



KENTUCKY
DEPARTMENT OF
AGRICULTURE

Commodity Advisory
Council (CAC):
Procedures &
Ordering

What we will cover in this presentation:

- The purpose and the procedures of CAC
- Planning for your direct delivery order
- How to use the CAC spreadsheet
- How to place orders in WBSCM



What is the purpose of the Commodity Advisory Council?

- The purpose of the Commodity Advisory Council (CAC) is to coordinate direct delivery requests from districts across the state to ensure that appropriate amounts of USDA Foods are ordered.
 - This helps to prevent cancellations during the school year.
- Kentucky is divided into 9 regions with each region having a CAC leader who coordinates with districts in their region to compile direct delivery requests using the CAC spreadsheet.



What is the role of CAC leaders?

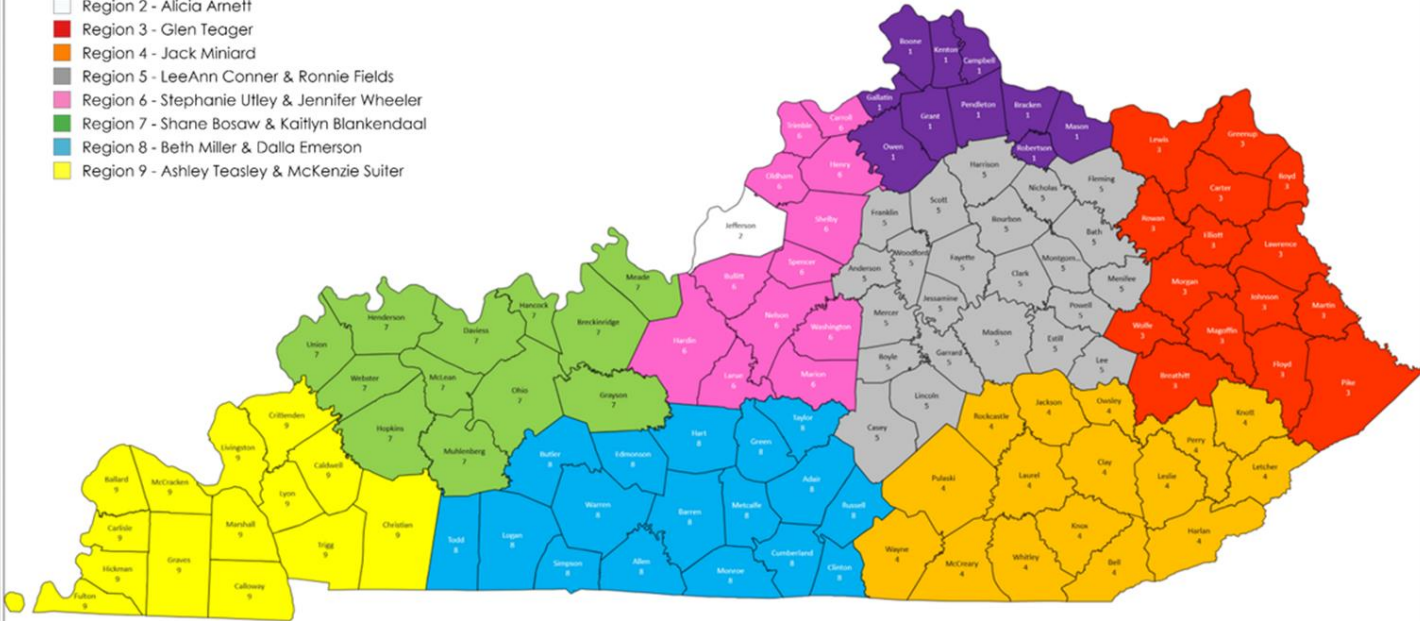
- CAC leaders are responsible for relaying important information from KDA to their regions during order season. KDA utilizes the CAC leaders to streamline communications regarding USDA foods and ordering.
- Each CAC leader is also responsible for distributing the CAC spreadsheet to their districts and compiling direct delivery requests on to one spreadsheet to build trucks in anticipation for order season.
 - Each region will have at least one meeting to gauge interest of products and to build trucks.
 - To benefit Food Service Directors and to help districts manage inventory, there is a **2-truck minimum for each direct delivery product.**

CAC Regions

Kentucky Region Map
Rev. 07/24

CAC Region Map

- Region 1 - Stephanie Steele
- Region 2 - Alicia Arnett
- Region 3 - Glen Teager
- Region 4 - Jack Miniard
- Region 5 - LeeAnn Conner & Ronnie Fields
- Region 6 - Stephanie Utley & Jennifer Wheeler
- Region 7 - Shane Bosaw & Kaitlyn Blankendaal
- Region 8 - Beth Miller & Dalia Emerson
- Region 9 - Ashley Teasley & McKenzie Suiter



CAC REGION LEADERS



- STEPHANIE CALDWELL
- FSD BOONE COUNTY
- REGION 1



- ALICIA ARNETT
- JCPS CORD. FOOD
PROCUREMENT
- REGION 2



- GLEN TEAGER
- FSD ROWAN COUNTY
- REGION 3



CAC REGION LEADERS



- JACK MINIARD
- FSD HARLAN
COUNTY SCHOOLS
- REGION 4



- LEEANN CONNER
- FSD JESSAMINE
COUNTY SCHOOLS
- REGION 5



- RONNIE FIELDS
- FSD ANDERSON
COUNTY SCHOOLS
- REGION 5

CAC REGION LEADERS



- STEPHANIE UTLEY
- FSD LARUE COUNTY SCHOOLS
- REGION 6



- JENNIFER WHEELER,
FSD MARION
COUNTY SCHOOLS
- REGION 6



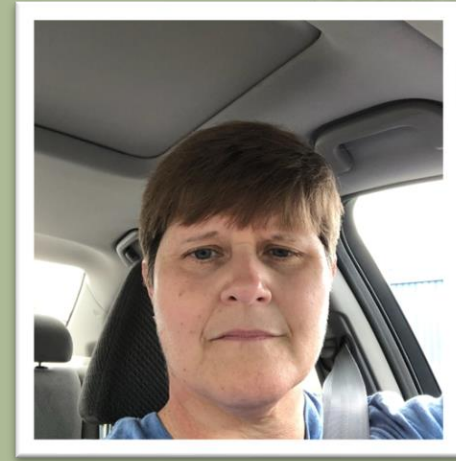
CAC REGION LEADERS



- SHANE BOSAW
FSD UNION COUNTY
• REGION 7



- KAITLYN
BLANKENDAAL
• FSD OWENSBORO
PUBLIC SCHOOLS
• REGION 7



- BETH MILLER
• FSD METCALFE
COUNTY SCHOOLS
• REGION 8



CAC REGION LEADERS



- DALLA EMERSON
- FSD BOWLING GREEN IND.
- REGION 8



- ASHLEY TEASLEY
- FSD FULTON IND. SCHOOLS
- REGION 9



- MCKENZIE SUITER
- FSD MARSHALL COUNTY SCHOOLS
- REGION 9





How to plan for your district's Direct Delivery requests/orders:

1. Plan your menu before order season!
2. Make a list of all the direct delivery items on your menu
3. Determine how many servings you will need for the school year.
 - You will need to know how many times you will serve an item and how many servings to anticipate each time.
 - Brown box product spec sheets:
<https://www.fns.usda.gov/usda-fis/product-information-sheets>
 - Food Buying Guide:
<https://www.fns.usda.gov/tn/fbg>
4. Look at entitlement balance and figure out how much to allocate to DoD, processing, and direct delivery.
5. Fill out the CAC spreadsheet and return it to the CAC leader.



Master CAC Spreadsheet

Product Number	Commodity Name	\$/Case	PERRY CO SI	PINEVILLE IN	PULASKI CO	RED BIRD MI	ROCKCASTLE	SCIENCE HILL	SOMERSET I	WAYNE CO S	WHITLEY CO	WILLAMSBURG	REGION 4	REGION 5	REGION 6	REGION 7	REGION 8	REGION 9	GFS TOTAL	CS/STUCK	Min CS Drop	Total # DIDS	# ETL	COMMENTS
100003	CHEESE CHED YEL SHRED BAG-6/5 LB	\$70.85		10		4		20			35	10	661	822	286	516	330	710	3995	1,280	320	12	3.12	
100018	CHEESE PROCESS YEL SLC LVS-6/5 LB	\$74.24		45	400	6	400	20	45	50	130	35	2608	1773	394	1133	1963	890	10126	1,320	330	31	7.67	
100101	CHICKEN DICED CTN-40 LB	\$88.69			100	6	100				60	10	595	537	215	602	544	235	2843	1,000	250	11	2.84	
100125	TURKEY ROASTS FRZ CTN-32-48 LB	\$117.68		4	140	3	140	15	46		60	35	976	945	195	363	180	327	3515	1,000	250	14	3.52	
100158	BEEF FINE GROUND FRZ CTN-40 LB	\$120.77	20	50	700	10	700	30	44	200	260	30	4408	1706	976	161	1975	219	10846	1,000	250	43	10.85	
100187	PORK HAM WATERAD SLC FRZ PKG-8/5 LB	\$96.87		25		1		20			90	40	746	516	352	150	264	35	2540	1,000	250	10	2.54	
100206	APPLE SLICES CAN-6/10	\$39.71				4		15			60		817	335	865	200	125	45	2414	912	228	11	2.65	
100219	PEACHES CLING SLICES EX LT CAN-6/10	\$43.03				4		6		30	120	10	473	1546	1213	320	215	195	4657	912	228	20	5.11	
100225	PEARS DICED EX LT CAN-6/10	\$37.20				4		6			50		191	1188	582	100	200	265	2781	912	228	12	3.05	
100241	PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	\$44.09	50		200	8	200	15	150	165	120		2262	2585	1497	1740	1855	2238	13909	1,400	350	40	9.94	
100256	STRAWBERRY FRZ CUP-96/4.5 OZ	\$48.05	50	25	300	8	300	15	200	165	120	10	3960	4923	2215	3324	4589	3684	25037	1,400	350	72	17.88	
100307	BEANS GREEN CAN-6/10	\$20.22				7		8			90	12	1237	1923	1097	730	585	415	7792	912	228	34	8.54	
100355	POTATOES WEDGE FRZ PKG-6/5 LB	\$42.85				4		20			130	15	359	1143	857	770	330	315	3974	1,320	330	12	3.01	
100364	BEANS VEGETARIAN CAN-6/10	\$22.09				4					60	10	194	575	865	0	10	10	1695	864	216	8	1.96	
110080	CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	\$141.54			400	8	400			95	60	25	1366	641	189	335	532	300	4073	1,200	300	14	3.39	
110349	BEEF 100% PTY 85/15 FRZ 2.0MMA CTN-40 LB	\$139.27		60		4		40			75	10	807	353	844	130	30	50	2444	950	238	10	2.57	
110361	APPLESAUCE CUP-96/4.5	\$18.51		25	400	10	400	10	150		120	10	3258	4378	1503	3253	1080	2080	16988	1,400	350	49	12.13	
110396	CHEESE MOZ LM PT SKM STRING BOX-360/1 OZ	\$65.00						10			35	12	335	739	115	409	560	770	3233	1,680	420	8	1.92	
110462	CHICKEN STRIPS FRZ CTN-30 LB	\$56.11		50		4		5		70	35	10	928	539	425	248	480	196	4056	1,300	325	12	3.12	
110473	BROCCOLI FRZ CTN-30 LB	\$56.10		15	300		300	10		30	70		1541	2556	1240	789	663	384	8218	1,134	284	29	7.25	
110554	TURKEY BREAST DELI SLICED FRZ PKG-8/5 LB	\$133.16				4		25			70	40	579	844	327	173	567	35	2965	1,000	250	12	2.99	
110730	PORK PULLED CKD PKG-8/5 LB	\$80.90			100	2	100	10			60	10	862	67	87	160	35	75	1836	1,000	250	7	1.84	
110859	MIXED BERRY FRZ CUP-96/4 OZ	\$39.00				3		15					338	1631	793	625	710	944	5711	1,400	350	16	4.08	
110921	CHICKEN FILLETS UNBRD FRZ CTN-30 LB	\$66.74											0	0	0	0	0	0	0	1,300	325	0	0.00	DNM Min 2FTL/Can't split
111751	EGG PATTY ROUND FRZ-CTN-25 LB	\$51.21				3		5		84			459	664	154	395	590	139	2932	1,470	368	8	1.99	
111053	CORN FRZ CTN-12/2.5 LB	\$24.14	30			6		6		120	60		1621	2371	1196	530	1100	570	9125	1,320	330	28	6.91	
TOTAL Brown Box Spend			\$7,747	\$26,647	\$251,752	\$7,746	\$251,752	\$26,077	\$33,068	\$70,615	\$138,759	\$30,420												
Beginning Entitlement				\$26,589	\$351,756	\$7,951	\$351,756	\$26,109		\$149,893		\$36,249												
Planned DoD Fresh Allocation					\$100,000		\$100,000			\$15,000		\$5,000												
Planned Processing Allocation										\$64,107														
Entitlement Remaining			\$7,747	(\$58)	\$4	\$205	\$4	\$32	(\$33,068)	\$171	(\$138,759)	\$829												

Next Steps:

- After all the regions have completed the CAC spreadsheet, CAC leaders and KDA will meet to make final determinations about direct delivery orders.
- Then, CAC leaders will send the finalized Master Spreadsheet and that is what districts will use to place orders in WBSCM.
- It is extremely important that you order the number of cases that you requested on the CAC spreadsheet. This will help prevent cancellations during the order process and school year.
- Please note that the CAC spreadsheet is NOT the same thing as placing your order in WBSCM.



Ohio County Schools: brown box chicken fillet and broccoli



Union County Schools: Salad topped with brown box diced chicken



Union County Schools: chicken alfredo using brown box grilled chicken strips, with brown box broccoli and applesauce



Webster County Schools: Brown box beef patty with farm to school tomatoes and melon



Placing Orders in WBSCM





IMPORTANT!

- When placing orders for direct delivery, disperse cases **EVENLY** among **ALL dates** offered!!!
- We highly recommend that you place orders for direct delivery separate from processing orders in WBSCM.
- Make note of what USDA Foods, both processed and direct delivery, that you will be using for specific menu items. There are months in between placing your order and using the products; it's easy to forget.



eAuthentication

U.S. DEPARTMENT OF AGRICULTURE



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Select an option to continue



Login.gov

Enter Login.gov Email Address and Password



eAuth User ID

Enter User ID and Password





- ▶ File Uploads/Downloads
- ▶ Catalog Maintenance
- ▶ **Order Management**
- ▶ Entitlement Management
- ▶ Shipment Receipts
- ▶ NW Delivery Calendar



- File Uploads/Downloads
- Catalog Maintenance
- Order Management
 - Consolidate Requisitions
 - Domestic Order Entry**
 - Full Truck Load and Transfer Requests
 - Redistribute Order Quantities
 - Returned FNS Orders
- Entitlement Management
- Shipment Receipts
- NW Delivery Calendar

My Transactions

Catalog

Entitlement

Transaction in Process

Product Catalog

- [+] NSLP
 - [+] Direct Delivery
 - [+] Meat
 - [+] Poultry
 - [+] Fish
 - [+] Vegetables
 - [+] Beans (Canned and Dry)
 - [+] Fruits (Canned, Dried, Fresh, Frozen)
 - [+] Juice
 - [+] Dairy
 - [+] Grains
 - [+] Pasta/Rice
 - [+] Flour
 - [+] Oils
 - [+] Peanut/Sunflower
 - [+] Processing Diversion
- [+] DA
- [+] CARES
- [+] FFCRA
- [+] COSUP
- [+] BBB
- [+] CCC

Welcome


Welcome to the order entry screen

As an SDA/ITO you have the option of creating orders for your SDA/ITO organization or on behalf of individual RAs.



Select Continue to enter an order for your SDA/ITO organization



If you would like to enter an order on behalf of one of your RAs, enter/choose their Business Partner number/name here: , and then select the Continue button above.

Product Catalog



Browse in the Product Catalog



WBSCM YouTube Playlist:

- **Entire Playlist:**

<https://www.youtube.com/playlist?list=PLhKm6BV98RpFs1OHKMkg1zsIIxltRncgB>

- **How to order Direct Delivery in WBSCM:**

<https://www.youtube.com/watch?v=LDymp3OsnIA&list=PLhKm6BV98RpFs1OHKMkg1zsIIxltRncgB&index=1>

- **How to place a Processing order in WBSCM:**

<https://www.youtube.com/watch?v=IDBJ7woJmNA&list=PLhKm6BV98RpFs1OHKMkg1zsIIxltRncgB&index=2>

- **How to Check Your Entitlement Balance in WBSCM:**

<https://www.youtube.com/watch?v=shKNxpnpsAg&list=PLhKm6BV98RpFs1OHKMkg1zsIIxltRncgB&index=3>

- **How to See Canceled Orders in WBSCM:**

<https://www.youtube.com/watch?v=6VuGCO2kpkw&list=PLhKm6BV98RpFs1OHKMkg1zsIIxltRncgB&index=4>

- **How to Run a Detail Report in WBSCM:**

<https://www.youtube.com/watch?v=yTNAkLqccSY&list=PLhKm6BV98RpFs1OHKMkg1zsIIxltRncgB&index=5>



THANK YOU FOR
JOINING US!
PLEASE FEEL FREE TO
ASK ANY QUESTIONS!