



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 raw bulk USDA foods for the following School Year.

PURPOSE OF THIS QUICK GUIDE

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

Processing Catalog

An SFA requests raw bulk pounds of USDA Foods from the catalog for use in the next school year.

The raw bulk USDA foods requested must be sent to an approved processor to be converted to end products.

CNP MyFoods lists USDA-approved multi-state processors that are eligible for USDA Foods in Arizona.

The catalog is available February - March.

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

STEP 1: ACCESSING THE PROCESSING 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 Processing Catalog(s).
4. Click on the Number hyperlink (i.e. 1003)

The screenshot shows the PrimeroEdge interface for the Arizona Department of Education. The left sidebar contains a navigation menu with items: Applications, Catalogs, Orders/Receipts, Receipts, Bill of Lading List, Inventory, Delivery Ordering, and Item Search. The 'Catalogs' menu item is highlighted with a red arrow. The main content area is titled 'Catalogs' and features a filter bar with dropdown menus for School Year (2026 - 2027), Program (NSLP), Catalog Type (-- ALL --), PAL Type (-- ALL --), and Status (Open). An 'Apply' button and a 'Reset' button are also present. Below the filter bar is a 'Catalog List' table with columns: Number, Description, Catalog Type, PAL Type, Open Date, Close Date, Status, and Days Remaining. The first row of the table, with 'Number' 1003, is circled in red. A large red arrow points from the top right of the interface towards the 'Apply' button.

Number	Description	Catalog Type	PAL Type	Open Date	Close Date	Status	Days Remaining
1003	Processing Bulk Materials SY27	Processed Goods	Entitlement	02/10/2026	03/20/2026	Open	16
1001	SY27 Direct Delivery- Fruit/Veg	Direct Ship	Entitlement	02/13/2026	03/20/2026	Open	16
1004	SY27 Direct Delivery- Grains and Legumes	Direct Ship	Entitlement	02/12/2026	03/20/2026	Open	16
1007	SY27 Direct Delivery- Cheese	Direct Ship	Entitlement	02/12/2026	03/27/2026	Open	23
1006	SY27 Direct Delivery- Egg and Poultry	Direct Ship	Entitlement	02/12/2026	04/03/2026	Open	30
1005	SY27 Direct Delivery- Beef & Pork	Direct Ship	Entitlement	02/12/2026	04/10/2026	Open	37
1000	SY27 DoD Fresh	DoD	Entitlement	02/12/2026	05/29/2026	Open	86

Viewing Materials

An SFA can modify the pound quantity and assign a processor to one material at a time within the catalog.

The SFA is required to enter a minimum of 300 pounds for each material to divert to a processor.

To add multiple processors for the same material, select a new item and processor from the bottom of the screen.

Create a Report for a downloadable version that can be printed, emailed, and utilized effectively.

Using the same material for multiple end products will help meet the 300-pound minimum requirement.



For more details, please refer to the Summary End Product Data Schedules (SEPDS) and complete the calculators found in the “Configuration-Processors” section of CNP MyFoods. These tools are crucial for identifying the necessary end products for the menu planning for the upcoming year, including the total quantity of cases and pounds required.

STEP 2: VIEWING THE PROCESSING CATALOG

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

Processed Goods Catalog

District:		Planned Assistance Level			
School Year:	2026 - 2027	Type	Starting	Amount Used	Remaining
Program:	NSLP	Total Available PAL	\$15,341.92	\$0.00	\$15,341.92
Catalog Number:	1003	Direct Ship	\$0.00	\$0.00	\$0.00
Catalog Name:	Processing Bulk Materials SY27	Processed Goods	\$0.00	\$0.00	\$0.00
Open Date:	2/20/2026	DOD Fresh	\$0.00	\$0.00	\$0.00
Close Date:	3/20/2026	Current Catalog Total: \$0.00			
Catalog Days Remaining:	16				
PAL Type:	Entitlement				
Comments:					

End Product Search

Processor:	End Product:	Quantity:	Unit:	Requested Date:
-- NONE --	-- NONE --		Cases	-- NONE --

Calculate Pounds

End Product Pounds Cancel Add

Quantity	End Product
No records to display.	

Processed Goods Response

Order	Item Number	Item Description	Processor	Pack Size	Full Truck	PAL Cost Per Unit	Total PAL
Generate Report							

STEP 2: COMPLETING THE PROCESSING CATALOG

1. Select the shopping cart icon.
2. Enter a pound quantity of 300 or more.
3. If a Processor is not directly listed, select the processor from the dropdown.
4. Click **Save**.
5. If selecting two or more processors for the same material, scroll down to bottom to select the material and processor and click **ADD**.

Processed Goods Response Generate Report

Order	Item Number	Item Description	Processor	Pack Size	Full Truck	PAL Cost Per Unit	Total PAL Cost	Total Order	
>		110601	Alaska Pollock, Frozen	No selection	49.5 lb block	39,600 Pounds	\$2.0671	\$0.00	0 Pounds
>		110149	Apples, For Processing	No selection	Bulk Pounds	39,600 Pounds	\$0.3700	\$0.00	0 Pounds
>		100360	Beans, Garbanzo, Low-sodium, Canned *Bulk	(5002629) NATIONAL FOOD GROUP	6/#10 can	34,992 Pounds	\$0.4553	\$0.00	0 Pounds
>		110381	Beans, Pinto, Dry	(5002742) BASIC AMERICAN FOODS	2000 lb totes	44,000 Pounds	\$0.3850	\$0.00	0 Pounds

Processed Goods Response Generate Report

Order	Item Number	Item Description	Processor	Pack Size	Full Truck	PAL Cost Per Unit	Total PAL Cost	Total Order
>	110601	Alaska Pollock, Frozen	<input type="text" value="-- SELECT --"/>	49.5 lb block	39,600 Pounds	\$2.0671	\$0.00	0 Pounds

Units: Period: JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

Mid:

End:

Add Item and Processor: USDA Item: Processor Location:

STEP 2: ACCESSING PROCESSING CALCULATORS

1. Select Processors in the Configuration area.
2. Select the processor.
3. Select Summary End Product List.
4. Click the number in the SEPDS column.
5. Click on the calculator, if available.

Inventory	Manage Processors	Active
Transfers	Processor Number	Processor Name
Recalls/Complaints	1617-0003	Albies Food Products
Reports	0506-0007	ARDELLA'S
Configuration	0607-0011	BASIC AMERICAN FOODS
USDA Foods List	0910-0012	BONGARDS CREAMERIES
Processors	0607-0013	BROOKWOOD FARMS INC
Notifications	1819-0112	Butterball
	0506-0019	CARGILL KITCHEN SOLUTIONS INC
	1011-0023	Chef's Corner
	0506-0028	CONAGRA FOODS
	1718-0032	DEL MONTE FOODSERVICE

Processor Information

Processor Info

Value Pass Through Method

Summary End Product List

Processor: Albies Food Products

Program	SEPDS #	File Name
NSLP	4	Albies Food Products SEPDS SY2627

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Documents

[Albies
SY26-27
Calculator](#)

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.

STEP 3: EDITING A SAVED CATALOG

1. An SFA may update the catalog at any time up to the close date.
2. Changing the quantity and processor may be completed on this page.
3. Click **SAVE** to keep edits.
4. Click **CANCEL** to keep the prior saved values.
5. Note the entitlement values at the top of the page. If the remaining balance is negative, please edit.

110381 Beans, Pinto, Dry (5002742) BASIC AMERICA 2000 lb totes 44,000 Pounds \$0.3850 \$115.50 300 Pounds

Units Period JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

Mid: 300

Cancel Pounds End: **Save Order**

Planned Assistance Level			
Type	Starting	Amount Used	Remaining
Total Available PAL	\$15,341.92	\$115.50	\$15,226.42
Direct Ship	\$0.00	\$0.00	\$0.00
Processed Goods	\$0.00	\$115.50	(\$115.50)
DOD Fresh	\$0.00	\$0.00	\$0.00

Current Catalog Total: \$115.50

Questions and Answers

How can I monitor balances for each processor?

Gain access to:

- www.k12foodservice.com
- www.Processorlink.com

If I do not gain access to the above listed sites, what happens?

You will not be able to view and manage your pound balances with each processor. If your pounds are not actively being used, ADE may remove the pounds from your account.

How do I place orders for end products?

You will work with the appropriate broker to plan for required quantities. If you are using a contracted distributor, work with the distributor to ensure the products will be available when needed.

Communicate with your broker, distributor, and State Agency often!

Thank you!

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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.

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