Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

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FROM: Matthew Essner, Assistant Director – School Food Services

SUBJECT: Department of Defense Fresh Program Information

The Missouri Department of Elementary and Secondary Education (DESE) – School Food Services (SFS) will again be working in cooperation with the Department of Defense (DoD) to administer the DoD Fresh Program for School Year (SY) 2014-2015. The DoD Fresh Program is a federally funded program utilizing a portion of the National School Lunch Program (NSLP) entitlement for USDA Foods and allows Local Education Agencies (LEAs) to order fresh fruits and vegetables. This letter is intended to provide instruction on how to effectively utilize the DoD Fresh Program.

The DoD Fresh Program is administered by the Defense Supply Center Philadelphia (DSCP). DSCP utilizes a Website called Fresh Fruit and Vegetable Order Receipt System (FFAVORS Web) for ordering produce. DSCP enters into long-term contracts with the produce providers to process and deliver orders for the DoD Fresh Program. Missouri's current long-term contractor is C&C Produce out of Kansas City. C&C Produce will receive **ALL** orders placed through FFAVORS Web from Missouri LEAs and will either deliver the produce or sub-contract your order out to a more local vendor.

To place an order, authorized personnel will have to obtain a Level 1 eAuthentication credentials from USDA to access FFAVORS Web. Once logged on to FFAVORS Web, LEAs will find their remaining entitlement and the current catalogue of produce available to order through the DoD Fresh Program. The product catalogue is updated on a weekly basis and includes the produce available, pack size and cost. The cost will be the actual amount deducted from your entitlement when an order is placed. The price shown on FFAVORS Web ***is*** the final price and includes all administration and delivery fees.

Before placing an order make certain the order placed is using **FEDERAL** funds and not State funds or Snack funds. FFAVORS Web is defaulted to have **FEDERAL** funds checked as the funding source. *The LEA will receive an invoice from the Defense Finance Accounting System (DFAS) for all non-Federal produce and will be responsible for paying for the produce.* Double-check the total of each order to verify the total is all **FEDERAL** before submitting an order to avoid receiving invoices. The State ***does not*** have funds to support the DoD Fresh Program. Prices may be more expensive than purchasing produce through your prime vendor because of the administration fees associated with each case of produce. Double-check items each week, because **FEDERAL** funds can only pay for domestic produce. Produce items may be available to use **FEDERAL** funds during peak

seasons, but may still be offered on FFAVORS Web during off-seasons as State funded items, examples: cucumbers, peppers, melons, etc.

When placing an order on FFAVORS Web, it is good practice to attempt to place orders a week in advance. Orders can be placed up to ten (10) days in advance, but catalogues will no longer be available three (3) business days prior to delivery. If an order has been placed and corrections need to be made, LEAs can access their already placed orders on FFAVORS Web and make adjustments up to three (3) business days prior to delivery. ***Orders must meet the minimum amount of $50 per order***. If an LEA has less than $50 in their FFAVORS account, then orders cannot be submitted.

Once an order has been placed LEAs should print the order confirmation for record keeping. FFAVORS Web does not have long term storage capability and deletes all information after 90 days. Your printed order confirmation should be matched up with the delivery ticket to verify the order was delivered exactly as it was ordered. If there is a discrepancy with an order, LEAs have five (5) business days to logon to FFAVORS Web and make the adjustments. ***Adjustments to orders must be made on FFAVORS Web or DoD entitlement will not be refunded to your FFAVORS account***. After five (5) business days all orders are automatically receipted on FFAVORS Web. If an order is received exactly as ordered there is no need to logon to FFAVORS Web and receipt the order, it will automatically be completed for you.

Authorized personnel are required to change their FFAVORS Web password every 60 days for security purposes. New passwords must be between nine (9) and 15 characters in length and include at least: two (2) capital letters, two (2) lower case letters, two (2) numbers and two (2) special characters. Examples of special characters include: *, ^, %, $, #, etc.

DoD entitlement amounts will be monitored throughout the school year by DESE – SFS. Questionable activity will be addressed by DESE – SFS with the individual LEA in question and in some instances adjustments may have to be made to DoD entitlement amounts. Please utilize DoD entitlements responsibly and use the full amount before the completion of the regular school term.

DESE – SFS has additional information on the FFAVORS Web in a Microsoft PowerPoint presentation. If you are interested in the presentation or have any further questions about the DoD Fresh Program please contact Matthew Essner at matthew.essner@dese.mo.gov or 573-522-1974.

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