

The Emergency Food Assistance Program (TEFAP)

TEFAP Ordering Practices



USDA Food Management



“Wisconsin’s capacity to accept, store, and distribute food to each county is a complex, dynamic proposition that requires cooperation from everyone.” (TEFAP Manual)



Types of Food Offers From USDA

Entitlement



Bonus



Other programs: Build Back
Better (BBB), Commodity Credit
Corporation (CCC)

USDA *Entitlement* Food

Process

- Food offers are made to states every quarter.
- Eligible Recipient Agencies (ERA) rank *entitlement* preferences. Watch for Survey Monkey emails.
- Orders are made by full truckload.



USDA *Bonus* Food

Process

- USDA offers state specific *bonus* items at irregular intervals.
- The value of food is not counted against state's *entitlement* funds.
- Variable foods depend on the food market.
- Surveys will be sent as needed on product interest of fresh and perishable products.

Variability of market





WISCAP Places Fresh and Perishable Orders With USDA



Fresh food orders direct delivered to ERA or a warehouse



Requires no further ordering steps



Planned Fresh Food Orders

When offering fresh foods to ERA's receiving direct delivery, WISCAP includes an updated Planned Perishable order spreadsheet before completing the survey.

The fresh produce and milk delivery ship-to file is updated every Friday.

You always have access to the Fresh and Perishable Delivery spreadsheet through SharePoint.



Placing Non-Perishable Food Orders

These foods are delivered to northern and southern warehouses and direct to some ERA's.

Delivery from warehouses to county agencies requires another ordering step by ERA coordinators.

Ordering From DPI Website

The screenshot shows a web browser at the URL dpi.wi.gov/school-nutrition/usda/ordering-system. The page features a navigation menu with links for Home, Strategic Planning, Licensing, Families & Students, Schools & Educators, Libraries, and Data & Media. The main content area is titled "Ordering System" and includes an "Overview" section. A red circle highlights the "Ordering System" link in the left sidebar, and a red arrow points to the "WI USDA Foods Ordering System" button in the main content area.

WISCONSIN DEPARTMENT OF Public Instruction

SCHOOL NUTRITION / USDA FOODS / ORDERING SYSTEM

Ordering System

Overview

USDA Foods are ordered and monitored in the WI USDA Foods Ordering System. School Food Authorities (SFAs) can also access the WI USDA Foods application, entitlement, orders, and invoices from the "USDA Foods Ordering System" button. For assistance, use the guides and instructions below.

[WI USDA Foods Ordering System](#)

- Need help logging in? Call (608) 267-4598 or (608) 267-4599 or email dpiusdafoods@dpi.wi.gov
- [Wisconsin Annual Order Survey Webpage](#) Annual Order Survey is open in mid-February for the next school year.

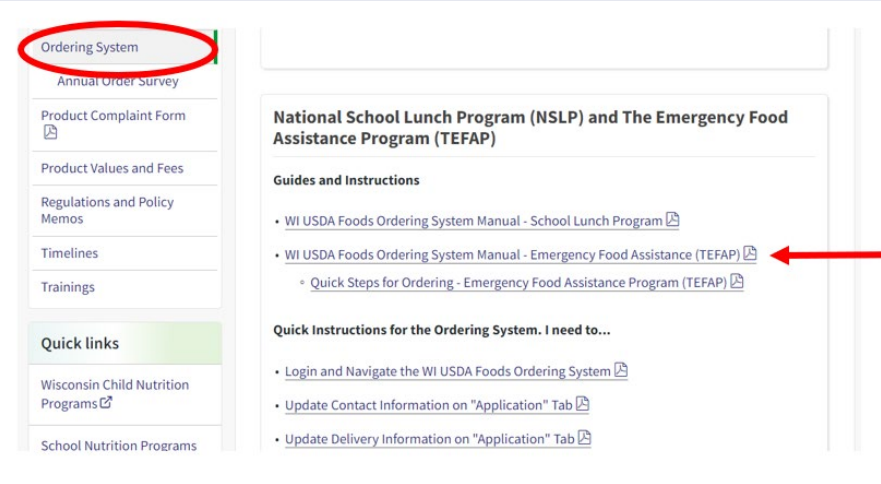
USDA Foods

- Join USDA Foods
- Communications
- Delivery and Storage
- Cheese Rebate Program
- Direct Delivery Program
- Direct Diversion Program
- DoD Fresh Produce Program
- State Processing Program
- Hold, Recall and Safety
- Ordering System

The [Ordering System](#) webpage is displayed on the left.

It is recommended that you bookmark the website for future use.

Using the Ordering System



The Ordering System Manual includes:

- Updating contact information.
- Accepting monthly order.
- Declining and adding products.
- Delivery requirements.
- Recording delivery discrepancies.
- Reporting delivery discrepancies.

Shelf Stable and Frozen Foods Order Timeline

- Between third and 13th day of each month, login to the ordering system to review and submit allocations.
- On the 15th day of the month, DPI processes allocations and surplus requests into “Orders” for the next month’s deliveries.





Order Timeline

Be cognizant of the timelines and dates.

If the coordinator does not accept a county's allocation in the ordering system by the 13th day of the month, the county will not receive a delivery next month.





More Training

ERA coordinators can request training and access to the DPI ordering portal.

Please contact your TEFAP coordinator to be put in touch with a contact from DPI.

Participate in an optional knowledge check



