

# USDA Foods School Year 2021-2022

## WELCOME BACK WEBINAR

Date: July 1, 2021

Professional Standards Learning Code: 2430, 2440





## **Arizona Department of Education (ADE)**

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

### **Intended Audience**

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This training is intended for **School Food Authorities (SFAs)** operating the **National School Lunch Program (NSLP)** or **Seamless Summer Option (SSO)** in **SY 21-22**.

### **Professional Standards**

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Information to include when documenting this training for Professional Standards:

**Training Title:** USDA Foods Welcome Back

**Key Area:** 2000 - Operations

**Learning Codes:** 2430, 2440

**Length:** 1.25 hours

# USDA Foods Team Contacts

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Regan Garner: DoD Fresh Produce Program Specialist

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Bill Hall: Processing Specialist


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# HNS #20-2021 Welcome Back Memo

## Memo is Coming Soon!

All content mentioned in today's webinar will be available in an HNS Memorandum that will be released later this month.



ARIZONA DEPARTMENT  
OF EDUCATION


COVID-19 Students & Families Educators Administrators Programs & Supports About ADE ADEConnect

Q

Home / Health and Nutrition Services / Welcome to Health & Nutrition Services

### Welcome to Health & Nutrition Services

The Health and Nutrition Services Division is committed to enhancing the health and wellbeing of Arizona's children and adults by providing access to a variety of federally funded programs.



COVID-19: Guidance to Child Nutrition Operators

P-EBT Issuance for SY 20-21

Providing Meals During the School Day ▾

Providing Meals/Snacks in Childcare and Adult Care ▾

Providing Meals/Snacks After School ▾

Providing Meals/Snacks During the Summer ▾

HNS/USDA Memos

Free and Reduced-Price Percentage Report





## **Agenda**

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- myFOODS Reset
- How to Achieve Status: Active
- New vs. Returning Districts
- Program Updates
  - US Foods
  - Direct Delivery
  - Processing Program
  - DoD Fresh Produce Program

# myFOODS Reset

## July 1st -- myFOODS Reset

What does this mean?

All accounts have been set to 'unapproved' so that all information can be updated for the new school year.

Districts **cannot** place orders for Direct Delivery, Processing, or DoD Fresh until all activation requirements are fulfilled.

# Returning to USDA Foods?

## Program Activation Requirements

### US Foods Updates

- Purchase Order
- Letter of Responsibility
- School Calendar

Email  
**4I-DL-USDA@usfoods.com**

### myFOODS Updates

#### Contacts Tab

- Food Service Director
- Program Contact
- Billing Contact

**Log in to myFOODS!**  
**cnpmyFOODS.azed.gov**

#### Delivery Sites Tab

- Contact Update

# US Foods Updates

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## Purchase Order

A Purchase Order is a standard form of payment that school districts use to pay against a given dollar amount with an approved vendor.

In this case, the approved total dollar amount is recommended to remain open to cover all delivery fees. This might include any surplus orders that a recipient agency (RA) would opt to utilize over the school year. This would require an additional per case fee associated with delivery of said additional items.



# US Foods Updates

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## Letter of Responsibility

A Letter of Responsibility (LOR) can be submitted in lieu of a Purchase Order, identifying an alternative approved form of payment for the school year. LORs must include the following:

- School's Letterhead
- Billing Contact
- Physical Address
- Phone Number
- Specification of alternative payment and exclusion of Purchase Order use

# myFOODS Updates

## Contacts Tab

Update all three tabs!

- Food Service Director
- Program Contact
- Billing Contact

Training Agency 01  
Status = Active  
Welcome Training User 01

myFOODS

Arizona Department of Education

Documents Links Contact Us Privacy Policy

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](#)

**USDA FOODS**  
HEALTHY CHOICES  
AMERICAN GROWN

Action	Contact Type	Name	Phone	Address1	City	State	Zip	County	Active
<a href="#">Edit</a>	Food Service Director	Food Service Director	111-22-3333	123 Any Street	Phoenix	AZ	11111	Not Selected	<input checked="" type="checkbox"/>

[Update](#) [Cancel](#)

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: no-reply@azed.gov


Last Updated by: Training User 01 on 6/7/2018 11:55:02 AM

<a href="#">Edit</a>	Program Contact	Program Contact	111-22-3333	123 Any Street	Phoenix	AZ	11111	Not Selected	<input checked="" type="checkbox"/>
<a href="#">Edit</a>	Billing Contact	Billing Contact	111-22-3333	123 Any Street	Phoenix	AZ	11111	Not Selected	<input checked="" type="checkbox"/>

# myFOODS Updates

## Delivery Sites Tab

Update all tabs as needed!



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

HomeView EntitlementProduct CatalogMy AgencyMy RequisitionsMy ShipmentsMy Cart (2 Items in Cart)ReportsContactsDelivery SitesHelpLogout

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
<div>Edit</div>	<div>Delete</div>	Shipping	Shipping Address #1		111-22-3333	123 Any Street	Phoenix	AZ	11111	Not Selected	<input checked="" type="checkbox"/>

Update

Cancel

Address Type: 

Shipping

Active: ☒

Phone #:111-22-3333

Ph Ext & Comments:

Fax #:

Email Address:noreply@azed.gov

Delivery Type: 

Prep Site

Please see the help for instructions

Delivery Frequency: 

Weekly

Delivery Cycle: 

(Select One)

Required for Bi-Weekly Freq.

Delivery Days: 

Mon

Tue

Wed

Thu

Fri

Customer Number:

Instructions:

# myFOODS Updates

Not sure if your contacts are updated?

Check the My Agency Tab!

Product Catalog **My Agency** My Requisitions

## Agency Summary:

**Valid NSLP** ☒ (agency has an approved NSLP application)

**Lunch Count** 992,544

**Minimum Case Requirement** 20

**Valid SFSP** ☒ (agency has an approved SFSP application)

**Lunch Count** 11,985

**Minimum Case Requirement** 10

**Valid MyFoods** ☒ (all contacts and delivery sites have been updated since the start of the new school year)

**Food Service Director** ☒

**Commodity Program Contact** ☒

**Commodity Billing Contact** ☒

**DeliverySite(s)** ☒

**Valid USFoods** ☒ (agency has a purchase order (or) letter of responsibility on file at USFoods)

**DoD Produce Participant** ☒ (agency has set aside part of USDA entitlement for DoD produce)

**Processing Participant** ☒

**Caterer Names**

**FSMC Names**

# myFOODS Updates

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**DeliverySite(s)** ☒

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**Processing Participant** ☒

**Caterer Names**

**FSMC Names**

# New to USDA Foods?

## Program Activation Requirements

### myFOODS

- Delivery Information Form
- School Calendar
- Attend a myFOODS Training

Email  
**USDAFoods@azed.gov**

### US Foods

- Credit Application
- School Calendar

Email  
**4I-DL-USDA@usfoods.com**




# myFOODS Set-Up Requirements

## Delivery Information Form

Submit with the information of your district to the USDA Foods main inbox!

Inbox : [USDAFoods@azed.gov](mailto:USDAFoods@azed.gov)

 Arizona Department of Education Health and Nutrition Services <b>USDA Foods Delivery Information Form</b>	
Date: _____	
<b>Instructions:</b> 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. <b>Reminder:</b> The delivery times for USDA Foods are between <b>6:00 a.m. and 2:30 p.m.</b> You must have staff available during this time to accept deliveries. *Send Completed Form to <a href="mailto:USDAFoods@azed.gov">USDAFoods@azed.gov</a> for further instructions to receive USDA Foods.	
1. Recipient Agency: _____ CTDS#: _____	
<b>2. Program Contact</b> Name: _____ Address: _____ City: _____ St: _____ Zip: _____ Phone: (____) _____ - _____ ext. _____ Fax: (____) _____ - _____ E-mail: _____	<b>3. Billing Contact:</b> Name: _____ Address: _____ City: _____ St: _____ Zip: _____ Phone: (____) _____ - _____ ext. _____ Fax: (____) _____ - _____ E-mail: _____
<b>4. Food Service Director</b> Name: _____ Address: _____ City: _____ St: _____ Zip: _____ Phone: (____) _____ - _____ ext. _____ Fax: (____) _____ - _____ E-mail: _____	
5. Daily Reimbursable Lunch Count (estimate) - Complete if new sponsor only: _____	
<b>6. Delivery Sites:</b>	
Site Name: _____ Contact: _____ Phone: (____) _____ - _____ Ext. _____ Street Address: _____ Fax: (____) _____ - _____ E-mail: _____ City: _____ St: _____ Zip: _____ County: _____ <b>Delivery Option - Select one:</b> Prep-site <input type="checkbox"/> Warehouse* <input type="checkbox"/> Pick-up at Distributor** <input type="checkbox"/>	
Site Name: _____ Contact: _____ Phone: (____) _____ - _____ Ext. _____ Street Address: _____ Fax: (____) _____ - _____ E-mail: _____ City: _____ St: _____ Zip: _____ County: _____ <b>Delivery Option - Select one:</b> Prep-site <input type="checkbox"/> Warehouse* <input type="checkbox"/> Pick-up at Distributor** <input type="checkbox"/>	

# myFOODS Set-Up Requirements

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## US Foods Credit Application

Submit to US Foods inbox if you have a new delivery site or a new account for myFOODS.

Inbox : 4I-DL-USDA@usfoods.com



*Customer Account Application*

# US Foods Updates

## Contactless Delivery

- US Foods is asking for Contactless Payment and Deliveries for SY 21-22.
- Deliveries still need to be received in person but you will no longer be required to sign any documentation with the driver.
- Verbal confirmation of receipt of shipment 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 two-day route depending on road conditions for the driver. You can track the ETA of the driver by using the US Foods App.

## Receiving of Materials

Please send any damaged materials back with the driver.

# USDA Foods Program Updates



# USDA Foods Program Updates

**1** Direct Delivery

**2** Processing

**3** DoD Fresh Produce Program



## **Direct Delivery**

### **Available Materials**

The first materials requested through the Catalog Requisitions Process will arrive at the warehouse for the 08/15 shipping period.

Means that if you have any materials set for a 08/15 shipping period, they will be arriving in the first two weeks of August.

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

## **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 once they arrive at the warehouse and will appear on this catalog.
- If you did not pre-order any materials during the Catalog Requisition Process you will be requesting all of your materials from this catalog.

### **Catalog Hours**

**At this time the surplus catalog will be open five days a week from 6:00am - 2:30pm**

# Direct Delivery

## Direct Delivery Resource

MATERIAL	MAT	APN	PACK	Truck	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	May
DESCRIPTION	#	#	SIZE	Load	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15
Apple Sliced Unsweetened Canned	100206			912		124						348-SF		
Applesce Cup 96-4.5	110361	7828916	96/4.5	1400								397-SF		150
										5	8			
Applesauce Cnd	110541	3426534	6/#10	912				12					21	312
								36			52			
Apricot Frz Cup	100261	5074233	96/4.5 oz	1400								4		
Beans Black Turtle Cnd	100359	4608538	6/#10	864										
Beans Garbanzo Cnd	100360	8621785	6/#10	864										
Beans Green Cnd	100307	5078852	6/#10	912										
Beans Green Fz	100351	210385	1/30#	1320	112		112			112	112		114	
Beans Pinto Cnd	100365	8900624	6/#10	864										
Beans Red Kidney Cnd	100370	9138306	6/#10	864		274					274			
Beans Refried Cnd	100362	2011476	6/#10	864		94	94	94			94		97	
Beans Veg Cnd	100364	8894313	6/#10	864	13			18				10		
Beef Crumble SPP	100134	6080802	4/10#	1000		96		96		96		96		
Beef Grnd Fine Raw Fz	100158	9296054	1/40#	1000		145	145	189		130	130	131		
Beef Patty Ckd Frz 2.0	110711	7904844	1/40#	950	78	78				78		77		

Purchased

Received at Warehouse

Cancelled

Resource is available in myFOODS in the Documents Tab as:  
"SY22 Direct Delivery Arrival Calendar"

## **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

Each school district has their own terms for payment on invoices from US Foods and will be notified by US Foods if unpaid 8 days after the term date.

Please refer to your terms of agreement with US Foods.

# Direct Delivery

## 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**

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 the 45 day window has passed.

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 available shipments of end product is July 15, 2021.

## Administrative Fees

- \$0.02 Administrative Fee
- Required to charge an Administrative Fee
- Invoices for Administrative Fees will be billed in 1st quarter

# Processing

## Track End-Product Usage

Start documenting usage! - Planning for SY 22-23

### 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.

The Processing Specialist will be tracking the draw down of pounds throughout the school year and will communicate with participants throughout the year regarding usage.

# Processing

## Carry Over Pounds

### November Sweeps

RAs will be contacted by ADE regarding carry over. Remind us that your carry over is part of your yearly pounds so that sweeps do not occur.

If no pounds or little usage occurs by November then pounds will be swept.

There will only be 20% carry over into SY 2023 - no exceptions.

Recommended percentage usage for the entire year will be released by the Processing Specialist at a later date.

# 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 when their myFOODS Account is fully updated and Status: Active.

Send an email to the DoD Fresh Specialist if additional funds need to be transferred to your FFAVORS account.

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

# **DoD Fresh Produce Program**

## **Tracking Percentage Usage**

The DoD Fresh Specialist will be tracking usage of entitlement throughout the school year and will notify participants if their spending is not around the percentages listed below.

**October - 25% usage  
January - 50% usage  
March - 75% usage**



# DoD Fresh Produce Program

## Returning Users

Returning users do not need to update any information in FFAVORS to begin ordering produce.

**You are required to have a Status: Active myFOODS account to begin using your entitlement in FFAVORS.**

### Only utilize DoD?

Please submit a LOR to our contracted vender stating that you will not be ordering surplus through myFOODS.

- If you place **any** surplus orders in myFOODS throughout the school year then you will need to have an active delivery site in myFOODS and a PO or LOR sent to US Foods before delivery.

# DoD Fresh Produce Program

## Password Update

If you have not logged into FFAVORS for an extended period of time you may need to reset your FFAVORS password.

# 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 DoD Fresh.

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 :

# Upcoming Training

## USDA Foods myFOODS New User Training

**July 15, 2021**

**1:30-3:00pm**

This hands-on training covers all aspects of myFOODS, the Arizona Department of Education management system. Trainers will provide an overall view of the USDA Foods Program and all functions of the myFOODS ordering system. After completion of this training, eligible participants will be provided access to myFOODS ordering system.

# Upcoming Training

## USDA Foods Secondary Access

**July 29, 2021**

**1:30-3:30 pm**

Trainers will provide an overview of the USDA Foods Program and the functions of the ordering system that third-party companies can have access to. After completion of this training, eligible participants will be provided access to the myFOODS ordering system.

# Thank you!

**Please type any questions you have into the chat box.**

If you are attending the live webinar, you will receive a link to complete the survey in EMS. After completing the survey you can print a certificate of completion.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.





# Congratulations!

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You have completed the **Recorded Webinar: USDA Foods Welcome Back**

**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 Welcome Back
- **Learning Codes:**
- **Key Area:** 2000-Operations
- **Length:** 1.25 hours

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



# Congratulations!

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## 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\\_](https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey_)

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

- Training Title: Recorded Webinar: USDA Foods Welcome Back
- Professional Standards Learning Codes: 2430 2440

