



# Oregon

Tina Kotek, Governor



OREGON  
DEPARTMENT OF  
EDUCATION

*Oregon achieves . . . together!*

**Dr. Charlene Williams**  
Director of the Department of Education

November 4, 2024

TO: USDA Foods Processors and Brokers

RE: Oregon USDA Foods Annual Processing Agreement Notice: School Year 2025-26

**ACTION REQUIRED: Submit required electronic documents by Wednesday, January 8, 2025.**

The Oregon Department of Education USDA Foods Distribution Program (ODE USDA Foods) is notifying future and existing USDA Foods Processors listed in the USDA NPA of requirements to process in the state of Oregon for the upcoming school year 2025-26.

Processors must be approved by ODE USDA Foods for Recipient Agencies (RAs) to divert bulk USDA Foods products to them in WBSCM during the ODE USDA Foods Ordering Period.

***Please read these instructions carefully as they may have changed from previous years.***

**Instructions for Existing Processors:**

1. **Verify** the designated period end date on your current State Participation Agreement. If ending date is 6/30/2025, you will need to complete and sign a new [ODE NPA/SPA template](#).
2. **Access the SPA Renewal SY2025-26 form** through this [form link](#), and select 'existing processor'.  
or copy and paste: <https://app.smartsheet.com/b/form/063157a83e2b4337824073650a1433b4>
3. **Use the form link to upload the following required documents:**

*If you have upload issues, please contact [ode.usdafoods@ode.oregon.gov](mailto:ode.usdafoods@ode.oregon.gov). Please do not send paper forms.*

- **the State Participation Agreement -if your current SPA has expired- completed and signed;**
- **the SY 2025-26 Summary end-product data schedules (SEPDS) in excel format.** Filter the SEPDS for the products you intend to offer to Oregon recipient agencies, if applicable;
- **the SY 2025-26 Commodity Calculator/Planner in excel format.** Products listed on the Commodity Calculator should match those listed on the SEPDS;
- CN label/manufacturers product formulation statement and nutrition facts label **for all new and reformulated products** listed on the SEPDS for SY 2025-26.

**Instructions for New Processors:**

1. **Complete and sign the [ODE NPA/SPA template](#).** *The ODE NPA/SPA template states all requirements for processing USDA Foods in Oregon and is effective for a 5-year designated period. Mailed hard copies will not be accepted. ODE will then review and sign the NPA/SPA and e-mail it back to you;*
2. **Access the ‘Oregon SPA Renewal SY2025-26’ form** through this [form link](#), and select ‘new processor’. or copy and paste: <https://app.smartsheet.com/b/form/063157a83e2b4337824073650a1433b4> ;
3. **Use the form link to upload the following required documents:**

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- **the ODE NPA/SPA template, completed and signed;**
- **the SY2025-26 SEPDS in excel format** (filter the SEDPS for the products you intend to offer to Oregon recipient agencies);
- **the SY2025-26 Commodity Calculator** (or provide your website address if the calculator is available online); Products listed on the Commodity Calculator should match those listed on the SEPDS;
- All CN Label and nutrition facts for all products listed in the SEPDS.

The Oregon Processing State Participation Agreement Renewal period opens on 11/4/2024 and closes on 1/08/2025. ODE will communicate with processors as needed and will notify processors by email when the renewal or a new agreement is approved. Once processors are approved, the SY2025-26 SEPDS and Commodity Calculators will be posted for Recipient Agencies’ use to the [ODE Diversion/Processing website](#), where timeline information and other resources for processors are also available.

If you have any questions, please do not hesitate to contact us at [ode.usdafoods@ode.oregon.gov](mailto:ode.usdafoods@ode.oregon.gov)

Sincerely,



**Damasita Sanchez**  
USDA Foods Distribution & Procurement Manager  
ODE Child Nutrition Programs