OSPI CNS Food Distribution Program Information Sheet

SY 2025–26 Pre-Order Survey Instructions

This document provides instructions for completing the pre-order survey and accessing the Survey Request Report.

Timeline

- The Pre-Order Survey opens Tuesday, February 3, 2025, with the final submission due on Friday, February 28, 2025.
- Submit your initial survey by February 21.
- On February 24, OSPI CNS will pull the product list and remove any items that don't meet USDA's minimum truck load quantity for our state.
- Sponsors will have until February 28 to finalize surveys.

Steps to Complete the Pre-Order Survey

1. Log in to CNPweb.
   a. We recommend you save the CNPweb link as a favorite link for easy access.
   b. Your User ID and password are the same as when you log in to complete orders.
   c. For Survey questions, please email Sarah Davis.

2. Select New School Year – 2026

Program Year Selection		
Program Year	Program Begin Date	Program End Date
2009	July 1, 2008	June 30, 2009
2010	July 1, 2009	June 30, 2010
2011	July 1, 2010	June 30, 2011
2012	July 1, 2011	June 30, 2012
2013	July 1, 2012	June 30, 2013
2014	July 1, 2013	June 30, 2014
2015	July 1, 2014	June 30, 2015
2016	July 1, 2015	June 30, 2016
2017	July 1, 2016	June 30, 2017
2018	July 1, 2017	June 30, 2018
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020
2021	July 1, 2020	June 30, 2021
2022	July 1, 2021	June 30, 2022
2023	July 1, 2022	June 30, 2023
2024	July 1, 2023	June 30, 2024
2025	July 1, 2024	June 30, 2025
2026	July 1, 2025	June 30, 2026

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3. Select the "Surveys" tab.

4. Select "Edit" in the "Action" column for the 2026 Pre-Order Survey.

5. To begin entering the survey, select the "End Products" button for one of the Product Categories. You will be navigated to the expanded product category to input quantities for each month.

a. Enter the amount your school needs for each month. Amount entered must be a valid integer (zero or a number). Blanks are not allowed and will cause an error.

Survey Entry

Survey Name:	Pre-Order Survey	Entitlement: $7,931.32
Survey ID:		Entitlement Used: $0.00
Program:	NSLP	Entitlement Balance: $7,931.32
Product Category:	Cheese	
Category Entitlement Used:	$0.00	Remaining Entitlement Available: $7,931.32

FDP Contact: Sarah Davis, Fiscal Analyst   sarah.davis@k12.wa.us   (360) 725-6215

Code	Description	Pack Size	Storage Type	Product Type	Unit Value	Processing Fee
100012	Cheddar Rdu Fat Shredded Y	6/5 lb	Freezer	Entitlement	$53.87	$0.00

Enter before:	Qty	Total	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Feb 26	Cases	0	0	0	0	0	0	0	0	0	0	0

Code	Description	Pack Size	Storage Type	Product Type	Unit Value	Processing Fee
100021	Mozzarella, LMPS Shredded Frz	30 LB	Freezer	Entitlement	$55.40	$0.00

Enter before:	Qty	Total	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Feb 26	Cases	0	0	0	0	0	0	0	0	0	0	0

b. To see the Remaining Entitlement Available update, select the "Calc" button at the bottom of the page at any time.

W582	Cheese Toast Garlic #66256	16.87 lb	Freezer	Entitlement	$12.47	$29.25

Enter before:	Qty	Total	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
	Cases	0	0	0	0	0	0	0	0	0	0	0

W589	Macaroni & Cheese 05915	30	Freezer	Entitlement	$10.67	$35.30

Enter before:	Qty	Total	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
	Cases	0	0	0	0	0	0	0	0	0	0	0

[Calc] [Cancel] [Submit]

i. When the requested quantity exceeds total entitlement, the "Remaining Entitlement Available" will appear in red and an error message will populate.

ii. Change quantities and use the "Calc" button to recalculate until the Entitlement used is within the Remaining Entitlement Balance.

Survey Entry

School District

Survey Name:	Pre-Order Survey
Survey ID:	
Program:	NSLP
Product Category:	Cheese
Category Entitlement Used:	$32,094.26

Entitlement:	$176,004.26
Entitlement Used:	$159,083.94
Entitlement Balance:	$16,920.32
Remaining Entitlement Available:	($3,934.56)

FDP Contact: Sarah Davis, Fiscal Analyst   sarah.davis@k12.wa.us   (360) 725-6215

Input Errors: Please correct the following

Row	Column	Error Description
1	Entitlement	Quantity entered exceeds available entitlement. Amount Exceeded =$3,934.56

     c.   Select the "Submit" button at the bottom of the page to save the survey category detail. You will be navigated to a system confirmation page.

6. Select the "Click here to go to Survey Entry" link to continue inputting your selections for each category in the survey.

Post Confirmation

The **Survey Entry Submission** completed successfully

You have successfully saved the survey information.

Click here to go to Survey Entry
     Click here to return to the Survey Entry page to select another category

7. The remaining entitlement balance and entitlement used will show for each category as you complete the survey.

Survey Entry

School District

Survey Name:	Pre-Order Survey
Survey ID:	
Program:	NSLP

Entitlement:	$176,004.26
Entitlement Used:	$159,083.94
Entitlement Balance:	$16,920.32

Remaining Entitlement Available $16,920.32

FDP Contact: Sarah Davis, Fiscal Analyst   sarah.davis@k12.wa.us   (360) 725-6215

Ln#	Edit Products	Product Category	# Open	# Closed	Enter Product by	Entitlement Used
1	End Products	Cheese	25	0	Feb 26	$10,453.40
2	End Products	Fruits and Vegetables	48	0	Feb 26	$9,761.54
3	End Products	Grains, Nuts, Oil	13	0	Feb 26	$4,097.54
4	End Products	Poultry	24	0	Feb 26	$2,247.73
5	End Products	Red Meat	16	0	Feb 26	$11,161.03

Exit Survey

8. After completing the Survey, select the "View" option to see the Total Entitlement Value and Total Processing Fees.

Sponsor Summary		Aberdeen School District 14-005				
↓ Bottom of Form						
Sponsor Info Activity						
Applications Entitlement Surveys		Allocations Inventory Orders			Invoicing	
Survey Id	Name	Program	Survey Date	Due Date	Status	Action
1170	2026 Pre-Order Survey	NSLP	02/03/2025	02/28/2025	Open	Edit View
↑ Top of Form						

9. See Total Entitlement Value and Total Processing Fees for the Survey at the bottom of the Survey Entry page. The Processing fee is totaled for you, but you need to take the total case count times the delivery rate. Then you have your base delivery fees for the year and base Processing fees. If you add anything during Surplus, the numbers go up from there. This would be the starting point for the USDA Foods proposed budget.

Survey Results

Program Year:
Survey Name: Pre-Order Survey
Survey Id
Month: All

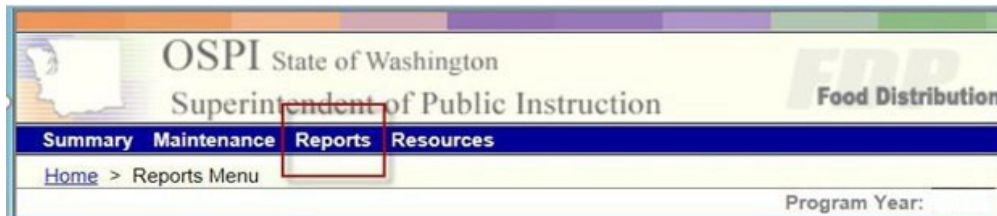| Program		Survey Start Date		Survey End Date		Status	
NSLP						Balance	

Product Code	Product Desc	Ent Value	Processing Fee	Total Requested	Adj	Fill	Bal
Category: Fruits and Vegetables							
100256	Strawberries, Diced, Cups, Frozen	$56,185.50	$0.00	1,050	1,050	1,050	0
110361	Applesauce, Unsweetened, Cups, Shelf-Stable	$16,806.00	$0.00	600	600	600	0
W824	Applesauce Mango Peach Unsweet Shelf St A3810	$2,850.00	$17,538.00	600	600	600	0
Category: Grains, Nuts, Oil							
110393	Pancakes, Whole Grain or Whole Grain-Rich, Frozen	$5,544.00	$0.00	400	400	400	0
Category: Poultry							
W244	Chicken Drumsticks Breaded #16660100928	$30,710.00	$62,010.00	1,000	1,000	1,000	0
Category: Red Meat							
110730	Pork, Pulled, Minimally Seasoned, Cooked, Frozen	$51,345.00	$0.00	500	500	500	0
Totals		$163,440.50	$79,548.00	CS 4,150 LB 0	CS 4,150 LB 0	CS 4,150 LB 0	CS 0 LB 0

[Cancel]

Steps to Review the Pre-Order Survey

Use the Survey Request Report to see Products, Quantities Requested, and Month requested. You can use this report to verify that you meet the minimum case requirement of 20 cases per warehouse. This report is the only way to see your Surveyed Products by warehouse to view these totals by month.

View as an Excel Spreadsheet
1. Select the "Reports" menu in the Menu bar.

2. Select the "Survey Request Report".

3. Select the "Retrieve" button to see the requested quantities.

5. A dialog box opens. Select "Open" or "Save" (Save; Save AS; Save and Open options).

6. View the Report, we recommend saving the data as an Excel document.

SurveyId	Warehouse	Warehouse	ProductId	ProductCd	ProductDs	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total
1142	Lineage L	620	1092	100012	Cheddar R	40	40	10	25	25	20	10	10	180
1142	Lineage L	620	2346	W462	Burrito Bea	12	12	12	12	12	12	12	12	96

b. The last column on the right is the Total requested for the year.

Steps to Print the Pre-Order Survey

There are actually two different ways to print the Survey details for later reference. You can print the Survey Request Report or you can print the Survey Results.

Survey Request Report, view as an Excel Spreadsheet
Follow the steps in the previous section and then print the excel document.

Survey Results

1. Click the View button to access the Survey Results

2. The Month is a dropdown with all of the available delivery months. Click the month you with to view. The default setting is all months.

3. The Printing instructions for browsers Google Chrome and Microsoft Edge.
    a. Step 1. Ctrl A (select all text) then Ctrl P (access the printer)
    b. Step 2. Chose the printer or save as an Adobe PDF