usage Policy

## Usage, Sweeping, Carryover

Revised December 2023

*The revision concerns the carryover of pounds and is highlighted in yellow.*

Per regulations, USDA Foods must be requested and distributed only in amounts that may be utilized efficiently and without waste. Recipient Agencies (RAs) choosing to participate in the Processing Program should be aware of the 'ODE USDA Foods Processing Program Allocated Pounds Usage Policy'. The ODE (Oregon Department of Education) USDA Foods Distribution Program as the State Distributing Agency (SDA) establishes a framework supporting compliance with USDA Donated Foods regulations.

### Policy Overview

It is the responsibility of the SDA, ODE USDA Foods Distribution Program, to monitor USDA Foods allocated pounds usage throughout the year to prevent waste and excess inventory at processors.

Effective December 2023, the Allocated Pounds Usage policy includes:

- RAs will plan pounds usage with brokers/processors
- ODE will adjust and sweep allocated pounds based on Pounds Usage General Guideline Table
- No carryover of pounds
- RAs may request Extra pounds through brokers/processors

### Planning Pounds Usage

RAs diverting pounds to processors are expected to use planning, forecasting, proper procurement, contract management and follow through to ensure USDA foods are used efficiently over one school year. processors, processors' brokers and RAs work together on a usage plan to ensure all pounds diverted to processors are utilized by the end of the school year.

### Pounds Adjustment and Sweeping

The ODE USDA Foods Distribution Program is required to monitor usage and the accuracy of allocated pounds drawdowns on a monthly basis.



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To ensure statewide use of pounds, pounds will be adjusted and swept throughout the school year based on the Pounds Usage General Guideline table below:

Pounds Usage General Guideline		
<i>Pounds usage period</i>	<i>Percentage of Usage</i>	<i>Pounds Adjustment/Sweeping Period</i>
July to November	0 to 40%	End of December pounds adjustment
December to February	40 to 60%	End of March pounds adjustment
March to June	60 to 100%	June 30 <sup>th</sup> sweeping

- **December pounds adjustment**

*Between July and November, RAs should use at least 40% of their total allocated pounds. In December, the ODE USDA Foods Distribution Program will contact those RAs that are below 40% usage.* Allocated pound quantity may be adjusted and under-utilized pounds may be reclaimed or swept by ODE into the state account. Those pounds become available for redistribution to RAs that have submitted an *Extra Pounds Request* to ODE.

- **March pounds adjustment**

*Between December and February, RAs should use at least 60% of their total allocated pounds. In March, the ODE USDA Foods Distribution Program will contact those RAs that are below 60% usage.* Allocated pound quantity may be adjusted and under-utilized pounds may be reclaimed or swept by ODE into the state account. Those pounds become available for redistribution to RAs that have submitted an *Extra Pounds Request* to ODE.

- **June 30<sup>th</sup> sweeping**

*Between March and June, RAs should use 100% of their total allocated pounds. Any unused pounds remaining at the end of the school year will be swept by June 30<sup>th</sup> into the state account.* There will be no automatic carryover of pounds to the next school year. The ODE USDA Foods Distribution Program will not carryover pounds after June 30<sup>th</sup> unless RAs have an approved Carryover Plan on file.

## Carryover Pounds

Effective December 2023, any remaining pounds at the end of the school year will not be carried over to the next school year. Unused remaining pounds will be swept to the state account. Therefore, during USDA Foods Ordering Period in Feb-March, RAs should plan on diverting new pounds in WBSCM for the entire school year projection.



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## Extra Pounds Request

RAs may have higher utilization of pounds than forecasted. Should an RA identify, through actual forecasted usage, the need for extra pounds at any time throughout the school year, they may request extra pounds to their broker/processor.

**To request Extra Pounds, RAs will contact their broker/processor to evaluate usage and availability of pounds and then, the broker/processor will complete the *ODE Extra Pounds Transfer Request form* on behalf of the RAs ([form link posted to the ODE USDA Foods website](#)). When ODE USDA Foods Distribution Program approves the request, RAs will be notified automatically by email.**

## Regulations

[7 CFR 250.10\(a\)](#) *Ordering donated foods*, USDA Foods must be requested and distributed only in amounts that may be utilized efficiently and without waste.

[7 CFR 250.35\(d\)](#) *Limitation on donated food inventories*, USDA Food inventories at processors may not be in excess of a six-month supply.