



Oregon

Kate Brown, Governor



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DEPARTMENT OF
EDUCATION

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Colt Gill

Director of the Oregon Department of Education

June 16, 2023

TO: Recipient Agencies of the ODE USDA Food Distribution Program

RE: Value of Commodities (USDA Foods) Received Reporting for FY 2022-23

Overview

The Oregon Department of Education (ODE) administers the U.S. Department of Agriculture's (USDA) Food Distribution Program (FDP). The ODE uses the Federal Web-Based-Supply-Chain-Management (WBSCM) system for our FDP needs. This system includes the official Value of Commodities (USDA Foods) Received Report that agencies must use in their own financial records. In this memo, we will provide you with instructions for running your organization's Value of Commodities Received Report and determine the service fees your organization paid.

Please read the entire memo!

Financial Reports

Public agencies, such as schools, will refer to the ODE's Program Budget and Accounting Manual ([PBAM](#)) when recording their USDA Foods for financial reports and audits. Use revenue code 4900, foods donated to the district by the Federal government, for USDA Foods received. If applicable, all USDA Foods are reported under the CFDA program where it was earned- NSLP is 10.555, SFSP is 10.559 and CCC is 10.555

Important Note: The [ODE USDA Foods website](#) has the last few years of consolidated Value of Commodities Received reports broken out by agency and programs within USDA Foods, which can be found under the USDA Foods Program Resources section. **The 2022-23 report will be available sometime in July 2023 after the state fiscal year has ended June 30, 2023.** Agencies may use this report but are not required to do so; it is a consolidation of all reporting. It is highly recommended that agencies do not run the reports until after June 30, 2023, as there can still be activity through this date.

Value of Commodities Received Reports

Direct Delivery and Processing/Diversion

The Value of Commodities Received Report is available in WBSCM. It reflects the actual dollar values for products received at the state warehouse.

To run the report in WBSCM:

- Click Reports
- Click Value of Commodities Received
- Enter desired date range in Req. Delivery Date (7/1/2022 - 6/30/2023)
- Click Execute to export to excel or Print PDF Output
- **Program will output values from all programs if program field is left blank**, otherwise you can enter by program- NSLP (National School Lunch Program), SFSP (Summer Food Service Program), CCC (Commodity Credit Corporation aka Supply Chain Assistance funds, applied to NSLP)

If you are unable to view this report, please verify that you have 'view only-RA' access in Admin, Manage Users, Role Data. Please refer to the ['WBSCM VCR Report Instructions'](#) for visual guidance on running this report.

USDA DoD Fresh Fruit and Vegetable Program

If you participate in the USDA DoD Fresh Fruit and Vegetable Program, please run the following report from the Fresh Fruit and Vegetables Order Receipt System (FFAVORS) and add to your WBSCM Value of Commodities Received Report. **Please note this report is not final until all reporting is finished June 30, 2023.**

To run the report in FFAVORS:

- Click Usage Reports
- Click Summary
- Enter date range 7/1/2022 – 6/30/2023
- Click View Report
- Refer to program columns labeled 'NSLP' or 'SFSP' and the corresponding dollar amounts in the line under the 'Total DV' column

Note: to view a help document that explains how to work with the report (print or export), click Report Help button located next to the View Report button.

USDA Unprocessed Fruit and Vegetable Pilot

If you participate in the USDA Unprocessed Fruit and Vegetable Pilot through USDA Foods, please include the final entitlement drawdown amount from the ODE tracking worksheet and add to your WBSCM Value of Commodities Received Report and DoD Fresh Fruit and Vegetable Program report (if applicable). **Please note this report is not final until all reporting is finished June 30, 2023.**

Service Fees

The ODE USDA FDP is a mostly self-supporting program. Fees charged to recipient agencies pay for warehousing, transportation, storage, and some administration of the program. ODE receives yearly allotments of Federal SAE funds that subsidize the administration of the program. Fee deductions are made directly from agency claims for reimbursement of meals. The service fee lbs. are as reported from WBSCM and FFAVORS and uploaded into CNPweb.

To view service fees report:

- Enter CNPweb
- Click on School Nutrition Program or Summer Food Service Program puzzle piece
- Click on Program Year 2023
- Click on Reports in upper toolbar
- Click on Invoice Details

ODE's PBAM manual has an accounting code to record these fees: 3130- Food Delivery Services. Activities concerned with delivering food to the school or district.

Important note: ODE must comply with [ORS 327.520](#) and the [Attorney General Interpretation](#) of this statute regarding charges to agencies.

Food Service Management Companies (FSMCs)

Recipient Agencies who have a FSMC are required to monitor and enforce federal and state regulations concerning USDA Foods and contract requirements. FSMCs in Oregon utilize fixed price per meal contracts and are required to credit agencies for the value of all USDA Foods an agency "received" during the school year. FSMCs are also required to use the agency's entire entitlement allotment for the year; USDA Foods improve the bottom line for the agency and are a source of revenue. For processed products received, the FSMC must use the processing agreement value as established in ODE's State Processing Agreement, not the WBSCM value. This means crediting and WBSCM may not match. Please see [USDA Policy memo FD-080](#) for further information and clarification. As a reminder, any discrepancy between FSMC crediting and value of USDA Foods received should be resolved during the required annual reconciliation requirement.

If you have any questions or concerns, please contact us at ode.fooddistribution@ode.oregon.gov

Sincerely,



Damasita Sanchez
Food Distribution & Procurement Manager
Child Nutrition Programs