



Oregon

Tina Kotek, Governor



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DEPARTMENT OF
EDUCATION

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Dr. Charlene Williams

Director of the Department of Education

June 20, 2024.

TO: Recipient Agencies of the ODE USDA Foods Distribution Program

RE: Value of Commodities (USDA Foods) Received Reporting for FY 2023-24

Overview

The Oregon Department of Education (ODE) administers the U.S. Department of Agriculture's (USDA) Food Distribution Program (USDA Foods). The ODE uses the Federal Web-Based-Supply-Chain-Management (WBSCM) system for our USDA Foods Program needs. This system includes the official Value of Commodities (USDA Foods) Received Report that agencies must use in their own financial records. In this memo, we provide you with instructions for running your organization's Value of Commodities Received Report and determine the service fees your organization paid. **Please read the entire memo!**

Financial Reports

Public agencies, such as schools, will refer to the ODE's Program Budget and Accounting Manual ([PBAM](#)) when recording their USDA Foods for financial reports and audits. Use revenue code 4900, foods donated to the district by the Federal government, for USDA Foods received. If applicable, all USDA Foods are reported under the CFDA program where it was earned- NSLP is 10.555, SFSP is 10.559, CACFP is 10.558.

Important Note: The [ODE USDA Foods website](#) has the last few years of consolidated Value of Commodities Received reports broken out by agency and programs within USDA Foods, which can be found under the 'Program Resources' section. **The 2023-24 report will be available sometime in July 2024 after the state fiscal year has ended June 30, 2024.** Agencies may use this report but are not required to do so; it is a consolidation of all reporting. It is highly recommended that agencies do not run the reports until after June 30, 2024, as there can still be activity through this date.

Value of Commodities Received Reports

Direct Delivery and Diversion-Processing

The Value of Commodities Received Report is available in WBSCM. It reflects the actual price paid for product received at the state warehouse (and at processors for agencies also participating in Diversion-Processing). Direct Delivery products received in the state warehouse are allocated to sponsors in the warehouse inventory system and ODE will bill sponsors for service fees (delivery and/or storage) that ODE already paid to the warehouse contractor.

To run the report in WBSCM:

- Click Reports
- Click Value of Commodities Received
- Enter desired date range in Req. Delivery Date (7/1/2023 - 6/30/2024)
- Click Execute to export to excel or Print PDF Output
- **Program will output values from all programs if program field is left blank** or enter by program: NSLP (National School Lunch Program), SFSP (Summer Food Service Program), CACFP (Child and Adult Care Food Program).

Please verify you have 'view only-RA' in Admin to access the Reports view. Please refer to the ['WBSCM VCR Report Instructions'](#) for visual guidance on running this report.

USDA DoD Fresh Fruit and Vegetable Program

If you participate in the USDA DoD Fresh Fruit and Vegetable Program, please run the usage report from the Fresh Fruit and Vegetables Order Receipt System (FFAVORS) and add to your WBSCM Value of Commodities Received Report. **Please note this report is not final until all reporting is finished June 30, 2024.**

To run the report in FFAVORS:

- Click Usage Reports
 - Click Summary
 - Enter date range 7/1/2023 – 6/30/2024
 - Click View Report and then click the top left 'Export' icon button
 - Refer to 'NSLP' or 'SFSP' and the corresponding dollar amounts in the 'Total DV' column
- If you need assistance with running usage reports, download the 'FFAVORS Customer Manual' by clicking the 'Help' button located at the top right of the home page screen.

USDA Unprocessed Fruit and Vegetable Pilot

If you participate in the USDA Unprocessed Fruit and Vegetable Pilot, please include the final entitlement drawdown amount that ODE will email you after 6/30/2024 and add to your WBSCM Value of Commodities Received Report and DoD Fresh Fruit and Vegetable Program report (if applicable). **Please note this report is not final until July 30th, 2024.**

Service Fees

The ODE USDA Foods Program is a mostly self-supporting program. Fees charged to agencies pay for warehousing, transportation, storage, and some administration of the program. ODE receives yearly allotments of Federal SAE funds that subsidize the administration of the

program. Fee deductions are made directly from agency claims for reimbursement of meals. The service fee lbs. are as reported from WBSCM and FFAVORS and uploaded into CNPweb.

To view ODE service fees report:

- Enter CNPweb
- Click on School Nutrition Program or Summer Food Service Program puzzle piece
- Click on Program Year 2024
- Click on Reports in upper toolbar
- Click on Invoice Details

ODE's PBAM manual has an accounting code to record these fees: 3130- Food Delivery Services. Activities concerned with delivering food to the school or district.

Important note: ODE must comply with [ORS 327.520](#) and the [Attorney General Interpretation](#) of this statute regarding charges to agencies.

Food Service Management Companies (FSMCs)

Agencies who have a FSMC are required to monitor and enforce federal and state regulations concerning USDA Foods and contract requirements. FSMCs in Oregon utilize fixed price per meal contracts and are required to credit agencies for the value of all USDA Foods an agency "received" during the school year. FSMCs are also required to use the agency's entire entitlement allotment for the year; USDA Foods improve the bottom line for the agency and are a source of revenue. For processed products received, the FSMC must use the processing agreement value as established in ODE's State Processing Agreement, not the WBSCM value. This means crediting and WBSCM may not match. Please see [USDA Policy memo FD-080](#) for further information and clarification. As a reminder, any discrepancy between FSMC crediting and value of USDA Foods received should be resolved during the required annual reconciliation requirement.

If you have any questions or concerns, please contact us at ode.usdafoods@ode.oregon.gov.

Sincerely,



Damasita Sanchez
Food Distribution & Procurement Manager
Child Nutrition Programs