



**Office of
General Services**

Distribution of Commodities/Roles

OGS USDA Foods Annual Timeline and Our Roles

May 13, 2024

Welcome!

Presented by

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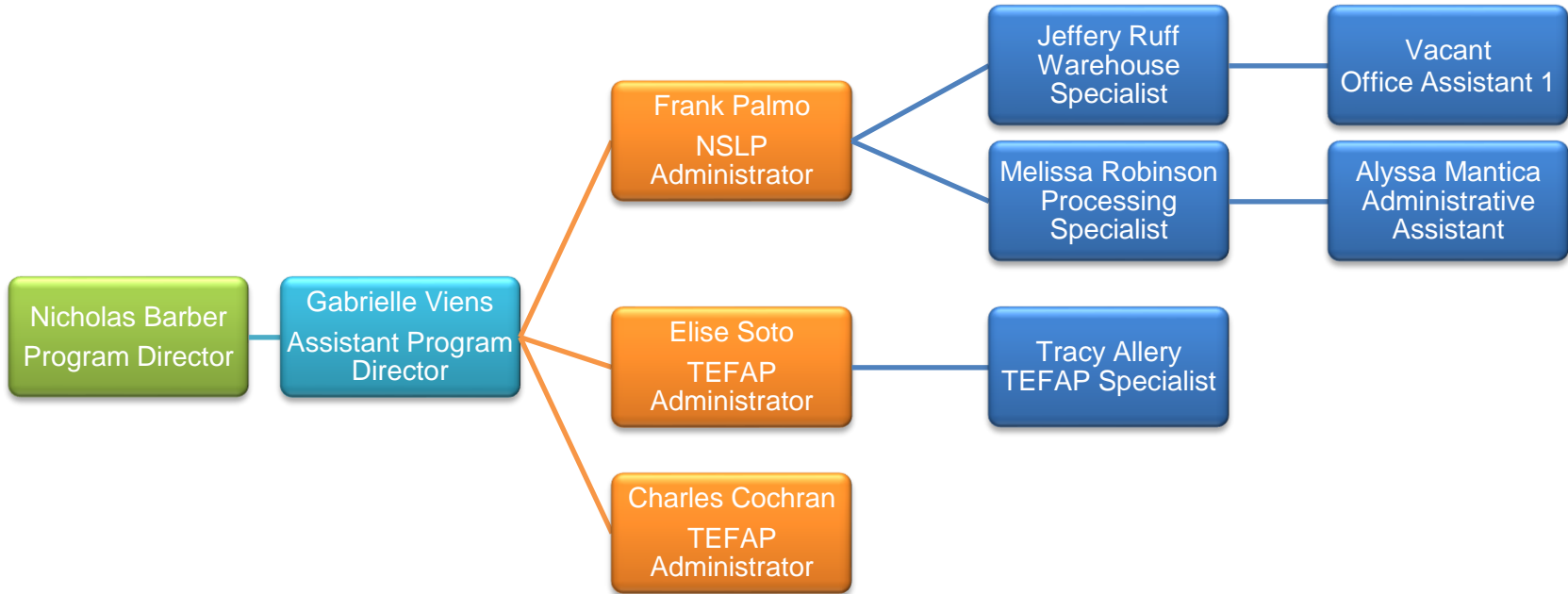
Jeffrey Ruff, Program Aide, Warehousing, NSLP

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Role of OGS Food Distribution

OGS USDA Food Distribution



Email: OGSDonatedFoods@ogs.ny.gov

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What is OGS Food Distribution's role?

The USDA administers the Federal National School Lunch Program (NSLP).

However, they leave the day-to-day operation of the program to each state's State Distributing Agency (SDA).

In New York State, OGS Food Distribution is the SDA.

SDA's Role

- Administer the storage and distribution of USDA Foods
- Administer USDA Entitlement (\$)
- Day-to-day operations
 - USDA Direct Delivery
 - USDA Direct Diversion (Processing)
 - USDA DoD Fresh (DoD) Fruit and Vegetable Program
 - USDA Pilot Project for Unprocessed Fruits & Vegetables (Pilot)
 - USDA DoD Fresh in the Summer Food Service Program (SFSP)

The OGS USDA Foods Annual Timeline & RA Roles



Monthly

- ❑ Run the Entitlement/Bonus Summary Report in WBSCM to view current entitlement balance.
- ❑ Run a Requisition Status Report in WBSCM and compare against your distributor's weekly report.
- ❑ USDA Direct Diversion - Review <https://www.k12foodservice.com/> (K12) & <https://www.processorlink.com/> (PL) to ensure pounds are being utilized (recommended 10% per month). Compare against WBSCM.

July - Beginning of School Year (July 1st)

- ❑ Attend the Managing Your Child Nutrition Program Training hosted by New York State Education Department (NYSED) in Verona, New York.
- ❑ USDA Direct Delivery - Email your school calendar to your distributors/vendors.
- ❑ USDA DoD Fresh & USDA Pilot Program - 12-month school districts begin.
- ❑ USDA DoD Fresh for the Summer Food Service Program (SFSP) - begins (July 1st – September 30th).
- ❑ USDA publishes annual meal rate.

August

- ❑ Attend Back to School Trainings for New Food Service Directors (NYSED).
- ❑ Run Requisition Status Report in WBSCM to review USDA Foods orders.
- ❑ Contact OGS if your Food Service Director or contact information has changed.

September

- ❑ USDA Direct Delivery - Products will begin arriving at your distributor and your distributor should begin delivering to you.
- ❑ USDA DoD Fresh for the Summer Food Service Program (SFSP) - ends September 30th. All deliveries and receipts must be completed.

October

- ❑ Attend New York School Nutrition Association (NYSNA) Annual Conference.
- ❑ USDA Direct Diversion - Start thinking about the procurement process for next SY.
- ❑ Run the Entitlement/Bonus Summary Report in WBSCM.

November

- ❑ Attend Regional Industry Seminars (RIS) in your region hosted by NYSNA.
- ❑ USDA Direct Diversion - Start procurement process for processors for next school year.
- ❑ USDA Direct Diversion – Start thinking about December’s Voluntary Sweep.

December

- ❑ Attend Regional Industry Seminars (RIS) in your region hosted by NYSNA.
- ❑ USDA Direct Diversion - Procurement for processors should be in place for next school year.
- ❑ USDA Direct Diversion - Voluntary USDA Diversion (Processing) Sweep.

January

- ❑ USDA Direct Delivery - Food Preference Survey (mandatory) – Submit response.
- ❑ USDA Direct Diversion - Mandatory Sweep (Must be at 40% usage or more by January 31st).

February/March – Order USDA Foods for Next School Year

- ❑ USDA Direct Delivery and/or USDA Direct Diversion - Submit your district's order request for next school year in WBSCM.

April

- ❑ Attend the American Commodity Distribution Association (ACDA) Annual Conference.
- ❑ USDA Direct Delivery - Redistribution Deadline (TBD in April).
- ❑ USDA DoD Fresh and/or USDA Pilot Program - Submit allocation for next school year.

May

- ❑ USDA Direct Delivery - Communicate and finalize a schedule for delivery of all remaining products to your school district by Delivery Deadline (TBD) the end of the first week of June.

June – End of the School Year (June 30th)

- ❑ USDA Direct Delivery - Delivery deadline is the first week of June. All remaining products must be delivered to your school district.
- ❑ USDA Direct Diversion - Mandatory Sweep (All unused lbs. will be swept at the end of June).
- ❑ Reporting for Business Offices (End of June).

Questions?

Contact Us

OGS Food Distribution

Email: ogsdonatedfoods@ogs.ny.gov

Hours: 7:30 am to 4:00 pm (M-F)

Phone: (518) 474-5122

Website: <https://ogs.ny.gov/usda-food-distribution>

USDA Foods Contacts for the National School Lunch Program (NSLP):

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Jeffrey Ruff, USDA Direct Delivery (Brown Box) Specialist

Melissa Robinson, USDA Direct Diversion (Processing) Specialist

Alyssa Mantica, Administrative Assistant