



# Oregon Department of Education

Kate Brown, Governor

Office of Student Services  
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December 22, 2016

TO: Sponsors of the USDA Food Distribution Program

RE: USDA Foods Ordering Schedule for SY 2017-2018

## Overview

The Oregon Department of Education (ODE) USDA Food Distribution Program (FDP) transitioned from CNPweb to the Federal Web-Based-Supply-Chain-Management (WBSCM) system for all FDP needs.

It is time to start planning for SY 2017-2018 ordering in WBSCM. Failure to comply with ordering deadlines will result in not being able to utilize your full entitlement allocation.

The planned ordering schedule (dates subject to change) is listed below:

SY 2017-2018 Preliminary entitlement posted in WBSCM	By January 25, 2017
Processing catalog posted on web for diversion	By January 27, 2017
WBSCM Ordering Opens	February 13 – March 20, 2017
SY 2017-2018 Preliminary DoD Fresh and Unprocessed F & V Pilot entitlement set-aside due to ODE	February 10, 2017

## **SY 2017-2018 preliminary entitlement posted in WBSCM**

An estimate of your anticipated entitlement will be posted by January 25, 2017. It is the prior year's meals taken by the current rate. Your actual entitlement will be adjusted by the new published entitlement rate in July 2017 and after actual reconciliation of meals in October 2017. Instructions on how to retrieve this report are located under WBSCM resources, WBSCM order training at [www.oregon.gov/ODE/students-and-family/childnutrition/USDAFoods/Pages/default.aspx](http://www.oregon.gov/ODE/students-and-family/childnutrition/USDAFoods/Pages/default.aspx). Make sure to enter program year 2018.

## **Processing catalog posted on web for diversion**

If you intend to process/divert, you need to access the annual ODE processing catalog. This important catalog lists the processor and broker contacts and each processor's approved End Product Schedule, which lists the USDA Food bulk product code # for WBSCM and the required number of pounds to be diverted per finished case.

The catalog will be posted to the web at [www.oregon.gov/ODE/students-and-family/childnutrition/USDAFoods/Pages/default.aspx](http://www.oregon.gov/ODE/students-and-family/childnutrition/USDAFoods/Pages/default.aspx) by January 27, 2017, under processing/diversion, annual processing information. **REMINDER: The competitive procurement process must be completed prior to diverting pounds to a processor in WBSCM.**

### **WBSCM ordering open**

All orders for direct delivery and diversion for SY 2017-2018 needs to be put in WBSCM February 13 through March 20, 2017. Instructions on how to place orders are on the web at [www.oregon.gov/ODE/students-and-family/childnutrition/USDAFoods/Pages/default.aspx](http://www.oregon.gov/ODE/students-and-family/childnutrition/USDAFoods/Pages/default.aspx), under WBSCM resources, WBSCM order training. On this page you will also find the Direct Delivery and Diversion/Processing order planners, which will help you plan your orders for entry into WBSCM. They will be posted by January 27, 2017.

#### Tips:

- Please remember to order what you need and can use. Oregon is a 100% sponsor request driven state. You decide what you want.
- Keep in mind the 20 case minimum delivery and 120 day dwell time storage limit. Cases left in the warehouse after 120 days will incur a storage charge to the sponsor.
- You need to spend to 105% of your planned entitlement amount. This will help protect against cancelled loads, entitlement changes, etc. WBSCM will automatically block spending past 105%.

ODE will host several refresher ordering training webinars in February and March 2017. If you are interested in attending one of the trainings, please sign-up at: <https://attendee.gotowebinar.com/rt/821418028515320065>

### **SY 2017-2018 DoD Fresh and Unprocessed F&V Pilot entitlement set-aside due to ODE**

If you are planning to participate in either of these programs please send your preliminary entitlement set-aside to the [ode.fooddistribution@state.or.us](mailto:ode.fooddistribution@state.or.us) e-mail box by February 10, 2017, so that we can enter those amounts in WBSCM prior to you placing your Direct Delivery or Diversion orders. This is only the preliminary amount, if you need to adjust based on other ordering you will have until WBSCM ordering closes on March 20, 2017 to adjust.

#### Reminders:

- The primary goals of the USDA Foods program are to support American agricultural and the nutrition standards of the National School Lunch Program. All foods are 100% domestic and local to someone.
- USDA is not always able to buy everything we want due to market conditions, supply, etc. so orders are not guaranteed. Many loads are dependent on splits with other states so some products may be cancelled if we are unable to find splitting partner.
- USDA Foods are meant supply between 15-20% of the food used in your program.

If you have any questions or concerns, please contact us at [ode.fooddistribution@state.or.us](mailto:ode.fooddistribution@state.or.us).  
Happy ordering season!

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Facha". The signature is written in a cursive style with a large initial "C" and "F".

Chris Facha  
USDA Food Distribution Program Analyst/Coordinator  
Child Nutrition Programs  
Office of Student Services