

# Instructions for Ordering USDA Foods

## School Year 2024-25

The Connecticut Food Distribution Program's (FDP) catalog for U.S. Department of Agriculture (USDA) Foods for school year (SY) 2024-25 opens on Thursday, February 15, 2024, in [Web Based Supply Chain Management \(WBSCM\)](#). The deadline to place orders in WBSCM is Friday, **March 8, 2024**. Recipient Agencies (RAs) that miss the ordering deadline will not receive 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 information in this document and be prepared with questions specific to the district's order.

| Day      | Date              | Time: <i>Click on the times below to join the office hours.</i> |
|----------|-------------------|---|
| Tuesday  | February 27, 2024 | <a href="#">8:00 a.m. – 9:00 a.m.</a>                           |
| Thursday | February 29, 2024 | <a href="#">2:00 p.m. – 3:00 p.m.</a>                           |

### Entitlement Estimates for 2024-25

Entitlement is calculated based on meal counts for the prior year (SY 2022-23). RAs should review their meal counts in WBSCM for accuracy. Connecticut's meal rate for SY 2024-25 is **46 cents per meal**.

### Order Threshold

**The order threshold is 110 percent of entitlement.** To determine the RA's available entitlement dollars, run the "Entitlement/Bonus Summary Report" in WBSCM for SY 2025. Refer to page 23 of the [WBSCM Training Guide](#) for instructions on how to run the Entitlement/Bonus Summary Report.

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       | B             | C              | E             | F            | G                 | H                | I                | J           | K            | B |
|---------|---------------|----------------|---------------|--------------|-------------------|------------------|------------------|-------------|--------------|---|
| Program | Sold-To Party | Sold-To Name   | Sold-To State | Program Year | Beginning Balance | DOD Fresh Amount | Ent. Order Total | Ent. Pounds | Ent. Balance |   |
| NSLP    | 4000000       | SCHOOL OF ROCK | CT            | 2025         | 110,381.22        | 40,000.00        | 0.00             | 0           | 70,381.22    |   |

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## USDA DoD Allocations

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

*Figure 2. Checking DoD Amount on Entitlement Bonus Summary Report*

### Entitlement/Bonus Summary Report

| Go Back   Print to PDF   i       |              |                   |                  |                  |
|----------------------------------|--------------|-------------------|------------------|------------------|
| View: ENTITLEMENT_SU...   Export |              |                   |                  |                  |
| Sold-To State                    | Program Year | Beginning Balance | DoD Fresh Amount | Ent. Order Total |
| CT                               | 2024         | 103,584.09        | 40,000.00        | 50,488.99        |

- If the correct DoD Fresh Amount is not in WBSCM or the RA would like to change their allocation, contact Allison Calhoun-White at [allison.calhoun-white@ct.gov](mailto:allison.calhoun-white@ct.gov) prior to placing any orders so the Connecticut FDP team can adjust the amount in WBSCM.
- 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](mailto: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 CD Number (starts with OCT) in the Fresh Fruit and Vegetable Ordering System (FFAVORS).

#### **New DoD customers must provide the following information:**

1. Allocation amount for SY 2024-25.
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.

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## Changes to SY 2024-25 Catalog

The changes below appear in the SY 2024-25 Catalog:

| USDA Foods Description                                   | Material Code | Change                                       |
|--|---------------|--|
| Flour, Bakers Hard Wheat, Unbleached Bulk Pounds         | 100418        | Adding product                               |
| Flour, Bakers Hard Wheat, Hearth, Unbleached Bulk Pounds | 100420        | Adding product                               |
| Orange Juice, Unsweetened Cups                           | 110651        | Removing product due to lack of availability |

## USDA Foods Ordering Worksheets

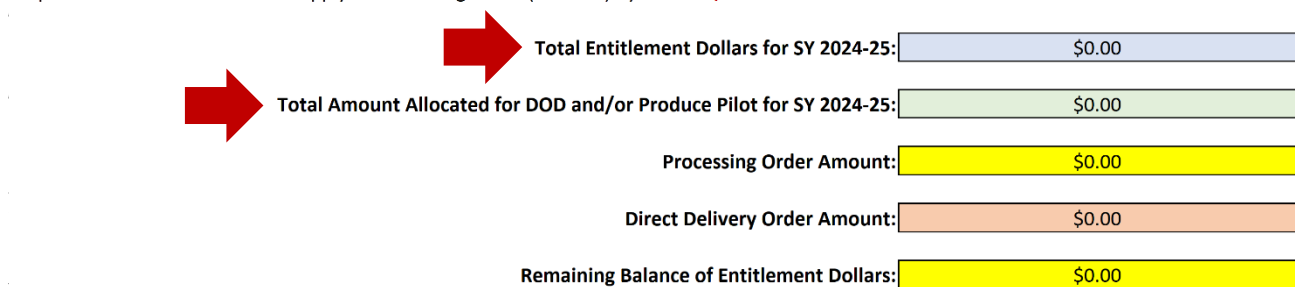
The Connecticut FDP's [USDA Foods Ordering Worksheets for School Year 2024-25](#) contains all USDA Foods available to Connecticut RAs for SY 2024-25. This resource helps RAs forecast their USDA Foods orders.

**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 4 below).

*Figure 4. Entering Entitlement Dollars and DoD Produce Pilot Amounts on USDA Foods Ordering Worksheet*

### USDA Foods Worksheet for Further Processed Items for School Year 2024-25

Requests are due in Web-based Supply Chain Management (WBSCM) by **March 8, 2024**.



|   |        |
|---|--------|
| Total Entitlement Dollars for SY 2024-25:                           | \$0.00 |
| Total Amount Allocated for DOD and/or Produce Pilot for SY 2024-25: | \$0.00 |
| Processing Order Amount:  | \$0.00 |
| Direct Delivery Order Amount:                                       | \$0.00 |
| Remaining Balance of Entitlement Dollars:                           | \$0.00 |

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## 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 2024-25.

## Orders for Further Processing

When placing orders of USDA Foods for further processing in WBSCM, RAs must refer to the Connecticut FDP's [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.

For detailed guidance on placing an order or running reports in WBSCM, refer to the FDP's [WBSCM Training Guide](#). Ordering guidance for Direct Delivery items begins on page 28 and ordering guidance for Further Processed items begins on page 46.

## WBSCM Questions

For questions about WBSCM, contact the WBSCM help desk.

1-877-WBSCM-4U (1-877-927-2648)

[WBSCM.servicedesk@CACI.com](mailto: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](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](mailto:program.intake@usda.gov)

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