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A fact sheet to help you start the school year right!

**ODE USDA Foods Program**

**Tips, Guidance and Considerations for SY 2020-21**



**Direct Delivery**

* Most USDA Foods are versatile and used in a variety of prep and service styles. Consider a flexible menu that uses common items daily with entrée choices added to use up existing inventory.
* Every USDA Foods product you utilize means a product you will not need to purchase commercially, which saves your budget. Prioritize using existing inventory and plan menus to use up existing and incoming USDA Foods orders.
* Amazing to-go items, like orange chicken bowls and chicken wraps, can be made almost entirely with USDA Foods. For tips and ideas, view the May 2020 ODE webinar featuring a group of Oregon food service directors engaging in creative menus with existing inventory and USDA Foods. See it [here](https://www.youtube.com/watch?v=PcdYZgIezpw).
* Be flexible. With many restaurants still shuttered and competition with other schools, individually wrapped products are in short supply and expensive. Bulk products will need to be portioned into containers or baggies; plan for not purchasing everything individually wrapped.

**Did you know?**

Do you have items you can no longer use or need items you did not order? Please utilize the [ODE transfer post](https://docs.google.com/spreadsheets/d/1MGKcuBJdt9TSz76Fm-3bD6b8XutAnNJeFwYUG089kkg/edit#gid=0), an online inventory exchange that automatically saves changes. ODE can transfer any inventory between sponsors that is still in the state warehouse. Click on the logo below!

* Please note that prices have risen for USDA Foods purchased so far this year. We expect you will see this with your commercial purchases as well. Prior to offering your items on the transfer post, please consider leveraging your 90-day dwell time for direct delivery products. After the 90 days expire, consider the $.60/month/case storage costs in comparison with the cost of purchasing alternate commercial products.
* Oregon ordered several Trade Mitigation and Bonus items. You may opt in for your fair share of these items during the September surplus redistribution. These products will not affect your entitlement and will help you financially. Normal shipping/service fees apply.

**Processing/Diversion**

**Important Reminders!**

ODE USDA Food Distribution Program uses WBSCM to maintain user contact e-mail lists for important announcements and reminders. Make sure to keep this system updated just as you do for CNPweb!

When inventory arrives in the state warehouse, do not forget to schedule your delivery via the GS [webstore](https://webstore.goodsource.com/). Find the order/delivery schedule [here](https://www.oregon.gov/ode/students-and-family/childnutrition/USDAFoods/Documents/SY_2020-21_Delivery_Calendar.xlsx).

* In this time of uncertainty, communication is key. If your needs have changed, please communicate with all parties. Talk to brokers about products that might work for you. Talk to your processors and distributors about your changes.
* All processed products, as with all other purchases from the non-profit school foodservice account, need proper procurement. If you need to procure alternate products, check out [ODE’s processing agreements](https://docs.google.com/spreadsheets/d/1RtzZhioPDmcT4UR_kNO2YOvz3ZQsPrGqwbgm1c3K4LI/edit?usp=sharing), refer to your co-op bids, or complete a small purchase procurement (if under $150,000). See [ODE CNP’s procurement page](https://www.oregon.gov/ode/students-and-family/childnutrition/Pages/Procurement.aspx) for templates and info.
* Tell ODE if you cannot use pounds with a specific processor due to changing needs. We have some options to get you the pounds you need.

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**USDA DoD Fresh Fruits & Vegetables**

* Duck has purchased a packaging machine that will individually wrap products. Many items will be available for purchase wrapped. Expect prices on these items to be higher than bulk.
* Many items will still come in bulk and need to be re-packaged, depending on serving method used by the sponsor. Think about things that will be easy to portion and are versatile for both on-site delivery to the classroom and to-go options that will be sent home.
* Due to price increases in USDA Foods, Oregon is overspent so far this year. We do not have additional entitlement to put toward new set asides for either USDA DoD Fresh or the Unprocessed Fruit and Vegetable program. If you do have entitlement remaining, you will have early access to our surplus direct delivery offerings in September to allow you to spend down your entitlement.

**USDA Foods Team Contact Info**

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**For general questions, please contact ODE USDA Food Distribution at** **ode.fooddistribution@state.or.us**