2016-2017 USDA Foods Packet INSTRUCTIONS

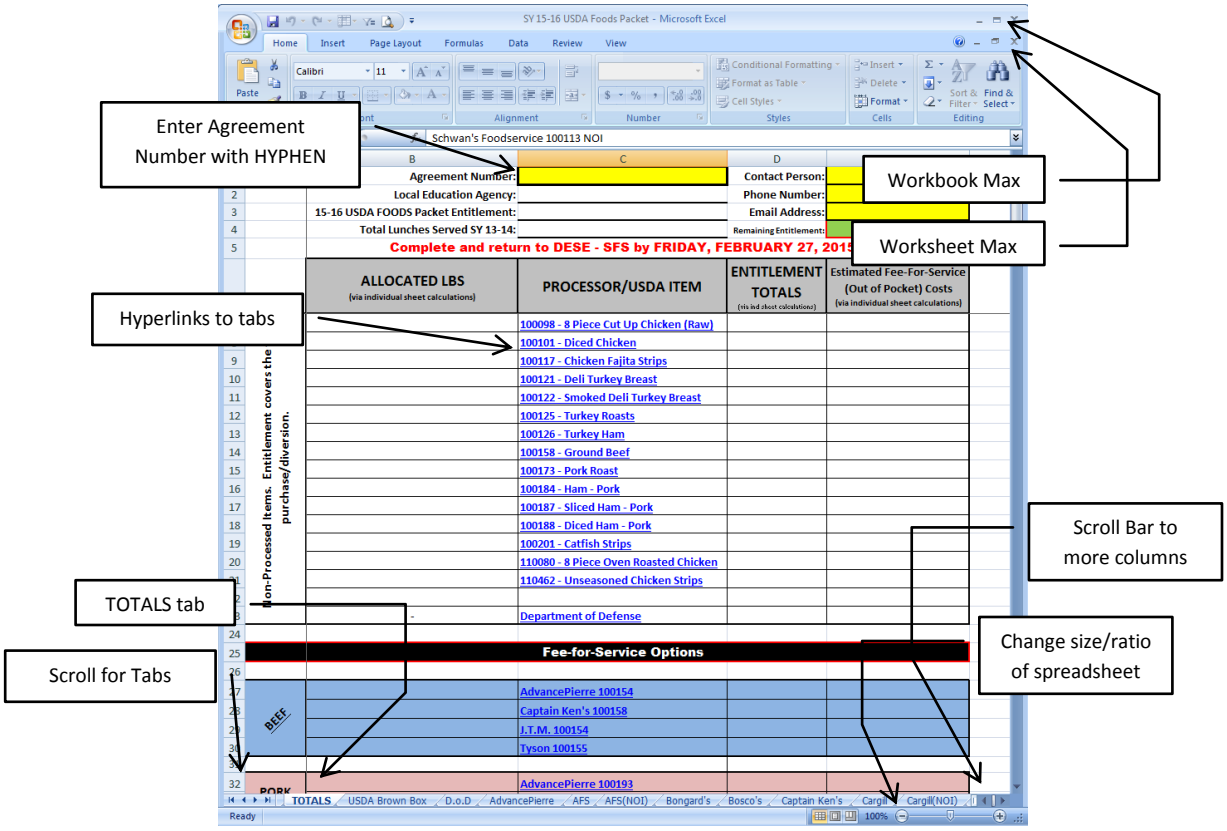
Missouri Department of Elementary and Secondary Education, Food & Nutrition Services

USDA Foods can be a great benefit to an LEA's National School Lunch Program (NSLP) and should be given serious consideration before submitting forms back to DESE – FNS. Please read the below instructions to help assist in the process of filling out the 16-17 USDA Foods Packet Order Forms. REMEMBER: **The Packet is a <u>YEAR-LONG</u> commitment to receive the selected items and each LEA is responsible for paying <u>ALL</u> costs for the <u>ENTIRE</u> 2016-2017 school year.**

There are multiple ways to determine how an LEA would prefer to utilize the Packet Entitlement. The below instructions are one way to complete the 16-17 Packet, but may not be the best way for every LEA. Feel free to use any method desired as long as the following items are addressed:

- ☐ Packet Entitlement is not exceeded
- ☐ Each Order Form is completed for the processed end products desired
- ☐ The file is SAVED, ATTACHED and SENT to DonatedFoods@dese.mo.gov
  - Keep the SAVED copy in a secure folder on your computer

1. Locate the SY 16-17 USDA Order Forms Microsoft Excel file
   a. The Excel file 16-17 USDA Foods is posted on the USDA Foods Packet SY 16-17 Web page which is located on the DESE – FNS USDA Foods Web Page
   b. Save the Excel file to your computer with your Agreement Number in the File Name
   c. Information can only be entered in **YELLOW** cells
      i. All other cells are locked to protect formulas, so don't be afraid to play with the spreadsheet, you can't hurt anything☺
   d. The file should open to the TOTALS tab
      i. If tabs are not visible at the bottom of your Excel spreadsheet, make sure the *workbook* and *worksheet* are BOTH maximized (see below)



e. Enter your Agreement Number in cell C1 on the TOTALS tab to auto-fill the LEA, Packet Entitlement, TLS and Remaining Entitlement fields.
   - ***i. The Agreement Number must be entered as a 6 digit number separated with a HYPHEN (no spaces) in order to auto-fill (Example 999-555)***

f. The TOTALS Tab has color-coded cells arranged by protein for processed items. All non-processed USDA "brown-box" items are at the top of the TOTALS Tab.

g. Select the order form you want to begin working on by clicking the hyperlinked cell in the "Processor/ USDA Item" column C or choosing the tab from the alphabetized tabs at the bottom of the worksheet

h. Once the Order Form tab is opened, LEAs can enter the number of servings for each item in the **YELLOW** cells
   - ***i. The number of servings is for the ENTIRE 15-16 school year***
   - ii. **Double-check portion sizes** to make sure the portions per case are actually how you will serve each item. (Additional product info can be found on the Nutritional Information posted on the USDA Foods Packet SY 16-17 Web Page)
     1. For example, 100158 – ground beef is a 1 oz serving, so if you intend to serve 2 oz portions, you need to DOUBLE your desired 1 oz servings to calculate a 2 oz serving

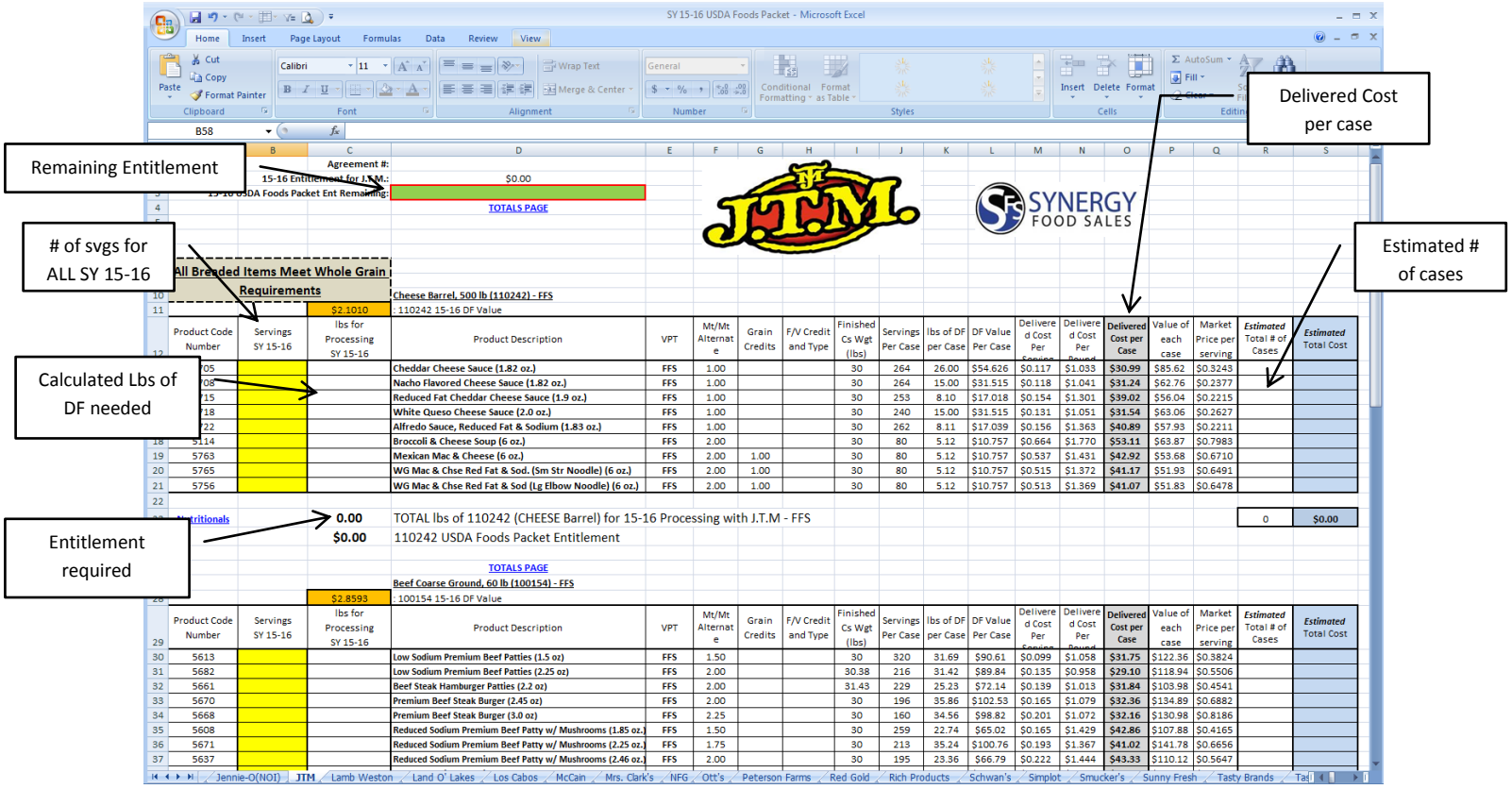
i. After entering the number of servings the spreadsheet will calculate how many ESTIMATED cases it will take to produce the servings in Column R or S, depending on the processor

j. The ESTIMATED number of cases are multiplied by the lbs of USDA Donated Food (DF) per case to calculate the lbs for Processing SY 16-17 in Column C, D, or E (depending on the processor)

k. The lbs for Processing are then multiplied by the USDA DF value to determine the Packet Entitlement required to produce the entered number of servings

l. The amount of Packet Entitlement remaining after each selection is calculated in the **GREEN** cell at the top of each worksheet as well as on the top and bottom of the "Totals Page".

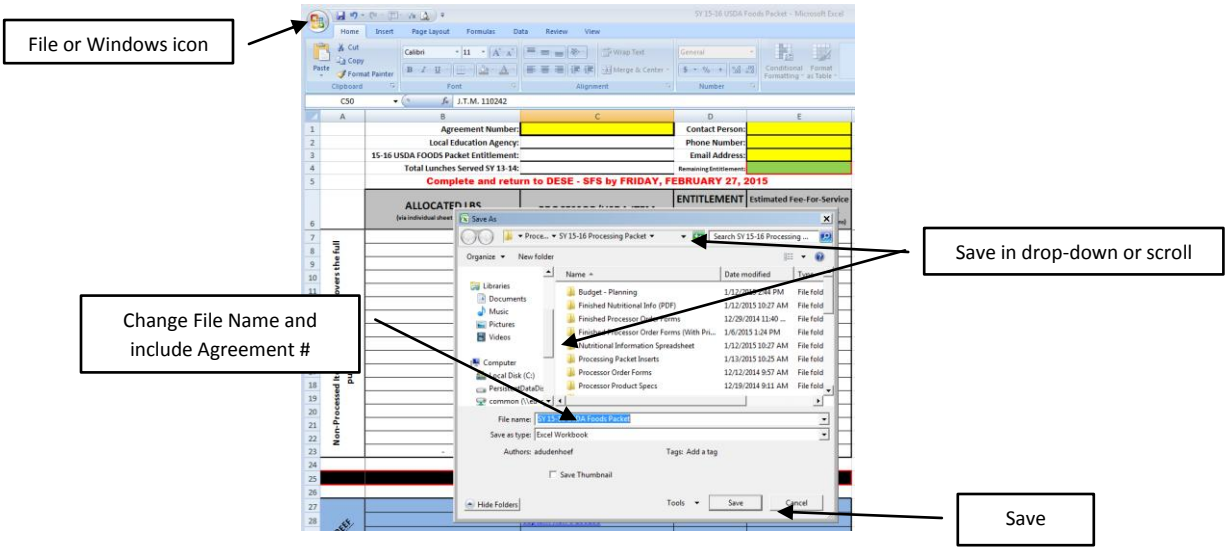
m. A TOTALS PAGE hyperlink is located at the top of each order form to get back to the TOTALS tab



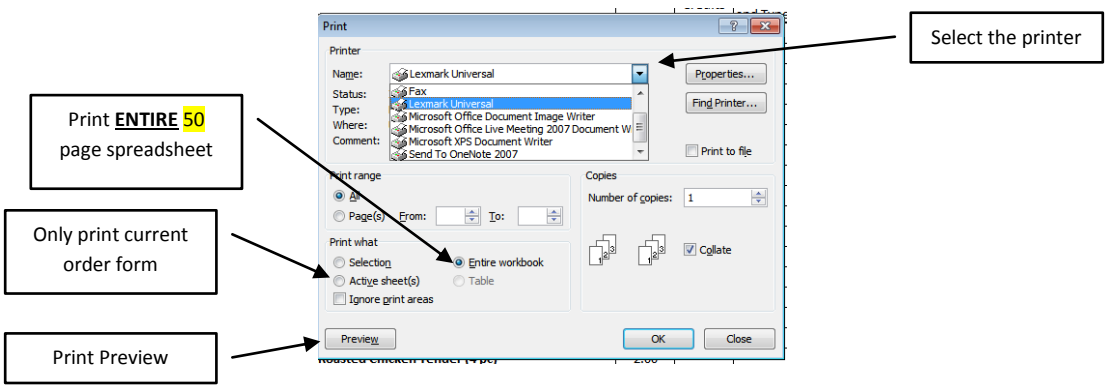
n. Enter the number of servings for all desired products and evaluate the remaining Entitlement

i. If remaining Entitlement is negative, reductions must be made so Packet Entitlement is not exceeded
ii. If Entitlement remains after all desired products have been entered, save the file
    1. The entire amount of Packet Entitlement does not have to be used. Remaining Packet Entitlement is reallocated by DESE – FNS to other forms of USDA Foods/ Open Order items

2. Save the SY 16-17 USDA Foods Packet Order Forms for your records
    a. In the top left-hand corner, click on File (or the Windows icon) and from the drop-down box select **'Save As'**.
    b. Choose where to save the file by selecting the location from the drop-down box on the **'Save In'** line. (Ex. My documents, Desktop, etc.)
    c. Name the file for easy retrieval with Agreement #.
    d. Save.



    e. The file can be saved and accessed multiple times and does not have to be completed all at once
    f. You may want to print the file (caution it's 50 pages) or an individual sheet for your records



3. Attach the Order Form to an E-Mail addressed to DonatedFoods@dese.mo.gov.
    a. Open your E-Mail account and begin a new E-Mail.
    b. Enter the LEA Agreement Number (6-digit number) in the Subject Line.
    c. Attach the SAVED Order Form. To double-check if the correct Order Form is attached, click on the attached file to see if the correct information appears.
4. Submit the SY 16-17 USDA Foods Packet Order Forms
5. A Reply Email will be sent back to the sender by a DESE – FNS team member ***after*** the Email has been received, the file reviewed, and the data saved to verify all is OK. This is not an immediate/automated response. If you don't receive a reply w/in 2 business days, please contact DESE – FNS to verify your Email was submitted.

Special Instructions

Cargill, Gold Kist Farms, Jennie-O, and Tyson process poultry and offer the option to receive whole muscle white meat products. In order to receive the white meat products, LEAs must select an off-setting amount of dark meat products so the entire bird can be used. Below is additional info for each.

- Cargill, GoldKist, Jennie-O and Tyson – offer a variety of white meat (A, shaded light gray) and dark meat (B, shaded dark gray) options. White meat (A) items can be selected by entering the # of servings as instructed above. Once the lbs are calculated for the white meat (A) items, the equal number of lbs must be entered (in any combination or for only one product) for the dark meat (B) items. The lbs calculated in the cells referenced as WHITE and DARK lbs ***must be equal*** before submitting information to DESE – FNS.
    - Items not in the A (WHITE MEAT) or B (DARK MEAT) section are called Natural Proportion items (utilizing both white and dark meat) and can be figured in the same manner as all other processed products.
    - For additional information, please contact the appropriate representative.

Net-Off-Invoicing

LEAs electing to participate in the Net-Off-Invoicing (NOI) program ***must*** check with their commercial distributor to verify the actual items will be available by the distributors which have been offered/approved by the processor for NOI. More detailed NOI instructions are available here. A final distributor does not have to be elected at this time for SY 16-17; however items stocked by each distributor your LEA may use for SY 16-17 should be checked. LEAs will have accounts established either on www.k12foodservice.com or www.ProcessorLink.com where they can log in to review their lb balances and make distributor changes.

DESE – FNS does not coordinate the commercial distributor assignment or end-product selections for N.O.I. or Rebate items. **This is the LEA's responsibility!** If you do not intend to monitor your balances or assign a distributor, only select Fee-For-Service products which will be coordinated by DESE – FNS to be delivered to your LEA via the state-contracted warehouse during your monthly commodity delivery.

Additional Assistance

DESE – FNS staff will be available at each of the Commodity Expos to assist LEAs in completing the Processing Packet. For assistance over the phone, feel free to contact:

- Andy Dudenhoeffer, 573-522-1974 or Andy.Dudenhoeffer@dese.mo.gov
- Josh Winters, 573-751-7253 or Josh.Winters@dese.mo.gov
- DeeDee Kilson, 573-751-1706 or DeeDee.Kilson@dese.mo.gov
- Amy Halderman, 573-751-2646 or Amy.Halderman@dese.mo.gov