

Food Distribution Program

School Year 2020-21 Spring Shopping Packet

Contents

Overview of Online Food Ordering Systems

[Food Distribution Program Survey Process](#)

[Department of Defense Fresh Fruit and Vegetable Program Ordering](#)

[Responding to Product and Commodity Surveys](#)

Industry Partners

[Regular USDA Foods Distributors](#)

[Fee-For-Service Processors](#)

[Net Off Invoice \(NOI\) Manufacturers](#)

Spring Commodity and Products Survey

USDA Food Distribution Resources

[USDA Foods Facts Sheet](#)

[Storage Guidelines](#)

Minnesota Department of Education-Safety, Health and Nutrition Division, Food Distribution Program, 1500 Highway 36 West; Roseville, MN 55113. Contact the Food Distribution Program team for assistance via e-mail at FNS.FDP@state.mn.us or by phone at 651-582-8526 or 800-366-8922 (Minnesota Toll-free) or [visit the Food Distribution Program section](#) of the Minnesota Department of Education website.

Overview of Online Food Ordering Systems

Food Distribution Program Survey Process

Within an online food ordering system called Cyber-Linked Interactive Child Nutrition System (CLiCS), the Food Distribution Program (FDP) offers four distribution channels for sponsors to utilize their yearly entitlement. Commodity and Product Surveys are tools for sponsors to place requests for desired U.S. Department of Agriculture (USDA) Foods and delivery months. Once sponsors complete their requests, FDP staff will summarize each store to determine the average demand for USDA Foods and desired delivery months. FDP staff will then submit order requests to USDA. Sponsors should note that requests are not guaranteed and are subject to majority, truck rounding and volatile climates.

The Minnesota Department of Education (MDE) – Nutrition, Health and Youth Development – FDP staff notifies sponsors of available commodity and product surveys via the [Nutrition Program Bulletin](#) as well as through the Spring and Fall Shopping Packets. Spring shopping offers a wide variety of USDA Foods, processed products and are primarily offered in March. Typically, fall shopping offers fewer USDA Foods items and can be less reliable in meeting truck demand. Fall shopping is available late-August or early-September through mid-September. Occasionally, fall shopping may include Bonus Commodity Stores which do not draw down sponsor entitlement but distributor fees still apply.

Department of Defense Fresh Fruit and Vegetable Program Ordering

The [Department of Defense Fresh Fruit and Vegetable Program \(DoD Fresh\)](#) is the only food distribution channel which enables participants to use their entitlement to procure an array of domestically-grown fresh produce delivered directly to sponsors. This channel has a \$300 entitlement minimum to participate using CLiCS to allocate funds. The sponsor's total entitlement amount is then deducted from CLiCS and transferred to DoD Fresh. USDA creates an account for the sponsor in their online food ordering system called Fresh Fruits and Vegetables Order Receipt System (FFAVORS). The entitlement amount is then deposited into this account. Over the program year, sponsors place requests in FFAVORS and produce is delivered to the sponsor via the contracted DoD Fresh vendor. DoD Fresh allocations must be spent by June 30 of the program year.

Responding to Commodity Surveys

Step 1 Log in to CLiCS 2 .

Step 2 Select “**FDP** (Food Distribution Program)” from available options.

Step 3 Click “Food Distribution” in top header to expand menu.

Step 4 Select “Stores” submenu.

Step 5 Select the “Shop” button of the available open store for the appropriate program year.

Note: The ‘Status’ and ‘Closes’ columns for opening and closing updates of each store.

Step 6 Select the “Add to Cart” button of the desired selection under ‘Food Items’. Items are listed alphabetically.

Note: Enter the number of cases wanted for ‘Direct Delivery (Newport Cold Storage)’. Enter number of pounds for ‘Processing Diversion’ and a whole dollar amount for ‘DoD Fresh’.

Step 7 After entering desired quantity, click “Add to Cart” to save your entry and continue shopping or “Cancel” to erase your selection and continue shopping.

Step 8 Chosen items will appear in your ‘Shopping Cart’. The entitlement balance will be debited as items are added.

Step 9 Items in the ‘Shopping Cart’ can be edited or removed while the store is open.

Reminder: Shop for Regular USDA Foods in number of cases. Net-Off-Invoice and Fee-For-Service in total number of pounds. USDA DoD Fresh Fruit and Vegetables in whole dollar increments.

Industry Partners

Regular USDA Foods Distributors

Distributor	Key Contact	Email Address
Cash-Wa Distributing	Jim Hanson	jim.hanson@cashwa.com
Cash-Wa Distributing	Trina Montplaisir	trina_montplaisir@fsafood.com
Indianhead Foodservice	Sarah Suleski	ssuleski@callifd.com
Martin Brothers Distributing	Vince Barkhoff	vbarkhoff@martinsnet.com
Performance Foodservice – Roma	Chayla Henry	chayla.henry@pfgc.com
Reinhart Foodservice – LaCrosse	Kerri Mallicoat	kmallicoat@rfsdelivers.com
Reinhart Foodservice - Marshall	Carin Hoffbeck	cchoffbeck@rfsdelivers.com
Reinhart Foodservice – Rogers (TC)	Jolene Moon	itmoon@rfsdelivers.com
Sysco - Minnesota	Dave Packard	packard.dave@min.sysco.com
Sysco - Western (dba Apperts)	Terri Bonovsky	bonovsky.terri@wmn.sysco.com
Upper Lakes Foods, Inc.	Denise Sorensen	denisesorensen@ulfoods.com
US Foodservice - Plymouth	Jen Foster	jen.foster@usfoods.com
US Foodservice – ND Group	Jennifer Bethea	jennifer.bethea@usfoods.com
US Foodservice – Sioux Falls (Variety)	Jennifer Bethea	jennifer.bethea@usfoods.com

Important Note: All sponsors participating in the FDP are required yearly to select an approved Regular USDA Foods Distributor in CLiCS prior to the start of a new program year or **July 1**. In addition, sponsors must communicate their request and confirm service directly with the selected distributor.

Fee-For-Service (FFS) Processors

Processor	Product
Ada Valley Meat Co.	Beef only
Advance Pierre (Tyson Foods)	Beef and Pork
Brookwood Farms	Pork only
Comida Vida	Beef and Pork
Integrated Food Service	Beef only
JTM Food Group	Beef and Pork
Maid-Rite	Beef only

With the FFS distribution channel, sponsors can divert beef and/or pork to USDA and Minnesota approved processors. The intent of this program is to convert beef and/or pork pounds into more usable end products for sponsor menus. Prior to completing the FFS commodity shopping, sponsors must request a “Commodity Calculator” worksheet. This worksheet will assist the sponsor in determining the finished products of a processor, the number of pounds to divert, the “FFS” fee, shipping fees, and the arrival dates of finished products throughout the program year. Once the worksheet is completed, sponsors enter the total pounds of beef and/or pork per processor for the entire program year into the “Pounds Requested” field. Entering pounds into this field does not guarantee pounds. Truck requirements must still be met for processing diversion. Sponsor must ensure the finished products are available through their chosen distributors. Commodity calculators can be obtained through the respective broker or MDE FDP offices. After orders have been placed, sponsors continue to communicate with the broker and distributor representative about using their allocations.

Net Off Invoice (NOI) Processors

Alpha Foods	Michael Foods
Asian Food Solutions	Nardone Bros.
Bake Crafters	National Food Group
Basic American	Out of the Shell (YANG's)
Bongard's Creameries	Peterson Farms
Cargill Sunny Fresh	Pilgrim's Pride
ConAgra - Gilardi Foods	Red Gold
ES Foods	Rich Products
High Liner Foods	SA Piazza
Idahoan	Schwan's Foodservice
Integrated Foodservice	Smucker's
J.R. Simplot	Sunset Orchard
Jennie-O	Tasty Brands
JTM Food Group	Trident Foods
Land O' Lakes	Tyson Foods - Advance Pierre
McCain Foods, Inc.	Tyson Foods - Bosco's Pizza
MCI - Los Cabos	Tyson Foods

Prior to shopping in CLiCS for NOI products, all schools must utilize each processor's calculator to determine the total number of pounds to request. Again, processor calculators can be obtained from the broker or through the MDE FDP offices. Net Off Invoice (NOI) is a value pass through system where sponsors allocate pounds of bulk USDA Foods to specific processors and order approved products from their specified distributor. Processors sell the products to distributors at the full commercial price. The distributor then sells the products to eligible schools. The distributor will add their 'up-charge' for their services. The value of the USDA Food in the case of the product is referred to as the pass through value or PTV. The PTV is deducted at the time of delivery to sponsors. Sponsors will receive these products at the NOI price until their allocated pounds are depleted. When there are no more pounds in a sponsor's account, sponsors will pay the retail price for the products ordered. Each finished product case carries a discount that is fixed for the entire school year. Distributors are reimbursed the PTV from the processor. Again, requesting pounds is not a guaranteed. Truck requirements must still be met and sponsors must ensure the finished products are available through their chosen distributors.

Spring Commodity and Product Shopping

Commodity Shopping (Regular and Processed USDA Foods)

The following is a key to the subgroups referenced from the USDA Foods Available List of commodities, which meet the new meal requirements. Likewise, the destination description is also detailed.

(DG) - Dark green vegetable subgroup

(OTH) - Other vegetable subgroup

(ST) - Starchy vegetable subgroup

Direct Delivery – Newport Cold Storage or Brown Box

Processing Diversion – NOI and/or FFS Channels

DoD Fresh – DoD Fresh Fruit & Vegetables

(LG) - Legumes vegetable subgroup

(RO) - Red/Orange vegetable subgroup

(WG) - Whole Grain-Rich

Commodity Shopping – Regular and Processed USDA Foods Staples – closing March 19

Comm ID	USDA Foods Description and Pack Size	Destination
100206	APPLE SLICES CAN-6/10	Direct Delivery
110361	APPLESAUCE CUP-96/4.5	Direct Delivery
110541	APPLESAUCE UNSWEETENED CAN-6/10	Direct Delivery
100359	BEANS BLACK TURTLE CAN-6/10 (LG)	Direct Delivery
100307	BEANS GREEN CAN-6/10 (OTH)	Direct Delivery
100351	BEANS GREEN FRZ CTN-30 LB (OTH)	Direct Delivery
100362	BEANS REFRIED CAN-6/10 (LG)	Direct Delivery
100134	BEEF CRUMBLES W/SPP PKG-4/10 LB	Direct Delivery
100158	BEEF FINE GROUND FRZ CTN-40 LB	Direct Delivery
100242	BLUEBERRY WILD FRZ CTN-8/3 LB	Direct Delivery
110473	BROCCOLI FRZ CRN-30 LB (DG)	Direct Delivery
100352	CARROTS FRZ CTN-30 LB (RO)	Direct Delivery
111100	CEREAL, OAT CIRCLES, BOWLS-96/1 OZ	Direct Delivery
100036	CHEESE BLEND AMER SKM YEL SLC LVS-6/5 LB	Direct Delivery
100012	CHEESE CHED RDU FAT YEL SHRED BAG-6/5 LB	Direct Delivery
100021	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30 LB	Direct Delivery
110396	CHEESE MOZ LM PT SKM STRING BOX-360/1 OZ	Direct Delivery
100018	CHEESE PROCESS YEL SLC LVS-6/5 LB	Direct Delivery
100101	CHICKEN DICED CTN-40 LB	Direct Delivery
100117	CHICKEN FAJITA STRIPS CTN-30 LB	Direct Delivery
110921	CHICKEN FILLET UNBREADED FRZ CTN-30 LB	Direct Delivery
110462	CHICKEN STRIPS FRZ CTN-30 LB	Direct Delivery
100348	CORN FRZ CTN-30 LB (ST)	Direct Delivery
100313	CORN WHOLE KERNEL (LIQ) CAN-6/10 (ST)	Direct Delivery
110723	CRANBERRIES DRIED PKG-300/1.16 OZ	Direct Delivery
110859	MIXED BERRIES, FRZ CUP-96/4 OZ	Direct Delivery
100212	MIXED FRUIT EX LT CAN-6/ No 10	Direct Delivery
110871	MIXED VEGETABLES FRZ CTN-30 LB (OTH)	Direct Delivery
110651	ORANGE JUICE SINGLE FRZ CUP-96/4 OZ	Direct Delivery
110393	PANCAKES WHOLE WHEAT FZN-144 COUNT (WG)	Direct Delivery
100425	PASTA, SPAGHETTI, ENRICHED-20 LB CTN	Direct Delivery
100241	PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	Direct Delivery
100220	PEACHES CLING DICED EX LT CAN-6/10	Direct Delivery
100219	PEACHES CLING SLC EX LT CAN-6/10	Direct Delivery
100238	PEACHES, SLICED, FRZ BAG-12/2 LB	Direct Delivery
100225	PEARS DICED EX LT CAN-6/10	Direct Delivery
100224	PEARS SLICES EX LT CAN-6/10	Direct Delivery
100350	PEAS GREEN FRZ CTN-30 LB (ST)	Direct Delivery
110730	PORK PULLED CKD PKG-8/5 LB	Direct Delivery
100357	POTATOES OVENS FRY PKG-6/5 LB (ST)	Direct Delivery

Comm ID	USDA Foods Description and Pack Size	Destination
100293	RAISINS BOX-144/1.33 OZ	Direct Delivery
101031	RICE BRN US#1 LONG PARBOILED BAG-25 LB (WG)	Direct Delivery
100500	RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (WG)	Direct Delivery
110177	SPAGHETTI SAUCE MEATLESS POUCH-6/106 OZ (RO)	Direct Delivery
100256	STRAWBERRY FRZ CUP-96/4.5 OZ	Direct Delivery
110860	STRAWBERRY SLICES UNSWT IQF CTN-6/5 LB	Direct Delivery
110846	STRAWBERRY WHOLE UNSWT IQF CTN-6/5 LB	Direct Delivery
110186	TOMATO SALSA POUCH-6/106 OZ (RO)	Direct Delivery
110187	TOMATO SAUCE POUCH-6/106 OZ (RO)	Direct Delivery
110394	TORTILLA WHOLE WHEAT FZN 8 CTN-12/24 IN (WG)	Direct Delivery
110554	TURKEY BREAST DELI SLICED FRZ PKG-8/5 LB	Direct Delivery
110911	TURKEY DELI HAM SMOKED FRZ PKG-8/5 LB	Direct Delivery
100125	TURKEY ROASTS FRZ CTN-32-48 LB	Direct Delivery
100119	TURKEY TACO FILLING CTN-30 LB	Direct Delivery
110520	WHOLE GRAIN BLEND PENNE CTN-2/10 LB (WG)	Direct Delivery
110149	APPLES FOR PROCESSING –BULK	Processing Diversion
100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	Processing Diversion
100154	BEEF COARSE GROUND FRZ CTN-60 LBS	Processing Diversion
110254	CHEESE CHED YEL BLOCK	Processing Diversion
110244	CHEESE MOZ LM PT SKM UNFZ PROC	Processing Diversion
110242	CHEESE NAT AMER FBD BARREL	Processing Diversion
100103	CHICKEN LARGE CHILLED - BULK	Processing Diversion
100113	CHICKEN LEGS CHILLED -BULK	Processing Diversion
100047	EGGS WHOLE LIQUID -BULK	Processing Diversion
110601	FISH AK PLCK FRZ BULK	Processing Diversion
100912	FLOUR BREAD - BULK	Processing Diversion
110700	PEANUTS RAW SHELLLED	Processing Diversion
100193	PORK PICNIC BNLS FRZ CTN-60 LBS	Processing Diversion
100506	POTATO BULK FOR PROCESS FRZ	Processing Diversion
110227	POTATO FOR PROCESS DEHY PRODUCT	Processing Diversion
100980	SWEET POTATO BULK FRESH PROC	Processing Diversion
100332	TOMATO PASTE BULK PROCESSING	Processing Diversion
100124	TURKEY CHILLED -BULK	Processing Diversion
300099	DoD Fresh Fruit and Vegetables	DoD Fresh

USDA Food Distribution Resources

USDA Foods Fact Sheets

The USDA Foods Fact Sheets define the USDA Food code and description as well as nutritional values for those items offered to Minnesota sponsors through the USDA Foods regular distribution channel. These USDA Foods Fact Sheets can be found on the [USDA website](#).

Storage Guidelines

Frozen foods: Store unopened or resealed packs of frozen products in original package at 0°F or below, off the floor and away from walls to allow circulation of cold air. Temperature changes shorten shelf life and speed deterioration. Store opened products covered, in a nonmetallic container under refrigeration and use within two to four days unless product is to be kept frozen until use.

Canned foods: Store unopened canned products off the floor in a cool, dry place. Avoid freezing or exposure to direct sunlight. Sudden changes in temperature shorten shelf life and speed deterioration. Store opened canned products covered, in a nonmetallic container under refrigeration and use within two to four days.

Chilled products: Store product in refrigerator at 35°F in original container.

Flour: Store in a well-ventilated area off the floor and away from walls. Best storage conditions are at a temperature below 50°F and at less than 60 percent relative humidity. Rotate use. Excessive relative humidity and heat contribute to infestation, caking, and mold. Keep from strong odors as flour readily absorbs them. Refrigeration is necessary in hot climates. Store opened unused flour in tightly covered containers.

Cheese: Refrigerate cheese in the original container until ready to use, at a temperature between 30°F and 40°F or per packaging instructions. Store cheese out of the airflow in the cooler so it does not pick up off-flavor air spores common in all coolers. If the original wrap is removed, re-wrap cheese tightly with plastic film wrap without air pockets. Once cheese is exposed to air, mold and dehydration may occur. To protect cheese from mold, always work with it in a clean area. It will keep better if re-wrapped with new plastic wrap after each use. To be extra cautious, double-wrap the cheese or place it back in its original container or a sealed container, if possible. Cheddar cheese can be frozen. If freezing is necessary, cut the cheese into individual loaves in order to freeze quickly. There will be changes in body and texture due to moisture crystallization during freezing. For this reason, previously frozen cheese is best used crumbled or shredded. Thaw frozen cheese in the refrigerator for 72 hours at 35°F in its original wrapper so it won't lose moisture. Best if Used by: For guidance on how to effectively manage, store, and maintain USDA Foods, please [visit the USDA Food Distribution website](#).