

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.

Checklist – USDA Commodities

- USDA Foods Interest Survey Opens, **Thursday, January 8**
- USDA Foods Interest Survey Closes, **Friday, January 16**
- Review current inventory on hand
- Forecast your proposed menu for 2026-27 School Year (SY)
- Pre-Order Survey Opens, **Monday, February 2**
- Use the Pre-Order survey to start identifying items that meet your menu needs
- Submit your initial Pre-Order Survey, **Friday, February 20**
- List of Products that will not be available on CNPweb, **Tuesday, February 24**
- 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 27**

Checklist – DoD Fresh Produce

- Forecast your proposed menu for 2026-27 SY
- DoD Enrollment forms open, **Monday, February 2**
- 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 27**



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Checklist – Diversion of Raw Product to Processors

- Review current inventory on hand
- Forecast your proposed menu for 2026-27 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 27**

Checklist – Unprocessed Fruit and Vegetable Pilot Program

- Forecast your proposed menu for 2026-27 SY
- Unprocessed Fruit and Veg Pilot participation forms open, **Monday, February 2**
- 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, March 30**