



# Oregon

Kate Brown, Governor



**OREGON**  
**DEPARTMENT OF**  
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**Colt Gill**

Director of the Oregon Department of Education

## USDA Food Distribution Program (FDP) Carryover Policy – Revised February 2020

### ODE's Pound Carryover Sweep Policy

Carryover pounds from the prior school year are carried over into the next school year automatically. Agencies have until Dec. 31st to use these pounds unless they have been approved for an additional extension.

### Purpose

In accordance with 7 CFR 250.10(a) USDA Foods must be requested and distributed only in quantities that can be utilized without waste. Additionally, per 7 CFR 250.35(d) USDA Food inventories at processors cannot be in excess of a six-month supply. It is the responsibility of the State Distributing Agency (SDA) and Recipient Agency (RA) to ensure that quantities are only diverted in amounts needed to produce end products that can be used during the school year. ODE, as the SDA, maintains a sweep policy to establish a known framework supporting compliance with these regulations.

### Planning, Forecasting and Procurement

To ensure all quantities ordered can be utilized without waste, accurate inventories must be kept, usage analyzed and menus known, prior to procurement being completed. Regardless of who completes the procurement (SDA, Coop, RA), a contract must be established by the RA. The contract must indicate value pass through method, value of donated food, location of delivery, and price (7 CFR 250.31), along with other Child Nutrition Procurement provisions (2 CFR 200). This is completed prior to the ordering of pounds in WBSCM.

### Contract Management

RAs must review invoices, especially the first invoice of a new school year, to ensure that prices are accurate and value pass through credits have been applied. Any issues identified must be addressed quickly.

### Carryover Prevention

SDAs are required to monitor usage and the accuracy of drawdowns on a monthly basis. In the process of reviewing usage, if it is identified that an RA's usage does not support the goal of utilizing all USDA Foods in the School Year for which they are ordered, the SDA will contact the RA. The SDA will require a plan from the RA for each processor identified. The plan must include the reason for the lack of usage along with how and when usage will occur. This will happen up to three times during the school year. If

plans are not submitted as requested, a portion of the total available pounds, both current and carryover, may be swept and made available to RAs whose usage exceeds available balances.

The carryover prevention plan has two goals. The first goal is to prevent carryover from happening through planning, management and follow through. The second is to gather data. USDA can and will cancel or postpone the delivery of diverted food to processors unless there is a clear approved plan for usage. With the data, informed plans can be approved and the food we need will be delivered when we need it.

## Carryover Plan

ODE FDP recognizes that even with proper planning, forecasting, procurement, contract management and follow through, all pounds ordered may not be used during the year for which they were ordered. When carryover is needed, RAs may request carryover of their pounds from one year to the next. There will be no automatic carryover of pounds.

## Carryover Plan Details

At the end of May, ODE FDP will run a report of all pounds still existing with processors. Notification will be sent to all affected RAs, notifying of the intent to sweep at the end of the school year. A link to an extension request form will be enclosed. If approved, extensions will be granted until the end of October. If additional extensions are needed, ODE FDP must receive a subsequent request by October 31, requesting more time. No carryover pounds will be retained by RAs after January 31.