



Oregon

Tina Kotek, Governor



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Dr. Charlene Williams
Director of the Department of Education

December 17, 2024

TO: Recipient Agencies (RAs) of the ODE USDA Foods Program
RE: **USDA Foods Ordering Schedule for School Year 2025-2026 – National School Lunch Program**
ACTION REQUIRED By March 14, 2025

Sponsors of the National School Lunch Program eligible to receive USDA Foods Entitlement can choose to participate in the USDA Foods Program. The Oregon Department of Education (ODE) USDA Foods Distribution Program uses the Federal Web-Based-Supply-Chain-Management (WBSCM) system for the ordering of USDA Foods and the allocating of USDA Foods entitlement.

We are pleased to announce the [Annual ODE USDA Foods Ordering Period for SY2025-26](#) opens February 14, 2025, and closes March 14, 2025, *(dates subject to change)*.

All NSLP sponsors participating in the USDA Foods Program for SY2025-26 are required to attend the ODE USDA Foods Ordering Period Kick-off webinar. Please register now: [Wednesday 22 January, 2025, at 2.00PM, ODE Ordering Period Kick-off Zoom Webinar registration link](#)

Oregon is a RA request driven state. RAs can choose to use one or any combination of the 4 USDA Foods options: 1- Direct Delivery; 2- Diversion-Processing; 3- DoD Fresh Fruits and Vegetables; 4- Unprocessed Fruits and Vegetables Pilot.

For instructions on each USDA Foods spending option, [see page 3 & 4](#).
For training and resources, [see page 5](#).

Please contact us at ode.usdafoods@ode.oregon.gov with any questions.

Happy ordering season!

Sincerely,

Damasita Sanchez
USDA Foods Program & CNP Procurement Manager
ODE Child Nutrition Services



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2025 ODE USDA FOODS ORDERING CALENDAR

JANUARY							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
FEBRUARY							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	1	
MARCH							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18 Diversion - Processing Only		20	21	22	
23	24	25	26	27	28	29	
APRIL							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
30	31	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	1	2	3	

ODE USDA Foods Ordering Period

2
0
2
5

- Preliminary Entitlement posted in WBSM. Ordering tools posted in ODE website.
- ODE USDA Foods Ordering Period. RAs enter pre-orders in WBSM and set aside entitlement.
- One extra week for Diversion-Processing agencies only.
- ODE Review Period. ODE reviews requested WBSM quantities and full truck requirements.
- On Call Period. ODE will contact RAs for spending remaining entitlement (as needed).



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4 USDA Foods Entitlement Spending Options

The USDA Foods in Schools program supports domestic nutrition programs and American agricultural producers. All USDA Foods are 100% domestic, Buy American Provision compliant, and meant to supply between 15-20% of the food used in your National School Lunch Program.

USDA Foods are available via Direct Delivery and Bulk for Processing. The USDA Foods entitlement can also be spent on two Fresh Fruit and Vegetable options: the USDA DoD Fresh Fruit and Vegetable program and the Unprocessed Fruit and Vegetable Pilot.

Order what you need and can use.

Option 1 – Ordering USDA Foods Direct Delivery Products

Finished products procured and shipped by USDA to ODE's warehouse. RAs order direct delivery products in WBSCM.

Instructions:

- Check your entitlement in [WBSCM](#)
- Use the [Direct Delivery Order Planner SY25-26](#) before entry into WBSCM:
 - USDA Foods products listed mirrors what is available in the WBSCM ordering catalog. Stagger your orders.
 - Enter your set-aside amount for DoD Fresh and/or UFVP and then enter case quantities in the blue boxes.
 - Remember to order your one-time Seasonal Fruits & Veggies for delivery July-September 2025 in the yellow boxes. Costs will be included in SY2026-27 entitlement (not impacting SY2025-26 entitlement).
- Enter orders in WBSCM. Select the 'Deliver To' #5006059 GS Foods, Clackamas OR.
- Minimum delivery is 20 cases. Small agencies can share a delivery location to reach the 20-case minimum.
- USDA procures all Direct Delivery Products according to market conditions and orders are not guaranteed. Oregon orders are dependent on meeting USDA full truck quantities and splits with other states so some products may be declined in WBSCM. Load dates can be moved to accommodate the needs of all RAs within the state and quantities adjusted to meet the USDA required case quantities.
- Check your WBSCM Requisition Status Report in May 2025 to see which loads have been moved and/or quantities adjusted so you can plan/forecast correctly.



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Option 2 – Ordering USDA Foods for Further Processing

RAs contract with commercial food processors to convert raw/bulk USDA Foods into manufactured end-products and divert pounds for further processing in WBSCM.

Instructions

- Complete competitive procurement process before entering pounds in WBSCM.
- ODE Price Agreements will be available in the [Diversion-Processing webpage](#).
- Use the Diversion-Processing Order Planner SY25-26
- To aid with planning, the processor Summary End Product Data Schedule (SEPDS) lists the USDA Food bulk product code # for WBSCM and the required number of pounds to be diverted per finished case.
- Divert pounds in WBSCM based on your forecast for the whole school year. Enter pounds under one delivery date only. Select the processor in the 'Deliver To' drop down menu.
- Check your WBSCM Requisition Status Report in May, June and July 2025 to see if pounds orders have been reduced, increased. Pounds may be declined in WBSCM due to reallocating free state account pounds or receiving free pounds from other states' excess inventory.
- If you are new to processing and want to participate, please e-mail us at ode.fooddistribution@ode.oregon.gov

Option 3 – Allocating USDA DoD Fresh Fruits and Vegetables funds

RAs can choose to allocate any portion of their USDA Foods entitlement funds towards the USDA DoD fresh fruits and vegetables program through the entitlement set-aside request form link below.

Instructions

- Submit the [SY25-26 USDA DoD Fresh Set Aside Request form](#) by March 14, 2025
- Minimum allocation is \$150
- Do not email the set-aside request
- If you are new to DoD Fresh and want to participate, please e-mail us at ode.usdafoods@ode.oregon.gov

Option 4 – Allocating USDA Unprocessed Fruit and Vegetable Pilot funds

RAs contracting with USDA-approved vendors to procure unprocessed produce can choose to allocate any portion of their USDA Foods entitlement funds towards the USDA Unprocessed fruit and vegetable pilot through the entitlement set-aside request form link below.

Instructions

- Submit the [SY25-26 USDA UFVP Set Aside Request form](#) by March 14, 2025
- Allocate dollars to vendors
- Do not email the set-aside request
- If you are new to UFVP and want to participate, please e-mail us at ode.usdafoods@ode.oregon.gov



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Training Opportunities

- **'Diversion-Processing' webinar**
Wednesday, January 29, 2025, at 10:00 AM (required for staff new to processing)
- **'WBSCM Ordering Training' webinar:**
Wednesday, February 12, 2025, at 10:30 AM
Wednesday, February 26, 2025, at 1:00PM (required for first timers)

To register, go to the [ODE SNP Training Page](#) and select the training listed under upcoming trainings.

Ordering Tools & Resources

All ordering tools and resources will be posted by end of January 2025.

	Tools / Resources	Where to find it
WBSCM Reports	Run and Customize WBSCM Reports	ODE USDA Foods Resources
Direct Delivery	Direct Delivery Order Planner SY25-26	ODE USDA Foods website
Diversion-Processing	Diversion-Processing order Planner SY25-26 SEPDS and Commodity Calculators ODE Price Agreements	ODE Diversion-Processing website
	Procurement training and regulations	ODE Procurement webpage
USDA DoD Fresh	DoD Fresh Entitlement Set Aside Form	ODE USDA Foods website
USDA UFVP	UFVP Entitlement Set Aside Form	ODE USDA Foods website

ODE USDA Foods Program (USDA Foods fees)

Fees are charged for all foods on a per pound basis to pay for warehousing, delivery and administration of the USDA Foods program. USDA Foods fees are periodically uploaded in [CNPweb](#) and taken from claims for reimbursement (you can view invoice details under 'Reports' in CNPweb).

Below are the current USDA Foods fees (SY25-26 fees to be confirmed):

Direct Delivery	ODE service fee; \$0.15 per pound (including delivery and 90-day storage). Storage fee: \$0.75 per case per month over 90 days.
Diversion-Processing	ODE service fee: \$0.15 per pound
DoD Fresh	ODE service fee: \$0.0275 per pound
UFVP	ODE service fee: \$0.0275 per pound