



**KENTUCKY**  
DEPARTMENT OF  
**AGRICULTURE**

USDA Foods in Schools Program

New Director Training 2024



June 4, 1946

Harry S. Truman signed the National School Lunch Act, that the Congress had acted with great wisdom in providing the basis for strengthening the nation through better nutrition for our school children.

*“...No nation is any healthier than its children or more prosperous than its farmers...”*



KENTUCKY  
DEPARTMENT OF  
AGRICULTURE

# Kentucky Department of Agriculture Food Division

**Ian Hester**, Food Division Director

**Garrick Howell**, USDA Foods in School Branch Manager

**Tina Garland**, Farm to School Branch Manager

**Kevin Peach**, Household Branch Manager

**Jessica Garland**, Disaster, Complaints, and Training Coordinator

**Eliza-Jane Cruse-McCurry**, Further Processing Coordinator

**Michelle Holbrook**, DOD Fresh Coordinator

**Emily Wheeler**, CAC & State Contracted Warehouse Coordinator

**Lynae Harris**, Administrative & Asst. Warehouse Coordinator

**Morgan Murphy**, Local Food Supply Grants Specialist

**Rebecca Shepherd-Smith**, Chef in Schools & Junior Chef Manager

**Shannon Steven**, Chef in Schools & Junior Chef Manager

**Jesse Frye**, Senior Farmers Market Nutrition Program Coordinator

**Brooke Loman**, Emergency Feeding Assistance Prog. & Commodity Supplemental Feeding Program Coordinator

**Kacy Hillard**, Local Food Purchase Assistance Grants Specialist





THE USDA FOODS IN SCHOOLS PROGRAM SUPPORTS DOMESTIC NUTRITION PROGRAMS AND AMERICAN AGRICULTURAL PRODUCERS THROUGH PURCHASES OF 100% AMERICAN-GROWN AND AMERICAN-PRODUCED FOODS FOR USE BY SCHOOLS AND INSTITUTIONS PARTICIPATING IN THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP), THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP), AND THE SUMMER FOOD SERVICE PROGRAM (SFSP).

# Requirements to Participate in the USDA Foods in Schools Program

## Program Administration Agreement (KY-FD-12-S)

This is the agreement that the Recipient Agency has entered into with the Kentucky Department of Agriculture's Food Division who operates the USDA Foods in School Program per Regulations 7 CFR 210.14(d). The agreement highlights the requirements stated in Regulations 7 CFR 250.11 that Recipient Agencies must comply with to participate.

## Food Distribution Supplement to Agreement (KY-FD-41)

This is a Microsoft Office Form that must be completed annually by **June 30<sup>th</sup>** each year. The form must be updated throughout the year by the Recipient Agency's FSD when there is a change in Director, Superintendent, or Emergency Feeding Contacts.

\*An email was sent out on June 14<sup>th</sup> and should have been completed by June 30<sup>th</sup> unless you were hired after that date. Please make sure that you have updated this link before you leave today! The information is vital for us to have in case of a Disaster.





# HOW ARE ENTITLEMENT FUNDS CALCULATED?

Entitlement Funds, also known as Planned Assistance Level or PAL, are figured by taking the number of reimbursed meals served in the Recipient Agency's National School Lunch Program from the previous year and multiplying it by the Value of Donated USDA Foods set by the USDA.

We request reimbursed meal counts from the KDE from the previous year. For 2026 USDA Foods Entitlement your meal counts came from the 2023-24 School Year. We take those counts and multiply it by the Value of the Donated Foods from the current year until we receive the projected Value of Donated Foods from the USDA sometime in Mid-To Late-January.

\*USDA updates the Value of Donated Foods during the Summer.

# How are Entitlement Funds Calculated?

Example: NSLP Reimbursed Meals x Value of Donated USDA Foods = PAL  
 $450,000 \times \$0.45 = \$202,500$

Up to 20% of a positive base entitlement balance will be added to the next year's Entitlement. Positive balances result from Canceled trucks, Price fluctuation, and an Increase in Value of Donated USDA Foods set by the USDA. Negative balances are subtracted from the next year's Entitlement. Negative balances are a result from Overspending, Price fluctuations, or A decrease in Value of Donated USDA Foods set by the USDA.

We do this to provide a \$0 or near-\$0 balance on reports from year to year.

# Ways To Spend Entitlement

There are three ways a District can spend their USDA Foods in Schools Program Entitlement.

- **Direct Delivery**

- Direct Delivery products are finished products procured and shipped by the USDA to State Contracted Warehouses to be distributed to Recipient Agencies (RAs) across Kentucky. GFS & KC Provisions are the two contracted warehouses for the State.

- **Further Processing**

- Further Processing allows Recipient Agencies to use State Approved Processing Manufacturers to convert raw bulk USDA Foods into more convenient, ready-to-use end products.

- **DOD Fresh**

- Gives you access to purchase fresh fruits and vegetables from the contracted warehouse that meet the required Buy American clause. Creation Gardens has the contract for Kentucky.

\*USDA Foods constitutes about 15%-20% of the foods on a lunch tray any given day\*



HOW YOU CHOOSE TO USE THESE FUNDS FOR YOUR DISTRICT IS COMPLETELY UP TO YOU! YOU MAY WANT TO PUT ALL YOUR ENTITLEMENT INTO THE DOD FRESH PROGRAM. YOU MAY WANT TO PUT ALL YOUR ENTITLEMENT INTO PROCESSING. YOU MAY WANT TO SPREAD YOUR ENTITLEMENT AROUND AND USE A LITTLE IN TWO OR ALL THREE AREAS.

USING YOUR ENTITLEMENT FUNDS APPROPRIATELY CAN HAVE A LARGE IMPACT ON YOUR CHILD NUTRITION PROGRAMS!

LET'S TAKE A DIVE INTO THE THREE WAYS THAT YOU CAN SPEND ENTITLEMENT.

DIRECT DELIVERY, USDA FURTHER PROCESSING, & DOD FRESH.

MICHELLE HOLBROOK  
DOD FRESH COORDINATOR

# DOD FRESH PROGRAM

ALL DISTRICTS SHOULD HAVE AN ACCOUNT SET UP IN FFAVORS, EVEN IF THEY'RE NOT PARTICIPATING IN THE PROGRAM. ESTABLISHING AN ACCOUNT WILL ALLOW FOR PARTICIPATION IN BONUS FUNDS AND "FREE FOR ALL" EVENTS.

TO ESTABLISH A NEW USER ACCOUNT OR TO HAVE A NEW SITE ADDED PLEASE SEND YOUR KDA SPECIALIST AN EMAIL WITH THE FOLLOWING INFORMATION: DISTRICT NAME, POC, EMAIL, SITE ADDRESS, PHONE #, RA#, AND FFAVORS COUNTY CODE. YOUR SPECIALIST WILL FORWARD THAT INFORMATION TO ME.

A SURVEY TO ALLOCATE ENTITLEMENT FUNDS WILL BE SENT OUT IN JANUARY AFTER MEAL COUNTS ARE IN. THE SURVEY WILL CLOSE LATE FEBRUARY AND REQUESTS UPLOADED INTO WBSCM EARLY MARCH BEFORE ORDERING BEGINS.

WHEN STATE FUNDS ALLOW, YOU WILL HAVE AN OPPORTUNITY TO COMPLETE A SURVEY TO ADD ANY POSITIVE ENTITLEMENT BALANCE FUNDS TO YOUR DOD FRESH.

# DOD FRESH PROGRAM IS ORDERED FROM FFAVORS.

**USDA eAuthentication**  
U.S. DEPARTMENT OF AGRICULTURE


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## Non-USDA Federal Login


[Need an account?](#)

Not an Other Federal Employee/Contractor? [Change user type](#)

Select an option to continue

 **PIV/CAC**  
Enter PIV/CAC PIN >

 **Login.gov**  
Enter Login.gov Email Address and Password >

 **Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)**

Date: Monday, October 17, 2022

### State Account Representative Homepage

Last Login: Tuesday, September 27, 2022 12:48:11 PM

**Welcome, ELIZA-JANE CRUSE-MCCURRY**

Please select from the following options:

**Orders**  
[Past Due Receipts](#) \*\* You have receipts that are past due.

**Budget**  
[School Budget](#)  
[Summer Food Budget](#)  
[Import NSLP Budget](#)

**Customers**  
[Existing Customers / Request New](#)

**Reports**  
[Usage](#)  
[Budget Balance/Spent](#)  
[Catalog](#)  
[Organization/POC](#)  
[User](#)  
[Delivery Day](#)

**Please Read** (updated on 09/25/2022)

The following changes have been made to FFAVORS:

- On the Customers grid, you can now view existing county/districts and schools by clicking the customer code link. On the detail screen, you can add, edit or delete POCs (points of contact).

If you have questions, please ask your FFAVORS account representative or email the FFAVORS help desk.

# DOD FRESH PROGRAM

ALL DOD FRESH PRODUCE IS A U.S NO. 1 OR BETTER AND MUST BE GROWN IN AMERICAN. \*BUY AMERICAN\*

DELIVERIES FROM CREATION GARDENS CAN BE BETWEEN 6:30AM & 3:30PM. EACH DELIVERY SITE MUST BE A MINIMUM OF \$150.

\*MAKE SURE YOU KNOW WHAT DAY & TIME YOUR SITES ARE SCHEDULED A DELIVERY AND THAT YOU HAVE STAFF AVAILABLE ON THOSE DAYS FOR RECEIVING.

DAMAGED OR SPOILED PRODUCE SHOULD NOT BE ACCEPTED AT TIME OF DELIVERY. DISCREPANCIES SHOULD BE NOTED ON INVOICE AND TAKEN BACK WITH THE DRIVER.

REPORT ANY ISSUES IN AN EMAIL TO CREATION GARDENS AND CC THE STATE DOD COORDINATOR, MICHELLE HOLBROOK, WITHIN 24 HOURS. MAKE SURE TO INCLUDE PICTURES, A COPY OF THE INVOICE, AND A DESCRIPTION OF THE PROBLEM.

SCHOOLS MUST RECEIPT ORDERS IN FFAVORS WITHIN 7 DAYS OF RECEIVING THE PRODUCE. RECEIPTS ARE CONSIDERED PAST DUE AFTER 7 DAYS OF RDD. CREATION GARDENS CANNOT GET PAID UNTIL YOU COMPLETE THIS STEP. DISTRICTS WITH PAST DUE RECEIPTS IN FFAVORS WILL RECEIVE AN EMAIL TO CORRECT THE RECEIPT IN FFAVORS.

IF YOU HAVE A SCHOOL SITE THAT CLOSES, MAKE SURE THAT YOU REPORT THAT TO CREATION GARDENS.







# DOD FRESH PROGRAM RESOURCES

USDA DOD FRESH FRUIT & VEGETABLE PROGRAM

WEBSITE: [HTTPS://WWW.FNS.USDA.GOV/FDD/DOD-FRESH-FRUIT-AND-VEGETABLE-PROGRAM](https://www.fns.usda.gov/fdd/dod-fresh-fruit-and-vegetable-program)

FFAVORS CUSTOMER ORDERING MANUAL

[HTTPS://FFAVORS.FNS.USDA.GOV/FFAVORS\\_WEB/USDAPRODUCE/CUSTOMER%20USER%20MANUAL.PDF](https://ffavors.fns.usda.gov/ffavors_web/USDAPRODUCE/CUSTOMER%20USER%20MANUAL.PDF)

[CREATION GARDEN CONTACTS](#)

LISA ROBY- [LISA.ROBY@CREATIONGARDENS.COM](mailto:LISA.ROBY@CREATIONGARDENS.COM)

502-349-1379

DANIELLE SANBORN-

[DSANBORN@WHATCHEFSWANT.COM](mailto:DSANBORN@WHATCHEFSWANT.COM) 502-587-9012



EMILY WHEELER  
COMMODITY ADVISORY COUNCIL  
&  
STATE CONTRACTED WAREHOUSE  
COORDINATOR

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KENTUCKY  
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# Commodity Advisory Council (CAC)

- THE PURPOSE OF THE COMMODITY ADVISORY COUNCIL IS TO COORDINATE DIRECT DELIVERY REQUESTS FROM DISTRICTS ACROSS THE STATE SO THAT APPROPRIATE AMOUNTS OF USDA FOODS ARE ORDERED. THIS HELPS PREVENT CANCELLATIONS DURING THE SCHOOL YEAR.
- KENTUCKY IS DIVIDED INTO 9 REGIONS. EACH REGION HAS A CAC LEADER WHO COORDINATES WITH DISTRICTS WITHIN THAT REGION TO ACCUMULATE DIRECT DELIVERY REQUESTS USING THE CAC MASTER SPREADSHEET.
- EACH CAC LEADER WILL HAVE A MEETING WITH DISTRICTS IN THEIR REGION TO GAUGE INTEREST OF DIRECT DELIVERY PRODUCTS AND BUILD TRUCKS. CAC LEADERS WILL ALSO RELAY OTHER PERTINENT INFORMATION TO DISTRICTS DURING ORDER SEASON TO STREAMLINE COMMUNICATIONS REGARDING USDA FOODS AND ORDERING.
- THERE IS A 2-TRUCK MINIMUM FOR EACH DIRECT DELIVERY PRODUCT, SO THAT MORE THAN ONE DELIVERY DATE IS OFFERED TO THE WAREHOUSE DURING THE SCHOOL YEAR.

# CAC SPREADSHEET

Product Number		\$/Case		AUGUSTA IND	BEECHWOOD	BELLEVUE IND	BOONE CO	BRACKEN CO	CAMPBELL CO	COVINGTON CATH	COVINGTON IND
100012	Cheddar, Reduced Fat, Shredded, Yellow (B027) 6/5 lb	\$62.83									
100034	Cheese, Mozzarella, Light, Shredded Frozen (B035) 30 lb box	\$57.77									
100036	Cheese, Skim Sliced 6/5 lb Sliced	\$47.62									
100101	Chicken, Diced, Frozen (A517) 40 lb ctn	\$88.95									
100117	Chicken, Fajita Strips (A563) 30 lb ctn	\$50.74									
100125	Turkey Roast, Frozen (A537) 32-48 lb ctn	\$91.20									
100158	Beef, Fine Grind, Frozen (A608) 40 lb ctn	\$95.99									
100184	Ham, Cooked, Water-added, Frozen (A693) 4/10 lb hams/ctn	\$61.67									
100187	Ham, Cooked, Frozen, Thin Sliced (A726) 8/5 lb pkg/ctn	\$73.94									
100212	Fruit Mix, Canned, Extra Light Syrup (A470) 6/#10 cans	\$26.35									
100220	Peaches, Canned, Clingstone, Diced, Extra Light Syrup (A40	\$28.02									
100225	Pears, Canned, Diced Extra Light Syrup (A434) 6/#10 cans	\$26.97									
100241	Peaches, Cups, Freestone, Frozen (A416) 96/4 oz cups	\$39.75									
100243	BLUEBERRIES 30 LB iqf	\$21.65									
100256	Strawberries, Diced, Cups, Frozen (A417) 96/4.5 oz cups	\$43.83									
100307	Beans, Canned, Green, Low-Sodium (A061) 6/#10 cans	\$13.13									
100348	Corn, Frozen, Whole Kernel, no added salt (A130) 30 lb ctn	\$15.34									
100362	Beans, Canned, Refried, Low-sodium (A085) 6/#10 cans	\$17.21									
100364	Beans, Canned, Vegetarian, Low-sodium (A091) 6/#10 cans	\$13.78									
100396	Peanut Butter, Smooth No trans fats (B473) 6/5 lb (cans or jar)	\$29.30									
110361	Applesauce, Cups, 96/4.5	\$13.39									
110396	Mozz String Cheese 1z sticks 360 ct	\$51.39									
110462	Chicken Strips Unseasoned 6/5lb	\$50.03									
110473	Broccoli Florets, Frozen - 30 lb	\$37.29									
110554	Turkey, Deli Breast, Frozen Thin Sliced 8/5 lb pkg/ctn	\$153.60									
	<b>TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Commodity Advisory Council (CAC)

After all, 9 regions have completed the CAC spreadsheet, CAC leaders will meet to compile requests and make any necessary changes to ensure that trucks can be built based on requested amounts.

If changes are necessary, you will receive communication from your CAC leader. Please pay close attention to emails from CAC leaders and KDA staff during the spring semester.

When the CAC spreadsheet has been finalized, the master CAC spreadsheet will be sent by the CAC leaders to all districts.

The master spreadsheet is what you will use to place your orders in WBSCM.

\*It is extremely important that you order the number of cases that you requested on the CAC spreadsheet. This will help to prevent cancellations during the order process and during the school year.



# CAC REGION LEADERS



- STEPHANIE CALDWELL
- FSD BOONE COUNTY
- REGION 1



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



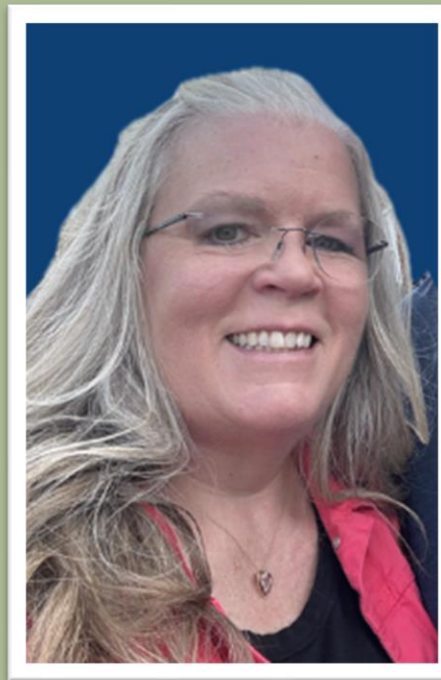
- GLEN TEAGER
- FSD ROWAN COUNTY
- REGION 3



# 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

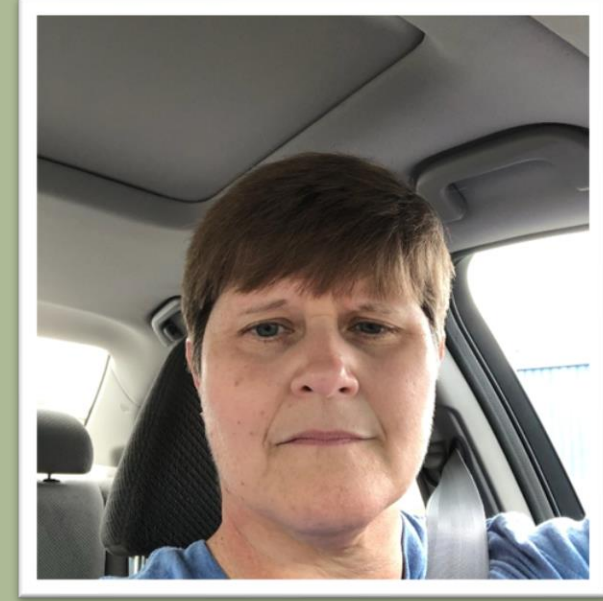
# CAC REGION LEADERS



- 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









# ORDERING USDA FOODS

- ONCE YOU RECEIVE THE MASTER SPREADSHEET FROM YOUR CAC LEADER, YOU WILL BE ABLE TO LOGIN TO WBSCM AND PLACE YOUR ORDER FOR THE NEXT SCHOOL YEAR.
- WE SUGGEST THAT YOU PLACE ORDERS FOR DIRECT DELIVERY SEPARATE FROM PLACING YOUR PROCESSING ORDERS IN WBSCM.

# WBSCM WEB BASED SUPPLY CHAIN MANAGEMENT

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 **eAuthentication**  
U.S. DEPARTMENT OF AGRICULTURE





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## Customer Login

[Need an account?](#)  
Not a Customer? [Change user type](#)

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](#)



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[+] 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](#)







# ORDERING USDA FOODS FROM THE STATE CONTRACTED WAREHOUSES



KENTUCKY  
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# State Contracted Warehouses


KDA contracts with commercial distributors such as GFS and KC Provisions to assist with receiving, storing, and delivering USDA foods.

- RA has 60 days of free storage at the contracted warehouse for Direct Delivery USDA foods
- RA has 30 days of free storage for items processed under fee-for-service
- Distributors may assess a storage fee per case remaining beyond the free storage period  
The storage fee is 25% of stated delivery charge
- The SDA may reallocate inventory to other districts after 60 days if inventory becomes a burden to the distributor
- Each school site must have a minimum of 15 cases to make a delivery stop. \*Unless you are an RCCI district
- Delivery hours are between 6:30 AM to 3:30 PM Monday-Friday
- RA is required to notify the distributor when schools are closed

# KC PROVISION REGIONS 1

KY-FD-30DS (REV. 11/07)		NOTICE OF DELIVERY OF DONATED FOODS FOR ONE DROP SITES	
1. Recipient Agency:		5. Account Number:	
2. Donated Food:		6. Pack Size:	
3. D/O Number:		7. No. Cases:	
4. Price Per Case:		8. Arrival Date:	
Check one 10. Original Allocation: <input type="checkbox"/>		9. Expiration Date:	
12. Delivery Date:		11. Change Order (number) <input type="checkbox"/> (      )	
13. Name FSD:		14. Date:	
1. Recipient Agency:		5. Account Number:	
2. Donated Food:		6. Pack Size:	
3. D/O Number:		7. No. Cases:	
4. Price Per Case:		8. Arrival Date:	
Check one 10. Original Allocation: <input type="checkbox"/>		9. Expiration Date:	
12. Delivery Date:		11. Change Order (number) <input type="checkbox"/> (      )	
13. Name FSD:		14. Date:	
1. Recipient Agency:		5. Account Number:	
2. Donated Food:		6. Pack Size:	
3. D/O Number:		7. No. Cases:	
4. Price Per Case:		8. Arrival Date:	
Check one 10. Original Allocation: <input type="checkbox"/>		9. Expiration Date:	
12. Delivery Date:		11. Change Order (number) <input type="checkbox"/> (      )	
13. Name FSD:		14. Date:	
1. Recipient Agency:		5. Account Number:	
2. Donated Food:		6. Pack Size:	
3. D/O Number:		7. No. Cases:	
4. Price Per Case:		8. Arrival Date:	
Check one 10. Original Allocation: <input type="checkbox"/>		9. Expiration Date:	
12. Delivery Date:		11. Change Order (number) <input type="checkbox"/> (      )	
13. Name FSD:		14. Date:	
1. Recipient Agency:		5. Account Number:	
2. Donated Food:		6. Pack Size:	
3. D/O Number:		7. No. Cases:	
4. Price Per Case:		8. Arrival Date:	
Check one 10. Original Allocation: <input type="checkbox"/>		9. Expiration Date:	
12. Delivery Date:		11. Change Order (number) <input type="checkbox"/> (      )	
13. Name FSD:		14. Date:	

# GFS Online Ordering System




Search

Locations

Sign In

Who We ServeProductsSolutionsIdea CenterCareersStores

Home / Solutions / Online Ordering



**Online Ordering**

### Want a Flexible Ordering Schedule?

Our Online Ordering tool allows you to access the complete Gordon Food Service product catalog, 24 hours a day, 7 days a week. Access Online Ordering from your computer, smartphone, or tablet; through Internet Explorer, Chrome, Firefox, and Safari.

### Online Tools

- Cycle Menu Management
- Electronic Data Interface (EDI)
- Gordon Now

# Receiving Direct Delivery from Contracted Warehouse

- RA is required to have an authorized school employee verify the quantity and condition of each item on the invoice. The employee must sign off on the invoice once accuracy has been accepted.
- If there are problems with the delivery (shortages, overages, damage, etc.), the employee must document that information on the invoice and the driver and employee must both sign.
- Any overages or damaged items should be taken back with the driver.



# STORING USDA FOODS AT SCHOOL SITES

- FIFO – First In First Out.
  - Rotation is key in using the oldest product first.**Date all USDA Foods when delivered.**
- Stacking
  - Foods should not be stacked near steam or heat. Stacks of food should be Cross Stacked to keep stacks solid. Do not stack too high to prevent crushing or bursting from bottom layers.
- Protection of Foods
  - Make sure that storage areas and foods are checked regularly for any deterioration or signs of infestation. All areas should be kept clean and orderly. Foods should be kept away from cleaning supplies and pesticides.
- Health Department Inspections
  - Health Inspections are to be completed every six months by the Health Department



# Storing USDA Foods at Sites

- Proper Temperature Ranges
  - Freezers: -10°F to 0°F
  - Coolers: 34°F to 40°F
  - Dry Storage: 50°F to 70°F
- Temperature Charts
  - Temperature Charts should be kept for all locations. Freezers and Coolers should be checked daily, and Dry Storage can be checked daily or at least weekly.
- Air Circulation
  - Important for Frozen, Chilled or Dry storage. Food should be stacked six inches off the floor and from the wall. Stacks should be two feet from the ceiling.
- Extermination
  - Keep storage areas free of rodents and insects. Maintain a record of Service from an established company.



ELIZA-JANE CRUSE-MCCURRY

FURTHER PROCESSING

COORDINATOR



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# What benefits do further processing participants receive?

BY PARTICIPATING IN FURTHER PROCESSING, MOST RAS FIND THEY CAN:

- STRETCH THEIR USDA FOOD DOLLARS BY ORDERING BULK PRODUCT IN SCHOOL FOODSERVICE OPERATIONS.
- REDUCE LABOR COSTS AND CASH OUTLAYS FOR FOOD PREPARATION.
- REDUCE STORAGE AND DELIVERY COSTS.
- HAVE THEIR BULK USDA FOODS DELIVERED DIRECTLY FROM USDA VENDORS TO THEIR CONTRACTED PROCESSOR(S)

# How does further processing currently operate?

FOR RAW, BULK USDA FOODS TO BE FURTHER PROCESSED INTO SELECTED END PRODUCTS, THE RA COMPETITIVELY PROCURES THE SERVICES OF COMMERCIAL FOOD PROCESSORS TO HAVE THE USDA FOODS CONVERTED TO MORE READY-TO-USE PRODUCTS.

IN ADDITION TO THE CONTRACT BETWEEN THE PROCESSOR AND THE SDA OR RA, A LEGALLY BINDING AGREEMENT (I.E. PROCESSING AGREEMENT) WITH FNS OR THE SDA, AS APPROPRIATE, ALLOWS THE PROCESSORS TO RECEIVE USDA FOODS LIKE BULK CHICKEN AS AN INGREDIENT IN THE PRODUCTION OF A FINISHED END PRODUCT LIKE CHICKEN NUGGETS OR PATTIES.

IN TURN, THE VALUE OF THE USDA FOODS IS PASSED THROUGH TO THE RECIPIENT AGENCY IN THE FORM OF A PASS-THROUGH VALUE FOR THE FINISHED PRODUCT. USDA PURCHASES AND DELIVERES BULK USDA FOODS TO THE DESIGNATED PROCESSING LOCATION AS ORDERED BY THE STATE.

RECIPIENT AGENCIES ARE RESPONSIBLE FOR THE PROCURMENT OF THE FINISHED PRODUCTS , PLACING ORDERS IN WBSCM FOR BULK PRODUCTS, SENDING THEM TO THE CORRECT PROCESSOR AND LOCATIONS, MONITORING POUNDS THROUGHOUT THE YEAR, AND COMMUNICATING TO YOUR STAFF WHAT THEY ARE SUPPOSED TO BE BUYING AND FROM WHO.



# How does the USDA Foods value get passed on to the RA?

Processors entering into these types of agreements must ensure that the full value of the USDA Foods contained in the finished products is returned to the recipient agency. This value can be returned to the recipient agency by:

- \* Net Off Invoice (NOI): discounting the normal commercial price of a product;
- \* Fee for Service (FFS): charging a fee for service for converting the USDA Foods into END PRODUCTS

End products made from meat or poultry are usually produced under fee-for-service contracts. Under this arrangement the end products are sold at a processing fee, which represents the processor's costs for labor, packaging, other ingredients, and administrative overhead. With a fee for service, the value of the USDA Foods in the end products is not included in the FINAL price of the product.

Regardless of the type of agreement that is used, RAs must competitively procure contracts to have their commodities processed from companies that have a National Processing Agreement or a State Processing Agreement. KDA reviews and approves which of these companies are eligible to operate in the State. However, approval from KDA does not relieve RAs from their responsibility to conduct a competitive procurement process to award a contract for the processing of their commodities. Please refer to the KDE's SCN Procurement Quick Reference Series: Procurement of Processing Contracts located on SharePoint under Compliance Reviews – Administrative and Procurement.



# How do I calculate the pounds I need to send to a Processor?

PROCESSORS, BROKERS, AND GFS HAVE SPREADSHEETS THAT CAN ASSIST YOU IN FIGURING THE APPROPRIATE NUMBER OF POUNDS YOU WILL NEED. YOU WILL WANT THE FOLLOWING INFORMATION PRIOR TO COMPLETING THE FORMS:

- MENU PLAN.
- NUMBER OF TIMES AN ITEM WILL BE SERVED ON YOUR MENU CYCLE.
- NUMBER OF SERVINGS, THIS IS ALSO KNOWN AS AVERAGE DAILY PARTICIPATION.

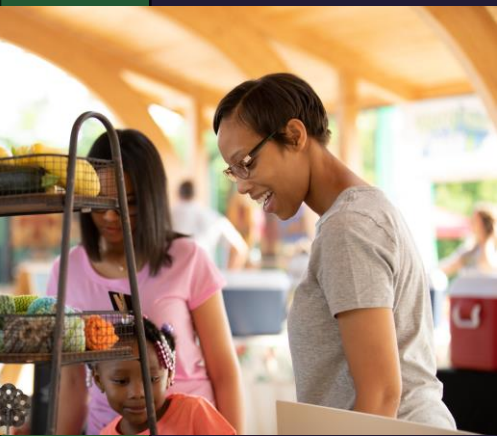
THIS WILL CALCULATE HOW MANY POUNDS YOU NEED TO ORDER AND SEND TO A PROCESSOR IN WBSCM.



# How do I track my pounds throughout the year?

K12 Foodservice & Processor Link are the two third-party tracking applications that the State uses to communicate with Processors.

If your Specialist hasn't sent you the links to set up accounts with either for these site, PLEASE reach out to me today and I will send you the links to each website to complete. I look at these monthly from now until December and then weekly starting in January to use all pounds diverted by the end of the school year.



# JESSICA GARLAND DISASTER, COMPLAINT, AND TRAINING COORDINATOR



KENTUCKY  
DEPARTMENT OF  
AGRICULTURE

# USDA Foods Complaint Procedures for RA

TO ASSIST YOUR SDA IN PROCESSING THE COMPLAINT MORE QUICKLY, PROVIDE THE FOLLOWING INFORMATION:

- CAN AND CASE CODES.
- DESCRIPTION OF THE PROBLEM AND WHETHER ANYONE REPORTED FEELING SICK OR BEING INJURED FROM CONSUMING THE PRODUCT.
- DATE YOUR ORGANIZATION RECEIVED THE AFFECTED USDA FOODS.
- QUANTITY OF PRODUCT INVOLVED (AFFECTED).
- QUANTITY AND PHYSICAL ADDRESS OF PRODUCT REMAINING AND IF THE REMAINING PRODUCT IS AFFECTED OR NOT.
- SALES ORDER NUMBER (FORMERLY DELIVERY ORDER NUMBER) AND PURCHASE ORDER NUMBER (FORMERLY NOTICE TO DELIVER NUMBER). THESE NUMBERS MAY BE ON THE PAPERWORK REVIEWED WITH THE USDA FOOD SHIPMENT. IF NOT, THE SDA SHOULD BE ABLE TO OBTAIN THEM.
- THE SPECIFIC CIRCUMSTANCES INVOLVED. FOR EXAMPLE- I RECEIVED THE DAMAGED CANNED PRODUCTS 2 MONTHS AGO, BUT THE CASES WERE LOCATED IN THE MIDDLE OF THE PALLET THAT COULD NOT BE SEEN UNTIL THE SCHOOL OPENED THE CASES. OR, THE TEMPERATURE ON THE DELIVERY TRUCK WAS 40 DEGREES WHEN THE DISCOLORED FROZEN PRODUCTS WERE DELIVERED.
- IN SOME INSTANCES, DIGITAL PHOTOGRAPHS OF DAMAGED PRODUCT OR FOREIGN OBJECTS ARE HELPFUL.



# DISASTER PREPARDNESS

Disasters and Emergencies can come with little to no warning. As a Food Service Director and School District you need to be prepared when situations do occur, so you have the right tools and information to respond efficiently.

The KDA has created a Disaster Manual as a tool for RAs to better prepare their districts for these unfortunate situations. Please contact your KDA representative to request a copy of the manual or visit the KDA webpage at [www.kyagr.gov](http://www.kyagr.gov).

# DISASTER PREPARDNESS

There are two types of Disasters: Presidential Declared Disaster and a Situation of Distress.

Presidentially Declared “Disaster” *vs.* “Situations of Distress”

## **“Disaster”**

*Any natural catastrophe, or regardless of cause any fire, flood, explosion, in any part of the U.S., which the President determines causes damage of sufficient magnitude and severity to warrant Federal disaster assistance.*

## **“Situation of Distress”**

*A natural catastrophe not declared by the President to be a disaster but which in the judgment of the State Distributing Agency or Food Nutrition Service (FNS) warrants the use of USDA donated foods for congregate feeding.*

# DISASTER PREPARDNESS

During a major disaster or situation of distress, distributing agencies may provide USDA foods from program inventories for congregate feeding. Schools can also provide foods to disaster organizations to utilize for congregate feeding upon approval by the DA (example: Red Cross, FEMA, and Religious Organizations)

KDA will need to approve your districts in order to utilize these USDA Foods before congregate feeding begins. You will need to communicate with your KDA Disaster Coordinator/Disaster Team. Communication is KEY!

Each school district needs to have a Disaster Manual readily available and on hand in each school! This will consist of all the forms you will need to keep track of usage. These forms will be attached at the end of this manual along with a disaster response plan. (KY-FD-50 and KY-FD-52)

## DISTRICT CONTACT LIST

### District Emergency Contact List

School/District Name \_\_\_\_\_

County \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Police and Fire Department **911**

Police Department / EMS \_\_\_\_\_

Sheriff \_\_\_\_\_

**Kentucky Regional Emergency Management**

100 Minuteman Parkway, Frankfort (800) 255-2587

**Kentucky National Guard Emergency Response Team**

100 Minuteman Parkway, Frankfort (502) 607-1611

**Red Cross Chapters:** Ashland Office ..... (606) 325-1626

Bowling Green Office ... (270) 781-7377

Lexington Office ..... (859) 253-1331

Louisville Office ..... (502) 589-4450

Paducah Office ..... (270) 442-3575

**Kentucky Department of Agriculture ... (502) 573-0282**

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To simplify discussions in this document, we will use "Red Cross"  
to represent any or all disaster feeding organizations.



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licensed under [CC BY-ND](#)



WE WILL DIVE FURTHER INTO DISASTER PREPARDNESS IN  
FUTURE TRAININGS THIS YEAR.

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**KENTUCKY**  
DEPARTMENT OF  
**AGRICULTURE**

# STAFF TRAINING

Suggestion for Food Staff Employees:  
General Overview of the USDA Foods program.  
Proper Receiving and Receipting of USDA Foods.  
How to read/understand labels and dates on packaging of USDA Foods.  
Safe Handling of Foods.  
Good Storage Practices.  
How to properly destroy out-of-condition foods.  
ALL training should be documented with an Agenda and list of Attendees.



# Farm to School

Farm to school makes local food and agricultural education available to child nutrition program participants through grants, research, technical assistance, and training.

# Chefs in Schools

Chefs in Schools Collaborative helps school service staff serve fresh local foods to Kentucky students.

Under the Chefs in Schools Collaborative, professional chefs and culinarians will educate school food service personnel on how to incorporate fresh local foods in their menus. KDA Chefs will provide this service through recipe and menu development, knife skills and proper handling of fresh local foods, as well as, conducting taste testing of new menu items with students and staff. Introducing new fresh local products will also open doors to building relationships with local farmers, allowing students to understand where their food comes from and the importance of supporting local growers as part of rural economic development.



# Chefs in Schools

What does this mean for Food Service Directors?

The Chefs in Schools team will observe your staff to determine what is needed for your team, KDA Chef's will develop training based on these needs. Training will take place at your schools and will include hands-on instruction for FSD's and their staff. Further assistance can be provided virtually through Teams to keep everyone on track or KDA Chef are always available to make another visit.

The Chefs in Schools Collaborative will educate School Food Service personnel on:

- Knife Skills
- Kitchen Safety and Sanitation
- Recipe and Menu development per USDA guidelines for schools
- Equipment use and maintenance
- Proper handling of fresh local foods
- Taste-testing with Students and Staff
- Presentation

The program aims to reach all Kentucky schools participating in the National School Lunch Program, increase support of the Farm to School movement, and reduce hunger in Kentucky.

# Junior Chef

Junior Chef is a statewide high school cooking competition designed to offer youth the opportunity to learn valuable skills in recipe development, food preparation, marketing, public presentation, organization, teamwork and community involvement. Additionally, the program will stimulate interest in local agriculture, create a nontraditional market for Kentucky producers, increase quality of products available to school cafeterias, and ultimately increase consumption of produce by Kentucky's students. A full copy of rules and information can be found on our website.

If you are interested in any of these 3 programs, please reach out to the contacts listed below:

Tina Garland  
Branch Manager  
SFMP, Farm to School Program  
Office: (502) 782-9212  
Cell: (502) 382-7505  
Email: Tina.Garland@ky.gov

Morgan Murphy  
Local Food Supply Grants Administrator  
& Patrick Leahy Program Manager  
Office: (502) 782-9224  
Cell: (502) 352-3706  
Email: morgan.murphy@ky.gov

Rebecca Shepherd-Smith  
Food Operations Manager II  
Chefs in Schools & Junior Chef Manager  
Office: (502) 782-9224  
Cell: (502) 330-7488  
Email: Rebecca.Sheperd-Smith@ky.gov

Shannon Stevens  
Food Operations Manager II  
Chefs in Schools & Junior Chef Manager  
Cell: (502) 871-2995  
Email: Shannon.stevens@ky.gov





## **REGIONAL TRAINING OPPORTUNITIES**

REGIONAL TRAINING 1  
INVENTORY MANAGEMENT, DISASTER PREPAREDNESS,  
COMPLAINT PROCESS, AND HOUSEHOLD PROGRAMS:

September 5, 2024:  
Cumberland State Park  
9am-2pm  
7351 KY-90, Corbin, KY 40701

September 10, 2024  
General Butler State Park  
9am-2pm  
1608 Hwy 227, Carrollton, KY 41008

October 3, 2024  
Kentucky Dam Village State Park  
9am-2pm  
166 Upper Village Dr., Gilbertsville, KY 42044







## **REGIONAL TRAINING OPPORTUNITIES**

REGIONAL TRAINING 2  
ORDERING PROCESS, COMMODITY ADVISORY COUNCIL,  
PROCESSING USDA FOODS, AND DOD FFAVORS:

October 30, 2024:  
Cumberland State Park  
9am-2pm  
7351 KY-90, Corbin, KY 40701

November 7, 2024  
General Butler State Park  
9am-2pm  
1608 Hwy 227, Carrollton, KY 41008

November 13, 2024  
Kentucky Dam Village State Park  
9am-2pm  
166 Upper Village Dr., Gilbertsville, KY 42044





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