USDA Foods Survey Process

Each year USDA announces the USDA Foods Available list for the upcoming school year. Child Nutrition Services (CNS) Food Distribution Program (FDP) conducts a survey process that determines which items to order from USDA.

**Process:**

✓ **Interest Survey**
  - LEAs complete an Interest Survey to express interest in new USDA products.
  - Those items with the highest interest are included in the pre-order survey.

✓ **Pre-order Survey**
  - The Pre-order Survey opens in CNPWeb
  - LEAs complete their pre-order survey utilizing:
    - Order history
    - Planned menus
    - Calculating Ordering Amounts Reference Sheet
    - Meal Pattern Requirements
    - USDA Food Buying Guide
  - LEAs are required to take at least 85% of what was indicated on their pre-order survey.
    - Adjustments throughout the year due to product non-acceptance or unforeseen circumstances will be accommodated.
    - FDP staff will assist you if you are struggling to meet this requirement.
    - LEAs not meeting this requirement will be required to complete and implement a corrective action plan.
  - LEAs are allowed to order up to 110% of their entitlement to assist in being able to fully utilize entitlement.
  - The Pre-order Survey data is tabulated to ensure volume requirements are met.
  - LEAs are notified of any items that did not meet volume requirements and will not be ordered.

**Pre-order Survey Notes:**

- The use of the term “Pre-order Survey” is intentional. Only after the Pre-order Survey is complete will it be determined if the state can meet volume requirements for an item, or if USDA will be able to purchase the requested items.
• LEAs that divert items or LEAs participating in a co-op that diverts items for further processing need to take into account the amount of entitlement that has been diverted.
• For those LEAs participating in the DoD Fresh program the DoD amount has been deducted from your entitlement.
• Entitlement draw down on pre-order surveys are based on current average USDA values. Actual amounts will be based upon the USDA pricing at the time the order is placed.
• USDA Food Fact Sheets and state processed W code Nutrition Fact Sheets provide meal pattern and dietary specification details.

Resources:
✓ Sponsor Ordering Instructions
✓ Calculating Ordering Amounts Reference Sheet
✓ Recipient Agency Handbook (American Commodity Distribution Association)

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<th>Acronym Reference</th>
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<td>-CNP</td>
<td>Child Nutrition Program</td>
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<td>-CNS</td>
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