

## *From the Director*

We are sad to announce that after several years as our customer service manager, Heather Dow is leaving Sysco CT for greener pastures and is off to Sysco in Knoxville, TN.

Heather has been wonderful to work with, and on a personal note, I am really going to miss working with her. Many of you don't know all the work she accomplished behind the scenes so that our customers received their USDA Food deliveries. She was instrumental in the ECOS to WBSCM conversion on the Sysco side. That was a huge project and I don't think we would have been as successful as we were without her help and determination.

I know you all join me in wishing Heather only the best on her new adventure. The good news is she's here for a couple more weeks and will be training the new customer representative, Michelle Rubin.

I met Michelle earlier this week and I am confident that she is going to provide you with the same level of service you are accustomed to. Michelle isn't new to Sysco CT, she's been there for several years and has managed large commercial clients. She has the expertise to get the job done and she has an extensive customer service background.

Please note that both Heather and Michelle will be at the Procurement Training and Food Show next week.

Sincerely,

Linda Hubeny  
FDP Director

## *All USDA Foods shall be out of SYSCO by June 21, 2012*

The FDP Office requires school districts receive all USDA Foods in the school year they are ordered. USDA Foods left in the warehouse over the summer will be forfeited by the school district.

## *April Vacation and SYSCO Deliveries*

Contact Sysco if your district will be closed on your scheduled delivery day. Call Michelle at 800-385-5650 ext. 5763.

## *USDA Further Processed Foods Shipped to SYSCO*

If your school district receives further processed products under the Fee For Service Value Pass Thru method, please note - the last date for delivery into Sysco is April 15, 2012. Make sure to coordinate deliveries with your further processor so you have product to get you through the last months of the school year.

## *SYSCO Market Instructions*

If you are having trouble entering your orders in Sysco Market, here's a link to some step-by-step instructions: <http://das.ct.gov/FedFood/Home/Sysco%20Market%20Training%20Guide.ppt>

Remember to select the correct delivery date - it's on the schedule that Sysco sent out back in July 2011. If you don't have the email, contact Heather Dow at [Dow.Heather@ct.sysco.com](mailto:Dow.Heather@ct.sysco.com).

## *WBSCM Catalog*

Ordering deadlines are either past or fast approaching! Check the Market Place spreadsheets for ordering deadline info. As you are well aware, USDA has canceled many deliveries this school year for a variety of reasons. They're working internally to fix the scheduling and procurement issues, that's why they're requiring some products be ordered two school years in advance.

## *WBSCM Manual*

The Web Supply Chain Management (WBSCM) Manual is available online: <http://das.ct.gov/FedFood/Home/FINAL%20WBSCM%20Manual.ppt>

*See next page for more information*

## *The Swap Post*

There's been some confusion about the Swap Post.

Swap Post items are generally USDA Foods that the Food Distribution Program (FDP) ordered for a variety of reasons: USDA required orders to be placed in too short of a timeframe; USDA is offering a Bonus and allocates only one truck to the state, or during the WBSCM ordering season, FDP orders additional cases of a product to make the truckload requirement. There are extra products made available on the Swap Post website and are available on a first come, first serve basis with preference given to schools that have not used their entire Planned Assistance Level (PAL).

In the case of a USDA Bonus, the Bonus product is offered on a first come, first serve basis but PAL isn't taken into consideration. Under no circumstances should a school district contact the Sysco warehouse about the Swap Post because the Swap Post is managed solely by the FDP.

At this time, there won't be any Swap Post items available for the rest of the school year. Due to the USDA cancellations, folks went in and requested everything available for the entire school year. If you have USDA Foods either already received or coming in during the remainder of the school year that you can't use, contact our office for instructions on how to have them posted on the Swap Post.

The Swap Post is on the Food Distribution Website: [http://das.ct.gov/FedFood/News/SwapPost/WECAFS\\_SwapPost.asp](http://das.ct.gov/FedFood/News/SwapPost/WECAFS_SwapPost.asp)

The Swap Post Rules: <http://das.ct.gov/FedFood/News/SwapPost/SwapPostRules.doc>

## *USDA Foods Toolkit*

The USDA Foods Toolkit is a collection of valuable resources to assist school nutrition professionals and educate students, school staff and the community about the healthy and nutritious contributions that USDA Foods provide to school meal programs.

Click here to go to the Toolkit: <http://www.fns.usda.gov/fdd/foods/healthy/Toolkit.htm>

## *Carryover Balances at the Processor*

On November 30, carryover balances at the processors will be transferred from the schools' accounts to the state's name and the commodity will be made available to all schools. Schools should reference USDA policy (FD-040, January 12, 2005: Commodity Inventory Reduction at Further Processors: [http://www.fns.usda.gov/fdd/PolicyMemo/pmfd040\\_SP-FurtherProcessorsInventory.pdf](http://www.fns.usda.gov/fdd/PolicyMemo/pmfd040_SP-FurtherProcessorsInventory.pdf)) for when inventory draw down occurs in relation to the different value pass through methods. Since there may be a delay in inventory draw down at the processor end, please keep this in mind when reviewing inventory balances.

Sometimes Brokers/Manufacturers will contact you stating there is "Bonus" USDA Foods available. When dealing with carryover balances, this isn't the case. These are USDA Foods purchased using entitlement dollars and the Brokers/Manufacturers shouldn't be offering these USDA Foods to schools unless they've received permission for the FDP.

## *Contracting with a FSMC*

Food Service Management Companies (FSMC) shall use the following when crediting school districts for the value of USDA Foods (formerly known as commodities). School districts shall use this information to verify they are receiving the proper credits for the value of USDA Foods received.

Below are links to the USDA November 15 file. This shall be used when providing the district with the USDA Foods purchase prices for SY 12 for crediting for the value of USDA Foods received. The cheese pricing discounts for rebates/fee for service or net off invoice may be different than the USDA purchase price for the cheese. Both values shall be considered, the USDA purchase price, which you will find on the Nov 15 file, and the FNS cheese pricing for SY12 for USDA Foods processing discounts for the value of USDA Foods.

**USDA Foods File Report for SY12:** [http://www.fns.usda.gov/fdd/pcims/pricing/SY12\\_Nov15-Commodity-File.pdf](http://www.fns.usda.gov/fdd/pcims/pricing/SY12_Nov15-Commodity-File.pdf)

Cheese Discount price for processing is \$1.5465, here's a link to the USDA Memo: [http://www.fns.usda.gov/fdd/pcims/pricing/SY12\\_Cheese-Pricing.pdf](http://www.fns.usda.gov/fdd/pcims/pricing/SY12_Cheese-Pricing.pdf)

If a portion of the commodity dollars have been allocated to the DoD Program, the value of the produce at time of purchase by DoD is to be credited to the district.