

WHAT TO EXPECT:
**USDA Foods in
Schools Catalog
Requisition
Process**



Health and Nutrition Services
Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for all School Food Authorities (SFAs) operating the National School Lunch Program (NSLP) participating in the USDA Foods in Schools program. All regulations are specific to operating the NSLP under the direction of ADE.

Objectives

At the end of this training, attendees should be able to:

- understand the State agency catalog requirements;
- know what to expect from the catalog requisition process; and,
- understand potential outcomes and actions after requisitions close.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: What to Expect: USDA Foods in Schools Catalog Requisition Process

Key Area: 2000 - Operations

Learning Code: 2430

Length: 30 minutes

Quiz Time



Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.



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The following slides will only cover the Catalog Requisition process. To place processing catalog requisitions, please reference the [Quick Guide: How to Create a Processing Catalog Requisition](#) and the [Quick Guide: How to Create a Brown Box Catalog Requisition](#).

State Agency Requirements



SECTION 1

Definitions



Distributing Agency:

The State Agency responsible for ensuring compliance and the receiving, storage, and distribution of donated foods.

Donated Foods:

Foods purchased by USDA for donation in food assistance programs, or for donation to entities assisting eligible persons, in accordance with legislation authorizing such purchases and donations.

Catalog Requisition:

A catalog requisition is a request submitted through myFOODS to purchase cases of donated foods for the following school year on behalf of the SFAs using the available entitlement.

Preference Survey:

The Preference Survey is the initial step of the catalog requisition period. Every year HNS will send out a survey to everyone participating in the USDA Foods in Schools program. The survey is to select the food items they would like to have the opportunity to request on the catalog.

Requirements of the Distributing Agency

HEALTH AND NUTRITION SERVICES (HNS)

HNS/the State Agency is considered one of many distributing agencies that have an agreement with USDA to ensure the proper administration of donated foods. Specifically, HNS is the distributing agency for the USDA Foods in Schools program in Arizona.

Available Materials

ENTITLEMENT AND USDA FOODS

Through the USDA Foods in Schools program, the state agency receives entitlement money from USDA to use on the USDA donated foods. Annually, HNS is required to distribute the proper amount of entitlement dollars to all participating SFAs based on their previous year's lunches served. It is then up to the SFAs to decide which donated foods to use their allocated funds on. It is the responsibility of the HNS to coordinate those requests through catalog requisitions.

REVIEW OF USDA FOODS

- Brown Box: Cases of unprocessed or minimally processed food items (canned, frozen, dry)
- Bulk Product for Further Processing: Bulk food pounds that require further processing (chicken for chicken nuggets)
- DoD Fresh: Seasonal fresh fruits and vegetables

The intent of the catalog requisitions is to:

- request food items from the USDA Foods catalog;
- forecast for USDA Foods deliveries;
- utilize entitlement funds; and
- strategize for the following year's menu using USDA Foods.

Intent of a Catalog Requisition

EXPENDING ENTITLEMENT

Arizona will expend the total entitlement regardless if all qualifying SFAs participate or utilize their full entitlement amount. For any entitlement not pre-planned during the catalog requisition period, SFAs have the option to expend their entitlement through surplus and DoD Fresh as allowed by HNS. The catalog requisition process is set in place for SFAs to request their choice of USDA Foods to be used in the next school year. This is the process that initiates the distribution of these foods to schools.

Scope of Catalog Requisitions

PREFERENCE SURVEY

To conduct a catalog requisition, the State agency must gather information from SFAs through a survey. This survey, required by regulation, is called the Preference Survey. The state agency uses the Preference Survey to gauge what SFAs are wanting to be available to order on the USDA Foods catalog. The State agency will consider the data from the survey when building the USDA Foods catalog.

Once HNS has created and released the USDA Foods Catalog, HNS will open the catalog requisitions. SFAs can start submitting their catalog requisitions for Brown Box and Bulk Products for Further Processing. For assistance in creating a processing catalog requisition, please review Step by Step Quick Guides: [How to Create a Processing Catalog Requisition](#) and [How to Create a Brown Box Catalog Requisition](#).

State Agency Requirements

- ✔ HNS will allow SFAs an adequate amount of time to complete catalog requisitions prior to the requisition close date.
- ✔ Once the catalog requisition period has closed, HNS is responsible for combining all catalog requisitions into requisitions that are sent to USDA. Based on the HNS requisition, USDA will cancel some requests that are unable to be created.
- ✔ HNS will receive a notification from USDA encompassing all approved orders. HNS will then begin compiling and scheduling trucks based on time periods of the SFAs requisitions.
- ✔ HNS is held responsible to distribute the donated foods, it is the SFAs responsibility to understand the requirements of the program and associated fees.
- ✔ Administrative Fee: The amount charged to SFAs to cover the costs associated with the administration of the USDA Foods Program. These fees are updated annually and include:
 - Shipping Fees
 - Restocking Fees
 - Excess Storage Fees
 - Diverted Process Foods Fees

USDA Food Catalog Requisition Process



SECTION 2

ADDITIONAL NOTIFICATIONS INCLUDE:

- When requisitions are processed and when orders are placed with USDA
- When requisitions are completed and purchased

USDA Foods Catalog Requisition Schedule

FEBRUARY AND MARCH

Catalog requisitions are scheduled in February and March for SFAs who are participating in the USDA Foods in Schools program. SFAs will request available materials to be received and used in the following school year.

SFAs will be notified of the opening and closing dates of the catalog prior to the release of the USDA Foods Catalog.

Account Access

MYFOODS

Once the USDA Foods Catalog has been released SFAs will log into their myFOODS account to see their entitlement funds and designate how they want to use those funds. This account provides:

- access to Brown Box and Bulk Product for Further Processing catalogs;
- submissions of catalog requisitions; and,
- access to allocate/set funds aside for DoD Fresh.

Please note that DoD Fresh orders will not be placed through myFOODS but through the SFAs' FFAVORS account.



Building the USDA Foods Catalog

The state agency will decide which food items will be available in the catalog.

- Please note that survey results are taken into consideration but are not guaranteed.

After the preference survey has been reviewed, the USDA Foods Catalog will be released with all the foods available for Brown Box and Bulk Product for Further Processing.

ALLOCATING ENTITLEMENT

The SFAs will place requisitions with the state agency via myFOODS to spend the allotted entitlement funds. The requisitions need to be placed prior to the close of the catalog requisition period that will be set by the state agency each year.

- Please note that at this time SFAs will have the opportunity to allocate entitlement for DoD Fresh, but will not be requesting seasonal fresh fruits and vegetables at this time.

Official Release of USDA Foods Catalog

In February, all participating SFAs received notification via email that the USDA Foods Catalog was open.

Through the catalog requisition period, SFAs will decide how much entitlement they are wanting to use for Brown Box, Bulk Product for Further Processing, and DoD Fresh. SFAs are not obligated to use all their entitlement dollars within a given year. However, all leftover entitlement will not roll over to the following school year and SFAs will lose this balance.

Please note that this catalog is a list of all foods available to place requisitions for Brown Box and Bulk Product for Further Processing only.

- The catalog does not include DoD Fresh.

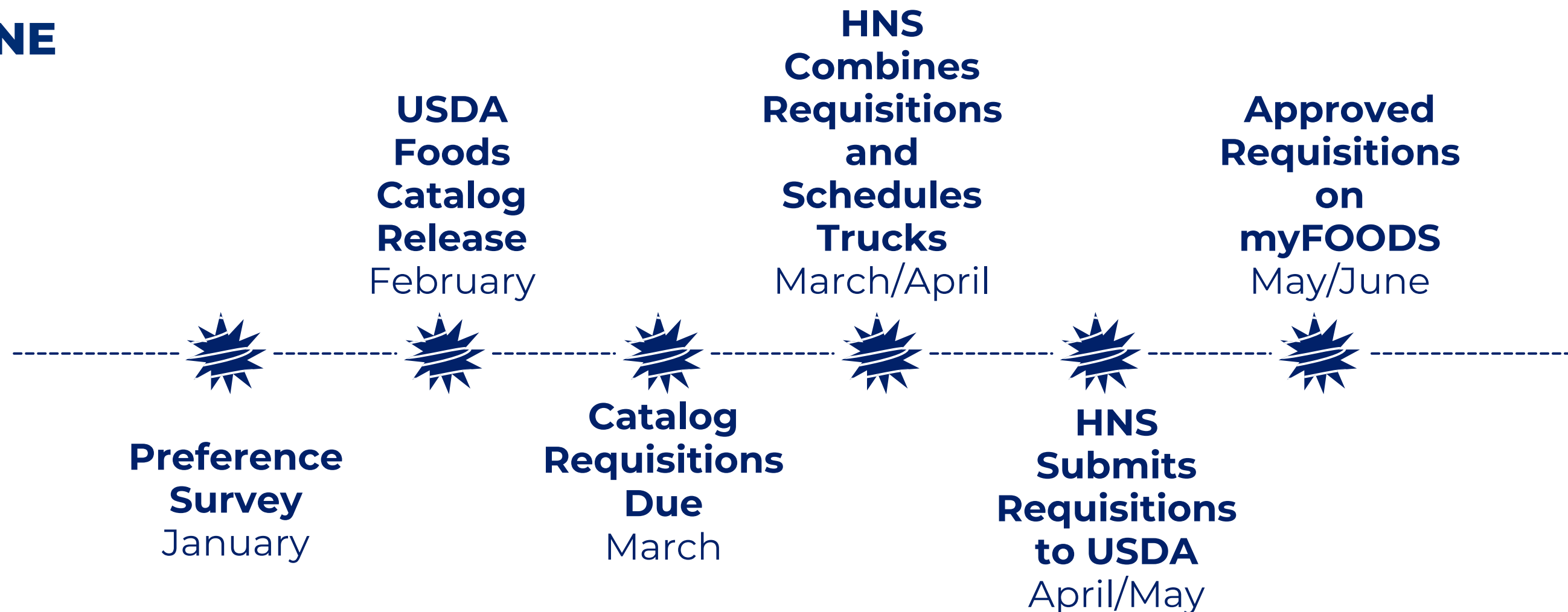


Closing the Catalog Requisition Process

Once catalog requisitions have closed, SFAs will no longer be able to update or change their requests. There will be no action needed from SFAs in myFOODs until the next school year.

SFAs will be notified by HNS on all approved requests and which requests were canceled or modified.

TIMELINE



Quiz Time

True or False: Catalog requisitions can be placed to request available materials for Brown Box, Bulk Product for Further Processing, and DoD Fresh.

A True

B False



Quiz Time

True or False: Catalog requisitions can be placed to request available materials for Brown Box, Bulk Product for Further Processing, and DoD Fresh.

A True

B False

Catalog requisitions can only be placed for Brown Box and Bulk Product for Further Processing, not DoD Fresh. DoD Fresh will be ordered separately through FFAVORS.



Preparing to Expend Entitlement



SECTION 3

Post Catalog Requisition Period

Once HNS has sent catalog requisitions to USDA and scheduled shipments. SFAs will be able to see shipments in their myFOODS account.

Remember, some requests may be canceled or modified. Because of this, or if not all entitlement was expended during the catalog requisition process, funds may still be available for usage. SFAs are responsible for working with the state agency for any additional requests after the catalog requisition process.

SHIPMENTS

Shipments may differ from what the SFA requested during catalog requisitions. Regardless, SFAs are held responsible for the food they requested. SFAs reserve the right to reject their shipments for the following reasons:

- they have too much existing inventory; or
- they changed their cycle menu and no longer offer this item.

Please note that the food rejected by SFAs will be available to order through Surplus.

MAXIMIZING DONATED FOODS

The USDA Foods in Schools program is an opportunity for SFAs to plan and forecast the year ahead. The catalog requisition period is an encouraged tool to maximize entitlement and ensure that SFAs are financially supported to feed students.

Through Brown Box, Bulk Products for Further Processing, and DoD Fresh there are multiple ways for SFAs to expend their entitlement.

Action Items

SFAs are responsible for allocating their entitlement. However, if an entity goes more than six months without spending any entitlement it prompts HNS to conduct a review. This review is intended to find an SFAs spending plan.

If SFAs have spent all of their allotted entitlement they are welcome to request more entitlement through HNS. HNS will evaluate requests and assess fulfillment as availability allows.

CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



USDAFoods@azed.gov



www.azed.gov/hns





Congratulations

**You have completed the Online Course:
What to Expect: USDA Foods in Schools
Catalog Requisition Process**

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Length: 30 Minutes**

Please note, attendees must document the amount of training hours
indicated on the training despite the amount of time it takes to complete it.

Certificate

Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



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Schools Catalog

Requisition Process

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2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

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