

# *OSPI CNS Food Distribution Reference Sheet*

## Pre-Order Process Checklist

The checklists below were created to assist the sponsors in navigating the steps specific to each of the Food Distribution Programs.

## Pre-Order Process Webinar and Office Hours

- **Tuesday, January 23** – Pre-Order Process Webinar 2–3pm.
- **Tuesday, January 30** – Office Hours 2–3pm: Demo of survey request report and review of resources.
- **Tuesday, February 6** – Office Hours 2–3pm: Check in on the Timeline then Q & A.
- **Tuesday, February 13** – Office Hours 2–3pm: Check in on the Timeline then Q & A.
- **Tuesday, February 20** – Office Hours 2–3pm: Check in on the Timeline then Q & A.
- **Tuesday, February 27** – Office Hours 2–3pm: Review the Products that will not be available, then Q & A.

## Checklist – USDA Commodities

- USDA Foods Interest Survey Opens, **Monday, January 8.**
- USDA Foods Interest Survey Closes, **Friday, January 19.**
- Pre-Order Process Webinar 2–3pm **Tuesday, January 23.**
- Review current inventory on hand.
- Forecast your proposed menu for SY 2024–25.
- Pre-Order Survey Opens, **Thursday, February 1.**
- Use the Pre-Order survey to start identifying items that meet your menu needst.
- Submit your initial Pre-Order Survey, **Friday, February 23.**
- Office Hours 2–3pm: Review of Products that will not be available, then Q & A, **Tuesday, February 27.**
- Review and revise your survey for items that did not meet state truckload minimums and reallocate your entitlement dollars to other products. \*If you do not reallocate the entitlement dollars for these items, your entitlement will be returned to your account.
- Submit your Final Pre-Order Survey, **Friday, March 1.**



## Checklist – DoD Fresh Produce

- Forecast your proposed menu for SY 2024–25.
- DoD Enrollment forms open, **Thursday, February 1.**
- If you are allocating funds to other programs, consider submitting your Enrollment form last. (This way you know your actual available Entitlement)
- Submit your DoD Enrollment Form, **Friday, March 1.**

## Checklist – Diversion of Raw Product to Processors

- Review current inventory on hand
- Forecast your proposed menu for SY 2024–25.
- Review current pounds with all Processors in K–12 and/or Processor Link.
- Forecast your usage until June, then review proposed carryover pounds to use for next year, review the difference. (This will assist with how many new pounds to order)
- Submit your Diversion details to your Co-Op Lead, (deadline to be set by Co-Op/group).
- Co-Op Leads submit your final Diversions to OSPI, **Friday, March 1.**

## Checklist – Unprocessed Fruit and Vegetable Pilot Program

- Forecast your proposed menu for SY 2024–25.
- Unprocessed Fruit and Veg Pilot participation forms open, **Thursday, February 1.**
- Contact the approved vendors you are interested in.
- Follow the Procurement process for finalizing your vendor.
- Submit the Unprocessed Fruit and Veg Pilot participation Form including proof of agreement with selected vendors, **Friday, April 12.**