

January 2013

TO: Authorized Representative, Child Nutrition Programs

FROM: Matthew Essner, Assistant Director, DESE – School Food Services
Andy Dudenhoeffer, Supervisor, DESE – School Food Services

SUBJECT: USDA Foods Packet for School Year 2013-2014

Missouri Local Education Agencies (LEAs) are estimated to receive an annual amount of USDA Foods known as Entitlement. The total amount of Entitlement is determined by taking the LEA's previous school year's Total Lunches Served (TLS) in the National School Lunch Program (NSLP) and multiplying it by the "minimum value of donated foods per lunch", which is published on an annual basis in the Federal Register in July. A *portion* of each LEA's Entitlement is made available to Missouri LEAs to purchase selected USDA Foods and ordered for the next school year via the annual USDA Foods Packet (formerly known as the Processing Packet but now referred to as the Packet). Some of the USDA Foods available are brown-box items and others are raw/bulk USDA Foods sent to further food processors to be converted into more desirable end products. Please review the Packet for brown-box and processed options available to Missouri LEAs for School Year (SY) 2013-2014.

On the DESE – SFS, Commodities Web Site (http://dese.mo.gov/divadm/food/Commodities_Index.html) is a link to all of the Packet information labeled [USDA Foods Packet SY 13-14](#). The Microsoft Excel file containing Order Forms for all products available via the Packet is titled *SY 13-14 USDA Foods Packet Order Forms*. **ALL** Missouri LEAs participating in the USDA Donated Food Program are **REQUIRED** to fill out and submit the *SY 13-14 USDA Foods Packet Order Forms*, regardless of the decision to order items or not. The Order Forms are a Microsoft Excel file for SY 13-14 which will be submitted back to DESE – SFS via Email to DonatedFoods@dese.mo.gov. The deadline for submitting the Order Forms is **March 1, 2013**. If the decision is made by the LEA to not receive any of the products offered via the Packet, then only the top portion of the TOTALS tab with the LEAs contact information (cells C1 and E1-E3) should be filled out and the Order Forms will then be submitted with all zeros (0s) by taking no further actions.

The file titled [USDA Foods Packet 13-14 TLS & Entitlement](#) lists the Entitlement available for the Packet. Each LEAs full Entitlement will be calculated in July 2013 as mentioned above. The current SY 12-13 TLS and Entitlement (*not related to the Packet*) can be found on the [Entitlement](#) letter dated July 2012. **The Packet Entitlement is only a portion of each LEAs full Entitlement for SY 13-14** and was determined by DESE – SFS establishing a budget for SY 13-14 and calculating a percentage of the full Entitlement to determine the smaller per meal rate for the Packet items only. The entire Packet Entitlement is not required to be utilized but the amount cannot be overspent. Remaining Packet Entitlement will be used by DESE – SFS to purchase additional brown-box items (*not offered via the Packet*) and offered for "free" to all LEAs via the monthly Open Order (*additional info below*).

The Packet is available to LEAs on an annual basis. The processed end products available via the Packet have fees associated with converting the USDA Food into the selected end products which are the responsibility of the LEA to pay. **The Packet is a YEAR-LONG commitment to receive the selected items and each LEA is responsible for paying ALL costs for the ENTIRE 2013-2014 school year.**

NON-PROCESSED ITEMS

DESE – SFS is offering an enhanced list of brown-box items via the Packet for SY 13-14. The term “brown-box” refers to items which are purchased with Entitlement and delivered directly to the DESE – SFS contracted warehouse by a USDA appointed vendor. “Brown-box” items do not have a processing fee associated with each case. ***The brown-box items offered via the Packet will only be available this one time to order for all of SY 13-14.*** The list of brown-box items available via the Packet are:

Product Code Number	Product Description	Product Code Number	Product Description
100101	Chicken, Diced, Fully Cooked, IQF	100173	Pork Roast, Boneless, Trimmed, Frozen
100117	Chicken, Fajita Strips, Fully Cooked, IQF	100184	Pork Ham, H2O Add, Boneless, Fully Cooked, Frozen
100121	Turkey Breast, Deli-Style, Cooked, Frozen	100187	Pork Ham, SLICED, H2O Add, Boneless, FC, Frozen
100122	Turkey Breast, Smoked, Deli-Style, Cooked, Frozen	100188	Pork Ham, DICED, H2O Add, Fully Cooked, Frozen
100123	Turkey, Whole, Raw, Frozen	100201	Catfish Strips, Breaded, Oven Ready, IQF
100125	Turkey Roasts, Boneless, Ready-to-Cook, Frozen	100877	Chicken, CANNED w/ Broth, FullyCooked, De-boned
100126	Turkey Ham, H2O Add, Fully Cooked, Frozen	110085	Ground Beef, Fine, Raw, IRRADIATED, Frozen
100158	Ground Beef, Fine, Raw, LFTB Free, Frozen		

The above items and their *tentative* delivery periods are listed on the USDA Brown Box tab of the Order Forms file. The total number of cases elected for each item during SY 13-14 will be divided by the number of delivery periods with equal amounts expected during each delivery period. A tentative delivery schedule with estimated quantities (determined by your selections) for each item is also listed on the Order Form below the order section in rows 30-44. LEAs requesting to receive any of the above brown-box items must make the appropriate selections on the *SY 13-14 USDA Foods Packet Order Forms* and use Packet Entitlement.

Additional brown-box items not listed above will continue to be offered monthly via the Open Order. These items would include cheese items, fruits (frozen and canned), vegetables (frozen and canned), peanut butter, sunbutter, grains, pastas, and vegetable oil. A full list of items planned for SY 13-14 Open Order can be found in the document titled: [Open Order Anticipated Items for SY 13-14](#).

DEPARTMENT OF DEFENSE (DOD) FRESH PROGRAM

In previous School Years the DoD Fresh Program has only been available to participating LEAs as an “additional” Entitlement and has not been available to all LEAs. DESE – SFS will now allow any LEA to participate in the DoD Fresh Program during SY 13-14. When considering the DoD Fresh Program know:

- All orders are fulfilled by the ***one*** long-term contractor designated by the DoD, which is currently C&C Produce out of Kansas City.
- There is a minimum order amount of \$50 per order.
- Orders are placed using the DoD Fresh Fruit and Vegetable Order Receipt System (FFAVORS).

The amount elected for the DoD Fresh Program ***will be*** deducted from the Packet Entitlement. The amount elected for the DoD Fresh Program for SY 13-14 will then be entered into FFAVORS. Any LEA desiring to participate in the DoD Fresh Program during SY 13-14 **MUST** complete the *USDA Foods Packet Order Forms* and enter the DoD amount in the appropriate location on the D.o.D. tab. Additional information regarding the DoD Program can be found on the USDA Foods Packet SY 13-14 Web page in the document titled: [DOD Information for SY 13-14](#).

PROCESSED END PRODUCTS

USDA allows LEAs to divert raw USDA Foods to further processors to receive more desirable processed end products at a discounted price. The value of the USDA Food is passed to the LEAs via one of 4 Value-Pass-Through (VPT) methods.

1. FFS – Fee For Service
2. MFFS – Modified Fee For Service
3. NOI – Net-Off-Invoice
4. Rebate

A description/explanation of each VPT is available in the [Commodity Expo Presentation](#) posted on the USDA Foods Packet SY 13-14 Web page. A list of all MO approved Processors, the raw USDA Food they process and their VPT method can be found in the document titled: [Approved Processors for SY 13-14 and Value-Pass-Through \(VPT\) methods](#). Each processor will have a separate tab in the *USDA Foods Packet Order Forms* Excel file where LEAs can find approved items to order. For questions regarding a processed end product, reference the document titled: [Approved Processors for SY 13-14 Contact Information](#) to find a company representative.

An update MO LEAs will notice for SY 13-14 versus previous school years is that **ALL** processed items will now be forecasted annually via the *SY 13-14 USDA Foods Packet Order Forms*. ***There will no longer be Monthly Processed Order Forms*** (the Open Order will still remain monthly as noted above) ***or Rebate Forms beginning in SY 13-14***. Any processed items previously/currently ordered or rebated on a monthly basis are still available, but must be forecasted using the Packet Entitlement.

NUTRITIONAL INFORMATION

A chart with nutritional information for each approved processor is available on the USDA Foods Packet SY 13-14 Web page by following the link labeled [13-14 Nutritional Facts for Processed Commodities](#). LEAs can find uniform nutritional information by each processor including the Meat/Meat Alternate, Grain, and Fruit/Vegetable crediting information on these sheets. Some processors also included individual product specification sheets which will be below the nutritional chart if available. A hyperlink to the nutritionals is also available on each processors individual Order Form below the last Product Code Number. Brown-box nutritional information is hyperlinked to each description on the Order Form or can be found on the DESE – SFS – Commodities Web page titled: [USDA Foods Fact Sheets for Missouri](#).

INSTRUCTIONS

The Excel spreadsheet titled *SY 13-14 USDA Foods Packet Order Forms* is available on the [USDA Foods Packet SY 13-14](#) Web page. The spreadsheet is password protected to prevent any mistakes in the formulas used to calculate orders. **Information can only be entered in yellow cells.** To order an item, click the hyperlinked description on the TOTALS tab *or* select the tab from the list along the bottom of the spreadsheet. The spreadsheet will assist LEAs in estimating the amount of each item to be received, approximate the total costs to be incurred, calculate the lbs for diversion to produce the estimated cases, and calculate the Packet Entitlement required to purchase the USDA Foods for SY 13-14. Please note: the spreadsheet will calculate out of pocket costs for brown-box and FFS processed items; however MFFS, NOI, and Rebate processed end products are purchased **commercially** and will depend on your individual LEAs commercial bid price.

To begin, enter the LEA Agreement Number in cell C1 of the TOTALS tab including the hyphen (for example 999-555). The LEA, Packet Entitlement, Total Lunches Served, and Remaining Entitlement will automatically fill in cells C2, C3, C4 and E4 respectively. A useful analogy is to think of the spreadsheet as a pre-loaded debit card with the amount of Entitlement listed in cell C3. Each time your LEA selects an approved item throughout the spreadsheet, the Remaining Entitlement (D4 and listed on each individual tab) is updated to reflect the amount of Entitlement still available. The spreadsheet will continue to calculate if Entitlement Remaining is below zero to allow LEAs to attempt multiple scenarios to determine the best options for products they wish to select for the next school year. LEAs submitting the Packet with negative balances will be contacted to make adjustments to stay within the Entitlement listed in the Packet.

The Packet can be saved and updated as often as an LEA would like. Once the LEA is comfortable with the utilization of Entitlement and the products selected, **SAVE** the file with the Agreement Number in the file name. **ATTACH** the **SAVED** file to an Email addressed to DonatedFoods@dese.mo.gov with the Agreement Number in the Subject Line. **Send the Email.** A reply/receipt Email will be sent to the submitting Email address by a DESE – SFS staff member (*not immediately*) to notify of receipt or if any concerns are found with the attached file. **If the file is not saved and submitted to DESE – SFS, orders will not be received!** Further detailed instructions can be found on the [USDA Foods Packet SY 13-14](#) Web page.

If additional information is needed or you have any further questions, please do not hesitate to contact the DESE – SFS Donated Foods Team:

- Matthew Essner: 573-522-1974 or Matthew.Essner@dese.mo.gov
- Andy Dudenhoeffer: 573-751-7253 or Andy.Dudenhoeffer@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
- Submit completed forms to DonatedFoods@dese.mo.gov