



December 15, 2022

TO: Recipient Agencies (RAs) of the ODE USDA Foods Program

RE: USDA Foods Ordering Schedule & Instructions for School Year 2022-2023 – National School Lunch  
**ACTION REQUIRED By March 16, 2022**

**USDA Foods Key Ordering Dates and Process**

SY 2022-23 USDA Foods Ordering Schedule Table		
Dates / Deadlines	What to do	Links to Resources <i>(will be posted 2/1/22)</i>
Monday, February 7  to  Wednesday, March 16	<p>Enter order in WSCM for:</p> <ul style="list-style-type: none"> <li>-Direct Delivery USDA Foods</li> </ul> <p><i>and/or</i></p> <ul style="list-style-type: none"> <li>-Diversion/Processing USDA Foods</li> </ul> <p>Submit Set-Aside Entitlement Form for:</p> <ul style="list-style-type: none"> <li>-USDA DoD Fresh Fruit &amp; Vegetable</li> </ul> <p><i>and/or</i></p> <ul style="list-style-type: none"> <li>-UFVP Unprocessed Fruit &amp; Vegetable Pilot</li> </ul>	<ul style="list-style-type: none"> <li>➤ <a href="#">ODE Direct Delivery web page</a></li> <li>➤ <a href="#">Direct Delivery Order Planner</a></li> <li>➤ <a href="#">Direct Delivery Foods Available List</a></li> <li>➤ <a href="#">ODE Diversion/Processing web page</a></li> <li>➤ <a href="#">Diversion/Processing Order Planner</a></li> <li>➤ <a href="#">SEPDS</a></li> <li>➤ <a href="#">Commodity Calculators</a></li> <li>➤ <a href="#">Entitlement Form Link</a></li> <li>➤ <a href="#">ODE DoD Fresh web page</a></li> <li>➤ <a href="#">ODE UFVP web page</a></li> </ul>
Order Training Opportunities		
Wednesday, February 9 <i>or</i> Thursday, March 3	<p>Register for the am Zoom Refresher Webinar 8.30-10.00am</p> <p>Register for the pm Zoom Refresher Webinar 1.00-2.30pm</p>	<p><a href="#">Zoom registration link</a></p> <p><a href="#">Zoom registration Link</a></p>
Other training resources posted on <a href="#">ODE USDA Foods</a> webpage :		<a href="#">Order Training Guide</a>

### **SY 2022-2023 Preliminary USDA Foods Entitlement**

ODE will again use SY 2018-19 NSLP meal counts for preliminary entitlement calculation. In the fall, entitlement will be reconciled to actual school year 2021-22 meal counts per Federal regulations.

### **SY2022-23 USDA Foods Ordering Schedule and Instructions**

All orders for Direct Delivery and Diversion/Processing must be entered in [WBSCM](#) **February 7 - March 16, 2022**.

#### ***Ordering Direct Delivery USDA Foods***

- Use the Direct Delivery Order Planner to help in planning orders for entry into WBSCM
- Use the Direct Delivery foods available list for SY 2022-23 posted on the [ODE USDA Foods Direct Delivery](#) web page. This list mirrors what is available in the WBSCM ordering catalog.
- USDA requires certain fruits and vegetables to be ordered over a year in advance. These are available for the first part of SY 2023-24, with delivery periods between July-September 2023. Preliminary entitlement will be loaded for SY 2023-24 with current meals counts as a placeholder. This will not affect SY 2022-23 entitlement spending so please enter these requests if you would like these.
- In WBSCM, select the 'Deliver To': #5006059 GS Foods, Clackamas OR (dry, refrigerated, frozen)
- Minimum delivery is 20 cases and dwell time (aka storage time) is 90 days. After 90 days, cases left in the warehouse will incur a storage charge to the RA. Stagger your orders. Small agencies can share a delivery location to reach 20 case minimum.
- Load dates can be moved to accommodate the needs of all RAs within the state. Check your requisition status report in May 2022 to see which loads have been moved so you can plan/forecast correctly.

#### ***Ordering Diversion/Processing USDA Foods***

*(For those intending to process/divert to a manufacturer)*

- Use the processing order planner to plan your order prior to placing order in WBSCM and help assign the proper 'ship-to' processor warehouse in WBSCM. Please check pound balances before placing orders for new pounds.
- To aid with planning, the processor Summary End Product Data Schedule (SEPDS) lists the USDA Food bulk product code # for WBSCM and the required number of pounds to be diverted per finished case. SEPDS and processor commodity calculators will be posted to the web by February 1, 2022, on the [ODE Processing/Diversion](#) web page.
- A competitive procurement process must be completed prior to diverting pounds to a processor in WBSCM. USDA Foods processed products are not treated any differently than other CNP purchases. ODE state pricing agreements, which meet all applicable Federal/State procurement requirements, are available on the [ODE statewide processing agreements](#) web page and are available for all Oregon RAs to use to simplify life and save time. Training and procurement regulation information is on the [ODE procurement](#) web page.
- Everyone that processed in prior years will have access to the WBSCM processing catalog.
- If you are new to processing and want to participate, please e-mail us at [ode.fooddistribution@ode.state.or.us](mailto:ode.fooddistribution@ode.state.or.us)

***Set-Aside Entitlement for USDA DoD Fresh & USDA Unprocessed Fruit & Vegetable Pilot***

Those planning to participate in either of these programs must submit preliminary entitlement set-aside amounts through this [form link](#) by **March 16, 2022**. Please do not e-mail the requests. These amounts are added into WBSCM by ODE staff. Make sure not to spend this set-aside on Direct Delivery and/or Processing/Diversion orders.

**Primary Goals of USDA Foods**

- The primary goals of the USDA Foods program are to support American agricultural and the nutrition standards of the National School Lunch Program. All USDA Foods are 100% domestic meant to supply between 15-20% of the food used in your program. USDA is not always able to buy everything we want due to market conditions and 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 partners.
- Fees are charged for all foods on a per lb. basis to pay for warehousing, delivery and administration of the USDA Foods program. Current year program rates are posted on the [ODE USDA Foods](#) website on the respective program pages. The WBSCM value of commodities report is periodically uploaded into CNPweb and fees are taken from claims for reimbursement. You can view these reports by clicking on reports, invoice details in CNPweb.
- Order what you need and can use. Oregon is a 100% RA request driven state.
- Spend to 100% of your planned entitlement amount. This will help protect against cancelled loads, entitlement changes, etc. WBSCM will automatically block spending past 100%.

Please contact us at [ode.fooddistribution@ode.state.or.us](mailto:ode.fooddistribution@ode.state.or.us) with any questions. Happy ordering season!

Sincerely,



Chris Facha, SNS  
USDA Foods Program Administrator  
Child Nutrition Programs