

# INSTRUCTIONS TO COMPLETE the USDA FOODS PACKET

WRITTEN INSTRUCTIONS ARE BELOW, A WEBINAR VERSION IS AVAILABLE AT:  
 USDA FOODS WEBPAGE, USDA FOODS PACKET WEBINAR

**COMPLETE AND SUBMIT THE PACKET TO [donatedfoods@dese.mo.gov](mailto:donatedfoods@dese.mo.gov) by March 1, 2023**

**YOU CAN ONLY ENTER DATA IN THE YELLOW HIGHLIGHTED CELLS. ALL BLUE OR YELLOW LETTERING ARE HYPERLINKS.**

ALL PRODUCTS ARE ORDERED IN CASE QUANTITIES. THE PACKET IS A YEAR LONG COMMITMENT AND SELECTIONS MADE ARE A BINDING CONTRACT WITH THE VENDORS. ANY COSTS ASSOCIATED WITH PRODUCTS ARE REQUIRED TO BE PAID IN FULL THROUGHOUT THE SCHOOL YEAR. THE VENDOR'S CORRESPONDING ORDER FORMS INCLUDE HYPERLINKS TO VENDOR CONTACT INFORMATION, PRODUCT SPEC SHEETS & NUTRITIONAL FACTS. DO NOT SPEND MORE THAN YOUR ALLOCATED ENTITLEMENT DOLLAR AMOUNT. ANY NEGATIVE AMOUNTS WILL RESULT IN CANCELLATION OF PRODUCTS AT THE STATE'S DISCRETION.

1. Save the file as an EXCEL document on your computer to include the agreement number in the file name. Start the order process by clicking on the OVERVIEW SHEET tab.

If ordering Brown Box or FFS, in order to receive a monthly delivery you must order at least 10 cases. Box will turn green when 10 cases are ordered that month.

Both Brown Box and D.o.D Fresh items draw down entitlement but do not have a processing fee and do not require further procurement. Deliveries are made by a contracted distributor or the state warehouse.

FFS items draw down entitlement and have an out of pocket cost to the school. **This fee must be procured.** These items are delivered via the state warehouse.

NOI items draw down entitlement and have an out of pocket cost to the school. **This fee must be procured** and the school will need a commercial distribution company to handle the deliveries.

**USDA FOODS PACKET SY 2020-21**

**1. Overview/Contact Information**

Agreement Number (see link): \_\_\_\_\_ Local Education Agency (LEA): \_\_\_\_\_  
 Total Lunches Served: \_\_\_\_\_ Packet Entitlement: \_\_\_\_\_ Remaining Entitlement: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**2. Entitlement Summary**

In order to receive a monthly delivery from the state warehouse the total cases of Fee For Service (FFS) and Brown Box items must equal at least 10 cases. Monthly orders under 10 cases have the potential of being cancelled at the State's discretion with processing fees still applying. assist in this process please use the tool below to make sure FFS and Brown Box orders equal no less than 10 cases per month before submitting the packet.

	MUST ORDER NO LESS THAN 10 CASES	MUST ORDER NO LESS THAN 10 CASES	MUST ORDER NO LESS THAN 10 CASES	MUST ORDER NO LESS THAN 10 CASES	MUST ORDER NO LESS THAN 10 CASES	MUST ORDER NO LESS THAN 10 CASES	MUST ORDER NO LESS THAN 10 CASES	MUST ORDER NO LESS THAN 10 CASES	MUST ORDER NO LESS THAN 10 CASES
MONTH	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
TOTAL CASES (FFS + BROWN BOX)	0	0	0	0	0	0	0	0	0

**3. USDA BROWN BOX**

USDA Food Brown Box items only draw entitlement. There is no processing fee or delivery fee attached to these items. USDA Brown Box items are delivered using the state warehouse.

Brown Box	Total Cases #REF!	Vendor Name	Entitlement Spent #REF!
<b>USDA BROWN BOX</b>			
<b>D.O.D FRESH PRODUCE PROGRAM</b>			
D.O.D Fresh Produce Program items draw only entitlement. There is no processing fee or delivery fee attached to these items. D.o.D Fresh items are delivered using C&C Produce.			
D.o.D Fresh	Allocated Pounds	Vendor Name	Entitlement Spent
<b>FFS FOR SERVICE (FFS)</b>			
Fee For Service (FFS) items draw down entitlement PLUS the school will pay a processing fee to the vendor. This price must be procured by the school. These items are delivered using the state contracted warehouse.			
FFS	Total Cases	Vendor Name	Entitlement Spent
Beef		Asian Food Solutions J.T. Mc Tyson	
Eggs		Sunny Fresh	
Fish		High Line Foods	
Cheese		Alpha Foods Burgardt Creamery J.T. Mc Lee Cabers Hardenes Mills Tasty Brands Tyson	
Tomato & Apples		Mc's Clark's National Food Group ONS Real Fruit Cherry Central	
<b>NET OFF INVOICE (NOI)</b>			
Net Off Invoice (NOI) items draw down entitlement PLUS the school will pay a processing fee to the vendor. This price must be procured by the school. These items are delivered using the school's commercial distributor.			
NOI	Allocated Pounds	Vendor Name	Entitlement Spent
Beef/Pork		Asian Food Solutions Tyson Beef Tyson Pork	
Tomatoes/Apples/Peanuts		Real Fruit Peterson Farms Richard Hills Farms J.M. Strickland	
Potatoes		J.M. Strickland McLean Foods	

**4. TOTAL ENTITLEMENT SPENT**

THE PACKET IS A YEAR LONG COMMITMENT AND SELECTIONS MADE ARE A BINDING CONTRACT WITH THE VENDORS. ANY COSTS ASSOCIATED WITH PRODUCTS ARE REQUIRED TO BE PAID IN FULL THROUGHOUT THE SCHOOL YEAR. THE PROCESSING FEE ASSOCIATED WITH FFS AND NOI PRODUCTS MUST BE PROCURED BY THE SCHOOL DISTRICT. DO NOT SPEND MORE THAN YOUR ALLOCATED ENTITLEMENT DOLLAR AMOUNT. ANY NEGATIVE AMOUNTS WILL RESULT IN CANCELLATION OF PRODUCTS AT THE STATE'S DISCRETION.

2. Click on the OVERVIEW SHEET tab. Enter the school's agreement number in the ###-### format and hit ENTER. The school's name and entitlement information will populate.

3. Complete the contact information for your school. It is best to have two points of contact. This section must be completed or your packet will be returned for correction.

4. Click on the blue hyperlink of the desired product to advance to the order page. Entitlement can be spent on USDA Brown Box, D.o.D Fresh, FFS, or NOI products. On the order pages you will enter the desired cases or entitlement dollars in the yellow box next to the selected item. Then click return to the OVERVIEW SHEET to continue to order.

5. Save the file as an EXCEL document with your school's agreement number in the file name. **Email the order form in the EXCEL format to [donatedfoods@dese.mo.gov](mailto:donatedfoods@dese.mo.gov) by March 1, 2023**

By completing this USDA Commodity Foods Packet, I authorize the Missouri Department of Elementary and Secondary Education to publish and make publically available information that may otherwise be considered "personal information" within the meaning of § 105.1500, RSMo. Such information will include names, email addresses, phone numbers and job titles.