

OSPI CNS Food Distribution Reference Sheet

Calculating amounts of USDA Foods to Order

USDA foods must be requested and distributed only in quantities that can be consumed without waste. Ordering appropriate amounts of USDA foods ensures this regulation is met and avoids excess costs due to waste and storage fees. The following calculations may assist you in determining the volume of each product to order. Every LEA is unique. You may have calculations methods that are different and meet your needs.

Calculating amounts to order:

1. Determine your average daily participation
 - If serving a single entrée
 - OR -
 - Average Number of Servings/Day of a Particular Item from production records
2. Divide Step 1 Figure by Servings per Case (see product sheet)
3. Multiply by Number of Times Menued

Example A:

1. Chicken nugget servings: 115
2. $115 \text{ servings} \div 126 \text{ servings per case} = .91 \text{ cases}$
3. Chicken nuggets served 2x/month for 9 months $.91 \times 18 = 16.4$

Pre-order survey = 17 cases

Example B:

Note: If you sell an item ala carte make sure to include that amount

1. Chicken nugget servings on line: 115
Chicken nugget servings on ala carte line: 15
2. $115 + 15 = 120 \text{ servings}$
 $120 \text{ servings} \div 126 \text{ servings per case} = .95 \text{ cases}$
3. Chicken nuggets served 2x/month for 9 months $.95 \times 18 = 17.1$

Pre-order survey = 18 cases



Resources

- [USDA Foods Toolkit](#)

Reference

- [7CFR 250.13](#)

Acronym Reference

- CFR – Code of Federal Regulations
- CNS - Child Nutrition Services
- LEA – Local Education Agency
- OSPI - Office of Superintendent of Public Instruction
- USDA - United States Department of Agriculture