



OREGON
USDA FOODS

ODE Processing Program Allocated Pounds Usage Policy

Usage, Sweeping, Carryover

Revised April 2023

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 April 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
- RAs may request approval from ODE for Carryover pounds by end of February
- 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.



OREGON
USDA FOODS

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 th 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 30th 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 30th 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 30th unless RAs have an approved Carryover Plan on file.

Carryover Pounds Request

No later than end of February, RAs may request a carryover of pounds from one school year to another through the [ODE Carryover Pounds Request form link](#).



OREGON
USDA FOODS

Pounds remaining at the end of the school year will not roll over automatically. RAs planning to divert pounds to same processors should determine how many pounds will be left at the end of the school year before ordering new pounds in WBSCM for the next school year. RAs may then request a carryover with a carryover usage plan for next school year usage between July and December. There will be no carryover extension after December and any unused carryover pounds will be swept by January 1st.

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.