

Kentucky Department of Agriculture



USDA-Food Distribution Program Food Service Director Instruction Manual

Index

	<u>Page</u>
National School Lunch Program Overview	7- 10
KDA Food Distribution Contacts	11
Regional Field Staff Map	12
Entitlement & Ordering Timelines	13
Web-Based Supply Chain Management (WBSCM) Videos	15
• Creating a User Profile in WBSCM	16
• New FSD-Gaining Access to WBSCM	17
• Operations, Reports and other tabs missing	18
• Logging on to WBSCM:	19
-Checking your Entitlement Balance in WBSCM	
-Seeing Allocated Foods & Entitlement Drawdown	
-Seeing what you requested	
• Ordering USDA Foods in WBSCM	20
-Glossary of Terms	
• WBSCM-Helpful Screen Shots	21- 23
• Processing Cheat Sheet	24- 25
Commodity Advisory Council Members Map	27
Kentucky Distribution Regions Map	28
Regional Distributor Map	29
DOD Fresh Fruit and Vegetable Program Overview	31
• FFAVORS Web Ordering Manual	
Recommendations for Deliveries and Acceptance of USDA-DOD Donated Foods	33- 34
School District Rapid Response Disaster Preparedness Plan	35- 37
• Kentucky USDA Food Emergency Feeding Report (Ky-FD-50)	38
KDA-Required Forms Needed for Board / School Review	
• Program Administration Agreement (Ky-FD-12-S)	
• Central Office Review (Ky-FD-32-C)	
• Change in Administrator/Superintendent (Ky-FD-41A)	
• Change in Food Service Director (Ky-FD-41)	
• Notice of Delivery of Donated Foods to Schools (Ky-FD-3)	
• Notice of Delivery of Donated Foods for One Drop Sites (Ky-FD-3ODS)	
• Administrative School Review (Ky-FD-32-SC)	
• Ky. Food Distribution Compliance Review Form (Ky-FD-54-A)	
• Food Distribution Allocated Spreadsheet (Ky-Fd-32-AS)	
• Carryover Policy Memo / Waiver Request Form (Ky-FD-83)	
• Temperature Recording Chart (Ky-FD-8)	
Justice For All Poster	
Farm to School	43
Jr. Chef Program	44
Are you Storing Food Safely?	

How Chefs are Becoming a Valuable Commodity in School Foodservice	45- 46
A Baker's Dozen of Quick Tips to Increase Participation Today	47- 48
Food Distribution Division Acronyms	49- 52

NATIONAL SCHOOL LUNCH PROGRAM - OVERVIEW

The Food Distribution Program (FDP) is authorized by the U.S. Congress through several pieces of legislation. The primary pieces of legislation which enables the various commodities to be provided to School Food Authorities (SFAs)/Child Nutrition Programs are:

Group A: Section 32 of the Agricultural Act of 1935, which authorizes the purchase and distribution of perishable commodities in order to remove surpluses and stabilize farm prices.

Group B: Section 6 of the National School Lunch Act (NSLA), which mandates a per-meal commodity assistance rate for schools participating in the National School Lunch Program (NSLP).

Bonus: Section 416 of the Agricultural Act of 1949, which authorizes the purchase and distribution of commodities for the purpose of supporting farm prices

A. ELIGIBILITY/AGREEMENTS:

(1) Independent, public and private schools and certain Residential Child Care Institutions (RCCI) are eligible to participate in the FDP, if criteria are met. Those SFAs and schools that are recognized for this overview that are eligible to participate are listed below.

(a) **School:** an educational unit of high school grade or under, which operates under public or nonprofit private ownership. The term high school grade or under includes classes of primary or higher grade or when they are recognized as part of the educational system in the State, regardless of whether such pre-primary classes are conducted in a school having classes of primary or higher grade. Additionally, schools must be in compliance with all Civil Rights requirements.

(b) **Residential Child Care Institution:** a 24 hour child care institution eligible to participate in the NSLP and the donated food program if all program criteria is met.

(2) Prior to a SFA's approval to participate in the FDP, the SFA signs an Agreement which identifies the responsibilities for a SFA to receive donated foods. The agreement shall include, but is not limited to, the following requirements: accountability, storage, use of food and/or disposition of food, and the penalties for misuse of donated foods.

(3) The SDA cannot distribute commodities to SFAs until the Kentucky Department of Education; Division of Nutrition and Health Services have confirmed eligibility.

B. AVAILABLE COMMODITIES:

Schools are eligible for a certain dollar level of commodity, referred to as Planned Assistance Level (PAL), or Entitlement, based on the number of reimbursable lunches served during the prior year (July 1 through June 30) times the mandated meal rate of assistance established by USDA. For example; 10,000 meals served during the school based on .22 cents per meal would equal an Entitlement of \$2,200.00. Commodities that are offered to SFAs against the dollar amount of their PAL are considered entitlement foods. Other foods offered to SFAs that do not reduce the PAL are considered bonus commodities. All foods are offered or made available on a "use without waste" basis. Entitlement and Bonus foods are divided into two groups, Group A and B.

Group A Foods: Includes fruits, vegetables, meats, and poultry. These are purchased through various divisions of the Agricultural Marketing Service (AMS) to remove surplus farm products and to meet the nutritional needs of the program recipients. Purchases are made seasonally rather than continuously. Occasionally, "Group A" items are offered as a bonus.

Group B Foods: Include grains, oil, dairy and peanut products. These foods are purchased under price support authority by the Consolidated Farm Service Agency (CFSA) and are available on a year-round basis. The commodities that USDA donates may vary from time to time depending on what food products are available.

Other choices of “spending” Entitlement monies on commodities include: Processing, purchasing fresh fruits and vegetables through the Department of Defense (DOD), now known as FFAVORS, and purchasing fresh fruits and vegetables from local producers through the Farm to School Program.

C. PROCESSING:

WHAT IS COMMODITY PROCESSING?

Commodity Processing allows SDA and recipient agencies to contract with commercial food processors to convert raw bulk USDA commodities into more convenient, ready-to-use end products. Commodity processing expands donated food use from a limited number of commodities to a broader array of nutritionally sound, popular items, while keeping labor costs to a minimum. Processing of donated foods provides industry the opportunity to market its finished products, giving the R/A the opportunity to receive a wider variety of popular table-ready end products.

WHAT ARE THE BENEFITS?

By participating in Commodity Processing, R/As find that they can: stretch their commodity dollars by ordering low-cost bulk products; eliminate backhauling charges because the USDA vendors’ deliver commodities directly to processors; increase the variety of end products; reduce labor costs and cash outlays for food preparation; and reduce storage cost.

TWO METHODS OF PROCESSING:

Fee-for-Service: This method is actually a net-price system since it reflects what the processor will charge, exclusive of the value of donated food, to produce an end product containing donated food. End products obtained using this method is billed at a net price. The net price is determined by reducing the agreed-upon full (gross) price by an amount at least equal to the value of donated food contained in a case of approved end-product identified in the processing agreement. The billing procedure is usually handled by the invoice showing the full price, the reduction for the value of donated foods(s) and the net price.

Net-Off Invoice (NOI): The SFA purchases an approved end product directly from a distributor and is billed at a net price. The net price is determined by reducing the agreed-upon full (gross) price by an amount at least equal to the value of donated food contained in a case of approved end-product identified in the processing agreement. The invoice would show the full price, the reduction for the value of donated foods(s) and the net price. When purchasing foods for use in food service programs, the SFA must comply with all Federal, State and local procurement standards.

D. Department of Defense (DOD) Fresh Fruit and Vegetable Program (FFAVORS):

The U. S. Department of Agriculture’s Food and Consumer Service (USDA/FCS) and SDA, Division of Food Distribution has successfully teamed up with the Department of Defense, Defense Personnel Support Center (DOD/DPSC), to deliver nutritious, high- quality fresh produce to children participating in the National School Lunch Program (NSLP). This project supports the goals of the School Meals Initiative for Healthy Children, USDA’s comprehensive iterated plan to update the nutrition standards of school meals. Improving school access to high-quality, fresh fruits and vegetables that will appeal to kids is an important component of this initiative. DOD operates a nationwide system to purchase and distribute a wide - variety of high quality fresh produce to their military installations, federal prisons, and veteran’s hospitals. The program has enabled schools to increase their offerings of fresh produce to children and introduce them to new fresh fruits and vegetables. Exposing children to attractive, tasty fruits and vegetables can contribute to lifelong nutritious eating habits and good health.

SFAs must inform the SDA office of their intentions to participate in the DOD Program by completing the DOD Request Form at the beginning of each school year. A minimum of \$1,000 and a maximum of sixteen percent of the SFAs Total Entitlement can be set aside to buy fresh fruits and vegetables through the DOD/FFAVORS Program. SFA must contact a representative of FFAVORS at 215-737-8760 to establish an account in WBSCM before ordering produce.

E. ALLOCATIONS AND ORDERING:

Commodity allocation is a two-fold process. The PAL expected to be available is determined and provided to the SFA by the SDA. Foods are made available against the dollar level established.

Determination of Dollar Levels: Each year USDA provides the SDA a dollar level of entitlement. This entitlement is determined by multiplying the number of reimbursable lunches served during the prior year (both actual and estimated) by the commodity assistance rate. Periodically, USDA adjusts the entitlement based on updated meal count data. SDA updates this information on a yearly basis. SFAs are notified of their new entitlement dollars, entitlement dollars used, and remaining entitlement dollars, on the WBSCM website.

Making Food Available: Commodities purchased by USDA are based on a number of factors; such as: market conditions, school preference, amounts, types, and cost of foods available.

Ordering Commodities: When USDA informs the SDA of actual or estimated quantities of commodities expected to be made available, the SDA allocates the commodities to the SFAs on as request basis, using information from the USDA WBSCM System. When the SDA commits to accept the commodity, the SFAs are notified of their allocated amount via the WBSCM system. Foods are ordered for more than one delivery period when requests by SFAs are sufficient to make statewide distribution. Orders may be cancelled by USDA due to market conditions, availability and costs. The Food Distribution Office has always recommended to SFAs to order at least 5 to 10 % over their assigned Entitlement to ensure getting the total value of Entitlement.

Bonus Foods: There is not a PAL to limit the quantity or the dollar value of Bonus foods a SFA can receive. While not limited to a PAL, these bonus items, when available, are provided to all SFAs on an "as requested" basis through WBSCM, take into consideration, surveys and delivery capabilities.

F. FOOD DELIVERY PROCEDURES:

The SDA contracts with commercial wholesale distributors to receive, store and delivery USDA donated foods to recipient agencies. The contracted Distributors will deliver all commodities for Recipient Agencies. SFAs are notified of the Distributor responsible for delivery of USDA commodities and delivery cost. Prior to delivery of USDA Commodities, the Distributor shall notify each R/A of their system account number and delivery schedule. The R/A must notify the Distributor of the amounts and dates of delivery of donated foods via the electronic KY-FD-3 Form. R/A's must notify the Distributor via electronic KY-FD-3 form, at least 48 hours prior to scheduled delivery dates. Orders will designate number of cases by item to be received by each school or other recipients. There shall be a minimum of fifteen (15) cases per delivery (drop). In the event an RA requests delivery of less than 15 cases per drop the contracted distributor may charge the cost of a 15 case delivery (drop). Deliveries shall be made between the hours of 6:30 a.m. and 3:30 p.m. unless special arrangements are made in advance.

Deliveries shall be made Monday through Friday, except school holidays or snow closing days. In districts, especially those on alternative calendars, where there is no one on duty in the school district, the SFA must notify the Distributor when schools are closed. School Food Service Managers will be requested to arrange a flexible work schedule so that a qualified receiver will be on duty the days when donated foods are scheduled for delivery after cafeteria hours (but prior to 3:30 p.m.).

Drivers and helpers shall deliver merchandise to designated staging areas at each R/A. Recognized staging areas are inside the door of a walk-in dry storage area, freezer, or cooler. Drivers or helpers shall not be required to store merchandise on shelves nor stack foods in reach-in coolers, freezers, or other cabinets. SFA shall require an authorized informed school employee to verify accuracy of items, quantities of each item, and condition of merchandise.

THE DESIGNATED SCHOOL OFFICIAL MUST SIGN EACH DELIVERY TICKET. ANY VARIATIONS FROM THE NORM, I.E., SHORTAGES, DAMAGES, ETC., SHALL BE NOTED ON EACH TICKET BY THE DESIGNATED OFFICIAL, AND INITIALED BY BOTH DISTRIBUTOR AND SCHOOL OFFICIAL.

Shortages or overages identified upon receipt of foods from a Distributor are to be reported to the Distributor immediately and appropriate action taken to resolve the discrepancy.

R/A's may be assessed a storage charge for each case of food remaining in storage beyond 60 days. This charge shall not exceed 25percent of the stated charge per case for delivery. Such charge may be assessed for a full month on the first day following the anniversary of the arrival date. The 25 percent charge per month may be assessed on the base charge only and not a compounded basis.

G. TRAINING:

SFAs should have a continuing training program for local staff on all program and regulatory areas. Training should provide for consistent, standardized program interpretation and implementation as well as help ensure that commodities are handled and utilized properly. Training can be conducted formally through workshops, newsletters, etc., and informally through technical-assistance visits, phone calls, etc. SFAs should provide training based on need assessments gathered from sources such as review findings, self-monitoring evaluations, problem areas, program changes, and new policies. All training should be documented by (at a minimum) the agenda and list of attendees.

H. REVIEW AND MONITOR:

The SDA will review all central offices each year and school sites will be reviewed as deemed necessary by KDA or as requested by the SFA. Included in the review process are the following areas: eligibility, record keeping, storage procedures and practices, allocations, and food processing. In order for SFAs to ensure that the FDP is being administered within regulatory guidelines, a compliance review has been implemented. By February 1 of each year, all SFAs are required to have reviewed each school in their system using the Food Distribution Compliance Review.

I. STORAGE:

The storage of commodities involves two major areas – storage conditions and storage practices. SFA employees should familiarize themselves with State health codes that may supersede these storage guidelines.

Storage Conditions: Storage conditions are those factors that must be considered in order to prevent the premature deterioration of commodities.

Storage Practices: Storage practices are those ongoing activities, which maintain the commodities and storage area in good condition.

Division of Food Distribution NSLP Contacts

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Bill Wickliffe, Food Distribution Division Director

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Regional Field Staff Area Map

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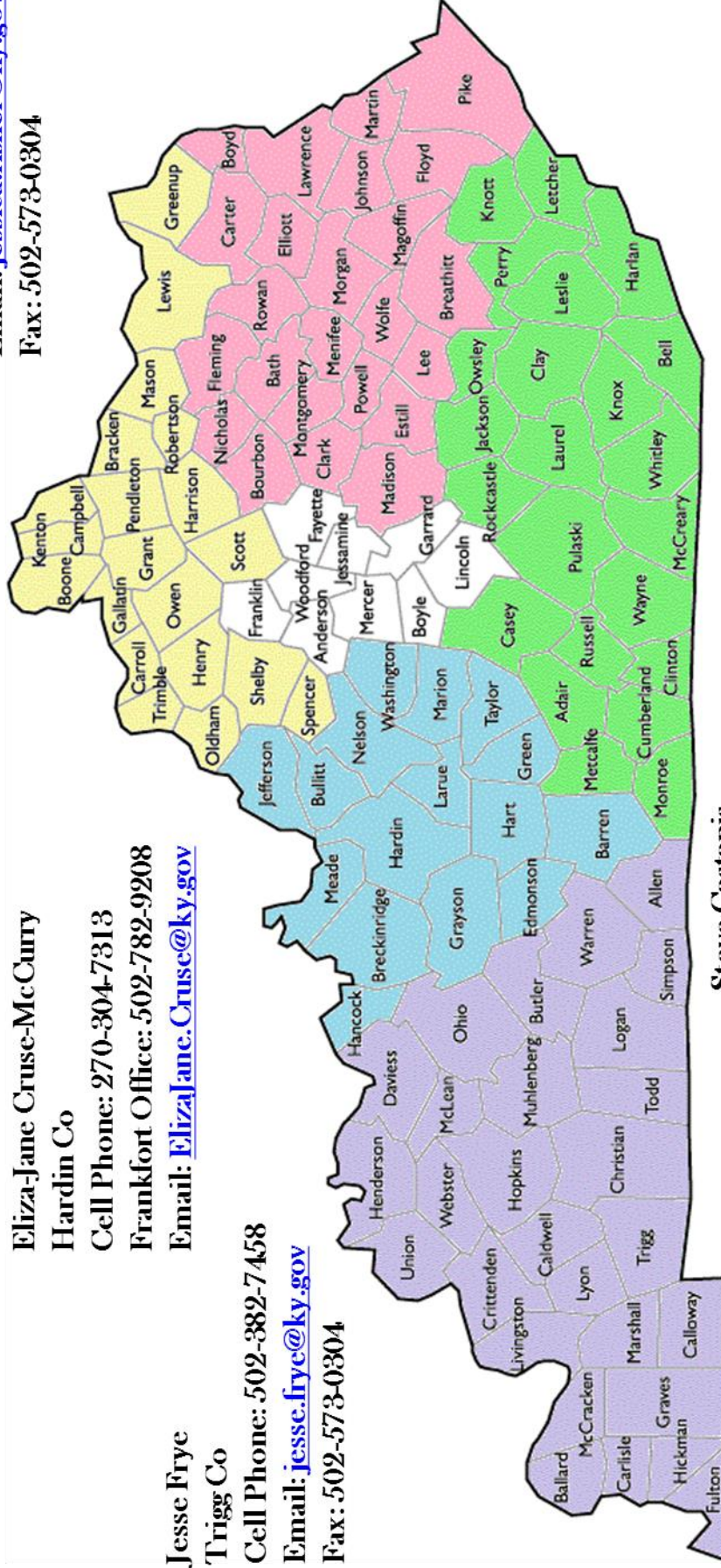
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Entitlement & Order Timeline

- January:** Enter Offerings for States in WBSCM.
- February:** February 1: Local Compliance Review is to be completed for each school location.
- February 15: Agreement Renewals and FFAVORS Request completed.
****Forms are online****
- KDA enters Preliminary SY Entitlement.
- April/May:** Most orders are due for the following SY.
- June:** Start buying for the following SY.
- July:** Unspent DOD Funds open for Free-For-All. DOD for school year is loaded.
- November:** Update current SY Entitlement – final meals from prior year.

Instructional videos online

Entire Playlist:

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

Checking Entitlement in WBSCM:

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

KDA Online Forms:

<https://www.youtube.com/watch?v=LtVmAHr1J0&index=4&list=PLhKm6BV98RpFs1OHKMkg1zsIIxltRncgB>

How to order Brown Box (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=lDBJ7woJmNA&list=PLhKm6BV98RpFs1OHKMkg1zsIIxltRncgB&index=2>

Creating a User Profile in WBSCM

1. Log into WBSCM.
2. Click the “**Admin Tab**”.
3. In the “**Detailed Navigation**” click “**Manage Users**”
4. Click the sideways arrow next to the “**KY Dept. of Agriculture**” organization.
5. Click the appropriate RA you wish to add an account to.
6. Click the “**Create New User**” button.
7. Enter at least the required information under the “**Personal Data Tab**” Note: All fields with a red*!
8. Click the “**Role data**” tab.
9. Select the “**Org Admin-RA**” under the “**Available Roles**” section.
10. Click the “**Add**” button.
11. Select the “**User Admin-RA**” under the “**Available Roles**” section.
12. Click the “**Add**” button.
13. Click the “**Save**” button.
14. Make certain to note that the new director’s name now appears in the list of Users.
15. Select the former Food Service Director’s name from the list of Users.
16. Click the “**Delete User**” button.
17. Notify new FSD that account has been set up in WBSCM.
18. FSD’s should follow the remainder of instructions on both pages of the “**WBSCM Account Creation-Cheat Sheet**”!

New FSD – Gaining Access to WBSCM

1. Go to <https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=1>
2. Fill in required fields as instructed.
3. Passwords must be 12-24 characters in length, contain AT LEAST one of the following: number, lower-case letter, upper-case letter and special symbol. Of course, you can use more than one in each category.
4. Answers to security questions are case-sensitive. (ex: “mickey mouse” is not the same as “Mickey Mouse”).
5. Click “**Continue**”
6. At the “Step 2 of 4” screen, verify your submitted information and ensure it is correct. If something isn’t correct, you may click “**Edit**” to make changes.
7. Once all information is verified to be correct, click “**Submit**”
8. The screen at “Step 3 of 4” is notification of successful account creation. Read this information and follow the instructions as they appear. It is recommended to print this page for your records.
9. A confirmation email should be received from eAuthHelpDesk@ftc.usda.gov. Open this email.
10. Follow the instructions in this email exactly. Wait 10 minutes from the receipt of that email before clicking “**ACTIVATE MY ACCOUNT**” in step 2 of that email. This email will also have instructions for help, should something go awry during this part of the process.
11. Once you click the “**ACTIVATE MY ACCOUNT**” link, you will be taken to the “Step 4 of 4” screen. This is simply verification of your account being activated. **NOTE:** there will be additional information on this screen; it is FYI if you run into issues in the future.
12. After you have reached “Step 4 of 4,” email KDA to have a WBSCM account set up on your behalf. Include the following information in that email: First and Last name, Phone #, Fax #, work email address, work street address, city and ZIP.
13. KDA will then set up a profile for you in WBSCM. You will then receive an email from WBSCM with further instructions on signing into your account for the first time.
14. Upon receipt of the email from WBSCM confirming your account has been created, you will click the link under step 2 of that email. This should bring you to the login page.
15. At this page, you will log in using the “**username**” and “**password**” you created for your eAuthentication account in #2 & #3 of this document.

Operations, Reports and Other Tabs Missing

1. Click on the “**Admin**” tab.
2. Then Click “**Manage Users**” in the section underneath the tab labeled “Detailed Navigation”.
3. Click on the line with your name on it.
4. Click on the “**Modify User**” button all the way at the bottom of the “Manage Users” screen.
5. Then click on the little tab above your information that says “**Role Data**”.
6. Then click on one of the roles in the “**Available Roles**” list.
7. Click the “**Add**” button between the “**Available Roles**” and “Current Roles” list.
8. Repeat steps 6 & 7 for each role until all four are showing in the “**Current Roles**” list.
9. Once completed, click the “**Save**” button all the way at the bottom.
10. You will need to log-off of WBSCM and log back in before the new tabs will appear.

LOGGING ON TO WBSCM

(1) Enter <https://portal.wbscm.usda.gov> in the address bar of your internet browser. It should be noted that as of 6/1/2011; USDA recommends the use of Internet Explorer 7.0 for your WBSCM browser! Updates for compatibility of later IE versions will be forthcoming.

- (2) Click “**I Agree**” button at the bottom of the page.
- (3) Enter your “**User ID**” and “**Password**” into the blank fields.
- (4) Click the “**Login**” button

CHECKING YOUR ENTITLEMENT BALANCE IN WBSCM:

- (1) Click on the “**Reports**” tab at the top of the page (*tab will be in blue*).
- (2) Click the “**Entitlement Management**” folder in the “**Detailed View**” section.
- (3) Click on the “**Entitlement/Bonus Summary Report**”.
- (4) Complete the fields in the form and click the “**Execute**” button.
- (5) To print PDF output or export to Excel, you may click the corresponding buttons.
Note: Your computer and internet browsers security settings may require you to resubmit the form in order to complete step 5.

SEEING ALLOCATED USDA FOODS & ENTITLEMENT DRAWDOWN:

- (1) Click on the “**Reports**” tab at the top of the page (*tab will be in blue*).
- (2) Click the “**Entitlement Management**” folder in the “**Detailed View**” section.
- (3) Click on the “**RA Entitlement/Bonus Detail Report**”.
- (4) Complete the fields in the form and click the “**Execute**” button.
- (5) To print PDF output or export to Excel, you may click the corresponding buttons.
Note: Your computer and internet browsers security settings may require you to resubmit the form in order to complete step 5.
- (6) Your Allocated USDA Foods may not list on one page alone. You may have to click the paging arrows at the bottom of the report page.

SEEING WHAT YOU REQUESTED:

- (1) Click on the “**Reports**” tab at the top of the page (*tab will be in blue*).
- (2) Click the “**Requisition Status Report**” link in the “**Detailed View**” section.
- (3) Complete the fields in the form and click the “**Execute**” button.
- (4) To print PDF output or export to Excel, you may click the corresponding buttons.
Note: Your computer and internet browsers security settings may require you to resubmit the form in order to complete step 5.
- (5) Your Requested USDA Foods may not list on one page alone. You may have to click the paging arrows at the bottom of the report page.

ORDERING USDA FOODS IN WBSCM

- (1) Click “**Operations**” Tab.
- (2) Click “**Order Management**” under “**Detailed Navigation**”.
- (3) Click the link that says “**Here**” in the section to the right of the web browser.
- (4) Set “**Default**” Delivery Location – Your Distributor in the drop-down list.
- (5) Click “**Add More to Order**” Button.
- (6) Select “**NSLP**” under the “**Product Catalog**” heading.
- (7) Select “**Direct Delivery**” or “**Processing Diversion**”.
- (8) Select desired commodity category, **Dairy, Meat, Misc, etc.** - like in ECOS!
- (9) Click desired commodity item, on the right hand portion of the screen!
- (10) Enter desired pounds or cases to the right of the desired delivery period.
- (11) Click “**Move to Cart**”.
- (12) Click “**View Cart**”.
- (13) Click the “**Expand Arrow**” button for each item (commodity line).
- (14) Use drop-down list to select the appropriate delivery location for each item.
- (15) Click “**Add More to Order**” if you wish to add to the order (repeating steps 6-11).
- (16) When finished adding items, click “**Order**” button to submit.
- (17) Confirm order submission by clicking “**OK**” in the pop-up box.
- (18) Click “**Print**” button to print a copy for your files (**HIGHLY RECOMMENDED!**).

Note: It is the recommendation of KDA that you order Direct Delivery and Processing Diversion items separately to reduce confusion in case there is an issue with your order. It is also the recommendation of KDA to double check each line item in each order to ensure the proper delivery locations, dates, pounds/cases and other details requested are correct. It is VERY difficult to correct these errors once the orders have been approved by KDA.

GLOSSARY OF TERMS:

- (1) **Program:** The area of funding USDA foods are being ordered for, always “**NSLP**”.
- (2) **Program Year:** The year in which USDA foods are being ordered, is always the latter year of the school year; i.e. 2012 for the 2011-2012 SY.
- (3) **RA Customer #:** Your districts’ identification number, also known as the Business Partner ID (**BP ID**). Your RA number from ECOS is “**NOT**” the same.
- (4) **Entitlement:** The amount of money determined by USDA and KDA that a school district is allocated to spend on USDA Foods; identified as “**ENTITLEMENT**” in WBSCM.
- (5) **Bonus:** USDA foods that are offered to the State DA’s and RA’s with no drawdown of entitlement; identified as “**BONUS**” in WBSCM.
- (6) **Order Type:** The specific nature of an order that WBSCM is searching for; “**ZDOM**” is the general term in this field.
- (7) **SDA Region Code:** Refers to the region of the United States that USDA places your state distributing agency (SDA), into; Kentucky is located in region 03 in (**SERO**).
- (8) **Sold-To-Party:** The RA receiving the USDA Food; identified as your **BP ID#**!
- (9) **Ship-To-Party:** The destination of the USDA foods; “**Direct Delivery**” to distributor, and “**Processing Diversions**” to the processor/manufacturer.
- (10) **Region:** Refers to the state in which the RA is located in.
- (11) **Requisition:** A request from the RA to the SDA for a specific amount, type and destination for USDA Food.
- (12) **Requisition Number:** The number used to identify an RA’s request(s). This number is used in an organizational fashion; these numbers are given after an order is submitted by the RA; the RA should print every requisition summary and file as backup to WBSCM!
- (13) **Requisition Status:** Identifies what part of the “**Process**” an RA’s request is in; “**On Invitation**”, “**Purchased**”, Cancelled, etc.
- (14) **Sales Order Number:** Takes the place of the old **DO#** in **ECOS**. This identifies a specific shipment of USDA Food; this number is also called the “**ZDOM #**” in some WBSCM reports; Sales Order numbers always begin with a 5 and will have several zeroes in them, i.e. Sales Order # 5000014524.
- (15) **Field:** Criteria used by WBSCM to complete a requests by the user. These identify specific information used to log users’ requests and reports.

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Welcome [User] [Log Off](#) **WBSCM**

Home Operations Admin Reports Help

News and Alerts [Inbox](#)

News and Alerts [Back](#) [Forward](#)

[Detailed Navigation](#)

- News and Alerts

[Portal Favorites](#)

[Forum Home](#)

[My Control Panel](#)

Forum / Category	Views	Topics / Messages	Last Post
WBSCM News and Announcements	30,119	14 / 14	Oct 18, 2012 1:02 PM Last Post By: QSTEGA_Roberto
FNS News and Announcements	2,737	0 / 0	Nov 20, 2009 8:10 AM
FNS News and Announcements (RA)	1,839	0 / 0	Nov 20, 2009 8:10 AM
USDA Holds and Recalls	6,016	4 / 4	Oct 11, 2012 10:17 PM Last Post By: Mickelson_Steph

New content since your last visit

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Welcome [User] [Log Off](#) **WBSCM**

Home Operations Admin Reports Help

Order Processing

Domestic Order Entry [Back](#) [Forward](#)

[Detailed Navigation](#)

- Order Management
 - Domestic Order Entry
 - Shipment Receipts
 - NW Delivery Calendar

[Portal Favorites](#)

[My Transactions](#) [Catalog](#) [Entitlement](#)

[Transaction in Process](#)

[Product Catalog](#)

Quick Search [Search](#)

[Extended Search](#)

[+]NSLP

Welcome

Welcome to the order entry screen

[Click here](#) to create an order and specify the ship-to destination. Then choose the items from the catalog located on the left.

[Product Catalog](#)

[Browse in the Product Catalog](#)

USDA United States Department of Agriculture
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Home Operations Admin **Reports** Help

Order Processing

Entitlement/Bonus Summary Report [Back](#) [Forward](#)

Entitlement/Bonus Summary Report

Reports: Input Criteria

[Execute](#) [Print PDF Output](#)

[Reset Values](#) [Show Variants](#)

Program: To:

Program Year: To:

SDA Region Code:

RA / SDA Number: To:

Sold To State: To:

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Home Operations Admin **Reports** Help

Order Processing

RA Entitlement/Bonus Detail Report [Back](#) [Forward](#)

RA Entitlement/Bonus Detail Report

Reports: Input Criteria

[Execute](#) [Print PDF Output](#)

[Reset Values](#) [Show Variants](#)

Program: To:

Program Year: To:

RA Customer Number:

Entitlement / Bonus:

Order Type:

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Home Operations Admin Reports Help

Order Processing

Requisition Status Report

Requisition Status Report

Reports: Input Criteria

Execute Print PDF Output

Requisition Status Report

Reset Values Show Variants

Program: [Field]

Req. Delivery Date: [Field] To: [Field]

Material: [Field] To: [Field]

Sold-To Party: [Field]

Ship-To Party: [Field]

Region: [Field] To: [Field]

Req/Redist. Number: [Field] To: [Field]

Req/Redist. Doc.Type: [Field]

Req/Redist. # Status: [Field]

Req. Entitle / Bonus: [Field]

Sales Order Number: [Field] To: [Field]

Purchase Order: [Field] To: [Field]

Shipment Receipt Date: [Field] To: [Field]

USDA United States Department of Agriculture
Web-Based Supply Chain Management

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Home Operations Admin Reports Help

Training Helpdesk

WBSCM Helpdesk

WBSCM Helpdesk Contact Information

Phone: 877-WBSCM-4U or 877-927-2648

Email: WBSCMhelp@ams.usda.gov

Web form link on WBSCM Portal: <https://sra.service-now.com>

You can go to the self service page and do the following to get an initial password:

- From the Service-Now login, click the 'Reset your password here' link. The form prompts you for your user ID and email, which for WBSCM users is the same. For example, jdoe@ams.usda.gov would enter that email into both fields.
- If there is a matching user record found, the system will send a password reset email containing a temporary password.
- Then you use the temporary password from the email to log in and you will be prompted to create a new permanent password.

Processing of USDA Donated Foods

Further Processing of USDA Donated Foods; also known as “Commodity-Donated Food Processing” is an option given by USDA for RAs to use their districts’ USDA entitlement dollars to purchase commodity and send it to a manufacturer to turn into end products that students may find more palatable. For example, an RA may divert chicken to a company; let’s say Tyson, Gold Kist or Kings Delight, to turn into nuggets, patties or other product. The RA can then purchase those end products with a discount for the commodity-donated food used to make them.

Example: \$40 (normal case price) - \$20 (value of diverted commodity in that case) = \$20 (final cost to RA)

How do I Process Commodities:

- (1) Decide which commodity you’d like to process. (ex: beef, chicken, cheese, etc.)
- (2) Decide which manufacturer you’d like to process that commodity.
- (3) Contact your chosen manufacturer to help determine how many pounds of that commodity you need to process for your menus for the school year.
- (4) When surveys are opened in WBSCM, log in to see which commodities are available.
- (5) When you find the commodity you wish to divert, enter an order for the amount of pounds determined necessary in step 3.
- (6) Before submitting order, change the delivery location of those commodity pounds to the manufacturer you chose in step 2. If your chosen manufacturer is not found as a delivery destination in WBSCM, please contact your regional coordinator for further information
- (7) Submit your order. Retain the confirmation receipt WBSCM generates. If WBSCM does not generate a confirmation receipt, you can run a requisition status report to find all of your submitted orders. **NOTE:** Orders must be submitted prior to the “**Orders Due By**” deadline found in the WBSCM product catalog.
- (8) Log into WBSCM after the “**Orders Due By**” date has passed. Run an “Entitlement/Bonus Status Detail Report” to verify that your order was received *and* approved by the SDA for purchase. **NOTE:** This information may not be updated for up to 7 calendar days following the “Orders Due By” date.
- (9) If you wish to divert other commodities, repeat steps 1-8.
- (10) Once your commodity has been diverted, contact your chosen manufacturer for further information regarding ordering end products.

FAQs:

- **If I diverted commodity to a manufacturer, why do I still have to pay for the product?** Since the products that arrive in your district are value added products, you must still pay for the overhead needed to turn that commodity into an end product. Ingredients, labor, recipe development, etc. all contribute to that overhead.

- **If I divert commodity to a manufacturer and my distributor stops carrying their products, can I move my pounds to another manufacturer?** Typically, no. However, other potential options can be explored and the same end result achieved, in some instances. This would be reviewed on a case-to-case basis. Please contact KDA for further guidance in this situation.
- **If I forget to divert commodity to a manufacturer by the “Orders Due By” date, can I still divert pounds to them?** On a case-by-case basis, this can possibly be done. Sometimes, KDA purchases commodity to be placed into a state account with a manufacturer. If pounds are available in the state account, some can be transferred to your district with that company. Contact KDA for further assistance.
- **How do I find contact information for state approved manufacturers?** You may check that information on KDA’s website.
- **What is the difference between NOI and Fee-for-Service?** NOI is short for “Net Off Invoice”. Products ordered through NOI are purchased as normal commercial products with a discount for the value of commodity in the product. Fee-for-Service products are ordered as separate end products that are unique to the USDA Foods Further Processing program and are billed/priced as overhead costs only.
- **Should I use NOI or Fee-for-Service?** This question is determined by what works for your district. Both forms of value pass through system have their advantages and drawbacks. Contact KDA for further guidance.

2015/2016 CAC Council

Reg. 5

Julie Metcalf

Reg. 1

Stephanie Caldwell

Stephanie.caldwell@campbell.kyschools.us

Reg. 2

Alicia Arnett

Alicia.arnett@jefferson.kyschools.us

Reg. 3

Marcie Hale / Sheila Bradshaw

Marcie.hale@martin.kyschools.us

Reg. 6

Angela Voyles

Angela.voyles@bullitt.kyschools.us

Reg. 7

Shane Bosaw

Shane.bosaw@union.kyschools.us

Reg. 9

Debbie Dowell

Debbie.dowell@lyon.kyschools.us

Reg. 8

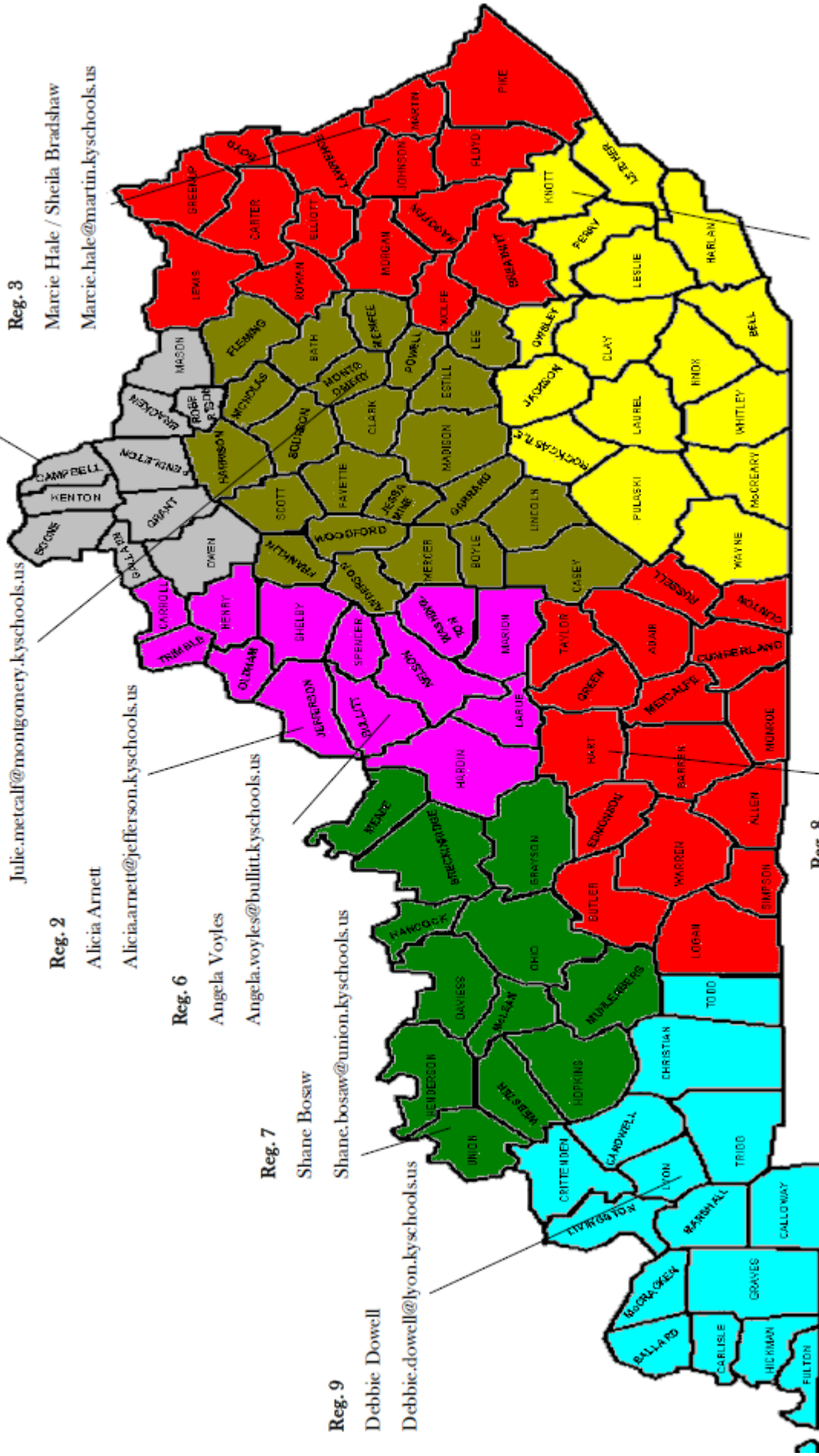
Chris Russell / Beth Miller

Chris.russell@hart.kyschools.us

Reg. 4

Helen Ritchie

Helen.ritchie@knott.kyschools.us



Kentucky Distribution Regions

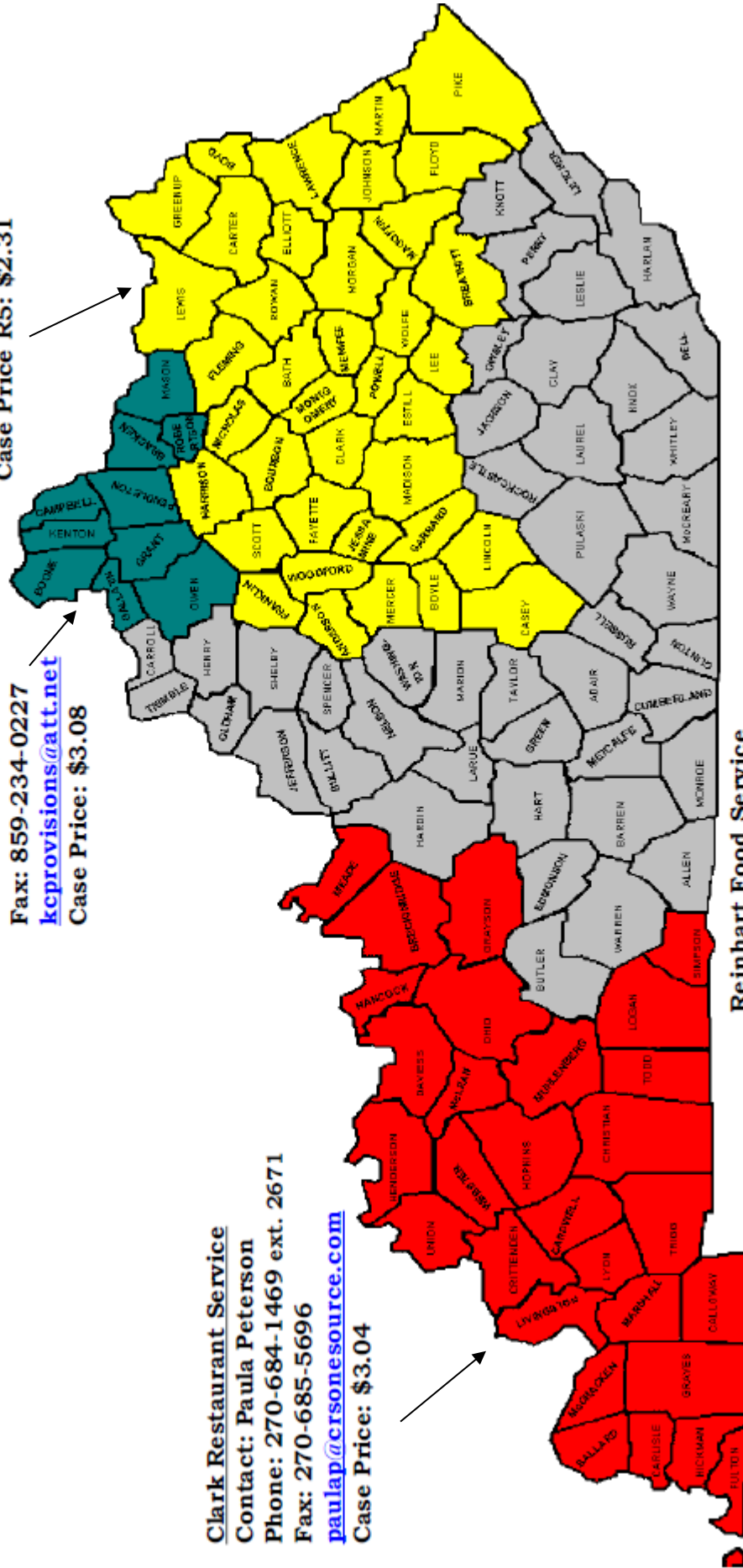
Rev 3-13

Gordon Foods Service
 Contact: Maryann Crowdis, C. Ky.
 Phone: 502-457-6889
Maryann.crowdis@gfs.com
 Contact: Sally Palmer, E. Ky.
 Phone: 606-224-6056
Sally.palmer@gfs.com
 Case Price R3: \$2.88
 Case Price R5: \$2.31

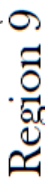
KC Provisions
 Contact: Jenny Tapp
 Phone: 859-234-4044
 Fax: 859-234-0227
kcprovisions@att.net
 Case Price: \$3.08

Clark Restaurant Service
 Contact: Paula Peterson
 Phone: 270-684-1469 ext. 2671
 Fax: 270-685-5696
paulap@crsone.com
 Case Price: \$3.04

Reinhart Food Service
 Contact: Sarah Edwards
 Phone: 800-784-8942 ext. 116
SEEdwards@RFSDelivers.com
 Case Price R4: \$3.64
 Case Price R6: \$3.49
 Case Price R8: \$3.03



Region 1- KC Provision
Region 3 & 5- Gordon's Food Service
Region 4,6 & 8- Reinhart Food Service
Region 7 & 9- CRS One Source



DOD Fresh Fruit and Vegetable Program:

The U.S. Department of Agriculture's Food and Consumer Service (USDA/FCS) and SDA, Division of Food Distribution has successfully teamed up with the Department of Defense, Defense Personnel Support Center (DOD/DPSC), to deliver nutritious, high-quality fresh produce to children participating in the National School Lunch Program (NSLP). This project supports the goals of the School Meals Initiative for Healthy Children, USDA's comprehensive iterated plan to update the nutrition standards of school meals. Improving school access to high-quality, fresh fruits and vegetables that will appeal to kids is an important component of this initiative.

The program has enabled schools to increase their offerings of fresh produce to children and introduce them to new fresh fruits and vegetables. Exposing children to attractive, tasty fruits and vegetables can contribute to lifelong nutritious eating habits and good health.

SFAs must inform the SDA office of their intentions to participate in the DOD program by completing the DOD Request Form at the beginning of each school year. A minimum of \$1,000 and an unlimited maximum the SFAs Total Entitlement can be set aside to buy fresh fruits and vegetables through the DOD Program. SFA must contact a representative of DOD at 800-795-3544 to establish an account.

Recipient agencies utilized over \$1.7 million in 2011-12 to purchase fresh produce through the Department of Defense Fresh Fruit and Vegetable Program. DOD provides additional fresh fruits and vegetables for Kentucky students in school meals to help fight obesity among school-aged children. See next section for FFAVORS Ordering Instructional Procedures.

DOD System Contacts:

Gail Labrosciano - Customer Support, Office: (215) 737-8760

Joseph Miller - Customer Specialist, Mobile: (816) 868-5369 / (270) 407-9457

Roby's Produce Contact:

Chris Duff - (502) 348-1188, 6201 Buchannon Avenue, Bardstown, KY. 40004

DELIVERIES & ACCEPTANCE OF **USDA-DOD FOODS**

- 1) Always have a staff person available to check in All Deliveries, even if the delivery is during the meal service!
- 2) Check for quality and freshness before accepting any foods including meats and especially produce!
- 3) Check the invoice closely and make certain the number of boxes and foods ordered or requested is the same!
- 4) Any foods found to be unacceptable, due to poor quality, wrong products ordered or requested, should be rejected and the invoice adjusted before signing!
- 5) Once satisfied with the delivery inspection, store foods immediately in their proper places, up off the floor and away from storage walls to allow proper ventilation!

PRODUCE/DOD:

Make arrangements with the vendor for a time that gives you the ability for a thorough inspection of each Fruit or Vegetable ordered. Have as many staff members as possible to ensure the inspection goes thoroughly and quickly! If possible purchase clear/ see-thru Lexan Bins that are the same size as the produce cartons and have them ready prior to your delivery; these containers will also be used for a clear visual of your produce once in the cooler!

Once the produce arrives place the proper size bin next to the corresponding Fruit or Vegetable for inspection; Example: Place the clear bin that is suitable in size (Length/Width/Height) as a box of Grapes (Remember the depth of the bin should be the same or deeper than the fruit or vegetable box delivered); next place the container over the Grapes and place hand under Grape box and flip over into the clear bin, now you should be able to see the quality of the product. If the product is acceptable leave in the bin, if not flip back over into box and reject product and move onto the next. Apples; these cartons all large, however very important for inspection, so cut the straps and remove cover and pick-up each layer and inspect for proper variety requested, color, size/count and quality; then proceed through each layer of each box, filling your container as you go; do not accept apples that are bruised and remember one bad apple spoils the lot! So make sure you inspect all incoming produce and have proper bins at each of you sites for quality and freshness!

NOTE: By inspecting each delivery of produce quickly and efficiently, you will be sending a very strong message to the produce company, that your school will not be accepting poor quality produce and they will have to take that elsewhere!

Even though these bins are expensive, you will save time and money purchasing these, produce will be easily identified by staff, freshness can be monitored constantly and they will make your produce cooler colorful and pleasing to the eye!

MEATS:

Meats are your most expensive purchases, so they are very important as well to inspect! First make certain the count matches that on the invoice for that product; next check each box to ensure you received the product you ordered! Now check the product itself, is it frozen? Also check to make sure it is not freezer burned and the color is right for that product; Example: Let's say you ordered center-cut Pork Chops, however you open the box and notice you have a mix of center-cut and end-cuts in the box, many companies are notorious for taking advantage of uninformed customers, these should be immediately returned and adjusted on the invoice. Another thing company's do is put more fat in the Ground Beef, than

what you ordered and cut shaved ice into the meat a practice known as “flashing the meat”, which adds water and weight=less product! Example: You ordered an 80/20 (80% Lean- 20% Fat) Ground Beef from a company, and discover the meat is watery, then cook it off, drain the meat and measure the amount of grease and it seems excessive to the amount of cooked meat, you can contact the state meat inspector to test it.

EGGS, DAIRY AND CHEESE:

As far as Eggs and Dairy, use reputable companies and sell by dates for Eggs should be 2-3weeks and Dairy 7 days past sell by date. Store at temperatures between 36°-40° in storage coolers with low to no moisture for best results! Store Cheese in the cooler at the same temperature for up to 6 months!

SCHOOL DISTRICT RAPID RESPONSE DISASTER PREPAREDNESS PLAN

“Mitigation, Preparedness, Response, Recovery”

Develop County Emergency Directory List:

Fire Dept. / EMS-
Police Local/ State-
Sheriff-
National Guard Emergency Response Team-
KY Regional Emergency Management-
Red Cross Louisville Chapter-
School Transportation Director/Bus Drivers-
Cafeteria Managers at each school/Food Service Personnel-
School District Maintenance Director
District Superintendent-

Purchasing radios for all school personnel involved in an emergency situation can help communication tremendously in managing a disaster situation, especially when power, cell towers or satellite signals are lost and computers, phones and cell phones become useless. Having district and school administrative staff with radios that have the local first responder channels is helpful. Local 911 dispatches should have all school channels.

Develop Bottled Water Supply Company Agreement:

Determine whether to use 5-Gallon Bottled Water Stations, Disposable Drinking Cups or Bottled Water!

Example Supply Companies:

- * High Bridges Springs-
- * King Bottling-
- * Crystal Springs-
- * Quench Online-
- * Kentuckiana Culligan

What are two other options you can plan for to have drinking water?

1. _____
2. _____

ESTABLISH AGREEMENTS WITH TRUCKING CO FOR DIESEL POWERED REFRIGERATED/ FREEZER UNITS:

Example Trucking Companies:

American Cold Trucking Co-
Cape Girardeau Trucking Co-
Contacted Commercial Distributors-

REMEMBER MOST UNITS WILL RUN APPROXIMATELY 48 HOURS BEFORE REFUELING IS NEEDED, SO EXTRA FUEL WILL BE NEEDED TO BE SUPPLIED BY THE COMPANIES FOR THE DURATION OF THE DISASTER!

What are two other options you can plan for to have powered refrigerated/freezer units?

3. _____
4. _____

Determine District School Disaster Feeding Site:

Choose a school in the district with a Cafeteria close to Gymnasium to be preferred location to Bed and Serve Meals to Displaced Disaster Victims.

Determine District School Disaster Feeding Site-Continued:

Determine Square Footage (SF) of Gymnasium and \div Total SF by 7 SF-Per Person to achieve total number of people housed within space provided. This information can be used to notify emergency officials the total number of persons that can be placed within the designated shelter (Not to exceed the maximum fire code of the facility).

Base number of two sided Buffett Style Serving Tables Needed to Feed Displaced Victims.

Determine total number of Water Stations or Water Bottles needed for each day!

Storing Donated Foods for Disaster Feeding and Reporting Readiness:

Storing Donated Food Separate from Purchased Foods makes inventory of these foods much faster for Food Service personnel during an Emergency by providing available USDA food inventories to the Department of Agriculture within the 12 hour window possible.

Use only regular “**Brown Box**” Donated Foods during declared emergencies to ensure reimbursement by completing the KY-FD-50 Emergency Feeding Form located on the Food Distribution Website at www.kyagr.com

Most FFS-Processed Foods are obtained through exchanging “**Brown Box**” Donated Food Value and therefore would be considered “**Purchased Foods**”. If these foods are necessary to use during extreme disaster circumstances, make certain to complete the Purchased Food Reimbursement KY-FD-51 Form located on the Division’s Website, to obtain Full Product Value!

Prepare Kitchen for Emergency Food Preparation:

Designate a Kitchen Manager to oversee the disaster feeding service, Red Cross and other volunteers will need assistance working the various types of equipment.

Ensure to have extra Food Service supplies, such as Gloves, Aprons, Hair Nets and Hats!

Have Maintenance establish 3-phase plug/s outlets for all necessary food preparation equipment and any emergency lighting for generators, if the school cannot afford these units. Have these outlets located outside the facility so emergency management personnel can use generators to power the necessary Food Service Equipment, Lighting, Heating /Air Condition units to accommodate meal preparation and bedding areas.

Purchase and have on-hand a complete First-Aid Supply Box, Flashlights, Disposable Gloves, Batteries and Blankets to initially assist with disaster victims, until emergency personnel can reach the site.

USE BUSES TO ASSIST WITH TRANSPORT OF DISASTER VICTIMS TO SHELTER:

Buses can be an important tool to be used initially to retrieve disaster victims from disaster areas and transport them to designated shelter areas until emergency personnel can take over these responsibilities.

ESTABLISH AGREEMENTS WITH POTABLE TOILET UNIT AND DUMPSTER SUPPLY COMPANIES:

Depending on the number of displaced disaster victims being sheltered it may be very beneficial to plan to have portable toilets available. Also have an ample supply of toiletries and hand soap in supply (remember most everything used in a presidentially declared disaster is reimbursable)!

Also it will be necessary depending on the number people displaced to have a Dumpster Company move existing dumpsters from other district schools to the disaster site to dispose of all waste products!

DISTRICTS SHOULD DEVELOP AND POST A SCHOOL DESIGNATED AREA DIRECTORY MAP:

By developing a designated map of the schools layout, disaster victims will be able to locate areas where restrooms (portable toilets), cafeteria (feeding sites), water-stations, changing and bedding areas can be found! Having signage prepared in advance to direct victims/responders, to these areas will be helpful.

**CONTRACT WITH ORGANIZATIONS THAT RECEIVE AND CAN SUPPLY
DONATED ITEMS AND GOODS:**

Organizations and businesses such as Walmart, K-Mart, Goodwill and Grocery stores, can supply items such as clothing, shoes, personal items, snack foods and produce. These items can assist displaced victims bare their situation and make it little more tolerable.

**HAVE ON HAND A COPY OF THE KY EMERGENCY MANAGEMENT AND RED
CROSS REGIONAL MAPS:**

By having a copy of these maps you can quickly identify the KY Emergency Management and Red Cross Chapter contact within your school district's region.

**IMPORTANT INCIDENT COMMAND SYSTEM WEB TRAINING AND
CERTIFICATION:**

In order for you to effectively communicate with first responders and Red Cross personnel, it is strongly encouraged that you take the following courses at:

<http://training.fema.gov/IS/NIMS.aspx>

IS-100.b Introduction to Incident Command System, ICS-100 or

IS-100.SCa Introduction to the Incident Command System for Schools

AND

IS-700.a National Incident Management System (NIMS) An
Introduction

Kentucky Department of Agriculture
Division of Food Distribution
107 Corporate Drive
Frankfort, KY 40601
Telephone: 502-573-0282 FAX: 502-573-0304

ELECTRONIC FOOD COMPLAINT FORM

- ☐ Commodity (Complete A, B, D)
☐ Processed (Complete A, C, D)

Date: _____

SECTION A:

Name of SFA: _____ County: _____

Name of FSD: _____ Telephone: _____ FAX: _____

Name of Commodity: _____

SECTION B:

Date Rec'd by Distributor: _____ Date Rec'd by SFA: _____

D/O #: _____ N/D #: _____ Contract #: _____

Lot #: _____ Box #: _____ Pack Date: _____

Total Cases Remaining: _____

SECTION C – Processed Foods:

- ☐ Diversion ☐ Backhaul

Name of Processor: _____

Name of End-Product: _____ D/O #: _____ Date Rec'd: _____

Code #: _____ Pack Size: _____ Pack Date: _____

SECTION D:

Reason for Complaint (use additional pages if necessary):

SECTION E:

List sites where food is located (add additional pages, if necessary):

Location	Address	Telephone #	Contact Person	Units

(Instructions on Next Page)

INSTRUCTIONS FOR COMPLETING THE
FOOD COMPLAINT FORM
(KY-FD-21)

Indicate type of complaint
Enter date of complaint

- A. Enter name of School Food Authority (SFA)
 Enter telephone number
 Enter County name
 Enter name of Food Service Director (FSD)
 Enter Fax number
 Enter name of commodity
 Enter total number of cases remaining in inventory
- B. Enter date commodity was received at Distributor's warehouse
 Enter date received by the SFA
 Enter Delivery Order number (D/O)
 Enter Notice of Delivery number
 Enter Contract Number
 Enter Lot number (printed on box label)
 Enter Box number (printed on box)
 Enter Pack date (printed on box)
- C. Enter Name of Processor
 Enter name of End-product
 Enter End-product code number
 Enter End-product Pack Size
 Indicate if the commodity was direct shipped or backhauled
- D. Enter nature of complaint in detail. If more room is needed, use additional page.
- E. Enter the location, address, telephone number, contact person and number of units at each location.

KDA Required Review Material Needed

- (1) Program Administration Agreement, KY-FD-12-A
- (2) Designated Personnel Food Alert/Emergency Feeding for the present and last three years, KY-FD-22
- (3) Change of Administrator Form if the signed KY-FD-12-A form was signed by prior Food Service Director.
- (4) Have the dollar amount, if you participate, for the DOD Program and what is remaining.
- (5) Please be able to show material that you went over at any Managers Meetings.
- (6) If you are participating in Processing please have a list of your vendors and what type of processing is being used (NOI/FFS).
- (7) If your donated foods are being kept at any facility other than the State Contracted Warehouse please have ready their name, location and a copy of your contract with them.
- (8) Compliance Audits for each school in the District.
- (9) Have a list of any foods that are still in your distributor's warehouse.
- (10) Please have your Distributor Invoices pulled and KY-FD-3 forms ready.
- (11) Have the Average Daily Attendance and the Average Daily Participation pulled for a month during the current SY.
- (12) Do you participate in Farm to School, Ky. Proud or Restaurant Rewards? If so, what is the dollar amount that you have spent with local producers and how many producers do you use?

Farm to School

systems but encourages the practice. The practice of selling directly to school districts accomplishes many goals. First of all the schools and children receive fresher fruit and vegetables that are picked many times within days of delivery. The Kentucky Proud fresh fruits and vegetables are more nutritious, last longer and with more flavor makes for a win-win situation for both producer and student. Meats are also a part of the Farm to School initiative and many school districts have and are raising their own beef. While price does come into the equation, we feel the overall value of buying local is the best way to go. Buying local puts money directly back into the local economy. In most cases the producer will end up selling more of his product to different school districts even though they start out selling to one or two districts at the start. Relationships between producer and Food Service Director is usually a slow process but all across the state many school districts are buying more and more product as they get comfortable with this process. We feel you will find that the overall value of serving local fresh fruits, vegetables and meats offsets any procurement and cost problems you may incur. Schools can also participate in the Kentucky Proud rewards program when they buy from local producers.

Producers, for many years have sold their product to farmers markets, local grocery stores, restaurants and in some cases right out in front of their farm. Farm to School is another very good way for the producer to expand their market options and also give them reasons to produce more. The Kentucky Department of Agriculture Farm to School Coordinator, Tina Garland, has done a very good job in growing this program and with her hands on approach will be glad to assist any district looking to start or expand their Farm to School program. She has cultivated a list of producers from all across the state and will be glad to introduce you to the ones in your area. The Department of Agriculture partnered with the Department of Education to develop a Farm to School Resource Handbook. Tina also helped develop the Farm 2 School Curriculum. Both of these journals will help you implement and understand the intricacies of Farm to School. There are procurement regulations that must be followed but can be written so as not to be a hindrance to the process. There are over 80 producers from across the state that sells directly to schools so there is not a shortage of sellers. While we want every district to serve local grown products we do understand that this process is a little more difficult than picking up a catalog and placing an order but we do know this is better for your children. October is National Farm to School Month and Commissioner of Agriculture will designate a week in October as Farm to School Week. Please take the time understand what Farm to School is all about and see what buying local can do for your children.

Tina G. Garland
Farm to School Coordinator
Department of Agriculture
107 Corporate Dr
Frankfort, Kentucky 40601
Tina.garland@ky.gov
502-382-7505

Bill Wickliffe
Director Food Distribution
Kentucky Department of Agriculture
Bill.wickliffe@ky.gov
502-782-9241



Farm to School is the Junior Chef Program

A spin off of Farm to School is the Junior Chef Program. The Junior Chef Program is a state wide competition created to teach children about using Kentucky Proud local fresh fruits, vegetables and meats in the development of recipes that can be used in the lunch rooms that meet USDA National School Lunch Room Guidelines. This competition teaches children proper cooking skills, encourages them to make healthy food choices and gives them a better understanding of where their food comes from. Partnering with KDA is Sullivan University and John Wiley Books. Sullivan University helped with the District, Region and State competitions. Sullivan so graciously donated \$70,000 in scholarships while John Wiley Books is giving cash and free books to the winners. Commissioner Comer deemed the Junior Chef program one of the great successes of the State Fair for 2013. This annual competition is in the same format as the Sweet 16 Basketball Tournament with District completion held in April and with Region competitions held in the month of May. The State finals are held in August to coincide with the Kentucky State Fair. Last year this nine day competition crowned Mayfield as its champion cooking a delicious “baked fajita.” Every Tuesday at Mayfield HS baked fajita is on the menu. Students from all over the state have competed in this event and many great recipes have been developed. Please take time to enter a team and see what your students can learn.

Tina G. Garland
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How Chefs Are Becoming A Valuable Commodity in School Foodservice

Today, there may be no market segment that values chefs more than school foodservice. Fueled in large measure by first lady Michelle Obama's Chefs Move To School program, school districts are working hard to bring chefs into their operations, either on a full-time basis or in a consulting role. The new USDA meal regulations have only upped the ante, Guilford's Cipriano says.

"The major value of having chefs in schools, especially with the new USDA guidelines, is to find the flavor of food," says Cipriano, who is a celebrated chef in his own right, known in Connecticut as the Local Food Dude. "Over the next few years, sodium levels are going to decrease to basically nothing, so we're going to have to be very creative with our seasonings and how we can keep the flavor profile and get kids to eat. Our No. 1 goal is always participation."

Cipriano is considered one of the pioneer chefs in school foodservice, beginning his school career in 2004 as a chef at Dodd Middle School, in Cheshire, Conn. He admits he is the stereotypical non-commercial chef: a restaurant chef who became burned out by the long hours and stress of restaurant life.

"I was married, kids were on the way," he recalls. "The ability to get into schools and make a difference for my family life, that was the only thing I was thinking about. And then when I got into schools and saw how school food was slowly but surely getting better, I saw how I could make a difference."

Cipriano became involved in the Farm-to-School movement and garnered national attention while working as executive director of foodservice for New Haven (Conn.) Public Schools. He was one of 10 chefs selected to help Michelle Obama and Sam Kass, assistant chef and Food Initiative Coordinator at the White House, create Chefs Move To Schools. The program seeks the help of chefs around the country to promote healthful eating among children, as a way to help stem the childhood obesity epidemic.

The story of Steven Burke, foodservice chef for the Austin (Texas) Independent School District, is similar to Cipriano's. Coming from a fine-dining background, Burke was working in product development for a gourmet grocery store chain, but he desired something with saner working hours and a better quality of life. Burke's wife was a teacher, and so he "took the dive" into school foodservice.

"My expectations were really low, and I didn't expect to stay very long," Burke recalls. "I never ate in the cafeteria when I was in school. I always brought my lunch. But when I started here I was amazed at how far school foodservice had come, and now I'm pleased at how far we've come since I got here."

He also notes that similar changes have taken place in districts all over Texas. For example, when he started he knew of only two other chefs in Texas schools. Now, he says, there are at least six chefs in the Austin area alone, and the area has a state-funded regional chef, Kelly Waldron, who aids smaller districts that can't afford a full-time chef.

Burke has been able to improve foodservice most by bringing more from-scratch cooking into the mix. But he believes his biggest contribution has been "giving a face to this entity called school food. I do a lot of PR on behalf of foodservice. I go out there and explain what's going on."

Burke's biggest challenge, as might be expected, is dealing with the new USDA rules.

“We’ve worked so hard to create this great quality food, and then they throw us this curve ball,” he says.

Because a full-time chef is a luxury many districts can’t afford, the School Nutrition Association (SNA) has embraced Chefs Move To Schools, creating the Chef’s Table, a committee tasked with establishing “a network of partnerships and resources that school foodservice professionals can utilize when working with volunteer chefs and the greater community.” Danny Seymour, dean of education for SNA, says the Chef’s Table has been folded into Chefs Move To Schools. Through their combined efforts, chefs are being made available to schools that may not be able to hire a chef to work on staff.

Examples of the movement’s outreach are plentiful and impressive. The Idaho Department of Education hired a chef to create recipes for use in all Idaho districts. The chef is now offering web-based culinary training for school nutrition professionals. Similarly, the Maryland DOE has taken funds from the Healthy Hunger-Free Kids Act to hire chefs to run culinary boot camps for school foodservice staff.

Individual schools districts also have worked to bring chefs in to develop recipes, train staff and talk with students about healthy foods—particularly fresh produce. Cipriano wholeheartedly supports such efforts.

“It’s a major benefit to have chefs come in from the outside,” he says. “That was the main reason for the Chefs Move To Schools movement, to get chefs into the schools to engage kids through food, and it has worked. [Students] see somebody new come in and they get excited. The number of food TV shows that are out there and how chefs are portrayed as rock stars certainly has helped.”

A Baker's Dozen of Quick Tips to Increase Participation Today

1. Introduce new food options or foreign fruits and vegetables by providing samples as students file into the cafeteria. Offer recipes or food profiles on selections that are well-received.
2. Stir up taste pallets by introducing exotic fares from time to time. Start off slow by introducing an “International Day” where new items from a specific country are introduced. These days can also be strategically scheduled to commemorate intercultural celebrations.
3. Provide occasional “music breaks” in the meal room. When music plays, students reduce their voices or remain quiet while they eat their meals. When the music stops, they may resume conversing. As unconventional as it may sound, studies show that students focus a little more on eating their meals under these conditions.
4. Shake up your standard old’ salad selection. Package salads in alternative and attractive containers. Try serving salad in a shaker for increased portability, presentation and hopefully, healthy participation.
5. Build a team of student volunteers to poll fellow diners in soliciting feedback regarding what healthy foods they would like to see served in the cafeteria. Arm this health squad with samples for increased suggestions. Incentivize volunteerism by offering free food or extra credit.
6. Introduce games on Friday’s or special occasions to increase student/staff interaction. An easy start would be hosting “Health Bingo” with cards quickly created online and featuring photos of healthy foods. Winners can be awarded with healthy treats or vouchers for future meals.
7. Open the stage to guest speakers who specialize in nutrition and physical activity. Start off by seeking support from staff members or parents that may have experience in these fields of study. An engaging entertainer can excite a crowd while also delivering healthy knowledge.
8. Present visually appealing food and display healthier options more prominently. Hold a plating competition with praise going to the staff member presenting the most attractive food. For tips on presentation, check out our blog covering the topic.
9. Find farmers interested in hosting a local field trip. Ask kids what items they would like to see served in the cafeteria and get creative incorporating these options into your menus. Children are more likely to try foods they like and come from a source that can be associated with the positive field trip experience.
10. Involve students in the menu planning process. Encourage a student to donate a family recipe that celebrate their cultural heritage and exposes the student body to new aromas, flavors and nutrition options that may be found in non-cafeteria traditional fare. These recipes can then be tweaked to fall into the HHFKA guidelines. The selected recipes would (of course) be attributed to the particular student with signage on the serving line.
11. Try occasional themed days or even a full spirit week to get students jazzed up in the cafeteria. Plan menus to correspond to the exciting themes.
12. Go through the line to gain the student experience and time the transaction. Compare the time with the national average. Instill a spirit of competition in your staff to beat the transaction time. For the nuts and bolts of streamlining the process [click here](#).
13. Involve students in the menu planning process. Encourage students to donate family recipes that celebrate their cultural heritage and exposes the student body to new aromas, flavors and

nutrition options that may be found in non-cafeteria traditional fare. These recipes can then be tweaked to fall into the **HHFKA** guidelines. The selected recipes would (of course) be attributed to the particular student with signage on the serving line.

Food Distribution Division - Acronyms:

AMS - Agricultural Marketing Service Responsible for Purchasing Commodities.

Agreement - SDA document requiring an organization to abide by USDA and regulations and policies as a prerequisite to receiving donated food.

Application - Document completed by an organization desiring to receive USDA donated foods, which contain information necessary to determine their eligibility.

Arrival Date - Date of arrival of a shipment (delivery order) of donated food arrives at a distributor's warehouse. The arrival date is furnished to recipient agency on the Notice of Arrival Form.

Best if Used By - Manufacturer's recommended use of product by the date for best flavor and/or quality.

Bonus Food - Any food not charged to entitlement. USDA may declare selected Group A and B foods to be bonus.

CACFP - Child and Adult Care Food Program

CAP - Commodity Acceptability Report

CCFP - Child Care Food Program

CFSA - Consolidated Farm Service Agency (formerly ASCS)

CNL - Child Nutrition Label

CNP - Child Nutrition Program

Commodity - Food purchased by the USDA and providing to eligible recipient agencies.

Commodity Advisory Council - A committee of supervisory and administrative personnel elected from SFAs, R/As and industry to advise SDA of ways to improve the donated food program.

Commodity Code - Code comprised of a letter and a number designating a specific food packaging size.

Commodity Fact Sheet - Information about a specific commodity

Commodity Specifications - Identifying product characteristics

Consignee - Contracted warehouse or agency to which a shipment is assigned.

DA - Distributing Agency - Division of Food Distribution

DGA - Dietary Guidelines for Americans

DOD - Department of Defense

D/O - Delivery Order

D/O Number – A number assigned by the State Distributing Agency to identify a specific commodity shipment.

DSO – Defense Subsistence Office

DPSC – Defense Personnel Support Center

Disaster Feeding – Feeding victims of a disaster. Feeding site is usually a schools or similar structure.

Donated Food – Same definition as commodity. Used synonymously with commodity.

Eligible Outlet – Organization eligible to receive donated food.

End-Product – Final form of product prior to meal preparation or usage

Entitlement – The total dollar amount available for the receipt of commodities by USDA to SFAs.

Entitlement Food – Both Group A and Group B foods having dollar value which if accepted by the Recipient Agency will reduce entitlement balance.

Expiration Date – The last day food may remain in a distributor's warehouse before a storage charge may be required by the distributor. Expiration date is furnished to recipient agency on Notice of Arrival Form.

EPDS – End Product Data Sheet

FDD – Food Distribution Division

FDP – Food Distribution Program. The program which provides surplus agricultural products for participating School Food Authority.

FFS – Fee for Service

FNS – Food Nutrition Service

FNS-57 – Over, Short, Damage Form. Sent from consignee to USDA when shipment is received over, short or damaged.

FQA – Frequently Asked Questions and Answers

FY – Fiscal Year. A twelve month period. USDA fiscal year is from October 1 until September 30. School fiscal year is July 1 thru June 30.

Fair Share Allocation – Allocation of a food based on the Recipient Agency's number of reimbursable meals served as a percentage of the total reimbursable meals of all participating agencies.

FIFO – First In, First Out. Stock rotation by packing dates.

Group A Food – Usually foods such as meats, fruit, vegetables, and poultry purchased by USDA and charged against a recipient agency's Group A entitlement balance.

Group B Food - Usually foods such as grain, oil, dairy and peanut products purchased by USDA and charged against a recipient's Group B entitlement balance.

Inventory - The amount of donated food on hand at any given time, including food in storage at the distributor's warehouse.

KDA - Kentucky Department of Agriculture

KDE - Kentucky Department of Education

NAC - National Advisory Council

NCP - National Commodity Processing

NOI - Net-Off Invoice

NSLP - National School Lunch Program

Out-of-Condition - Food that has deteriorated in a quality to the extent that it is unsafe for human consumption.

PAL - Planned Assistance Level. The calculated dollar amount in food available to the SFAs based on reported reimbursable meals served during the prior year; times the congressional mandated rate of assistance.

PCIMS - Processed Commodities Inventory Management System

Piggyback - Highway trailer transported on a railroad flatcar.

Processing Contract - Contract between Federal, State or SFA authorizing a processor to convert donated food into a form.

R/A - Recipient Agency. Sometimes referred to as School Food Authority (SFA)

RCCI - Residential Child Care Institution

RDA - Recommended Dietary Allowance

Refund Application - Form used by recipient agency to claim refund for value of donated food used in end product from processor.

Federal Regulations - Federal Regulatory Authority that governs the donated food program, Title 7. CFR 250.11

SBP - School Breakfast Program

SEPDS - Standard End-Product Data Schedule

SERO - Southeast Regional Office

SDA - State Distributing Agency - KY Division of Food Distribution

Section 6 - Section 6 of the National Lunch Program Act as amended Authorizes the purchase of food for distribution to schools and institutions participating in child nutrition program and specifies the level of assistance which is to be provided.

Section 32 - Section 32 of the Agriculture Act of 1935 as amended Authorizes the purchase and distribution of perishable commodities in order to remove surpluses and stabilize farm prices.

Section 416 - Section 416 of the Agriculture Act of 1949 as amended Authorizes the purchase and distribution of commodities for the purpose of supporting farm prices.

SFA - School Food Authority. School district eligible and approved to participate in the National School Lunch, School Breakfast, Special Milk and the Food Distribution Program.

SFSP - Summer Food Service Program

SMP - Special Milk Program

SNDA - School Nutrition Dietary Assessment

SOC - State Option Contract

SY - School Year - July 1 through June 30

USDA - United States Department of Agriculture. The federal agency responsible for administering the food distribution program.

WBSCM - Web Based Supply Chain Management. Program that schools use to order commodities.