

USDA Foods Inventory Management

Follow this schedule to use USDA Foods in Child Nutrition Programs



All contracting entities (CEs) participating in the National School Lunch Program (NSLP) and the Seamless Summer Option (SSO) are eligible to receive USDA-donated commodities through the Food Distribution Program (FDP). If fully utilized, USDA Foods can help schools decrease their food costs by **12%**.



CEs can use entitlement dollars to buy food through any of the following programs:

- ✓ Regular/Brown Box USDA Foods
- ✓ USDA Commodity Processing
- ✓ DoD Fresh Fruits and Vegetables Program
- ✓ DoD Farm to School Program

The schedule below outlines tasks that must be completed weekly, monthly or quarterly.

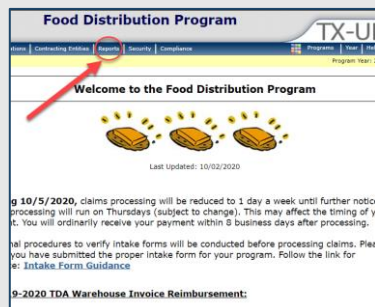
WEEKLY

- ✓ **Set a reminder to check the weekly commodity bulletin in TX-UNPS.**
 - View entitlement funding used and remaining funds. The bulletin shows live data and when more products are expected to arrive in the warehouse.

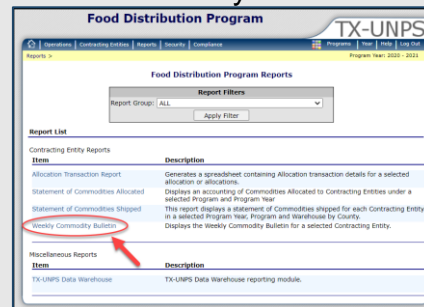
Step 1: Click Food Distribution Program



Step 2: Click Reports



Step 3: Click Weekly Commodity Bulletin



- ✓ **Place orders in TX-UNPS.**
 - Use the CE Delivery Order Form to request food deliveries from contracted warehouses.
 - Find warehouse fees [here](#). Long terms storage fees are twice as high as short term storage fees.
- ✓ **Check Fresh Fruit and Vegetables Order Receipt System (FFAVORS) to review DoD commodities inventory.**
- ✓ **Access surplus commodities.**
 - Start a delivery order in TX-UNPS to view items in warehouse surplus. Surplus items are available on a first come first served basis and are posted weekly.



Food and Nutrition Division
USDA Foods



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MONTHLY

- ✓ Review USDA food pounds that are with a processor. CE inventory balances with processors can be checked several ways:
 - **Tracking Systems**
 - CEs can view their current inventory balance through K12 or ProLink tracking systems.
 - Nardone Bros uses an in-house tracking system and can be accessed by login or contacting Processor.
 - CEs using Labatt as a Distributor can access their balances through the Labatt system.
 - **Co-op Coordinators**
 - CEs can contact their Co-op Coordinator for assistance with current balances.

SEASONAL HIGHLIGHTS

WINTER

- ✓ **January - New program year opens in TX-UNPS for the Food Distribution Program.**
- ✓ **Submit an FDP contract packet in TX-UNPS for the new program year.**
 - Select the USDA Foods programs(s) you want to participate in:
 - **USDA Commodity Processing** – Choose this program if you want to send USDA commodities for further processing. [Click here](#) for a list of processing Co-op Coordinators.
 - **DoD Farm to School** – Select this program to get access to the Farm to School Survey.
 - **DoD Fresh Fruits and Vegetables** – CEs can purchase fresh produce from assigned vendors.
- ✓ **Fill out the Annual Survey to request USDA Food items for the upcoming school year.**
 - If more products are available, TDA may send another Annual Survey later in the year. *Best Practice:* Respond to the first survey to request the food items you want for your school.
 - Use TDA's USDA Foods Cost Analysis Worksheet and checklists to compare prices between commodity items and commercial items. Based on prices, determine which items should be purchased from USDA Foods.



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SEASONAL HIGHLIGHTS

SPRING

- ✓ DoD Fresh entitlements are distributed.
- ✓ CEs that opted into Farm to School (FTS) get access to the FTS survey. Use any remaining USDA entitlement on these items. DoD Farm to School items are seasonally available, Texas grown foods.
- ✓ Menu planners and commodity foods purchasers should work together to plan how commodities will be utilized in the upcoming school year.
 - Plan to use DoD Fresh funds at the beginning of the school year when the produce variety is better.
- ✓ Review current inventory when menu planning to minimize long term storage fees.

SUMMER

- ✓ July 1 – Access DoD funds for the upcoming school year.
 - Request additional DoD funds from TDA. Any additional funds are allocated on a first come first served basis.
- ✓ Remaining USDA Foods inventory may be used for the Seamless Summer Option (SSO).



FALL

- ✓ Follow planned menus that were developed in the spring.
- ✓ Provide feedback to Co-op Coordinators about preferred items to include in bids for processors.
- ✓ Attend a food show to learn about new food products.

Who do I contact with questions about USDA Foods?

- Contact your local ESC to learn more about ordering and utilizing USDA Foods.
- [Click here](#) for more information about the Food Distribution Program.
- [Click here](#) for online USDA Foods trainings.



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