

January 2015

TO: Authorized Representative, Child Nutrition Programs

FROM: Matthew Essner, Director – Food Distribution, DESE – Food & Nutrition Services
Andy Dudenhoeffer, Processing Specialist, DESE – Food & Nutrition Services

SUBJECT: USDA Foods Packet for School Year 2015 – 2016

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 MO LEAs via the annual USDA Foods Packet (formerly known as the Processing Packet but now referred to as the Packet). The School Year (SY) 2015-2016 Packet offers Missouri LEAs some USDA Foods as brown-box items and other raw/bulk USDA Foods which are sent to further food processors to be converted into more desirable end products.

On the DESE – FNS, USDA Foods Web Site (<http://dese.mo.gov/financial-admin-services/food-nutrition-services/usda-foods>) is a link to all of the Packet information labeled [USDA Foods Packet 2015-16](#). The Microsoft Excel file containing Order Forms for all products available via the Packet is titled *SY 15-16 USDA Foods Packet*. **ALL** Missouri LEAs participating in the USDA Donated Food Program are **REQUIRED** to fill out and submit the *SY 15-16 USDA Foods Packet*, regardless of the decision to order items or not. The Order Forms are a Microsoft Excel file for SY 15-16 which will be submitted back to DESE – FNS via Email to DonatedFoods@dese.mo.gov. The deadline for submitting the Order Forms is **Friday, February 27, 2015**. 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 current SY 14-15 Entitlement (*not related to the Packet*) can be found on the [Entitlement letter](#) dated July 2014. Each LEAs full Entitlement for SY 15-16 will be calculated in July 2015 as mentioned above. **The Packet Entitlement is only a portion of each LEAs full Entitlement for SY 15-16** and was determined by DESE – FNS establishing a budget for SY 15-16 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 – FNS 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 2015-2016 school year.**

NON-PROCESSED ITEMS

DESE – FNS is offering an enhanced list of brown-box items via the Packet for SY 15-16. The term “brown-box” refers to items which are purchased with Entitlement and delivered directly to the DESE – FNS 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 15-16.*** The list of brown-box items available via the Packet are:

Product Number	Product Description	Product Number	Product Description	Product Number	Product Description
100098	8 Piece Cut up Chicken (Raw)	100125	Turkey Roasts	100187	Sliced Ham - Pork
100101	Diced Chicken	100126	Turkey Ham	100188	Diced Ham - Pork
100117	Chicken Fajita Strips	100158	Ground Beef	100201	Catfish Strips
100121	Deli Turkey Breast	100173	Pork Roast	110080	8 Piece Oven Roasted Chicken
100122	Smoked Deli Turkey Breast	100184	Ham - Pork	110462	Unseasoned Chicken Strips

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 15-16 will **automatically** be divided by the number of delivery periods with equal amounts expected during each delivery period. ***** The green and gray highlighted cells are unlocked. This allows you, if desired, to choose when you want to receive each brown-box item. Once a formula is changed it will no longer auto-fill the # of cases per delivery period and must be manually completed.***** If the decision is made to manually override the formulas, verify cells P31-P45 are equal to cells Q31-Q45 before submitting. LEAs requesting to receive any of the above brown-box items during SY 15-16 must make the appropriate selections on the *SY 15-16 USDA Foods Packet* and utilize 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.

DEPARTMENT OF DEFENSE (DOD) FRESH PROGRAM

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 15-16 will then be entered into FFAVORS. Any

LEA desiring to participate in the DoD Fresh Program during SY 15-16 **MUST** complete the *USDA Foods Packet Order Forms* and enter the DoD amount in the appropriate location on the DoD tab. Additional information regarding the DoD Program can be found on the USDA Foods Packet SY 15-16 Web page in the document titled: [DOD Information for SY 15-16](#).

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 3 Value-Pass-Through (VPT) methods.

1. FFS – Fee For Service
2. MFFS – Modified Fee For Service
3. [NOI – Net-Off-Invoice](#)

A description/explanation of each VPT is available in the [Commodity Expo Presentation](#) posted on the USDA Foods 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 15-16](#). 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 15-16 Contact Information](#) to find a company representative.

Please note:

1. **ALL** processed items are forecasted annually via the *SY 15-16 USDA Foods Packet Order Forms*. The Open Order will still remain monthly as noted above.
2. **DESE – FNS does not coordinate the commercial distributor assignment or end-product selections for NOI or MFFS. 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.

NUTRITIONAL INFORMATION

A chart with nutritional information for each approved processor is available on the [USDA Foods Packet SY 15-16](#) Web page by following the link labeled [15-16 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. Each processor has also included individual product specification sheets which will be below the nutritional chart if available. A hyperlink to the nutritional information is also available on each processor's individual Order Form below the last Product Code Number. To find the individual processor product specification sheets once the PDF document is pulled up, use the Find function (Ctrl+F) and enter the desired Product Code Number. To print only one page (and not the entire document), select the toggle button 'Current Page' or enter the page # in the Pages line of the Print dialogue box. Brown-box nutritional information is hyperlinked to each description on the Order Form or can be found on the DESE USDA Foods Web page titled: [USDA Foods Fact Sheets](#).

INSTRUCTIONS

The Excel spreadsheet titled *SY 15-16 USDA Foods Packet* is available on the [USDA Foods Packet SY 15-16](#) 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 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 (E4 and listed on each individual tab) is updated to reflect the amount of Entitlement still available. The spreadsheet will continue to calculate even if Entitlement Remaining is below zero. This allows LEAs to attempt multiple scenarios and 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.

To order an item, click the hyperlinked description on the TOTALS tab *or* select from the alphabetized tabs 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 15-16. Please note: the spreadsheet will calculate out of pocket costs for brown-box and FFS processed items; however MFFS and NOI processed end products are purchased **commercially** and the price will depend on your individual LEAs commercial bid award.

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. To send, compose a new Email. **ATTACH** the **SAVED** file, address the Email to DonatedFoods@dese.mo.gov with the Agreement Number in the Subject Line. **Send the Email.** Once the file has been received by a DESE – FNS staff member (*not immediately*), a reply/receipt Email will be sent to the submitting Email address to notify of receipt or if any concerns are found with the attached file. **If the file is not saved and submitted to DESE – FNS, orders will not be received!** Further detailed [instructions](#) can be found on the [USDA Foods Packet SY 15-16](#) Web page.

ASSISTANCE

If additional information is needed or you have any further questions, please do not hesitate to contact the DESE – FNS 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 by **Friday, February 27, 2015**, to DonatedFoods@dese.mo.gov