



# How to Complete a Direct Delivery Catalog in CNP MyFoods



Health and Nutrition Services  
Arizona Department of Education



# Introduction

## **WHAT IS A QUICK GUIDE?**

This resource was developed by the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Division. Quick Guides are an abbreviated resource to compliment ADE's Step-by-Step Instruction: How-to Guides. Quick Guides do not count towards Professional Standards training hours.

## **INTENDED AUDIENCE**

This resource is intended for School Food Authorities (SFAs) operating the USDA Foods in Schools Program who would like to request USDA foods for the following School Year in CNP MyFoods.

## **PURPOSE OF THIS QUICK GUIDE**

This quick guide has been created to provide step-by-step instruction on how to create and place a direct delivery catalog and complete all follow-up steps.

# Direct Delivery Catalog

An SFA requests Direct Delivery USDA Foods from the catalog for use in the next school year.

The Direct Delivery Catalog completion process is a request for materials the following school year.

CNP MyFoods lists Direct Delivery materials based on responses from the annual USDA Foods Preference Survey.

The catalog is available February - April, based on USDA deadlines.

Catalogs are processed in March and April and orders are placed with USDA.

# STEP 1: ACCESSING THE DIRECT DELIVERY CATALOG

1. Click Catalogs
2. Filter the Catalogs
  - a. School Year: select the correct year
  - b. Program: NSLP
  - c. Catalog Type: Keep the default --ALL--
  - d. PAL Type: Keep default filter --ALL--
  - e. Status: Filter should be Open
  - f. Click Apply
3. Locate the Direct Delivery Catalog(s).
4. Click on the Number hyperlink (i.e. 1003)

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District

Applications

Applications

Catalogs

Catalogs

Orders/Receipts

Inventory

Transfers

Recalls/Complaints

Reports

Configuration

Catalogs

School Year: 2026 - 2027

Program: NSLP

Catalog Type: -- ALL --

PAL Type: -- ALL --

Status: Open

Apply

Reset

Catalog List

Number	Description	Catalog Type	PAL Type	Open Date	Close Date	Status	Days Remaining
1000	SY27 DoD Fresh	DoD	Entitlement	02/12/2026	05/29/2026	Open	80
1005	SY27 Direct Delivery- Beef & Pork	Direct Ship	Entitlement	02/12/2026	04/10/2026	Open	31
1006	SY27 Direct Delivery- Egg and Poultry	Direct Ship	Entitlement	02/12/2026	04/03/2026	Open	24
1007	SY27 Direct Delivery- Cheese	Direct Ship	Entitlement	02/12/2026	03/27/2026	Open	17
1009	SY27 Direct Delivery-Fruit/Veg	Direct Ship	Entitlement	02/13/2026	03/20/2026	Open	10
1003	Processing Bulk Materials SY27	Processed Goods	Entitlement	02/10/2026	03/20/2026	Open	10
1004	SY27 Direct Delivery- Grains and Legumes	Direct Ship	Entitlement	02/12/2026	03/20/2026	Open	10
1009	SY27 Direct Delivery- Yogurt DIRECT SHIP TO SCHOOL WH ONLY	Direct Ship	Entitlement	02/13/2026	03/10/2026	Open	

## STEP 2: VIEWING THE DIRECT DELIVERY CATALOG

1. The Catalog displays:
  - a. Open and Close dates;
  - b. Days remaining until the catalog closes;
  - c. Planned Assistance Level (PAL); and
2. Current catalog total
3. A view/download version of the catalog is available via **Generate Report**.

District:

School Year: 2026 - 2027

Program: NSLP

Catalog Number: 1005

Catalog Name: SY27 Direct Delivery- Beef & Pork

Open Date: 2/12/2026

Close Date: 4/10/2026

Catalog Days Remaining: 31

PAL Type: Entitlement

Planned Assistance Level			
Type	Starting	Amount Used	Remaining
<b>Total Available PAL</b>	<b>\$1,844,009.36</b>	<b>\$1,215,069.10</b>	<b>\$628,940.26</b>
Direct Ship	\$0.00	\$70,745.47	(\$70,745.47)
Processed Goods	\$0.00	\$1,144,323.63	(\$1,144,323.63)
DOD Fresh	\$0.00	\$0.00	\$0.00

Current Catalog Total: \$0.00

**Direct Ship Response** Generate Report

>	Order	Item Number	Item Description	Distributor	Pack Size	Full Truck	PAL Cost Per Unit	Total PAL Cost	Total Order
✓		100134	Beef, Crumbles w/SPP, Cooked, Frozen	-- SELECT --	4/10 lb bag	1,000 Cases	\$174.6680	\$0.00	0 Cases





Units	Period	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Mid:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cases

### STEP 3: COMPLETING THE DIRECT DELIVERY CATALOG

1. Select the shopping cart icon.
2. Enter a case quantity of 1 or more.
3. If a Distributor is not directly listed, select the distributor from the dropdown.
4. Click **Save**.
5. If selecting two or more distributors for the same material, scroll down to bottom to select the material and distributor and click **ADD**.

Direct Ship Response Generate Report

Order	Item Number	Item Description	Distributor	Pack Size	Full Truck	PAL Cost Per Unit	Total PAL Cost	Total Order
>		100134 Beef, Crumbles w/SPP, Cooked, Frozen	No selection	4/10 lb bag	1,000 Cases	\$174.6680	\$0.00	0 Cases
>		100158 Beef, Fine Ground, 100%, 85/15, Frozen	No selection	40 lb case	1,000 Cases	\$169.1840	\$0.00	0 Cases
>		110346 Beef, Patties, 100%, 90/10, 2.0 MMA, Frozen	No selection	40 lb case	950 Cases	\$234.2680	\$0.00	0 Cases
>		110711 Beef, Patties, Cooked, 2.0 MMA, Frozen	No selection	40 lb case	950 Cases	\$224.0800	\$0.00	0 Cases

Direct Ship Response Generate Report

Order	Item Number	Item Description	Distributor	Pack Size	Full Truck	PAL Cost Per Unit	Total PAL Cost	Total Order
>	100134	Beef, Crumbles w/SPP, Cooked, Frozen	<input type="text" value="-- SELECT --"/>	4/10 lb bag	1,000 Cases	\$174.6680	\$0.00	0 Cases

Units	Period	JUL	AUG	SEP	OCT	JAN	FEB	MAR	APR	MAY	JUN
Cases	Mid:										
	End:										

Add Item and Distributor:

Distributor:

-- SELECT --

(5007101) SHAMROCK FOODS COMPANY

(5000623) TUCSON UNIFIED DISTRICT #1

# Editing a Catalog

An SFA may edit the catalog as many times as necessary up to the close date.

When editing a saved quantity, the SFA may edit the amount and select save.

PAL funds are listed at the top of the page. If the remaining balance is negative, please edit prior to the close date.



# Questions and Answers

## **Is it okay if an SFA does not create a Direct Delivery Catalog for the following year?**

Yes, it is ok but the SFA will only receive materials by placing Surplus Catalog orders throughout the year OR putting entitlement towards the DoD Fresh Produce program.

## **Once the catalog has been created, can an SFA make modifications?**

Yes, an SFA may modify, delete, and create catalogs up until the due date (ADE gives 3-6 weeks to complete catalogs).

## **Once an SFA has been notified that all catalog requests have been purchased with USDA, can the SFA then change their catalog requests?**

No, once all materials have been purchased on an SFAs behalf the SFA must plan to schedule their materials for shipment once the materials are available in the Available Materials list.

## **Are Direct Delivery Catalogs to request materials for the current year?**

No, the Direct Delivery Catalogs request materials for the upcoming school year.

## **Do I need to submit requisitions in the CNP MyFoods system?**

No, the SFA will need to save any changes up to the close date. ADE will use the amounts in completed catalogs for purchases with USDA.

# Thank you!

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1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

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