

Instructions for Ordering USDA Foods

School Year 2026-27

This document provides guidance for the Connecticut Food Distribution Program's (FDP) catalog for U.S. Department of Agriculture (USDA) Foods for school year (SY) 2026-27. This catalog opens on **Friday, February 20, 2026**, in [Web Based Supply Chain Management \(WBSCM\)](#). The deadline to place orders in WBSCM is Wednesday, **March 11, 2026**. Recipient Agencies (RAs) that miss the ordering deadline will not receive USDA Foods.



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Instructions for Ordering USDA Foods

New Recipient Agencies

RAs that are new to the ordering process and do not have access to WBSCM should contact the [Connecticut FDP staff](#) as soon as possible. This allows the FDP staff to set up and assist RAs with placing orders.

While the catalog for USDA Foods is open, the FDP staff will be available during the office hours below. Please review all the information in this document and be prepared with questions specific to the district's order.

Day	Date	Time: Click on the times below to join the office hours.
Monday	February 23, 2026	9:00 a.m. – 10:00 a.m.
Wednesday	March 4, 2026	2:00 p.m. – 3:00 p.m.

Entitlement Estimates for 2026-27

Entitlement is calculated based on meal counts for the prior school year (SY 2024-25). RAs should review their meal counts in WBSCM for accuracy. **Connecticut's meal rate for SY 2026-27 is 46 cents per meal.**

Order Threshold

The order threshold is 105 percent of entitlement. To determine the RA's available entitlement dollars, run the "Entitlement/Bonus Summary Report" in WBSCM for SY 2027. Refer to Home > WBSCM Training > Job Aids > Reports > Working with Standard WBSCM Reports for instructions on how to run the "Entitlement/Bonus Summary Report."

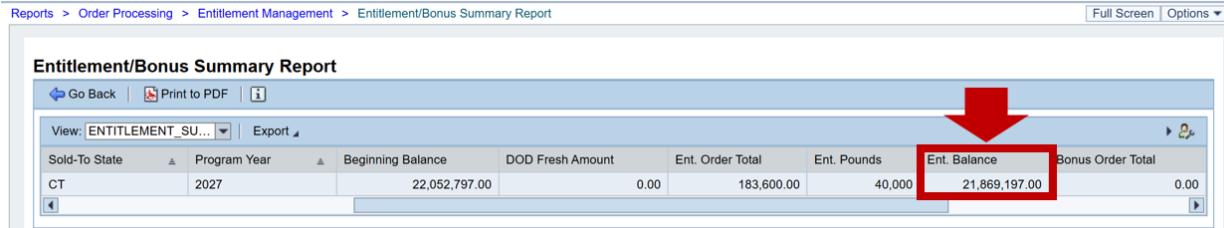
The report can be found in WBSCM under Reports > Entitlement Management > Entitlement/Bonus Summary Report.

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USDA DoD Allocations

RAs that allocated funds to DoD must use the “Entitlement Balance” amount, not the “Beginning Balance” amount (refer to figure 1 below).

Figure 1. Entitlement Bonus Summary Report, Checking Entitlement Balance



A screenshot of the Entitlement/Bonus Summary Report. The report table has columns: Sold-To State, Program Year, Beginning Balance, DOD Fresh Amount, Ent. Order Total, Ent. Pounds, Ent. Balance, and Bonus Order Total. A red arrow points to the 'Ent. Balance' column. The data for CT in 2027 is: Beginning Balance 22,052,797.00, DOD Fresh Amount 0.00, Ent. Order Total 183,600.00, Ent. Pounds 40,000, Ent. Balance 21,869,197.00, and Bonus Order Total 0.00.

Sold-To State	Program Year	Beginning Balance	DOD Fresh Amount	Ent. Order Total	Ent. Pounds	Ent. Balance	Bonus Order Total
CT	2027	22,052,797.00	0.00	183,600.00	40,000	21,869,197.00	0.00

All USDA DoD Fresh amounts from last year will roll over in full to this school year.

Figure 2. Checking DoD Amount on Entitlement Bonus Summary Report



A screenshot of the Entitlement/Bonus Summary Report. The report table has columns: Sold-To State, Program Year, Beginning Balance, DOD Fresh Amount, Ent. Order Total, Ent. Pounds, Ent. Balance, and Bonus Order Total. A red arrow points to the 'DOD Fresh Amount' column. The data for CT in 2027 is: Beginning Balance 22,052,797.00, DOD Fresh Amount 0.00, Ent. Order Total 183,600.00, Ent. Pounds 40,000, Ent. Balance 21,869,197.00, and Bonus Order Total 0.00.

Sold-To State	Program Year	Beginning Balance	DOD Fresh Amount	Ent. Order Total	Ent. Pounds	Ent. Balance	Bonus Order Total
CT	2027	22,052,797.00	0.00	183,600.00	40,000	21,869,197.00	0.00

- If the correct DoD Fresh Amount is not in WBSCM or the RA would like to change their amount, contact Allison Calhoun-White at allison.calhoun-white@ct.gov prior to placing any orders so the Connecticut FDP team can adjust the amount in WBSCM.

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- To add additional DoD delivery sites or add on the DoD Program for the first time, contact Allison Calhoun-White at allison.calhoun-white@ct.gov **prior** to placing any orders in WBSCM. Include the information below.

Current DoD customers must provide the following information:

1. Name, address, and email contact for any new sites.
2. District Customer Number (starts with OCT) in the Fresh Fruit and Vegetable Ordering System (FFAVORS).

New DoD customers must provide the following information:

1. DoD Fresh amount for SY 2026-27.
2. Name, address, and email contact for the person who will be placing orders in FFAVORS.
3. Name, address, and email contact for any requested delivery locations.
Reminder: The minimum drop amount for DoD orders is \$150 per site.

- Indicate in the email that the RA is requesting to be a new user of the DoD Program.

Placing Orders in WBSCM

Use the WBSCM training options to assist with placing Domestic Requisitions (AKA: USDA Foods Orders). In WBSCM, refer to Home >> WBSCM Training >> Role Specific Documents >> Domestic Requisitions and Sales Orders – RA >> Create Domestic Requisition RA.

Print out the instructions into a PDF, or download them to the RA's computer, or download a slideshow (this is recommended). For assistance with placing orders, contact the WBSCM Help Desk. The Help Desk email and phone number are under the "Help" tab on the home page.

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USDA Foods Ordering Worksheets

The Connecticut FDP's Excel worksheet, [USDA Foods Ordering Worksheets for School Year 2026-27](#), contains all USDA Foods available to Connecticut RAs for SY 2026-27. This resource helps RAs forecast their USDA Foods orders.

Please read the instructions prior to use. Even if the RA is not ordering USDA Foods for further processing, the RA **must** start on page 1 and enter their entitlement and DoD and/or Produce Pilot amount (refer to figure 3 below).

- The first tab is for USDA Foods further Processed items. Enter all orders in **pounds**.
- The second tab is for Direct Delivery items. Enter all orders by the **case**.

For detailed instructions, refer to the CSDE's [Instructions for Completing the USDA Foods Ordering Worksheets](#).

Note: These ordering worksheets are offered as a guide to assist RAs when entering USDA Foods orders in WBSCM. Since values in WBSCM update each time a truck is purchased, prices on the worksheets may differ from the WBSCM prices and the actual purchase price.

USDA Database

The [USDA Foods Database](#) provides up-to-date, vendor specific nutrition, allergen, and ingredient information for the direct delivered USDA Foods for Child Nutrition Programs. This database is a non-editable Excel spreadsheet that allows users to search for USDA Foods by their six-digit material code. The spreadsheet must be downloaded and saved to use. The USDA Foods Database replaces the [USDA Foods in Schools Product Information Sheets](#).

Connecticut Warehouse for USDA Foods

Hartford Provision Company is the state warehouse for USDA Foods. All Direct Delivery items should go to that destination when ordering in WBSCM for SY 2026-27.

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Orders for Further Processing

When placing orders of USDA Foods for further processing in WBSCM, RAs must refer to the Connecticut FDP's resource, [Business Partner Identification Numbers \(BPID\) for Approved Food Processors for the Connecticut Food Distribution Program \(FDP\)](#), to identify the correct BPID number for processing diversions. This number is very important because it signifies the location of the plant where the USDA Foods will be delivered. Orders may be declined if the wrong BPID is selected.

RA requests for USDA Foods may be declined if there is not enough interest to fill a truck or if the Connecticut FDP cannot find a match with another state. Since all USDA Foods must be ordered in full trucks, the Connecticut FDP must often adjust RA requests to make a perfect match.

RAs should continue to monitor WBSCM for any changes in delivery dates or product amounts. The Connecticut FDP recommends running the "Requisition Status Report" monthly until all the RA's orders are in "purchased" or "canceled" status. Until that time, orders are subject to change.

WBSCM Questions

For questions about WBSCM, including placing orders and running reports, contact the WBSCM help desk.

- 1-877-WBSCM-4U (1-877-927-2648)
- WBSCM.servicedesk@CACI.com

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For information on the Connecticut Food Distribution Program (FDP), visit the CSDE's [Food Distribution Program \(USDA Foods\)](#) webpage or contact the [FDP program staff](#) in the CSDE's Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/fdp/instructions_usda_foods_ordering.pdf.



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil
Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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