

# Food Distribution Program

## School Year 2019-20 Spring Survey Packet

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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](mailto: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 five distribution channels for sponsors to utilize their yearly entitlement. Commodity Surveys and Product Surveys are tools for sponsors to place votes for desired U.S. Department of Agriculture (USDA) Foods, rebate groups, and delivery months. Once sponsors complete their votes, FDP staff will summarize each survey. Summarizing surveys determines the average demand for USDA Foods, rebate product groups and desired delivery months. FDP staff will then submit a request to USDA to meet Minnesota demand. Sponsors should note that votes 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 Survey Packets. Spring Surveys offer a large spectrum of USDA Foods and Minnesota Rebate products and are primarily offered in March. Typically, Fall Surveys offer a smaller spectrum of USDA Foods, are less reliable in meeting Minnesota Rebate survey demand and usually include additional Minnesota Rebate products. These surveys are available mid-September through mid-October. Occasionally, Fall Surveys may include Bonus Commodity Surveys 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 sponsors to use their entitlement to procure a wide variety of domestically-grown fresh produce delivered directly to sponsors. This channel has a \$300 entitlement minimum for sponsors to participate and sponsors again use CLiCS to survey. Within the DoD Fresh Commodity Survey, sponsors enter entitlement increments of \$1000.00 (Commodity ID 300099) or increments of \$1.00 (Commodity ID 300099-2). The sponsor's total entitlement amount is then deducted from CLiCS and transferred to DoD Fresh. DoD Fresh 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 weekly requests in FFAVORS and produce is delivered via the contracted vendor for DoD Fresh.

## Responding to Commodity Surveys

Step 1 [Go to the CLiCS Welcome Page](#) - Select “Food Distribution Program (FDP)” hyperlink.

Step 2 Enter unique login information-User ID and Password, Select Login button.

Step 3 Select “Food Distribution+” menu.

Step 4 Select “Survey Mgmt” submenu.

Step 5 Select the “Commodity Survey” tab to enter into the corresponding Commodity Surveys

Step 6 Select the “Year” within Search Criteria. Note: The year is when the program year ends.

Ex: School Year 2019-2020 is the same as Year 2020.

Step 7 Select “Search.”

Step 8 Select the hyperlink for the desired survey number.

Step 9 Select “**SAVE**” **often** and **before exiting** surveys. Sponsors may re-enter surveys and save changes until the survey close date.

Reminder: Survey Regular USDA Foods in number of cases. Net-Off-Invoice and Fee-For-Service in total number of pounds. USDA DoD Fresh as either \$1 and/or \$1,000 increments. Check the Decline Survey box if you are not participating in a survey. Selecting decline will also zero out initially requested quantities of USDA Foods.

## Industry Partners

### *Regular USDA Foods Distributors*

Distributor	Key Contact	Email Address
A.H. Hermel Co. (dba New Ulm)	Corey Wetter	<a href="mailto:coreywetter@ahhermel.com">coreywetter@ahhermel.com</a>
Cash-Wa Distributing	Jim Hanson	<a href="mailto:jim.hanson@cashwa.com">jim.hanson@cashwa.com</a>
Food Service of America	Trina Montplaisir	<a href="mailto:trina_montplaisir@fsafood.com">trina_montplaisir@fsafood.com</a>
Indianhead Foodservice	Sarah Suleski	<a href="mailto:ssuleski@callifd.com">ssuleski@callifd.com</a>
Martin Brothers Distributing	Julie Coen	<a href="mailto:jcoen@martinsnet.com">jcoen@martinsnet.com</a>
Performance Foodservice – Roma	Michelle Raden	<a href="mailto:mraden@pfgc.com">mraden@pfgc.com</a>
Reinhart Foodservice – LaCrosse	Martina Nietoerhorn	<a href="mailto:mxnieroerhorn@rfsdelivers.com">mxnieroerhorn@rfsdelivers.com</a>
Reinhart Foodservice - Marshall	Carin Hoffbeck	<a href="mailto:cchoffbeck@rfsdelivers.com">cchoffbeck@rfsdelivers.com</a>
Reinhart Foodservice – Rogers (TC)	Jolene Moon	<a href="mailto:jtmooon@rfsdelivers.com">jtmooon@rfsdelivers.com</a>
Sysco - Minnesota	Dave Packard	<a href="mailto:packard.dave@min.sysco.com">packard.dave@min.sysco.com</a>
Sysco - Western (dba Apperts)	Terri Bonovsky	<a href="mailto:bonovsky.terri@wmn.sysco.com">bonovsky.terri@wmn.sysco.com</a>
Upper Lakes Foods, Inc.	Denise Sorensen	<a href="mailto:denisesorensen@ulfoods.com">denisesorensen@ulfoods.com</a>
US Foodservice - Plymouth	Sean McCool	<a href="mailto:sean.mccool@usfoods.com">sean.mccool@usfoods.com</a>
US Foodservice – ND Group	Jennifer Bethea	<a href="mailto:jennifer.bethea@usfoods.com">jennifer.bethea@usfoods.com</a>
Variety Foods	Jennifer Bethea	<a href="mailto:jennifer.bethea@usfoods.com">jennifer.bethea@usfoods.com</a>

**Important Note:** All sponsors participating in the FDP are required yearly to select an approved Regular USDA Foods Distributor in CLiCS by **May 15**, prior to the start of a new program year. In addition, sponsors must

communicate their request and confirm service directly with the distributor selected per the contact information above.

### Fee-For-Service (FFS) Processors

Processor	Product
<a href="#">Ada Valley Meat Co.</a>	Beef only
<a href="#">AdvancePierre Foods</a>	Beef and Pork
<a href="#">Brookwood Farms</a>	Pork Only
<a href="#">Comida Vida</a>	Beef and Pork
<a href="#">Integrated Food Service</a>	Beef only
<a href="#">JTM Food Group</a>	Beef and Pork
<a href="#">Maid-Rite</a>	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 Survey, sponsors must contact the processor or broker and request a “Commodity Calculator” worksheet. This worksheet will assist the sponsor in determining the finished products of a processor, the number of pounds needed to divert to a processor, the “FFS” fee and any 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 July month field of the FFS survey. Entering pounds into this field does not guarantee pounds, nor does not mean this is the month when a sponsor will receive the products or when pounds are available. After completing the survey, sponsors continue to communicate directly with the processor or broker about using their allocation.

### Net Off Invoice (NOI) Manufacturers

Advance Pierre	Los Cabos
Alpha Foods	McCain Foods, Inc.
Asian Food Solutions	Michael Foods
Bake American	<a href="#">Nardone Bros.</a>
<a href="#">Bongard’s Creameries</a>	National Food Group
Bosco’s Pizza Co	Out of the Shell (Yang’s)
Cargill Sunny Fresh	Peterson Farms
ConAgra – <a href="#">Gilardi Foods</a>	Red Gold
High Liner Foods	Rich Products
Idahoan	SA Piazza
Integrated Foodservice	Schwan’s Foodservice
J.R. Simplot	Smucker’s
Jennie-O	Sunset orchard
JTM Food group	Tasty Brands
Lamb Weston	Trident Foods
Land O’ Lakes, Inc.	Tyson Foods

Prior to surveying in CLICS for NOI products, all schools must utilize each manufacturer’s calculator to determine the total number of pounds to survey for. Manufacturer calculators can be found on the [NOI Information Sheet](#).

Net Off Invoice (NOI) is a value pass through system where sponsors allocate pounds of bulk USDA Foods to specific manufacturers and order approved products from their specified distributor. Manufacturers 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. Each finished product case carries a discount that is fixed for the entire school year. Distributors are reimbursed the PTV from the manufacturer. The only difference between NOI and the Minnesota Rebate Program is that the PTV is passed directly to the school at the time of deliver. NOI is a rebate without the wait.

## Spring Commodity and Product Surveys

### Commodity Surveys (Regular 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.

**(DG)** - Dark green vegetable subgroup    **(LG)** - Legumes vegetable subgroup  
**(OTH)** - Other vegetable subgroup        **(RO)** - Red/Orange vegetable subgroup  
**(ST)** - Starchy vegetable subgroup        **(WG)** - Whole Grain-Rich

### Commodity Survey 1 – Regular USDA Foods Staples – closing March 22

Comm ID	USDA Foods Description and Pack Size
100036	CHEESE BLEND AMER SKM YEL SLC LVS-6/5 LB
100012	CHEESE CHED RDU FAT YEL SHRED BAG-6/5 LB
100021	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30 LB
110396	CHEESE MOZ LM PT SKM STRING BOX-360/1 OZ
100018	CHEESE PROCESS YEL SLC LVS-6/5 LB
110931	EGG PATTY COOKED ROUND FRZ CTN-25 LB
100400	FLOUR, ALL PURPOSE, ENRICHED, BLEACHED-8/5 LB (NEW ITEM SY20)
110393	PANCAKES WHOLE WHEAT FZN-144 COUNT <b>(WG)</b>
100500	RICE BRN US#1 LONG PARBOILED PKG-24/2 LB <b>(WG)</b>
101031	RICE BRN US#1 LONG PARBOILED BAG-25 LB <b>(WG)</b>
110394	TORTILLA WHOLE WHEAT FZN 8 CTN-12/24 IN <b>(WG)</b>
100425	PASTA, SPAGHETTI, ENRICHED-20 LB CTN (NEW ITEM SY20)
110520	WHOLE GRAIN BLEND PENNE CTN-2/10 LB <b>(WG)</b>
111100	CEREAL, OAT CIRCLES, BOWLS-96/1 OZ (NEW ITEM SY20)

**Commodity Survey 2 – Regular USDA Foods Fruits – closing March 22**

<b>Comm ID</b>	<b>USDA Foods Description and Pack Size</b>
100206	APPLE SLICES CAN-6/10
110361	APPLESAUCE CUP-96/4.5
110541	APPLESAUCE UNSWEETENED CAN-6/10
100261	APRICOT FRZ CUP-96/4.5 OZ
100242	BLUEBERRY WILD FRZ CTN-8/3 LB
110723	CRANBERRIES DRIED PKG-300/1.16 OZ
100212	MIXED FRUIT EX LT CAN-6/ No 10
110859	MIXED BERRIES, FRZ CUP-96/4 OZ
110651	ORANGE JUICE SINGLE FRZ CUP-96/4 OZ
100238	PEACHES, SLICED, FRZ BAG-12/2 LB (NEW ITEM SY20)
100241	PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ
100220	PEACHES CLING DICED EX LT CAN-6/10
100219	PEACHES CLING SLC EX LT CAN-6/10
100225	PEARS DICED EX LT CAN-6/10
100224	PEARS SLICES EX LT CAN-6/10
100293	RAISINS BOX-144/1.33 OZ
100256	STRAWBERRY FRZ CUP-96/4.5 OZ
110860	STRAWBERRY SLICES UNSWT IQF CTN-6/5 LB
110846	STRAWBERRY WHOLE UNSWT IQF CTN-6/5 LB

**Commodity Survey 3 – Regular USDA Foods Vegetables – closing March 22**

<b>Comm ID</b>	<b>USDA Foods Description and Pack Size</b>
100359	BEANS BLACK TURTLE CAN-6/10 <b>(LG)</b>
100360	BEANS GARBANZO CAN-6/10 <b>(LG)</b>
100362	BEANS REFRIED CAN-6/10 <b>(LG)</b>
100307	BEANS GREEN CAN-6/10 <b>(OTH)</b>
100351	BEANS GREEN FRZ CTN-30 LB <b>(OTH)</b>
110473	BROCCOLI FRZ CRN-30 LB <b>(DG)</b>
100352	CARROTS FRZ CTN-30 LB <b>(RO)</b>
100348	CORN FRZ CTN-30 LB <b>(ST)</b>
100313	CORN WHOLE KERNEL (LIQ) CAN-6/10 <b>(ST)</b>
110871	MIXED VEGETABLES FRZ CTN-30 LB <b>(OTH)</b>
100350	PEAS GREEN FRZ CTN-30 LB <b>(ST)</b>
110724	PEPPERS/ONION BLEND FRZ CTN-30 LB <b>(OTH)</b>
100357	POTATOES OVENS FRY PKG-6/5 LB <b>(ST)</b>
110177	SPAGHETTI SAUCE MEATLESS POUCH-6/106 OZ <b>(RO)</b>
110721	SWEET POTATOES CRINKLE FRZ PKG-6/5 LB <b>(RO)</b>
110186	TOMATO SALSA POUCH-6/106 OZ <b>(RO)</b>
110187	TOMATO SAUCE POUCH-6/106 OZ <b>(RO)</b>

**Commodity Survey 4 – Regular USDA Foods Meat/Poultry – closing March 22**

Comm ID	USDA Foods Description and Pack Size
100134	BEEF CRUMBLES W/SPP PKG-4/10 LB
100158	BEEF FINE GROUND FRZ CTN-40 LB
110711	BEEF PATTY CKD FRZ 2.0 MMA CTN-40 LB
100101	CHICKEN DICED CTN-40 LB
100117	CHICKEN FAJITA STRIPS CTN-30 LB
110921	CHICKEN FILLET UNBREADED FRZ CTN-30 LB
110462	CHICKEN STRIPS FRZ CTN-30 LB
110730	PORK PULLED CKD PKG-8/5 LB
110554	TURKEY BREAST DELI SLICED FRZ PKG-8/5 LB
110911	TURKEY DELI HAM SMOKED FRZ PKG-8/5 LB
100125	TURKEY ROASTS FRZ CTN-32-48 LB
100119	TURKEY TACO FILLING CTN-30 LB

**Commodity Survey 5 – FFS Beef – closing March 22**

Comm ID	USDA Foods Description and Pack Size	Processors
100154	BEEF COARSE GROUND FRZ CTN-60 LBS	AdvancePierre Ada Valley Integrated Food Service JTM Food Group Maid-Rite
100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	Comida Vida

**Commodity Survey 6 – FFS Pork – closing March 22**

Comm ID	USDA Foods Description and Pack Size	Processors
100193	PORK PICNIC BNLS FRZ CTN-60 LBS	AdvancePierre Brookwood Farms Comida Vida JTM Food Group

**Commodity Survey 7 – DoD-Fresh – closing March 22**

Comm ID	CLiCS 1 Description	Price/Unit
300099	DoD Fresh (\$1000 value)	\$1000.00
300099-2	DoD Fresh (\$1 value)	\$1.00

**Commodity Survey 8 – NOI – closing March 22**

Comm ID	Description	Manufacturer
100397	PEANUT BUTTER SMOOTH DRUM	Advance Pierre

**Commodity Survey 9 – NOI – closing March 22**

Comm ID	Description	Manufacturer
110700	PEANUTS RAW SHELLLED	Smucker's

**Commodity Survey 10 – NOI – closing March 22**

Comm ID	Description	Manufacturer
110242	CHEESE NAT AMER FBD BARREL	Bongard's Creameries Integrated Foodservice JTM Food Group Land O' Lakes Tasty Brands Bake Crafters

**Commodity Survey 11 – NOI – closing March 22**

Comm ID	Description	Manufacturer
110244	CHEESE MOZ LM PT SKM UNFZ PROC	Alpha Foods Bosco's Pizza ConAgra Foods-Gilardi Integrated Foodservice Schwan's Foodservice

**Commodity Survey 12 – NOI – closing March 22**

Comm ID	Description	Manufacturer
100036	CHEESE BLEND AMER SKM YEL SLC	Integrated Foodservice

**Commodity Survey 13 – NOI – closing March 22**

Comm ID	Description	Manufacturer
100113	CHICKEN LEGS CHILLED -BULK	Asian Food Solutions Out of the Shell (Yang's) Schwan's Foodservice

**Commodity Survey 14 – NOI – closing March 22**

Comm ID	Description	Manufacturer
100103	CHICKEN LARGE CHILLED - BULK	Asian Food Solutions Pilgrim's Pride Tyson Foods

**Commodity Survey 15 – NOI – closing March 22**

Comm ID	Description	Manufacturer
110601	FISH AK PLCK FRZ BULK	Trident Foods High Liner Foods

**Commodity Survey 16 – NOI – closing March 22**

Comm ID	Description	Manufacturer
100124	TURKEY CHILLED -BULK	Jennie-O Tasty Brands



**Commodity Survey 17 – NOI – closing March 22**

Comm ID	Description	Manufacturer
100047	EGGS WHOLE LIQUID -BULK	Cargill – Sunny Fresh Michael Foods

**Commodity Survey 18 – NOI – closing March 22**

Comm ID	Description	Manufacturer
110227	POTATO FOR PROCESS DEHY PRODUCT	Basic American Idahoan J.R. Simplot

**Commodity Survey 19 – NOI – closing March 22**

Comm ID	Description	Manufacturer
100506	POTATO BULK FOR PROCESS FRZ	J.R. Simplot Lamb Weston McCain Foods

**Commodity Survey 20 – NOI – closing March 22**

Comm ID	Description	Manufacturer
100980	SWEET POTATO BULK FRESH PROC	Lamb Weston J.R. Simplot McCain Foods

**Commodity Survey 21– NOI – closing March 22**

Comm ID	Description	Manufacturer
100912	FLOUR BREAD - BULK	Rich Products

**Commodity Survey 22 – NOI – closing March 22**

Comm ID	Description	Manufacturer
100332	TOMATO PASTE BULK PROCESSING	Integrated Foodservice JTM Food Group Red Gold Schwan’s Foodservice

**Commodity Survey 23 – NOI – closing March 22**

Comm ID	Description	Manufacturer
110149	APPLES FOR PROCESSING –BULK	National Food Group Peterson Farms Sunset Farms

**Commodity Survey 24 – NOI – closing March 22**

Comm ID	Description	Manufacturer
110254	CHEESE CHED YEL BLOCK	Los Cabos

# 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 time it is opened. 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 necessary to freeze, 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. The slower the cheese is thawed, the better. Daily usage should be planned to have the correct quantity of cheese in the thawing process.

**Best if Used by:** For guidance on how to effectively manage, store, and maintain USDA Foods, please [visit the USDA Food Distribution website](#).