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**USDA Department of Defense (DoD)**

**Fresh Fruit and Vegetable Program**

The following information is about the fresh fruit and vegetable program that is offered by
the State Department of Education, titled DoD.

DOD:

 The USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program allows schools to use USDA Foods entitlement dollars or PAL (planned assistance level) to purchase fresh produce. The program is operated by the Defense Logistics Agency (DLA) at the Department
of Defense. Every year we, as a State agency, receive a certain amount of dollars for our USDA DoD program and you as a School Food Authority (SFA) can request a certain amount of your entitlement dollars or PAL to be used for DoD. To be a recipient of the DoD program, a request form is required to be completed and sent to ***Annmarie Evans*** (mailto:aevans@doe.k12.ga.us).
The amount you request for DoD does come out of your total amount of entitlement. As an estimate, we use, depending on your size of system, $500.00 per week per school for produce. When using your federal USDA Foods entitlement dollars with DoD, it is important for it to
be accounted for, like other USDA Foods, within your inventory and accounting systems,
as an USDA receivable. Record the journal entry as follows:

USDA Food Expense (635) **DEBIT**

USDA Food Received (4900) **CREDIT**

Number used should = USDA Food Received for DoD

 Once your school system has been entered in the database (EDGE, and FFAVORS)
you will be contacted by our, current year, State contracted produce vendor and FFAVORS (**F**resh **F**ruit and **V**egetable **O**rder **R**eceipt **S**ystem), which is the DoD on-line ordering system.
The FFAVORS personnel will send you instructions on how to set up your account and gain access to FFAVORS. After that process is complete you can begin ordering through the
on-line ordering system.

**FFAVORS**

FFAVORS (**F**resh **F**ruit and **V**egetable **O**rder **R**eceipt **S**ystem) is the ordering website used by
all USDA customers to order their USDA DoD fresh produce. FFAVORS will provide the actual delivered cost at the time of order, as well as your funds tracking. The price you see in the catalog, which is generated once a week, is the price you will be billed. Schools or system’s DoD contact person can enter their orders through FFAVORS and designate their desired delivery date allowing a three-day window for orders. Once orders are received, schools must enter, within five days, after delivery, a correct receipt to ensure the vendor invoice and billing is correct and before they can order for the next week. If you have not receipted the previous orders and entered a reason code for any edits to the order, you will not be able to place an order and you will receive an error message. User IDs and passwords are established by each person that participates in the USDA's eAuthentication website. To obtain a user ID and password, you must be set up as
an official Level 1 User for this website before ordering can take place.

School's Expectations of the USDA DoD Fresh Program:

1. Improve quality and selection of fresh fruits and vegetables for school meals.
2. Receive weekly deliveries to school, kitchen, or distribution center.
3. Efficient use of entitlement or PAL funds.
4. Reduce cost of acquiring produce for schools - one-stop shopping.
5. Competitive bidding of produce contracts for all zones.

Benefits of the USDA DoD Fresh Program:

1. DoD leveraged buying power.
2. Increased choice, pack size, pre-cuts, freshness, and weekly deliveries.
3. FFAVORS website ordering system.
4. Increased emphasis on locally grown produce purchases and tracking.
5. Emphasis on high quality.

 The USDA DoD program is a good utilization of some of your entitlement dollars to provide fresh fruits and vegetables to your students and staff. One advantage is that at any time during the year, you see that you have entitlement or PAL, once the State ordering catalog has closed, or cancellations occur, you can request some of that remaining entitlement or PAL to be transferred to DoD. The State must have entitlement before any funds can be transferred
to any systems. Smaller systems that can only order a small amount of USDA foods and
or processed items could easily benefit in using the USDA DoD program.

Contact personnel at the State Agency for DoD information:

***Annmarie Evans***  at aevans@doe.k12.ga.us or call 404-859-3440

**SY23 USDA DoD Update**

When forecasting for your USDA foods requests and managing your entitlement or PAL funds balance for SY23, the Food Distribution Team would like to inform you that, if you participate in the USDA DoD (Department of Defense) fresh fruit and vegetable program, we will be using your DoD request amount from SY22 and entering it into WBSCM and FFAVORS for SY23. Please complete the attached SY23 USDA DoD Participation Request Form with the adjusted amount desired for USDA DoD produce and return it to ***Annmarie Evans.*** If you would like for your DoD amount to remain the same for SY23, complete the form, also, as documentation of your request. A DoD request form needs to be completed each school year.

If you have never utilized USDA DoD before and would like to participate, please complete
the attached SY23 USDA DoD Participation Request Form, noting the amount to allocate to
the USDA DoD fresh fruit and vegetable program.

With the USDA DoD amount being part of your entitlement or PAL, please take your DoD
amount into consideration when placing your USDA foods requests so that you will not go
over your entitlement.

Your estimated entitlement for SY23 is in WBSCM and can be accessed by running your Entitlement/Bonus Summary Report. This report will provide you with a snapshot of your entitlement information for this school year including what you have allocated for DoD.

To access this report, log into
**WBSCM>Reports>Entitlement Management>Entitlement/Bonus Summary Report;**
enter NSLP; SY2023; and then your RA number (if not generated) and execute the report.

If you have further questions concerning the USDA DoD fresh fruit and vegetable
program, please contact:

***Annmarie Evans***  at aevans@doe.k12.ga.us or call 404-859-3440