

# Instructions for Ordering USDA Foods

## School Year 2025-26

This document provide guidance for the Connecticut Food Distribution Program's (FDP) catalog for U.S. Department of Agriculture (USDA) Foods for school year (SY) 2025-26, which opens on **Friday, February 14, 2025**, in [Web Based Supply Chain Management \(WBSCM\)](#). The deadline to place orders in WBSCM is Friday, **March 7, 2025**. Recipient Agencies (RAs) that miss the ordering deadline will not receive USDA Foods.



## Contents

New Recipient Agencies .....	2
Entitlement Estimates for 2025-26 .....	2
Order Threshold .....	2
USDA DoD Allocations .....	3
Current DoD customers must provide the following information: .....	3
New DoD customers must provide the following information: .....	3
Changes to SY 2025-26 Catalog .....	4
USDA Foods Ordering Worksheets .....	5
USDA Database.....	6
Connecticut Warehouse for USDA Foods .....	6
Orders for Further Processing .....	6
WBSCM Questions .....	7

# 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: <i>Click on the times below to join the office hours.</i>
Tuesday	February 18, 2025	<a href="#">8:00 a.m. – 9:00 a.m.</a>
Wednesday	February 26, 2025	<a href="#">2:00 p.m. – 3:00 p.m.</a>

## Entitlement Estimates for 2025-26

Entitlement is calculated based on meal counts for the prior year (SY 2023-24). RAs should review their meal counts in WBSCM for accuracy. Connecticut's meal rate for SY 2025-26 is **40 cents per meal**.

## Order Threshold

**The order threshold is 100 percent of entitlement.** To determine the RA's available entitlement dollars, run the "Entitlement/Bonus Summary Report" in WBSCM for SY 2026. 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	
Program	Sold-To Party	Sold-To Name	Sold-To State	Program Year	Beginning Balance	DOD Fresh Amount	Ent. Order Total	Ent. Pounds	Ent. Balance	B
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 2025-26.
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 2025-26 Catalog

The changes below appear in the SY 2025-26 Catalog:

USDA Foods Description	Material Code	Change
Cheese Blend, American SKM Yellow	100036	Adding Product
Apple Juice, 100% Unsweetened Cups, Frozen, 96/4 oz Cups	111790	Adding Product
Cranberries, Dried, 300/ 1.16 oz individual packages	110723	Adding Product
Black Bean Burger, Patty, 2 MMA, 30 lb container	111860	Adding Product
Chicken Pulled, Cooked, FRZ, 2/15 lb packages	111870	Adding Product
Pancakes, Whole Wheat FRZ, 144 count	110393	Adding Product
Tortillas, Whole Wheat FZN, 8 inch, CTN – 12/24 count packages	110394	Adding Product
Whole Grain Blend Macaroni, 20 lb package	110501	Adding Product
Turkey Breast Deli, 40 lb	110121	Removing Product

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## USDA Foods Ordering Worksheets

The Connecticut FDP's [USDA Foods Ordering Worksheets for School Year 2025-26](#) contains all USDA Foods available to Connecticut RAs for SY 2025-26. 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 2025-26**

Requests are due in Web-based Supply Chain Management (WBSCM) by **March 7, 2025**.

Total Entitlement Dollars for SY 2025-26:	\$0.00
Total Amount Allocated for DOD and/or Produce Pilot for SY 2025-26:	\$0.00
Processing Order Amount:	\$0.00
Direct Delivery Order Amount:	\$0.00
Remaining Balance of Entitlement Dollars:	\$0.00

The first tab is for USDA Foods further Processed items. All orders should be entered in pounds.

The second tab is for Direct Delivery items. All orders should be entered by the case.

**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.

# Instructions for Ordering USDA Foods

## 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 2025-26.

## 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.

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### WBSCM Questions

For questions about WBSCM, contact the WBSCM help desk.

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

[WBSCM.servicedesk@CAI.com](mailto:WBSCM.servicedesk@CAI.com)

## Instructions for Ordering USDA Foods

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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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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