



USDA Foods PY 21

Welcome Back Webinar

Date: July 2nd, 2020

Professional Standards Learning Code: 2430 , 2440



Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs)** operating the USDA Foods Program who need an overview of the steps required to begin the new school year.

Professional Standards

Information to include when documenting this training for Professional Standards:

Training Title: Recorded Webinar: USDA FOODS PY 21

Welcome Back Webinar

Key Area: 2000 – Operations

Learning Codes: 2430 , 2440

Length: 2 hours





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Thank you for joining me today!



Overview

myFOODS Reset

Process for Reactivation

- New Districts to myFOODS
- Returning Districts

New Users and Returning Users

Training Opportunities

- New Users
- Returning Users



Overview

USDA Foods Program Updates – PY21

Direct Delivery Program

- Surplus Catalog
- Delivery Fees
- Restocking Fees
- Excess Storage Fees

Processing Program

- Administration Fee

DoD Fresh Produce Program

- New User Sign up
- Returning User



A decorative border on the left side of the slide consists of various colorful confetti pieces, including orange, purple, teal, red, and pink, scattered across the white background.

Happy New School Year!

MyFOODS accounts have
been reset and are ready
for updates!

Process for Activation

Returning Districts- In myFOODS

- myFOODS Information Update
 - Contacts Tab Update
 - Delivery Sites Tab Update
- US Foods Information Update
 - Credit Application (Conditional Only)
 - Purchase Order/ Letter of Responsibility
 - School Calendar
- NSLP Application Renewal

New Districts- New to myFOODS

- myFOODS Information Submission
 - Delivery Information Form
- US Foods Information Submission
 - Credit Application (Required)
 - Purchase Order/ Letter of Responsibility
 - School Calendar
- myFOODS Training
- NSLP Application Submission

Process for Activation

Returning Districts

myFOODS Information Update

- Contacts Tab Update
- Delivery Sites Tab Update

US Foods Information Update

- Credit Application (Conditional Only)
- Purchase Order / Letter of Responsibility
- School Calendar

NSLP Application Submission

Process for Activation

myFOODS Information Update

Valid myFOODS Checkbox

Contacts Tab

Training Agency 01
Status = Active
Welcome Training User 01

myFOODS

Arizona Department of Education

Home View Entitlement Product Catalog My Agency My Requisitions My Shipments My Cart (2 Items in Cart) Reports **Contacts** Delivery Sites Help Logout

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

Warning!!!
You have one or more materials nearing expiration date.
[Click here to view](#)

Action	Contact Type	Name	Phone	Address1	City	State	Zip	County	Active
Edit	Food Service Director	Food Service Director	111-22-3333	123 Any Street	Phoenix	AZ	11111	Not Selected	<input checked="" type="checkbox"/>
Last Updated by: Training User 01 on 6/7/2018 11:05:02 AM									
Edit	Program Contact	Program Contact	111-22-3333	123 Any Street	Phoenix	AZ	11111	Not Selected	<input checked="" type="checkbox"/>
Edit	Billing Contact	Billing Contact	111-22-3333	123 Any Street	Phoenix	AZ	11111	Not Selected	<input checked="" type="checkbox"/>

Check Which Contact Types to Update:
 Food Service Director
 Program Contact
 Billing Contact

Address Type: Food Service Director

Name: Food Service Director

Address 1: 123 Any Street

Address 2:

Enter Zip First: 11111

City: Phoenix

State: Arizona

County: 00 Not Selected

Phone #: 111-22-3333

Ph Ext & Comments:

Fax #:

Email Address: noreply@azed.gov

Process for Activation myFOODS Information Update

Valid myFOODS Checkbox

Delivery Sites Tab

Home View Entitlement Product Catalog My Agency My Requisitions My Shipments My Cart (2 Items in Cart) Reports Contacts Delivery Sites Help Logout

USDA FOODS
HEALTHY CHOICES
AMERICAN GROWN

My Delivery Sites

Using **My Delivery Sites**, you can view and maintain your agency's delivery site information.

Action	Action	Address Type	Site Name	Contact Name	Phone	Address1	City	State	Zip	County	Active
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Shipping	Shipping Address #1		111-22-3333	123 Any Street	Phoenix	AZ	11111	Not Selected	<input checked="" type="checkbox"/>

Address Type:

Active:

Ph Ext & Comments:

Fax #:

Email Address:

Delivery Type: Please see the help for instructions

Delivery Frequency:

Delivery Cycle: Required for Bi-Weekly Freq.

Delivery Days: Mon Tue Wed Thu Fri

Customer Number:

Instructions:

Process for Activation

US Foods Information Update

US Foods Information Update Valid US Foods Checkbox Requirements

- Valid US Foods Checkbox
- Purchase Order
- Letter of Responsibility
- School Calendar
- Credit Application (Conditional Only)

Process for Activation

US Foods Information Update

US Foods Information Update – Valid USFoods Checkbox Requirement

Purchase Order

- Please fill out a Purchase Order on your School's Letterhead and submit to US Foods
- Submitting a Purchase Order will provide a form of payment for delivery fees to US Foods.

Process for Activation

US Foods Information Update

US Foods Information Update – Valid US Foods Checkbox

Letter of Responsibility (LOR)

- Use a Letter of Responsibility if:
 - Your district has entitlement set aside only for the DoD Fresh Program but may decide to use the Surplus Catalog
 - Your district plans to only use your entitlement for the DoD Fresh Program
 - If your District does not create Purchase Orders

Process for Activation

US Foods Information Update

US Foods Information Update – Valid US Foods Checkbox

School Calendar

- Please submit with PO/ LOR to US Foods and copy USDA Foods inbox

US Foods requests a calendar to ensure that deliveries are not sent to schools on days that are deemed holidays.

School Calendar will help prevent:

Restocking fees

- fee charged when product is delivered and no one is at the location to receive it

Process for Activation

NSLP Application Submission

NSLP Application Submission – Valid NSLP Checkbox

- Parameters for this year's application submission will be different due to the changes in how food will be served this year
- Submitting your application for approval will not be a requirement this year for myFOODS status approval
- NSLP Applications will still need to be submitted but not right away

Process of Activation

1 | New Districts

2 | New to myFOODS

Process for Activation

New Districts

New to myFOODS

- NSLP Application Submission
 - Not required for myFOODS approval at this time
- myFOODS Information Submission
 - Delivery Information Form
- US Foods Information Submission
 - Credit Application (Required)
 - Purchase Order / Letter of Responsibility
 - School Calendar

Process for Activation

New Districts

New to myFOODS

NSLP Application Submission

Parameters for this years application submission will be different due to the changes in how food will be served this year.

Work with your sponsor to get your NSLP Application Submitted. (Not a requirement for activation)

As a new district to USDA Foods:

- Let us know if you would like to participate in the program - USDAFOODS@azed.gov
- Confirm participation in USDA Foods by filling out a Delivery Information Form to be added to the myFOODS system.

myFOODS Information

Delivery Information Form

Needed to create your account
in myFOODS



Arizona Department of Education
Health and Nutrition Services

USDA Foods Delivery Information Form

Date: _____

Instructions: Complete this form to receive USDA Foods*. If an agency has more than four delivery locations, duplicate this form prior to completing and continue delivery locations on the second form.

Reminder: The delivery times for USDA Foods are between **6:00 a.m. and 2:30 p.m.** You must have staff available during this time to accept deliveries.

*Send Completed Form to USDAFoods@azed.gov for further instructions to receive USDA Foods.

1. Recipient Agency: _____ CTDS#: _____

2. Program Contact

Name: _____
Address: _____
City: _____ St: _____ Zip: _____
Phone: (____) _____ - _____ ext. _____
Fax: (____) _____ - _____
E-mail: _____

3. Billing Contact:

Name: _____
Address: _____
City: _____ St: _____ Zip: _____
Phone: (____) _____ - _____ ext. _____
Fax: (____) _____ - _____
E-mail: _____

4. Food Service Director

Name: _____
Address: _____
City: _____ St: _____ Zip: _____
Phone: (____) _____ - _____ ext. _____
Fax: (____) _____ - _____
E-mail: _____

5. Daily Reimbursable Lunch Count (estimate) - Complete if new sponsor only: _____

6. Delivery Sites:

Site Name: _____
Contact: _____ Phone: (____) _____ - _____ Ext. _____
Street Address: _____ Fax: (____) _____ - _____
E-mail: _____
City: _____ St: _____ Zip: _____ County: _____
Delivery Option - Select one: Prep-site Warehouse* Pick-up at Distributor**

Site Name: _____
Contact: _____ Phone: (____) _____ - _____ Ext. _____
Street Address: _____ Fax: (____) _____ - _____
E-mail: _____
City: _____ St: _____ Zip: _____ County: _____
Delivery Option - Select one: Prep-site Warehouse* Pick-up at Distributor**

US Foods Information

US Foods Contacts

Main Inbox: 4I-DL-USDA@USFOODS.com
Pam Bowers: Pamela.Bowers@usfoods.com

NEED to SUBMIT

Credit Application

Purchase Order / Letter of Responsibility

School Calendar



Customer Account Application

US Foods Updates

Contactless Delivery

- US Foods is asking for Contactless Payment and Deliveries for PY 21
- Deliveries still need to be received in person but you will no longer be required to sign documentation with the driver
- Verbal confirmation of receipt of shipment can be provided and the driver will “sign for you”

US Foods Updates

Two Day Route Updates

- If a school is on a two day route, this means that the route is built to deliver over a two day period.
- This means that you could receive your delivery on the first or second day of that 2 day route depending on road conditions for the driver.

Receiving of Materials

- Please send any damaged materials back with the driver

Training Opportunities

New Users

- New User myFOODS Training (Regional Training)
- How To Guides

Returning Users

- myFOODS Refresh Trainings
- Processing for Beginners

USDA Foods Programs Updates

1 | Direct Delivery

2 | Processing

3 | DoD Fresh Produce Program

Direct Delivery

Available Materials

The first materials requested through the Catalog Requisition Process will arrive at the warehouse for the 07/31 shipping period

Means that if you have any materials set for a 07/31 shipping period, they will be arriving in the last two weeks of July

Materials cannot be scheduled for shipment if myFOODS accounts are not set to Status: Active

Direct Delivery

Surplus Catalog

Materials are available in this category based on State Account quantities and are available on a first come first serve basis

Any pre-ordered materials that you no longer need can be declined and will appear on this Catalog

If you did not pre-order any materials during the Catalog Requisition Period you will be requesting all of your materials from this catalog

Remember:

Materials requested on this catalog are scheduled for your next available delivery date and are fulfilled within 24 hours of your request.

Surplus Catalogs cannot be date changed once they are scheduled

A user can only make one surplus request per delivery site per day

Direct Delivery

Delivery Fees

Purchase Orders need to be submitted each year prior to the first delivery so that the following delivery fees will be covered:

Prep Site: \$3.09 per case

Warehouse: \$2.45 per case

Pick Up/ Will Call: \$1.95 per case

Minimum Case Requirement

Based on Lunch Count:

- 50,000 cases or less = 10 case minimum
- 50,001 cases or more = 20 case minimum

Warehouse

- 100 case minimum

Pick Up

- 100 case minimum

Direct Delivery

Restocking Fees

US Foods will charge \$1.25 per case for any orders that are sent to a delivery site and returned due to:

Closed Facility

Holiday Scheduling

School Calendar is requested to ensure that deliveries are not sent on a Holiday.

Direct Delivery

Excess Storage

A Recipient Agency (RA) will be notified of any outstanding excess storage every week they have materials in the warehouse past their “Must Ship by Date”. Each notification of excess storage will come with an attached webinar to help Recipient Agencies avoid future excess storage fees.

An RA will receive an email notification three times

On the third attempt they will be required to take a quiz for comprehension and submit to the USDA Foods team.

Direct Delivery

Excess Storage (Continued)

NOTE:

If the USDA Foods team does not receive a quiz from an RA their user account will be deactivated (your access to myFOODS) until the quiz is returned.

RAs with multiple delivery sites will have this rule applied to each user affiliated with a particular delivery site.

RAs will also be required to pay any outstanding fees that may have occurred during the third notification

Direct Delivery

Excess Storage Fees

ADE will invoice an RA with outstanding materials in the warehouse past their "Must Ship By Date" with a charge of \$1.10 per case after those three attempts to contact the user regarding these storage discrepancies

Materials past their "Must Ship by Date" will automatically be removed from your available materials and placed in the surplus catalog

Invoice payments are due 30 days from the invoice date

Processing

First Shipments

First Shipments for processing products will be 08-01-2020

Administrative Fees

\$0.02 Admin Fee

Invoices for Admin Fee will be billed in 1st Quarter of Program Year 2021

Based on the number of pounds that were set aside.

Processing

Track End-Product Usage

Start Documenting Usage!

Documenting how many pounds you actually used during the year for each product and its success in service will be helpful when Planning for SY 21- 22

Excess Storage Fees

Districts not ordering their end products before the “Must Ship By Date” will receive an Excess Storage Fee Invoice from US Foods

Processing

Pound Draw Down/ Percentage Usage

Pound Draw-down and Percentage Usage will be tracked throughout the school year. Usage will be checked at the end of the following months:

October - 25% usage

January - 50% usage

April - 75% usage

June 1 - 20% carry over

DoD Fresh Produce Program

Updates

Entitlement has been distributed to your FFAVORS account

Based on Entitlement that was set aside during the Catalog Requisition Period

Districts can begin ordering on July 1st

Pre-Order Requirements: Contact Stern Produce if you need pre-sliced produce.

Tracking Percentage Usage

October - 25% usage

January - 50% usage

March - 75% usage

DoD Fresh Produce Program

Returning User

Returning users should be good to go to start placing orders for PY 2021 there are no updates to the account required unless your delivery site has changed

Website Update

FFAVORS just completed a website update and they are asking for all connected accounts to have the same email listed.

If one of your sites has an email that is different from the other sites you will receive this request to make changes.

DoD Fresh Produce Program

How to change email address in FFAVORS:

Log into FFAVORS and select the *My Profile* link. You can update your FFAVORS email address here.

Other IMPORTANT notes if you have multiple eAuth IDs:

When you log into FFAVORS, if you have other eAuth ID(s) that share the same email address, you will see a pop-up message stating such.

To suppress this pop-up message, you can follow the instructions to add an account management email (AME) to your eAuth profile.

The AME will be used for password resets and must be a different, unique email address (suggestion is to use a personal email address). Only add the AME to the one eAuth ID you choose to use going forward.

DoD Fresh Produce Program

New User Sign Up

If you are a new user to a District listed in FFAVORS or a District that is completely brand new to the FFAVORS System – the following form should be submitted to our office to get started with the DoD Fresh Program

ADDING NEW Districts and/or School(s)

School District : *Contract Number :* SPE-300-14-DS255

Vendor/Distributor : Stern Produce Co.

District DODAAC: _____

New School Name(1) : _____

Address : _____

City : _____

State, Zip: _____

DODAAC: _____

P.O.C. Name : _____

Phone : _____

Fax : _____

E-mail : _____

Day(s) of Delivery : _____

Time of Delivery : _____

New School Name(2) : _____

Address : _____

City : _____

State, Zip: _____

DODAAC: _____

P.O.C. Name : _____

Phone : _____

Fax : _____

E-mail : _____

Day(s) of Delivery : _____

Time of Delivery : _____

DoD Fresh Produce Program

Requests for Set Aside/ Additional Set Aside

Districts who did not set aside funds during the Catalog Requisition Period and would like to use DoD this year using their remaining entitlement contact Regan.Garner@azed.gov to complete those transfers

Congratulations!

You have completed the **USDA Foods PY 21 Welcome Back Webinar**

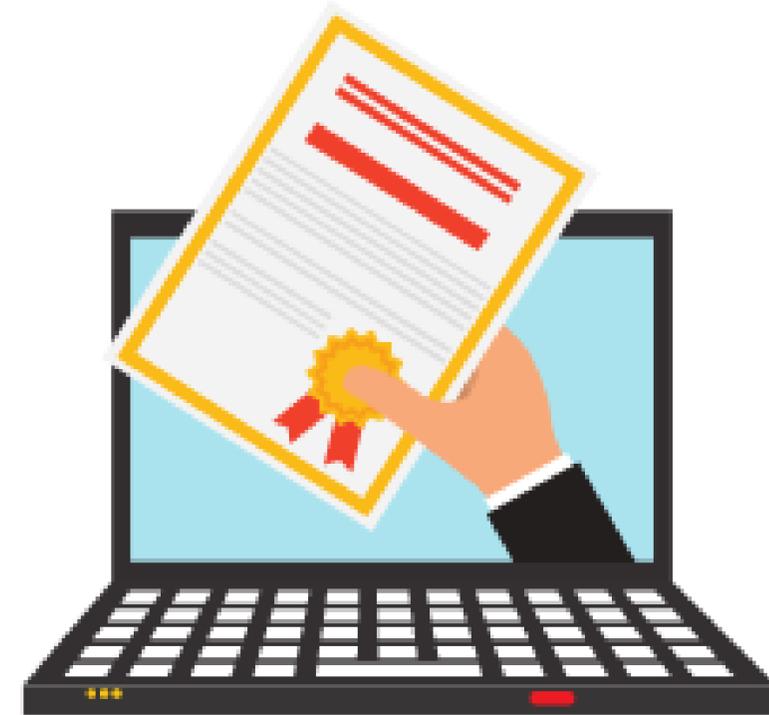
To request a certificate, please go to the next slide.

In order to count this training toward your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- Training Title: **Recorded Webinar: USDA FOODS PY 21 Welcome Back Webinar**
- Learning Codes: 2000 – Operations
- Key Area: 2430, 2440
- Length: 2 hours

Please Note: Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.



Congratulations!

Requesting a training certificate

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. **This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey>

The information below is for your reference when completing the survey:

- Training Title: **Recorded Webinar: USDA FOODS PY 21 Welcome Back Webinar**
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