



USDA FOODS IN SCHOOLS PROGRAM **myFOODS SYSTEM MANUAL**

RECIPIENT AGENCY PORTAL

RELEASED AUGUST 2024 | ARIZONA DEPARTMENT OF EDUCATION

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Section 1

Section 1

BACKGROUND

Section 1

Background

1.1 Background



Website: CNPMYFOODS.azed.gov

The Arizona Department of Education (ADE) introduced myFOODS, a web-based system to manage the United States Department of Agriculture (USDA) Foods in Schools program, in 2017.

The myFOODS system is comprised of three portals:

1. state distributing agency (SDA)
2. recipient agency (RA) and
3. warehouse (WH).

The Recipient Agency portal contains the functions necessary for School Food Authorities (SFAs) or designated school employees to access information, such as Entitlement Funds, purchase materials, the ability to schedule deliveries and more, under the National School Lunch Program (NSLP).

Recipient Agency Users can:

- Read Bulletin updates
- View Entitlement funds and usage
- Request materials and place orders from Product Catalog: Brown Box, Processing Diversion and Surplus
- Review and edit My Agency details
- View My Requisition status
- Schedule, combine, and edit My Shipments
- View materials in My Cart
- Run Reports
 - 209 Report – USDA Foods Allocated and Received
 - Requisition Ent/Bonus Status Detail – By Requisition
 - Requisition Ent/Bonus Status Detail – By Material
 - Material File Listing (USDA Only)
 - Materials Available in Catalog
 - Processor / Material / RA Detail Report (FOOTR5LZ_PG)
 - Agency Completed Shipments
- Enter or edit Contacts and Delivery Site(s)
- Access Help button from the Home Page (does not work from any other page)
- View additional documents and links
- View Contact Us for information on how to reach ADE and/or the contracted warehouse



Section 2

Section 2

LOGIN SCREEN

Section 2

Login Screen

2.1 Login Screen



Website: [CNPMYFOODS.azed.gov](https://cnpmfoods.azed.gov)
New User Email: USDAFoods@azed.gov

The website for myFOODS is <https://cnpmfoods.azed.gov/>.

New users must request access to the myFOODS system via email: USDAFoods@azed.gov. ADE will assign the username and a password. Users will be instructed to log into the system using their assigned username and password to validate access and then to log out and change their password on the login screen.

The login screen provides the following functions:

- Change password – allows the user to change their password with their assigned username and current password (figure 2.1)
- Forgot username – allows user to retrieve their assigned username with their email address (figure 2.2)
- Forgot password – allows user to reset their password with their username and email address. (figure 2.3)

Figure 2.1

Change Password

myFOODS User Name:

Current Password:

New Password:

Confirm New Password:

[Back to Login](#)

Figure 2.2

Forgot User Name

myFOODS Email:

[Back to Login](#)

Figure 2.3

Forgot Password

myFOODS User Name:

myFOODS Email:

[Back to Login](#)



Section 3

Section 3

HOME PAGE

Section 3

Homepage

3.1 Homepage



Website: CNPMYFOODS.azed.gov

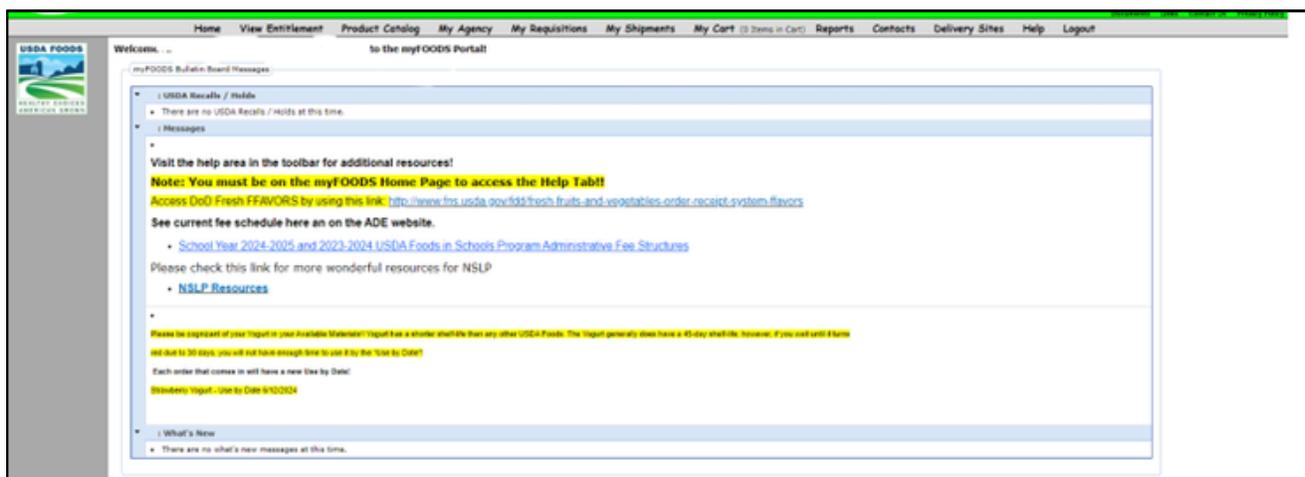
The Recipient Agency (RA) portal home page is comprised of a toolbar (figure 3.1) and bulletin board (figure 3.2).

- The toolbar feature functions are unique to the RA portal.
- The bulletin board displays messages entered by ADE. Messages consist of new announcements, USDA Recalls/Holds, reminders and updates.

Figure 3.1



Figure 3.2



Section 4

Section 4

VIEW ENTITLEMENT

Section Outline

- 4.1** View Entitlement
- 4.2** Direct Delivery (Brown Box)
- 4.3** Processing Diversion
- 4.4** Department of Defense (DoD) Fresh Fruit and Vegetable Program

Section 4

View Entitlement

4.1 View Entitlement



Website: [CNPmyFOODS.azed.gov](https://www.cnpmyfoods.azed.gov)

Fresh Fruits and Vegetables Order Receipt System (FFAVORS):

<https://www.fns.usda.gov/usda-foods/usda-dod-fresh-fruit-and-vegetable-program>

Within View Entitlement, SFAs can view entitlement funds for both National School Lunch Program (NSLP), DoD Fresh and Summer Feeding in School Programs (SFSP) (if applicable).

Entitlement is a pre-determined allocation of federal funds issued by USDA on an annual basis so that schools may order food procured by USDA for use in NSLP. These funds are not actual dollars. They expire on June 30th of each year.

RAs will determine a majority of their entitlement use during the catalog requisition period by utilizing one or more options:

1. Direct Delivery (Brown Box): materials such as fruits, vegetables, meats, grains, and dairy products canned, frozen and dried.
2. Processing Diversion: bulk foods that are further processed into specialty items.
3. DoD Fresh: fruits and vegetables ordered through Fresh Fruits and Vegetables Order Receipt System (FFAVORS) <https://www.fns.usda.gov/usda-foods/usda-dod-fresh-fruit-and-vegetable-program>

[Training: What to Expect USDA Foods in School Catalog Requisition Process](#)



Entitlement (See Figure 4.1) is distributed to SFAs by ADE based on a fair share model utilizing the SFA's Total Meal Count from the most recent complete school year (SFAs new to operating NSLP will approximate their Total Meal Count). SFAs are encouraged to plan their entire entitlement fund's usage during the catalog requisition period; however, SFAs are not penalized if they do not utilize any portion of their entitlement.

Figure 4.1

ENTITLEMENT



USDA: United States Department of Agriculture



ADE: Arizona Department of Education



SFA: School District, Charter Schools, Private Schools, etc.



Direct Delivery (Brown Box), Processing, and DoD Fresh

Section 4

View Entitlement

4.2 Direct Delivery



Website: CNPMYFOODS.azed.gov

To view entitlement for Direct Delivery (Brown Box):

1. Click on **View Entitlement** in the menu bar
2. Select the school year in the “**Entitlement Balance for Year**” drop down (ex. V 2023-2024).

4.3 Processing Diversion



Website: CNPMYFOODS.azed.gov

To view entitlement for Processing Diversion:

1. Click on **View Entitlement** in the menu bar
2. Select the school year in “**Entitlement Balance for Year**” drop down (ex. V 2023-2024).

Figure 4.2

Entitlement Usage Summary			
Entitlement			
Lunch Count:		572,633	
Cost Per Plate:		\$0.45	
Beginning Entitlement (Lunch Count) x (Cost Per Plate)		\$257,684.85	
DOD Fresh Set Aside:	<input type="text" value="62,128"/>	<input type="button" value="Update"/>	24.11 %
Brown Box:		\$100,990.60	39.19 %
Processing:		\$99,692.82	38.69 %
Remaining:		(\$5,126.57)	-1.99 %
Bonus Summary			
Bonus Requisitions Placed:		\$0.00	
Planned Bonus Value:		\$0.00	
Received Bonus Value:		\$0.00	

4.4 DoD Fresh Program

[Training: What to Expect USDA Foods in School Catalog Requisition Process](#)



The Department of Defense (DoD) Fresh Program allows schools to use USDA Foods entitlement dollars to buy fresh produce. The program is operated by the Defense Logistics Agency at the Department of Defense. An SFA who wishes to participate in the DoD Fresh Program must “set aside” funds during the open catalog dates. Funds for DoD Fresh must be “set aside” in the “Entitlement” section of myFOODS. This “set aside” amount may be changed at any time and as frequently as needed during the catalog requisition period. After the catalog deadline, SFAs must contact ADE for any modifications to the amount.

New DoD Fresh Applicants:

New operators must contact ADE USDAFoods@azed.gov if they are interested in participating in DoD Fresh and meet the following criteria:

1. Currently participate in USDA Foods.
2. Set aside funds in myFOODS for the upcoming school year or contact the ADE at USDAFoods@azed.gov.
3. Request a Username by emailing ADE USDAFoods@azed.gov to access. FFAVORS is an ordering website maintained by USDA and new operators must complete the login instructions provided by the Defense Logistics Agency (DLA).
4. Order produce within FFAVORS. Steps to order are provided in the FFAVORS Ordering Manual, click the Help link located on the FFAVORS home page.

Section 4

View Entitlement

Returning DoD Fresh Applicants:

Current operators with access to FFAVORS may continue these criteria and proceed with ordering DoD Fresh materials.

1. Participate in USDA Foods
2. Set aside funds in myFOODS for the upcoming school year
3. Order produce within FFAVORS. Steps to order are provided in the FFAVORS Ordering Manual, click the Help link located on the FFAVORS home page.

To view entitlement for DoD Fresh:

1. Select the VIEW ENTITLEMENT section in the menu bar.
2. Input whole dollar amounts to be transferred into FFAVORS, the website for DoD Fresh.
3. Click Update.
4. Note: SFA can transfer funds to DoD during Catalog Requisition period (February and March). For help with transferring funds to DoD throughout the year, please contact ADE USDAFoods@azed.gov for further assistance.

Figure 4.3

Entitlement Balance for Year:		V 2019-2020	Program:		NSL Schools (including RCC)
Entitlement Usage Summary					
Entitlement					
Lunch Count:		95			
Cost Per Plate:		\$3.30			
Beginning Entitlement: (Lunch Count) x (Cost Per Plate)		\$313.50			
DOD Fresh Set Aside:	<input type="text" value="0"/>		Update		0.00 %
Brown Box:		\$21,885.60			68.39 %
Processing:		\$0.00			0.00 %
Remaining:		\$10,114.08			31.61 %
Bonus Summary					
Bonus Requisitions Placed:		\$0.00			
Planned Bonus Value:		\$0.00			
Received Bonus Value:		\$0.00			

Section 5

Section 5

PRODUCT CATALOG

Section Outline

- 5.1** Product Catalog
- 5.2** Direct Delivery (Brown Box) Catalog
- 5.3** Processing Diversion Catalog
- 5.4** Surplus Catalog

Section 5

Product Catalog

5.1 Product Catalog



[Step by Step Quick Guide: How to Create a Brown Box Catalog Requisition](#)

[Step by Step Quick Guide: How to Create a Processing Catalog Requisition](#)

It is highly recommended that you submit catalog requisitions. By submitting requisitions, you are requesting food materials that best meet your menu needs. The system does not limit the number of requisitions SFAs may submit. Entitlement is drawn down at the time of a catalog submission.

There are three product catalogs:

- Brown Box
- Processing Diversion
- Surplus

Brown Box and Processing Diversion catalogs are ONLY available in February and close in March for the upcoming school year.

NOTE: Materials in each catalog must be checked out separately. If not, an error message may appear: Materials already in cart are not from the same catalog as materials being added. Please checkout current order before attempting to add materials from another catalog.

For direct ship schools, (school warehouse can take at minimum a third of a truck – about 228 cases – shipped directly to the warehouse) please select the district's name from the drop down next to the desired materials being shipped directly to the warehouse.

5.2 Direct Delivery (Brown Box) Catalog

[Training: What to Expect USDA Foods in School Catalog Requisition Process](#)



1. Click **Product Catalog** in the menu bar. (See figure 5.1)
2. Select **Brown Box** in the gray left side.
3. Select a category in the gray left side.
4. Click on the box in the Select column to choose the material.
5. Click **Add to Cart**, selected materials must be added to the cart before selecting a different category. To add materials from another category repeat steps 1-5.
6. Select **Checkout**. Materials may be deleted at this time, if needed.
7. Type in a quantity in the Cases box by the desired delivery date. The 15th refers to the first half of the month and the 30th refers to the second half of the month. This is when USDA delivers to the contracted warehouse, not individual delivery sites.
8. Click **Update Cart Value** to view entitlement draw down. Values may NOT exceed total available entitlement. (see figure 5.2)
9. Select **Continue**.
10. Select **Place Requisition** to place the request, select **Modify Requisition** to modify the request or select **Empty Cart** to remove all requests in the cart.
11. A requisition number will appear. Select **Click here** to view and print or **continue** to return to the product catalog section.
12. All requisitions may be found under **My Requisitions-- Submitted**. Select the right arrow to expand the view and select **View** or **Edit**.
13. An SFA may edit any Brown Box requisition PRIOR to the catalog deadline by selecting **Edit** in the My Requisitions section.

Section 5

Product Catalog

Figure 5.1



Product Catalogs:

- [Brown Box](#)
- [Processing Diversion](#)
- [Surplus](#)

Categories:

- [Beans](#)
- [Dairy](#)
- [Fish](#)
- [Flour/Grain](#)
- [Fruits](#)
- [Grains](#)
- [Juice](#)
- [Meat](#)
- [Oils](#)
- [Pasta/Rice](#)
- [Peanut/Sunflower](#)
- [Poultry](#)
- [Veg/Fruit/Juice](#)
- [Vegetables](#)

Figure 5.2

Checkout BrownBox

Entitlement Year: 2019-2020, Net. Entitlement: \$31,999.68, Prior Req: \$1,921.50, Cart Value: \$0.00, Remaining Bal: \$8,192.58 (values are estimated)

Status: Shopping in Progress
Catalog: Brown Box

Use this screen to specify desired quantities and delivery dates. Click the "Update Cart Value" button to see the current shopping cart value. Click the "Continue" button to continue the Checkout process. Click the "Delete" link below to remove items from your cart.

Note that "USDA Shipping Period(s)" indicate the first or not a specific date (e.g. 10/1 indicates USDA will deliver to 10/1 and 10/14).

Action	Material Description	Estimated Value per Quantity	Dates and Quantities	
Delete	100359 - BEANS BLACK TURTLE CAN-6/10 (6/#10 CAN) One Truckload = 864 Cases For Direct Shipment you must order at least 1/3 Truckload: 1/3 Truckload = 288 Cases	\$13.85	USDA Shipping Period(s)	Cases
			09/16/2019	<input type="text" value="0"/>
			10/17/2019	<input type="text" value="0"/>
			11/18/2019	<input type="text" value="0"/>
			Material Total:	
Delete	100365 - BEANS PINTO CAN-6/10 (6/#10 CAN) One Truckload = 864 Cases For Direct Shipment you must order at least 1/3 Truckload: 1/3 Truckload = 288 Cases	\$13.18	USDA Shipping Period(s)	Cases
			09/16/2019	<input type="text" value="0"/>
			10/17/2019	<input type="text" value="0"/>
			11/18/2019	<input type="text" value="0"/>
			Material Total:	

Update Cart Value | Continue

Section 5

Product Catalog

5.3 Processing Diversion Catalog



[Step by Step Quick Guide: How to Create a Processing Catalog Requisition](#)

If you want more information on Processing, please contact USDAFoods@azed.gov. This catalog lists bulk USDA Foods materials available for further end processing. SFAs complete a requisition for raw materials, in pounds, and designate a processor. A 300-pound minimum material requisition per processor is required.

1. Click on **Product Catalog** in the menu bar.
2. Select **Processing Diversion** in gray left side.
3. Select a category in gray left side.
4. Click on the box in the Select column to choose the material.
5. Click **Add to Cart**. * Selected materials must be added to the cart before selecting a different category. The SFA may choose to add materials from another category and repeat steps 1-5.
6. Select **Checkout**. Materials may be deleted at this time, if needed.
7. Select a processor from the drop-down bar, only one can be selected. **When requesting a single material to be sent to multiple processors, SFAs must complete a separate requisition for each processor.
8. Type in a pound amount in the Pounds box. (300-pound min) Click **Update Cart Value** to view entitlement draw down. (See Figure 5.3)

9. Select **Continue**.
10. Select **Place Requisition** to place the request, select **Modify Requisition** to modify the request or select **Empty Cart** to remove all requests in the cart.
11. A requisition number will appear. Select **Click here** to view and print or **continue** to return to the product catalog section.
12. All requisitions may be found under **My Requisitions-- Submitted**. Select the right arrow to expand the view and select **View** or **Edit**.
13. An SFA may edit any Processing Diversion requisition PRIOR to catalog deadline by selecting **Edit** in the My Requisitions section.

Figure 5.3

Action	Material Description	Processor	Estimated Value per Quantity	Quantity
Select	000134 - BEEF CORNER GROUND FIZ CTN 40 LB (1/8P CTN)	Please select a processor	\$3.32	Pounds
				Total Shipment Cost
				\$0.00
				Material Total:
				\$0.00

5.4 Surplus Catalog

[Training: How to Create a Surplus Catalog Requisition](#)



Materials will be available in this category based on ADE Account quantities and are available on a first come first serve basis until all materials are requested.

Once a surplus request is completed, the material(s) will be scheduled for the next available delivery date and posted within 24 hours. *Materials in the catalog may vary every day.

Section 5

Product Catalog

1. Click on **Product Catalog** in the menu bar.
2. Select **SURPLUS** in the gray left side.
3. Select a category in the gray left side.
4. Click on the box in the Select column to choose the material.
5. Click **Add to Cart** *Selected materials must be added to the cart before selecting a different category. SFAs may choose to add materials from another category and repeat steps 1-5.
6. Select **Checkout**.
7. Available quantities are displayed here. SFAs must type in a quantity amount in the Cases box (See figure 5.5). Available quantities will update in real time as requisitions are being placed. If material(s) are no longer available, SFAs will need to Delete that material before proceeding to step 8.
8. Select **Continue**.
9. Select **Place Requisition** to place the request, select **Modify Requisition** to modify the request or select **Empty Cart** to remove all requests in the cart.
10. A requisition number will appear. Select **Click here** to view and print or **continue** to return to the product catalog section.
11. All requisitions are located under **My Requisitions-- Submitted**. Select the right arrow to expand the view and select **View**.
12. Surplus requests are processed within 24hrs, scheduled for the SFAs first listed delivery site, and on the next available shipment date (See Figure 4.6)

Note: Scheduling for Surplus is automatically scheduled in the system to go out on the next available date. Please contact ADE directly if the shipment date needs to change. Surplus orders can be canceled, items will go back to the materials in My Cart.

Figure 5.4

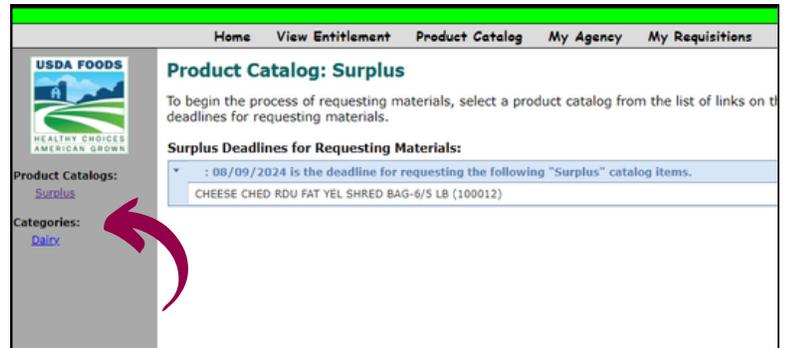


Figure 5.5

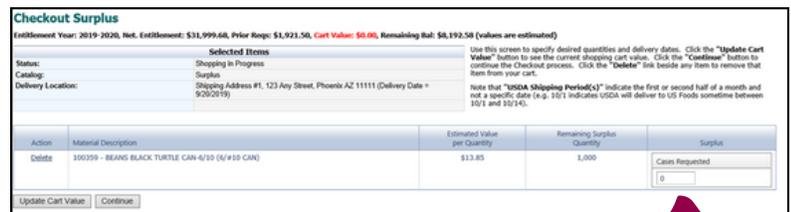


Figure 5.6



Section 6

Section 6

MY AGENCY

Section 6

My Agency



6.1 My Agency



Website: CNPMYFOODS.azed.gov
New User Email: USDAFoods@azed.gov

Use the My Agency tab to check your account information: (See Figure 6.1)

1. Valid NSLP - If the Valid NSLP box is un-checked then your National School Lunch Program application is not approved by your specialist.
2. Valid myFOODS - If the Valid myFOODS check box is un-checked, one of the four contacts in myFOODS still needs to be updated and saved:
 - a. Food Service Director Contact
 - b. Program Contact
 - c. Billing Contact
 - d. Delivery Site Contact

Note: If there are no changes to your contacts, still click 'update'.

Figure 6.1



To view My Agency :

- Select **My Agency** in the menu bar.
- Select **Edit**.
- Make any changes. The user may only update his/her information.
- Select **Update**.

To activate or deactivate any users who no longer need access to the agency's myFOODS account:

1. Provide a request via email to USDAFoods@azed.gov and include the following information:
 - o Full name
 - o Phone number
 - o Email address
 - o Title
2. User information must be updated in CNPWeb
3. User must be an employee of the school district (access will not be provided to non-school employees)
4. After July 1st, all SFAs MUST update the information in Contacts and Delivery Sites before their account can be set to active. During the year, SFAs are required to update any information, as needed.

Figure 6.2

Agency Summary:	
<input checked="" type="checkbox"/> Valid NSLP	(agency has an approved NSLP application)
Lunch Count	1,703,823
Minimum Case Requirement	100
<input checked="" type="checkbox"/> Valid SFSP	(agency has an approved SFSP application)
Lunch Count	0
Minimum Case Requirement	100
<input checked="" type="checkbox"/> Valid MyFoods	(all contacts and delivery sites have been updated since the start of the new school year)
Food Service Director	<input checked="" type="checkbox"/>
Commodity Program Contact	<input checked="" type="checkbox"/>
Commodity Billing Contact	<input checked="" type="checkbox"/>
DeliverySite(s)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Valid USFoods	(agency has a purchase order (or) letter of responsibility on file at USFoods)
DoD Produce Participant	<input checked="" type="checkbox"/> (agency has set aside part of USDA entitlement for DoD produce)
Processing Participant	<input checked="" type="checkbox"/>
Caterer Names	
FSMC Names	

Section 7

Section 7

MY REQUISITIONS

Section 7 My Requisitions

7.1 My Requisitions



Website: CNPMYFOODS.azed.gov

SFAs are able to view Requisitions of materials already processed for shipment. Details include Requisition number, Catalog type (Brown Box, Processing or Surplus), estimated Value, requisition creator, date, and time.

All requisitions are located under My Requisitions-- Submitted. Select the right arrow to expand the view and select View.

Figure 7.1

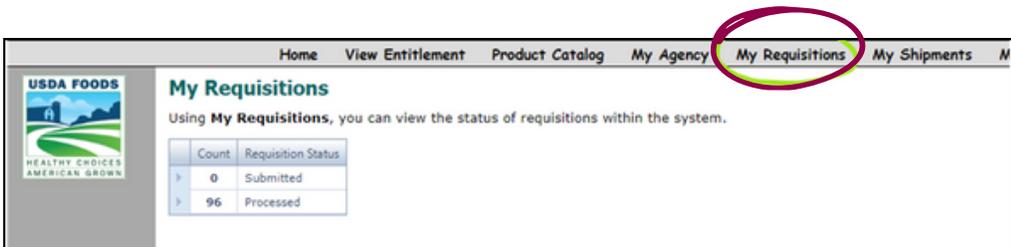
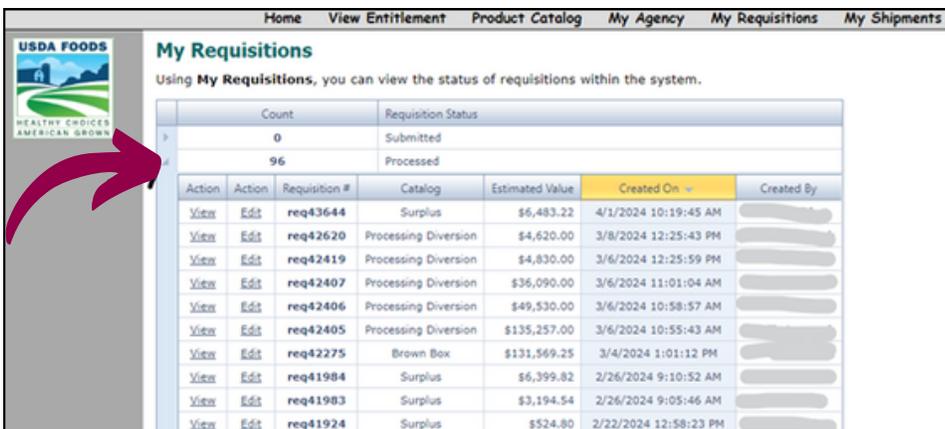


Figure 2.2



Section 8

Section 8

MY SHIPMENTS

Section Outline

- 8.1** My Shipments
- 8.2** Delivery Fee Structure
- 8.3** Excess Storage Fees
- 8.4** Shipments
- 8.5** Combining or Editing Shipments
- 8.6** Shipment Verification

Section 8

My Shipments

8.1 My Shipments



Website: CNPMYFOODS.azed.gov

Delivery dates, delivery locations, available materials, available quantities, shipment calendars, and shipment verifications are accessible in this area. SFAs are responsible for scheduling shipments and verifying those shipments within a timely manner.

Materials are indicated based on color:

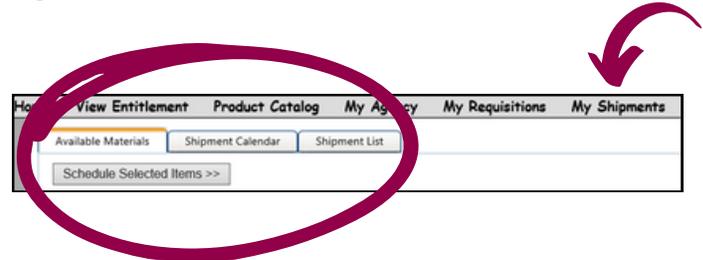
- **Yellow** - materials are not yet in Arizona
- **White** – materials are available to schedule for shipment
- **Red** – materials should be shipped within 15 days to avoid excess storage fees.

Schedule a Shipment:

1. Click on **My Shipments** in the menu bar.
2. Three tabs appear: **Available Materials**, **Shipment Calendar**, and **Shipment List**. (See Figure 8.1)
3. In the Available Materials tab, click on the box in the Select column next to a material to schedule its delivery. SFAs must select at least one material but, may select several.
4. Select **Schedule Selected Items**.
5. Select a **Delivery Location**. Click on the down arrow to select a different location.
6. Based on the total available amount, type in a quantity in the box below the available date. The system will prompt a red error message **“Requirement NOT met”** if the minimum number of cases for delivery has NOT been met for a delivery date. If a minimum number of cases for delivery has been met, a green **“Requirement met”** is indicated. (All Total Available quantities must be scheduled for each material.)

All Total Available quantities must be scheduled for each material.

Figure 8.1



7. When total amount for selected materials has been scheduled, select **Continue**.

Note*** You may **Cancel** at this point.

8. Select **Create Shipment(s)** OR **Edit Amounts** to change the quantity for a material.

9. A blue dialogue box appears with Shipment Created.

10. To meet minimum delivery requirements, schedule more than one shipment to a delivery site for the delivery date. Combine shipments by following directions in the Combine Shipments section 8.5.

11. Available materials may be declined by selecting the **Decline** button in the Available Materials Tab. The decline function will remove all quantities with the material and will refund all associated entitlement.

Materials that are shorted from scheduled deliveries may be added to the available materials list. They will be noted with a green recycle icon. SFAs may schedule a shipment for these or decline them.

Figure 8.2

Material	Orig. Date	Must Ship By Date	Total Available	5/22/2020	5/29/2020	6/5/2020	Remaining
Mixed Veg Frozen - carrot corn green bean peas (110871)	4/24/2020	6/8/2020	10				
Orange Juice Unsweetened Cups Frz (110651)	4/24/2020	6/8/2020	10				

Section 8

My Shipments

8.2 Delivery Fee Structure



[USDA Foods in Schools Program Administrative Fee Structure](#)

There is a fee structure and rate involved in shipping.

Minimum Delivery refers to the minimum delivery fee that will be charged by the warehouse to schedule a shipment. The SFA can still schedule a shipment if this requirement is not met.

Suggestion: If needed, add materials from Surplus to meet minimum case requirements

Example: .

If there is a 20 case minimum, how many cases will be charged if 15 cases are ordered?

SAMPLE NUMBER OF DELIVERIES	DELIVERY FEE PER CASE
15	Charge for 20 cases
20	Charge for 20 cases
25	Charge for 25 cases

This fee will be applied to all materials past the ship by date including processed end products which will be invoiced through the contracted warehouse directly.

Once materials are past the “Must Ship by Date”, they will be removed from available materials. Invoice payments are due 30 days from invoice date. NOTE: Should payment not be received after 60 days, the ADE reserves the right to place the account on a hold status until payment has been received.

USDA Foods in Schools Program Administrative Fee Structure is available on the myFOODS Bulletin Board and on the HNS website: [National School Lunch Program and School Breakfast Program](#), [Arizona Department of Education \(azed.gov\)](#).

Resources for Operators

Program Forms and Resources

Training

Reimbursement Rates

USDA Foods Administrative Fee Structure

Sign Up For Our Email Updates

8.3 Excess Storage Fees



[USDA Foods in Schools Program Administrative Fee Structure](#)

ADE will invoice an SFA with outstanding materials in the contracted warehouse past their “Must Ship by Date” for a storage fee.

Section 8

My Shipments

8.4 Shipments



[USDA Foods in Schools Program Administrative Fee Structure](#)

All scheduled shipments can be viewed in myFOODS in two forms, **Calendar View** or **List View**. The calendar view displays all shipments and materials.

To view Shipments:

1. Select **My Shipments**
2. Select tab **Shipment Calendar** or **Shipment List**.
3. Locate shipment and select **View**.
4. The shipment details appear. To print, select **Print Shipment**.

8.5 Combining or Editing Shipments



[USDA Foods in Schools Program Administrative Fee Structure](#)

Combine or Edit Shipments in the shipment calendar view. SFAs may combine shipments, edit the location, delivery date, cancel entire shipment, and remove line items. Each edit must be saved.

1. Select **My Shipments**
2. Select tab **Shipment List**
3. To combine scheduled shipments, select two white boxes in left column and click **Combine Scheduled Shipments**.

NOTE: SFAs may only combine two shipments at a time. Both must have the SAME delivery date AND delivery location.

- SFAs may only date change a shipment if it is before the 72-hour window to modify a shipment – otherwise an error message will appear.

4. Select **Edit**. (Figure 9.1)

5. Make modification:

- To remove a material from the shipment, select **Remove**.
- Cancel Shipment will cancel the entire shipment and place all materials back into the schedule
- To change a delivery location: Use the drop down to select new location and click the save icon.
- To change a delivery date: Use the drop down to select a new delivery date and click the save icon.

NOTE: Materials cannot be added to an existing shipment so, you must schedule a new shipment. Follow the above steps to combine multiple shipments per shipment date and delivery site.

Figure 8.3

Action	Act	Ship #	Status	Scheduled Delivery	Total Cases	Shipping Address	Program	Created By	Created On
<input type="checkbox"/>	View	5201	Initiated	5/14/2020	20	Shipping Address #1 123 Any Street Phoenix AZ 11111	NSL	Super User 1	5/14/2020 9:20:57 AM
<input type="checkbox"/>	View	5301	Initiated	5/26/2020	50	Shipping Address #1 123 Any Street Phoenix AZ 11111	NSL	Super User 1	5/14/2020 11:10:52 AM
<input type="checkbox"/>	View	5302	Initiated	5/22/2020	20	Shipping Address #1 123 Any Street Phoenix AZ 11111	NSL	Super User 1	5/14/2020 11:17:20 AM

8.6 Shipment Verification

[Training: How to Schedule a Shipment & Complete a Shipment Verification](#)

4 to 5 days after the warehouse has delivered materials, the warehouse will verify what materials were delivered. The SFA will need to determine if the warehouse verified correctly by completing a shipment verification.



Section 8

My Shipments

Verifying a Shipment

SFAs will receive a notification when logging in to verify a shipment.

- **Initiated**- Shipment has been created and delivered by the contracted warehouse. Verification cannot be completed in this status
- **Completed**- Shipment has been completed by the contracted warehouse, usually 4-5 days after delivery. Edit button is visible and verification can only be completed in this status.
- **Verify** – SFAs must verify shipment.

To verify a shipment:

1. When notified to verify shipments select **OK**.
2. Locate shipment and select **Verify**.
3. Verify all information listed.
 - a. If shipment details are correct, select box: **“All Materials on this shipment were received as listed as ‘Quantity Shipped’”** in the Certification area.
4. If additional items were shipped and not indicated in the detail information, select box: **“Additional Materials were received that are not listed”** in the Certification area.
5. ****NECESSARY**** Select box: **“I have reviewed and compared the above commodity list with my shipment(s) for the same period. I have indicated the results of the comparison by selecting the appropriate checkbox(es) above.”**
6. Type in comments in the available area, as needed.
7. Select Save. No changes can be made after this point. Verification is complete when verified box is checked, verified by, and verified date is indicated.

Figure 8.4

The screenshot shows the 'Verify Shipment' interface. At the top, there are navigation tabs: Home, Shipment, Product Catalog, My Agency, My Requisitions, My Shipments, and My Cart (0 Item). Below these are sub-tabs: Available, Shipment Calendar, Shipment List, and Verify Shipment. A red arrow points to the 'Verify Shipment' tab. The main content area includes a 'Save Verification' button, a 'Shipment Verification Type' section with two radio buttons: 'Verify Shipment AS IS (No Changes)' (selected) and 'Shipment Has Changes'. Below this is a table with the following data:

Material Number	Material Name	Quantity Scheduled	Quantity Shipped	Quantity Verified
110506	WHOLE GRAIN BLEND SPAGHETTI CTN-20 LB	10	10	10

Below the table are two checkboxes: 'Other Materials Were Received Which Are Not Listed Above' and 'Supporting Documentation Received'. At the bottom is a 'Comments:' section with a text area.

In the event that shipment verifications have not been completed by the end of the school year (June 30th), the following steps will need to be completed at the beginning of the school year:

- a) Select **My Shipments**.
- b) Select tab **Shipment Verification**.
- c) Select the **Verified** button.
- d) Click the drop-down arrow titled **Filter** and select **Last Fiscal Year**.

Section 9

Section 9

MY CART

Section 9 My Cart

9.1 My Cart



Website: CNPmyFOODS.azed.gov

Treat My Cart like any shopping cart, materials can be put in a cart but still need to be processed for shipping. (See Figure 9.1)

Materials may or may not be available over time and can change while in cart. (See Figure 9.2)

Figure 9.1

Action	Material #	Material Description	Current Price	Quantity	Total Cost
Delete	100241	PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	\$47.87	5	\$239.35

Total Shopping Cart Cost: \$239.35

Buttons: Return, Checkout, Empty Cart

Figure 9.2

Action	Material Description	Estimated Value per Quantity	Remaining Surplus Quantity	Surplus
Delete	100241 - PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ (96/4.4 OZ CUP)	\$47.87	11	Cases Requested <input type="text" value="5"/>

Buttons: Update Cart Value, Continue

Section 10

Section 10

REPORTS

10.1 Reports



Website: CNPmyFOODS.azed.gov

The following reports are available in myFOODS:

- **209 Report**- USDA Foods Allocated & Received
- **Requisition Ent/ Bonus Status Detail**- By Requisition - All catalog requisitions are listed by requisition number.
- **Requisition Ent/ Bonus Status Detail**- By Material - All catalog requisitions are summarized and listed by material number. View declined requisitions here.

To access Reports:

1. Click **Reports** in the menu bar. (See Figure 10.1)
2. Click on the desired report.
3. Select **Show Grid** (do not click on Run Report) to display options to PDF, Export to Excel, CSV, or Word. (See Figure 10.2)
4. A separate message bar appears at the bottom of the screen with three options: **Open, Save & Cancel**.
5. Select **Open**.
6. You may save, print or exit the document.

Figure 10.1

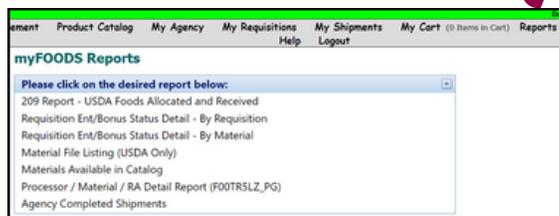
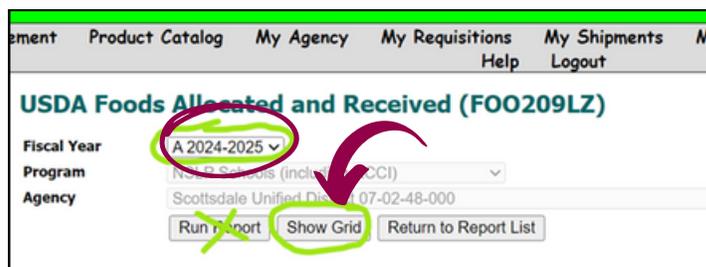


Figure 10.2



Other documents for the current school year and links (for FFAVORS) can be found on the upper right corner of the myFOODS Website.

Figure 10.3



Section 11

Section 11

CONTACTS

Section 11

Contacts

11.1 Contacts



Website: CNPMYFOODS.azed.gov

To access Contacts:

1. Select **Contacts** in the menu bar.
2. Click **Edit**.
3. Make any changes needed. Separate multiple email addresses with a semi-colon.
4. Select **Update**, *even if there are no changes*.
5. Repeat steps for all types: Food Service Director, Program Contact & Billing Contact.

Figure 11.1

My Contacts

Using **My Contacts**, you can view and maintain your agency's contact information.

Action	Contact Type	Name	Phone	Address1	City
	Food Service Director	Food Service Director	111-22-3333	123 Any Street	Phoenix
	Program Contact	Program Contact	111-22-3333	123 Any Street	Phoenix
	Billing Contact	Billing Contact	111-22-3333	123 Any Street	Phoenix

Section 12

Section 12

DELIVERY SITES

Section 12

Delivery Sites

12.1 Delivery Sites



Website: CNPmyFOODS.azed.gov

To access Delivery Sites:

1. Select **Delivery Sites** in the menu bar.
2. Click **Edit**.
3. Make any changes needed. Separate multiple email addresses with a semi-colon.
4. Select **Update**, *even if there are no changes*.
5. Repeat steps for all delivery sites.

Valid Warehouse:

- Submit PO (Purchase Order) or LOR (Letter of Responsibility) to warehouse for shipping fees.
- For new sites: a credit application is required.

RESOURCE SUMMARY

Websites

HNS Webpage

<https://www.azed.gov/hns>

myFOODS Website:

Cnmpmyfoods.azed.gov

DoD Fresh FFAVORS Website:

<https://www.fns.usda.gov/usda-foods/usda-dod-fresh-fruit-and-vegetable-program>

Training/ Resources

[Training: What to Expect USDA Foods in School Catalog Requisition Process](#)

[Step by Step Quick Guide: How to Create a Brown Box Catalog Requisition](#)

[Step by Step Quick Guide: How to Create a Processing Catalog Requisition](#)

[Training: How to Create a Surplus Catalog Requisition](#)

[Training: How to Schedule a Shipment & Complete a Shipment Verification](#)

[USDA Foods in Schools Program Administrative Fee Structure](#)

Contacts

ADE USDA Foods Contact

USDAFoods@azed.gov



THANK YOU

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. *mail:*
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. *fax:*
(833) 256-1665 or (202) 690-7442; or
3. *email:*
Program.Intake@usda.gov

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