

OSPI CNS Food Distribution Reference Sheet

Pre-Order Process Timeline

Timeline

- **Monday, January 6** – USDA Foods Interest Survey Opens
- **Friday, January 17** – USDA Foods Interest Survey Closes
- **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
- **Thursday, February 3** – All forms Open (Pre-Order Survey, DoD Enrollment Form, Unprocessed F&V Pilot Form)
- **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
- **Friday, February 21** – Complete your initial Pre-Order Survey
- **Monday, February 24** – CNS FDP staff will review the total quantity of products requested for the state and denote any items that do not meet the minimum truckload requirement.
- **Tuesday, February 25** – Office Hours 2-3pm: Review the Products that will not be available then Q & A
- **Tuesday, February 25** through **Friday, February 28** – Review and revise your Pre-Order 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.
- **Friday, February 28** – Pre-Order Survey Closes at 4pm
- **Friday, February 28** – DoD Enrollment Form Closes and Diversion Pounds from Co-Op Leads due to OSPI by 4pm
- **Friday, April 18** – Unprocessed F&V Pilot Form Closes at 4pm



Pre-Order Process Timeline

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 OSPI Closed	2	3	4
5	6 USDA Foods Interest Survey Opens at 8:30 am	7	8	9	10	11
12	13	14	15	16	17 USDA Foods Interest Survey Closes at 4 pm	18
19	20 OSPI Closed	21	22 Pre-Order Process Webinar 2-3pm Register Here	23	24	25
26	27 Food Show University Place SD	28 FDP Office Hours 2-3pm Register Here *Register once to receive reminders/updates for each meeting	29	30	31 Food Show Spokane SD	1

Pre-Order Process Timeline

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 Food Show University Place SD	28 FDP Office Hours 2-3pm	29	30	31 Food Show Spokane SD	1
2	3 All Forms Open -Pre-Order Survey -DoD Enrollment -Unprocessed F&V Pilot	4 FDP Office Hours 2-3pm	5	6	7	8
9	10	11 FDP Office Hours 2-3pm	12	13	14	15
16	17 OSPI Closed	18 FDP Office Hours 2-3pm	19	20	21 Initial Pre-Order Survey Due	22
23	24 Posting of Products that will not be available	25 FDP Office Hours 2-3pm	26	27	28 Forms Closing -Pre-Order Survey -DoD Enrollment -Diversion Pounds	1