

OSPI CNS Food Distribution Program Reference Sheet

Ordering Procedure

Local Education Agencies (LEAs) participating in the Food Distribution Program must follow the Ordering Procedure outlined below.

Procedure

- ✓ OSPI FDP annually posts the current school year's projected Ordering and Distribution Schedule to the [Ordering and Receiving webpage](#).
 - LEAs are highly encouraged to add these dates to your calendar.
- ✓ OSPI FDP will send an FDP Update when an ordering period opens and closes for the month.
 - Ordering periods are typically open for six or more days.
 - Orders cannot be accommodated once the order period closes.
- ✓ To place your order, [login to the CNP website](#).
 - Order a minimum of 20 cases per warehouse (dry vs. frozen).
 - Inventories are based on what LEAs forecasted in the pre-order survey process – please order the amounts you projected.
- ✓ A Surplus Order Period is offered after the regular order period closes.
 - LEAs may order any item available on surplus during this period.
 - LEAs that miss a regular order period are encouraged to utilize the surplus order period.



Resources

- ✓ [Sponsor Ordering Instructions](#)
- ✓ [Calculating Ordering Amounts Reference Sheet](#)
- ✓ Recipient Agency Handbook (American Commodity Distribution Association)

Acronym Reference

- **CNS** Child Nutrition Services
- **FDP** Food Distribution Program
- **LEA** Local Education Agency
- **OSPI** Office of Superintendent of Public Instruction
- **USDA** United States Department of Agriculture