

# *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

- **Wednesday, January 22** – Pre-Order Process Webinar 2-3pm
- **Tuesday, January 28** – Office Hours 2-3pm: Demo of survey request report and review of resources
- **Tuesday, February 4** – Office Hours 2-3pm: Check in on the Timeline then Q & A
- **Tuesday, February 11** – Office Hours 2-3pm: Check in on the Timeline then Q & A
- **Tuesday, February 18** – Office Hours 2-3pm: Check in on the Timeline then Q & A
- **Tuesday, February 25** – 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 6**
- USDA Foods Interest Survey Closes, **Friday, January 17**
- Pre-Order Process Webinar 2-3pm **Wednesday, January 22**
- Review current inventory on hand
- Forecast your proposed menu for 2025-26 SY
- Pre-Order Survey Opens, **Thursday, February 3**
- Use the Pre-Order survey to start identifying items that meet your menu needs
- Submit your initial Pre-Order Survey, **Friday, February 21**
- Office Hours 2-3pm: Review of Products that will not be available, then Q & A, **Tuesday, February 25**
- 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, February 28**



## Checklist – DoD Fresh Produce

- Forecast your proposed menu for 2025-26 SY
- DoD Enrollment forms open, **Thursday, February 3**
- 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, February 28**

## Checklist – Diversion of Raw Product to Processors

- Review current inventory on hand
- Forecast your proposed menu for 2025-26 SY
- 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, February 28**

## Checklist – Unprocessed Fruit and Vegetable Pilot Program

- Forecast your proposed menu for 2025-26 SY
- Unprocessed Fruit and Veg Pilot participation forms open, **Thursday, February 3**
- 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**