



USDA Foods Processing: From Ordering to Receipt of End Products

Linda Hubeny

Food Distribution - Program Integrity and Monitoring Branch

Megan Thompson

Food Distribution - Program Integrity and Monitoring Branch

Samantha Rhoderick

AMS Livestock and Poultry Programs



USDA Foods Processing: From Ordering to Receipt of End Products

- Procurement
- USDA Foods Orders
- AMS Purchases USDA Foods
- Delivery of USDA Foods to Processor
- Delivery of End Product
- Value of USDA Foods Credited
- USDA Inspection/Audit



USDA Foods Processing: From Ordering to Receipt of End Products



USDA
Foods



USDA Foods
in Schools

Procurement Requirements

1. Price to be charged for end product or other processing service
2. Method of end product sales
3. Value of USDA Food in end product
4. Location for delivery of end products



USDA Foods Orders



Before placing orders:

- Forecast commercial food purchases to compliment USDA Foods orders (direct delivery, processing, and USDA DoD Fresh)
- Consider existing inventories, carryover pounds ***should be used first***
- Past usage
- Forecasted utilization for the next school year and time needed to draw down

USDA Foods Orders

- Check processor inventories
- Before submitting orders ask processor for delivery period and location
- Spread orders out throughout the year to match projected usage
- Request USDA Foods through WBSCM or state system



AMS Purchases USDA Foods

- Processors should be in frequent communication with SDAs and SFAs
- Check WBSCM Order Status Report, verify
 - Correct USDA Foods material code(s) were ordered to correct delivery location
- Delivery dates – processors communicate when you need the product
- Monitor USDA Foods inventories, 6-month or less



Verify Delivery Locations

Verify Delivery Locations (Additions or Changes)

Ensure that delivery ship-to information has been updated in WBSCM

Submit FNS-7 form updates to the Ship-To administrator email box SM.FN.WBSCM-Ship-to@usda.gov.

Remove any locations no longer active from your profile

Reporting Issues with USDA Foods

1. Check and record temperature on bill of lading for refrigerated and frozen products at the time of delivery
2. Check product and document issues ***at time of delivery***
3. Report issues to FNS ***immediately***
USDA Foods Complaints - 800-446-6991
USDAFoodsComplaints@usda.gov
4. **Enter Goods Receipt in WBSCM**



Delivery of End Product



- Monitor inventory balances at distributor and processor
- Purchase correct end products
- Communicate with processor when products no longer meet needs

Serve End Product



- Monitor inventory reduction, look at monthly performance reports and usage in 3rd party systems
- Submit timely requests for rebate

Tips to Ensure Utilization of USDA Foods Diverted to Processors

- Frequent communication between SDA, SFAs, processors, USDA Processing Team
- Spread out USDA Foods orders and deliveries throughout SY
- Check WBSCM Order Status Report – consider if you need to cancel or delay orders
- If schools are not using pounds, transfer them to other schools, or another state that can use the pounds during the current year



USDA Foods Inventory Protection



Processor school year 2024-2025
bonds/letter of credit due **Friday, May 3**

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USDA Foods Processing Program Contacts

Program Activity	Responsible Entity
Transfer Request	NPA@usda.gov
<ul style="list-style-type: none"> Processor submits requests to SDA then submits request to FNS SDA & processor signatures required on transfer form 	
New WBSCM Ship-To Location Requests (BPID)	wbscm-ship-to@usda.gov and NPA@usda.gov
<ul style="list-style-type: none"> Processor submits FNS-7 to WBSCM Ship-To Help Desk 	
EPDS & SEPDS	NPA@usda.gov
<ul style="list-style-type: none"> EPDS approval and revisions SEPDS revisions and updates 	
Add/Update/Remove Partner Web User Partner Web Access	NPA@usda.gov
USDA Foods Complaints 800-446-6991	usdafoodscomplaints@usda.gov and NPA@usda.gov
<ul style="list-style-type: none"> Product availability Delivery issues Product not meeting specification 	
Processing Program Technical Assistance	NPA@usda.gov
Request to change WBSCM Ship-To location or delivery dates <i>Must be submitted at least 35 days before the FIRST day of the delivery period, 45 days for seasonal F&V products.. *</i>	Designated CNOB Specialist and NPA@usda.gov



USDA Foods
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CHILD NUTRITION OPERATION BRANCH

Team Member	Position	Materials
Jose Millan 703.305.4341 Jose.Millan@usda.gov	Branch Chief	General Oversight
Mark Crewdson 703.305.2254 Mark.Crewdson@usda.gov	Program Analyst	Dairy/Grain, Peanut & Oil
Kristina James 703.305.2246 Kristina.James@usda.gov	Program Analyst	IDIQ Fruit and Quarterly Frozen and Canned Fruit
Roland Barnes 703.3052678 Roland.Barnes@usda.gov	Program Analyst	IDIQ Vegetable and Quarterly Legumes
Asyhia Phillips 703.305.2474 Asyhia.phillips@usda.gov	Program Analyst	Quarterly Tomato and Dried Fruit
Isaac Scott 703.305.1063 Isaac.Scott@usda.gov	Program Analyst	Bulk Poultry, Cut- up Chicken & Chicken Strips/Fillets
Gwen Glenn 703.305.2939 Gwen.Glenn@usda.gov	Program Analyst	Direct Delivery Livestock, Turkey, Fish
Rhonda Lewis 703.305.2560 Rhonda.Lewis@usda.gov	Program Analyst	Bulk Livestock, Turkey & Egg products

Resources

- * **FNS Instruction 709-5 Shipment and Receipt of USDA Foods**
- FD-40: Inventory Draw Down in USDA Foods Processing
- FD-064: Management of USDA Foods Inventories at Processors
- Partner Web Access- [Home - USDA Foods National Processing Community](#)
 - *Access 'My Communities'*



USDA Inspection and Audit Services



Samantha Rhoderick
National Poultry Supervisor

USDA/AMS/Livestock and Poultry

- Approval of Livestock/Poultry End Product Data Schedules (EPDS)
- Federal Purchase Program Specifications (USDA Foods)
- Policy and Procedures for Quality Assessment Division (QAD) Graders
- Work closely with Commodity Procurement (CP), Food & Nutrition Service (FNS), and Industry



Ensuring “Contract Compliance”

Graders Ensure compliance on:

- **Non-Substitution/Non-Diversion** – Quality of USDA Foods raw material meets requirements and not diverted
- **Yield** – Processor yield meets or exceeds stated yield on the EPDS
- **End Product Data Schedule (EPDS)** – All criteria on the EPDS are within the allowable tolerances
- **Certification Tolerances** – Processing meets stated tolerances



From QAD Policies and Procedures, the following are closely monitored:

- Scale & Thermometer Calibration
- Raw Material Quality
- Formulation weights of meat and other ingredients
- Batter/Breading and Sauce/Marinade Percentage
- Portion Control and Serving Weight
- CN requirements as applicable
- Cooked Temperature
- Frozen Temperature
- Metal Detection
- Packaging and Packing
- Net Weight of Cases



EPDS Compliance

EPDS 3

END PRODUCT DATA SCHEDULE

Standard Yield - Bulk Poultry/Fruits and Vegetables

PRODUCT DESCRIPTION				PRODUCT FORMULATION			END PRODUCT RETURN			
1		2.00	3	4.00	5		6	7	8	9
PRODUCT CODE & NAME		NET WEIGHT PER CASE	NUMBER OF SERVINGS PER CASE	NET WEIGHT PER SERVING	MATERIAL CODE/SHORT TITLE, INGREDIENTS IN RAW BATCH		QUANTITY OF EACH INGREDIENT	PERCENT BREADING (When Applicable)	GUARANTEED CASES FINISHED PRODUCT PER TRUCKLOAD	RAW LBS. TO PRODUCE ONE CASE
Code#	Name				Material #	Short Title				
12345	Orange Chicken Example	42.00	192	2.50	100103	Chicken DF Dark (96.00%)	8,510.40	8%	322	44.42
		(30.00) CKN				Water (2.00%)	177.30			
						Other (2.00%)	177.30			
	Sauce Pack (6 x 2 pound packs)	12.00		1.00		Sauce Pack				
Total Portion Weight (ounces)				3.50	Total Batch Weight (pounds):		8,865.00			
Box 10 PROCESSOR:				Box 11 SUBCONTRACTOR:			Box 12 APPROVING AGENCY			
Name of Company				Name of Company			Name of Approving Agency			
Name and Title of Authorized Representative				Name and Title of Authorized Representative			Name and Title of Authorized Representative			
Signature		Date		Signature		Date		Signature		Date

FDO 3/19

- Servings & portion size
- Ingredients and formulation
- Batter Breading % and/or Sauce %
- Guaranteed number of cases to be returned
- Drawdown



CFR 7 Part 250.34(c)

(c) **Grading requirements.** The processing of donated beef, pork, and poultry must occur under Federal Quality Assessment Division grading, which is conducted by the Department's Agricultural Marketing Service. Federal Quality Assessment Division grading ensures that processing is conducted in compliance with substitution and yield requirements and in conformance with the end product data schedule. The processor is responsible for paying the cost of acceptance service grading. The processor must maintain grading certificates and other records necessary to document compliance with requirements for substitution of donated foods and with other requirements of this subpart.

QAD Presence

- Graders are in the plant from raw material through packing the product into boxes.
- Make regular rounds along side plant QA to ensure compliance
- Product noted to be out of compliance
 - Work with Plant to bring back into compliance
 - Retain from last acceptable certification check
 - Request waiver from FNS/State
- Issue production volumes that were certified per product

USDA Stamps and Shields



Questions?

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USDA is an equal opportunity provider, employer, and lender.