



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne WY 82002-0050

Phone: 307-777-7675 Fax: 307-777-6234 Website: edu.wyoming.gov

MEMORANDUM

DATE: December 4, 2012
TO: Food Service Directors
FROM: Roxann Greenlee, Nutrition Programs Consultant
RE: Department of Defense Fresh Fruit and Vegetable Program

What is it?

The DoD Fresh Fruit and Vegetable Program was started as a pilot program in SY 94-95 with the goal of getting fresh produce through the USDA Food Distribution program (formally commodity distribution program). As you know, since we buy in full truckload quantities getting fresh items is not normally an option. The Department of Defense (DoD) already had a system in place to procure fresh produce for the military, so the USDA partnered with the DoD to piggyback on their existing supply chain system. Wyoming was one of the states to pilot this program back in SY94-95 and we have operated it ever since. This is your chance to sign up to participate in the program for the ***2013-2014 school year***. I know it is December, 2012 but I am asking you to sign up to participate in this program now for ***NEXT*** school year.

How does it work?

This is a piggyback program to the USDA Foods Distribution Program. You can set aside a part of your regular entitlement, which you would normally utilize on USDA Foods, to spend on fresh produce. For example, if you have \$35,000 of available entitlement you can request that \$5,000 be set aside to use in the DoD FF&V Program. That would leave you with \$30,000 left in entitlement to utilize through the USDA Foods Distribution Program.

DoD contracts with various vendors to supply the schools. When you place orders it will be through a DoD website (FFAVORS) and you will not have an option of which vendor to buy from. You can only buy US grown product with this money. All produce provided through this program is graded "U.S. Fancy" which is the highest grade available. It is probably more expensive but it is also probably higher quality than you normally buy. For those of you that have an especially hard time utilizing all of your entitlement (and even if you don't!), this program may be a very good option for you.

If you would like to participate, you will be provided with a manual for using the FFAVORS website. This program is a bit different in that it is managed by the Department of Defense. If you have problems you will not be contacting me, but the state representative with the DOD or the DSCP (Defense Supply Center Philadelphia) office in Philadelphia, PA. The State Agencies only role in this program is to monitor spending.

Participation Requirements:

- ❖ Place orders through the FFAVORS (Fresh Fruit And Vegetable Order Receipt System) website. There is a minimum ordering requirement of \$150.00 per delivery. You can have multiple drop sites within a school district if you can meet the \$150.00 minimum at each site.
- ❖ Track your spending and spend all of your entitlement. The website will track your spending for you and will not allow you to overspend.
- ❖ When you receive an order, inspect it fully before signing for it. Send back any product that does not meet specifications.
- ❖ After you receive an order, you will need to receipt that order into the FFAVORS website. You will need to note any product that was not accepted.

Additional Program Options:

If you like the program, and like the quality of product you can get through this program, you can set up a separate account and buy additional products with your own food service funds. This is a convenient way to procure items using your entitlement or using food service funds. This also means that if you want to procure non US grown items you can use food service funds and get both orders delivered at the same time. For those of you that participate in the USDA Fresh Fruit and Vegetable program you could utilize this option to procure fruits and vegetables for that program using that programs funds. You can also continue to order fresh produce after you have exhausted all of your entitlement using food service funds.

Other:

For additional information on this program here are two websites.

<http://www.fns.usda.gov/fdd/ffavors.htm>

<http://www.fns.usda.gov/fdd/programs/dod/default.htm>

What do I have to do to sign up?

Like many programs this one follows the federal fiscal year which runs from October through September. All I need you to do is tell me how much of your regular entitlement you would like to set aside to be utilized in the DoD FF&V Program. I do

need two amounts. The first is what you can spend between the July 1, 2013 and September 30, 2013. The second number is the amount you can spend between October 1, 2013 and June 30, 2014. You can utilize this funding for summer school too!

July 1, 2013 to September 30, 2013 \$ _____
October 1, 2013 to June 30, 2014 \$ _____

If you are currently on the program, or if you would like to sign up for the first time, please respond to this email by **December 21** with the above information filled out. Thanks!

Please call me at 307-857-9269 if you have any questions or concerns.