

# *OSPI CNS Food Distribution Reference Sheet*

## USDA Foods Pre-Order Process

Each year USDA announces the [USDA Foods Available list](#) for the upcoming school year. Child Nutrition Services Food Distribution Program 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](#) in February
  - 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.
    - Adjustment throughout the year due to product non-acceptance or unforeseen circumstances will be accommodated.
    - Contact FDP staff if you need assistance meeting 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 100% 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 the minimum 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 DoD amounts are deducted from your entitlement.
- ✓ Entitlement draws 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)

## Acronym Reference

- CNP – Child Nutrition Program
- CNS - Child Nutrition Services
- DoD – Department of Defense
- FDP - Food Distribution Program
- LEA – Local Education Agency
- OSPI - Office of Superintendent of Public Instruction
- USDA - United States Department of Agriculture