

Mastering Food Distribution & Procurement

NEW MANAGERS TRAINING

*Lead with Purpose.
Manage with Impact.*



LEAD



MANAGE



INSPIRE



DELIVER RESULTS



Tammy Lofton
Education Administrator
ALSDE Child Nutrition Food Distribution





BREAK *for a* **PLATE** COMMUNITY

Learning Code

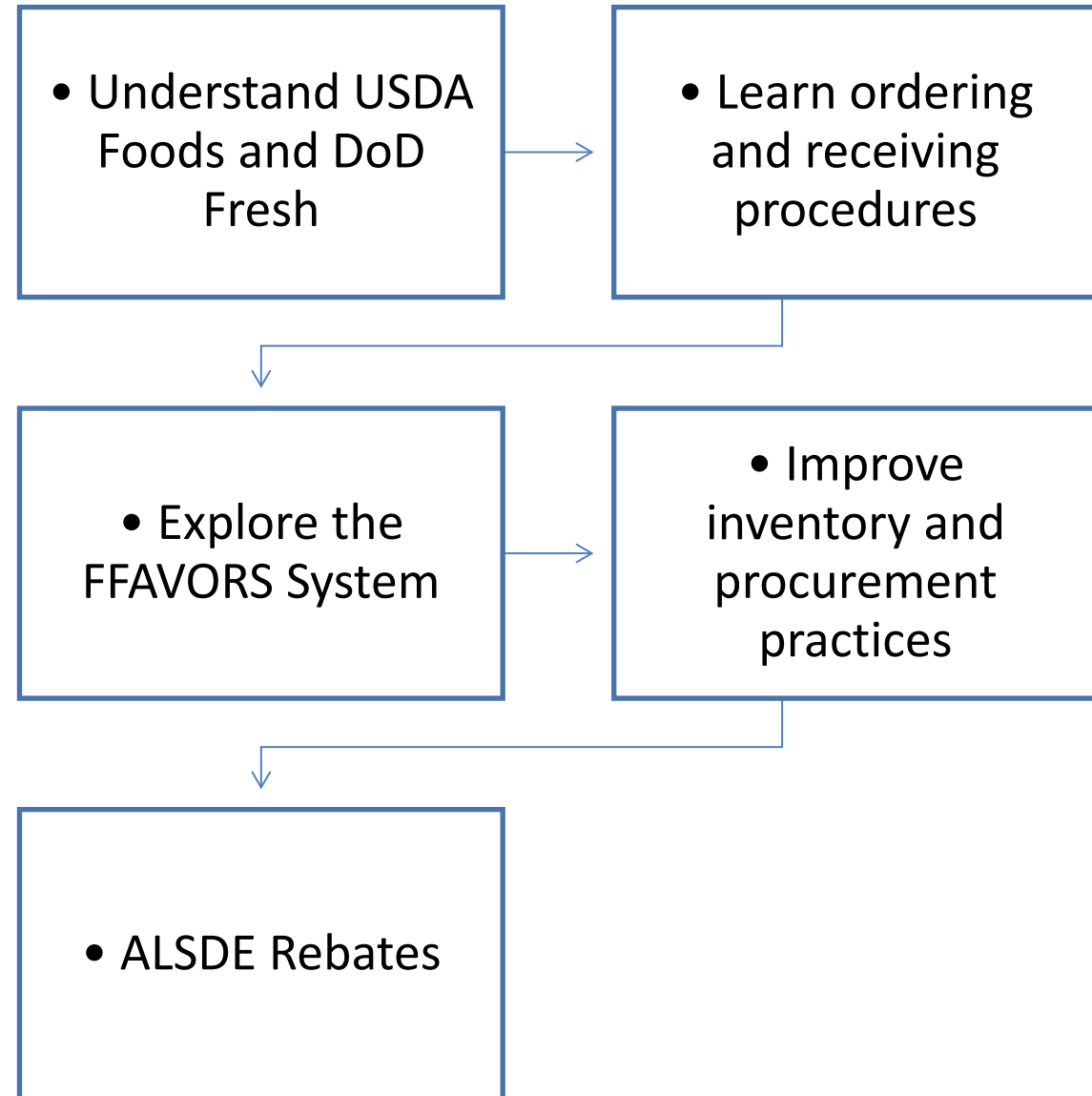
Event Name: 2026 New Managers' Training

Event Date: July 7, 2026

Hours: 0.30

Professional Learning Code: 2500, 2430, 2440

Today's Learning Goals



Meet The Food Distribution Staff

Tammy Lofton
Administrator

Ruth Roberson
TEFAP Specialist

Chris White
CSFP Specialist

- Garry Rumph
Accountant

- Glendora
Christian
ASA



Food Distribution

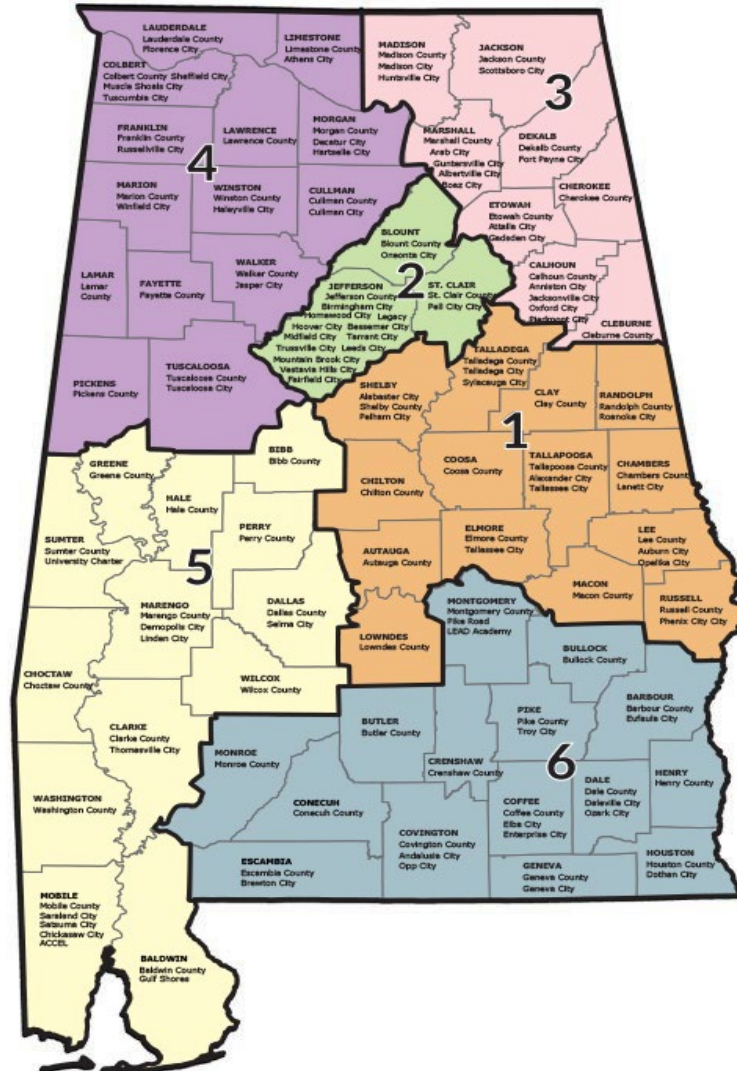
Food Distribution & Statewide Procurement

ALSDE holds contracts with two mainline distributors:

- ❖ Wood Fruitticher (North)
- ❖ Merchants (South)

Distributors are responsible for school food deliveries:

- ❖ USDA Foods Orders
- ❖ Grocery Items from the State Order Guide



**Wood
Fruitticher**
Regions 2, 3, 4

Merchants/PFG
Regions 1, 5, 6

What is USDA Foods?



- USDA Foods support school meal programs



- 100% domestic American-grown foods



- Entitlement based on meals served



- Supports nutritious meals statewide

USDA Foods for School Year 2026-2027

36 USDA Foods items are
available to Alabama schools in SY27

Commodity Name	Material Number	Sales Order Number	Item Number	Weight / Case	Cost / Pound	Cost / Case	Total Value	Arrival Date	Expiration Date	Qty Allocated
MIXED BERRY FRZ CUP-96/4.OZ	110859	5000915430	200	24.0000	\$1.6360	\$39.26	\$510.43	3/28/2025	05/27/2025	13
STRAWBERRY FRZ CUP-96/4.5 OZ	100256	5000915375	200	27.0000	\$1.6862	\$45.53	\$45.53	3/27/2025	05/26/2025	1
BEEF FINE GROUND FRZ CTN-40 LB	100158	5000927245	100	40.0000	\$3.9356	\$157.42	\$629.70	3/24/2025	05/23/2025	4
APPLESAUCE CUPS	110361	5000916369	200	27.0000	\$0.6976	\$18.84	\$75.34	3/24/2025	05/23/2025	4
BROCCOLI FRZ CTN-30 LB	110473	5000916393	100	30.0000	\$1.8489	\$55.47	\$499.20	3/14/2025	05/13/2025	9
CHICKEN DICED CTN-40 LB	100101	5000914876	100	40.0000	\$2.8800	\$115.20	\$345.60	3/13/2025	05/12/2025	3
SWEET POTATOES W/ SYRUP CAN-6/10	100317	5000916325	100	40.5000	\$0.6978	\$28.26	\$8308.70	2/28/2025	04/29/2025	294
BEANS VEGETARIAN CAN-6/10	100364	5000916524	100	40.5000	\$0.4976	\$20.15	\$4453.77	2/28/2025	04/29/2025	221
PEACHES CLING CAN-6/10	100219	5000916251	200	39.7500	\$1.0883	\$43.26	\$1816.92	2/27/2025	04/28/2025	42
CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	110080	5000915177	200	30.0000	\$4.7617	\$142.85	\$10856.68	2/26/2025	04/27/2025	76

USDA Foods for Schools SY 2026-2027



Form 11 - lists USDA Foods on order for your school system.

- Use the Form 11 to plan to use USDA items in school meals.

Form 12 — lists USDA Foods ready for your director to order.

Authorized Commodity Orders List- lists the number of USDA Foods cases allocated to your school by your director.

The screenshot shows the USDA Foods web application. On the left is a dark blue navigation menu with the following items: SWP & FD, State Admin, SWP, FD, USDA Foods News, Receive Orders, Reports, SWP Reports, and FD Reports. A red arrow points from the 'USDA Foods' logo to the 'SWP & FD' menu item. Another red arrow points from the 'USDA Foods' logo to the 'Commodity Notice Of Availability Form 11' table. A third red arrow points from the 'USDA Foods' logo to the 'Authorized Commodity Orders List' table. A fourth red arrow points from the 'Reports' menu item to the 'FORM 11 - COMMODITY NOTICE OF AVAILABILITY' report.

Commodity Notice Of Availability Form 11	Commodity Notice Of Arrival Of Donated Food Form 12	UnAuthorized Commodity Orders List	Authorized Commodity Orders List	USDA Sponsor Entitlement
Commodity History Report	Commodity Item Allocated Quantity	Commodity Allocation Breakdown	Commodity Items Ordered For Warehouse	
Warehouse Commodity Allocation Notification Form 15			Warehouse Commodity Allocation Notification Pre Arrival	

FORM 11 - COMMODITY NOTICE OF AVAILABILITY

Program Year: 2026

System: Albertville City Board of Education

SHOW REPORT (PDF) SHOW REPORT (EXCEL)

NOTICE OF AVAILABILITY OF DONATED FOOD: FDP FORM 11

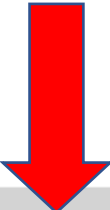
Alabaster City Board of Education : 103-0000 Warehouse : Merchants

Commodity Name	Material Number	Sales Order Number	Item Number	Weight / Case	Cost / Pound	Qty Allocated	Cost / Case	Total Value	Expected Arrival Period
STRAWBERRY FRZ CUP-96/4.5 OZ	100256	5000772536	100	27.0000	\$1.3870	22	\$37.45	\$823.88	3/16 - 31/2022

Managing USDA Foods

- ❖ Utilize all USDA Foods within 6 months
- ❖ USDA higher costs, truck cancellations, and bonus purchases will change the final values received.
- ❖ Schools can view their USDA Food orders on the “Authorized Commodity Orders List” in the CNP application.
- ❖ The expiration date on your Form 12 is a 60-day expiration date for all USDA Foods. It states the order by date to avoid excess storage fees.

Form 12



Commodity Name	Material Number	Arrival Date	Expiration Date	Qty Allocated	Amt Ordered	Remaining Qty in Whse
MIXED BERRY FRZ CUP-96/4.OZ	110859	3/28/2025	05/27/2025	13	0	13



Placing USDA Foods Order



FOOD DISTRIBUTION ORDER ENTRY

Delivery Site: Thomasville High School Delivery Week: Jun 16, 2025 SELECT

CANCEL ORDER CHECK OUT NEW ORDER

Commodity Name	Material Nbr	Sales Order Nbr	Item Nbr	Wt / Case	Cost / Case	Qty Allocated (In Case(s))	Qty available for Approval (In Case(s))	Qty available for Check (In Case(s))	Order Qty (In Case(s))	Item Amount (\$)
PORK PULLED CKD PKG-8/5 LB	110730	5000916199	100	40	87.04	17	14	14	0	\$0.00
MIXED VEGETABLES FRZ CTN-6/5 LB	111230	5000916434	100	30	28.07	19	15	15	0	\$0.00
ORDER TOTAL									0	\$0.00

- ❖ Go to FD in the online application
- ❖ Order Entry
- ❖ Select the delivery site
- ❖ Then select the delivery week
- ❖ Enter the number of case(s)
- ❖ Hit checkout

USDA Foods Shortage Forms

When receiving USDA Foods:

Step 1: Confirm the correct products and number of cases have been delivered.

Step 2: If there is a missing case of USDA Foods, contact your distributor asap.

Step 3: If a replacement is unable to be shipped, complete a USDA Foods Shortage Form found on the Alabama Achieves website and submit it to FoodDist@ALSDE.edu.

USDA FOOD PROGRAMS – NSLP – NATIONAL SCHOOL LUNCH PROGRAM

Title	Description
USDA Food Shortage from Warehouse Report	SFAs are to use this form to report to the state any USDA Food they were allocated and ordered from the warehouse, but did not receive.



Standardized Recipes

Child Nutrition Recipe Box

- ❖ Find standardized recipes using USDA Foods.
- ❖ Recipes are portioned into CN equivalents for easy crediting.
- ❖ Nutrition facts are provided.



[← Go back](#)

Breakfast Burrito With Salsa - USDA Recipe for Schools

Age Group: Ages 6-18

Serving Size: 50-100

Enjoy a bountiful Southwest breakfast burrito! A warmed grainy wholewheat tortilla holds whipped frozen, thawed eggs with sweet corn and crispy green bell peppers, onion, fresh tomato, and low fat cheese topped off with a low-sodium salsa.

NSLP/SBP CREDITING INFORMATION

1 burrito provides 2 oz equivalent meat alternate, 1/8 cup additional vegetable, and 1.5 oz equivalent grains.

★★★★☆ 3.80 from 10 votes



USDA DoD Fresh Fruit and Vegetable Program

USDA DoD Fresh

Alabama has revised this program to allow direct delivery of fresh fruits and vegetables to schools.



Getting Started with USDA DOD Fresh SY27



- ❖ If your district is participating for the first time this year, you will receive an email to create an FFAVORS account.
- ❖ The process of setting up an FFAVORS account to receive a produce order may take several weeks.
- ❖ Once an FFAVORS account has been created and funding has been allocated, schools may make produce orders.

FFAVORS: Fresh Fruits and Vegetables Order Receipt System

FFAVORS: Fresh Fruits and Vegetables Order Receipt System

From: SM.FN.FFAVORS@usda.gov
Subject: FFAVORS New Account

Welcome! You have been added as a User to FFAVORS.
Please read the following information and instructions carefully and completely before proceeding.

To access FFAVORS for the first time, you must first obtain a User profile from the Login.gov System.

Important:

- The email address on your Login.gov profile and FFAVORS profile must match exactly. If the last name or email address listed here is incorrect, please contact the FFAVORS Help Desk noted at the bottom of this email, and have the information corrected before you proceed. Your current FFAVORS profile information is:
 - Last Name: <last name>
 - Email Address: <email address>
- If you currently have a Login.gov profile to access FFAVORS or another government application AND you are using the same email address, you will skip STEPS 1 and 2 below. Proceed to STEP 3 to log into FFAVORS using your existing Login.gov ID/password.
- If you currently have an eAuth profile to access FFAVORS or another USDA application AND you are using the same email address, you will skip STEPS 1 and 2 below. Proceed to STEP 3 to log into FFAVORS using your existing eAuth ID/password.
 - Note: If you access multiple organizations in FFAVORS, you access all using the same Login.gov or eAuth profile. Once logged into FFAVORS, you will be presented with a page to select which profile you wish to continue as; you will also be able to 'Switch' to your other profile(s) using the link at the top right-hand corner of all FFAVORS pages, without having to log out and back in.
- If the above bullets do not apply, proceed to STEP 1 to register for a Login.gov profile.

DoD Fresh Fruits & Vegetables Program

Delivery periods
are from 6:00
a.m. to 2:30 p.m.

Delivery order is
a minimum of
\$150.00.

There are no key
drops allowed.

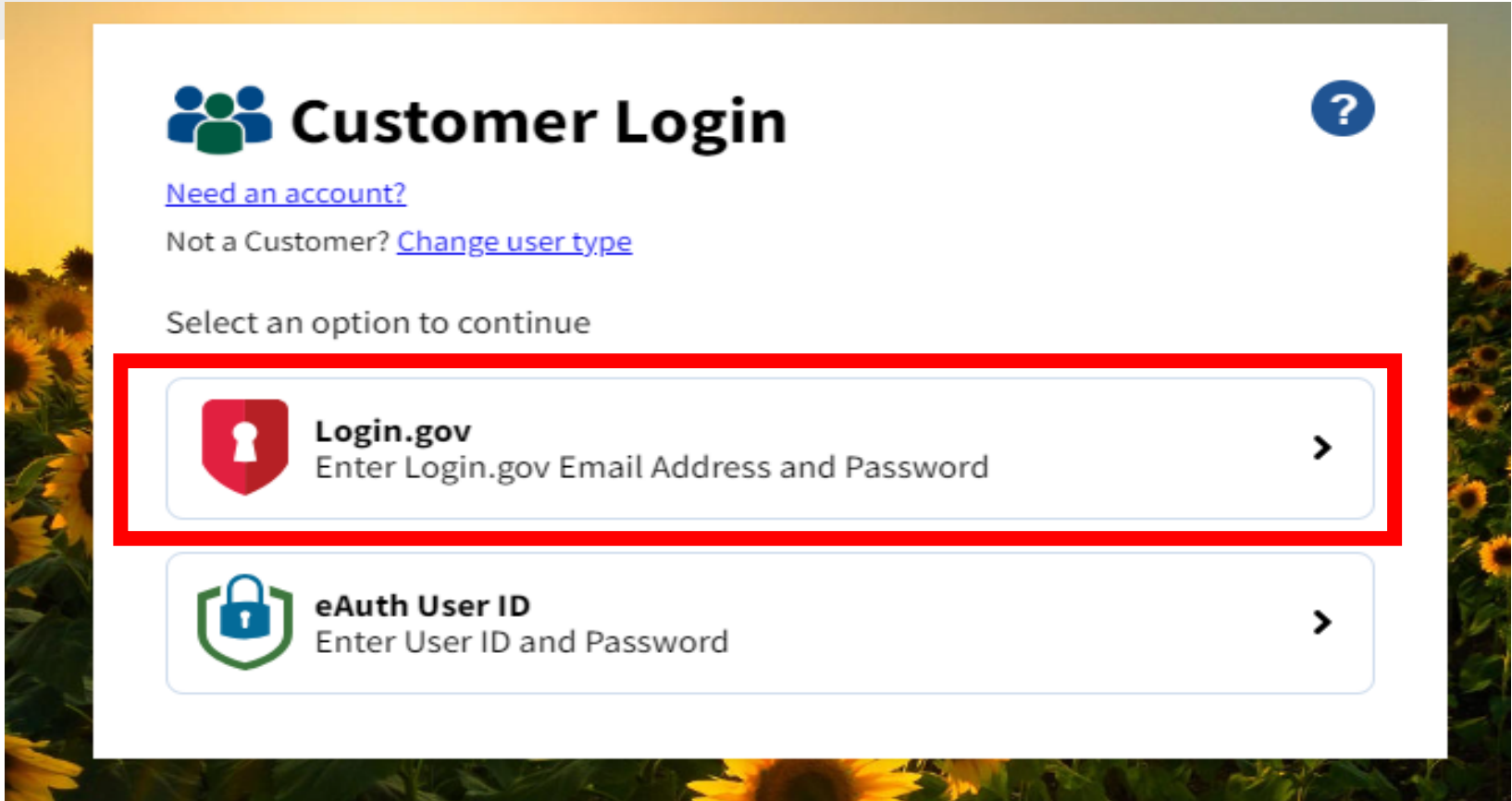


DoD Fresh Fruits & Vegetables Program

100% Domestic American
Grown and Produced Foods



FFAVORS Accounts



 **Customer Login** 

[Need an account?](#)

Not a Customer? [Change user type](#)

Select an option to continue

 **Login.gov** >
Enter Login.gov Email Address and Password

 **eAuth User ID** >
Enter User ID and Password

Placing DoD Order

Click on “Place a New Order”

- ❖ Select your school site
- ❖ Select your delivery date, it will be in **bold**
 - Note: Every school has an assigned delivery day.
- ❖ Place your order for the number of cases of each product your school needs
 - Note: Be sure to notice the size/quantity.



Place a New Order

MONTGOMERY CTY SD, MD Ordering for MONTGOMERY CTY PS WAREHOUSE

Order for DS382 SEASHORE FRUIT AND PRODUCE, CO.
The minimum order for this vendor is \$150

Fund Balance for NSLP
GOV Dollars represent a shared pot of money controlled by MARYLAND

	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$350,000.00	\$2,465,000.00
Spent, Previous Orders	\$0.00	\$0.00	\$179,715.35
Cost, This Order	\$0.00	\$0.00	\$0.00
Remaining Balance	N/A	\$350,000.00	\$2,285,284.65

Available Items:
desired case qty for item(s) below and then click the Add Items To Cart button at bottom of catalog.
Items already in your shopping cart will not appear below.
Click [State Abbreviation Lookup](#) for State of Origin reference.

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
	17W70	APPLES CHL SL 100/2 OZ PG *** LOCAL GROWN	13 LB	\$27.39	WA	☒ Fed ☐ State
	14J87	APPLES FR G/D 72-88 CT 40 LB CS	40 LB	\$45.82	WA	☒ Fed ☐ State
	18K87	APPLES FR GALA 100 CT 40 LB CS	40 LB	\$45.81	WA	☒ Fed ☐ State
	14H81	APPLES FR RED USF/XF 100-113 CT 40 LB CS	40 LB	\$33.89	PA, WA	☒ Fed ☐ State
	15U01	BLUEBERRIES FR 12/1 PT CO	10 LB	\$38.51	CA	☒ Fed ☐ State
	16R95	BROCCOLI FLORETS CHL 3 LB BG/CS	3 LB	\$10.87	AZ, CA	☒ Fed ☐ State
	18D99	CARROTS BABY 100/2.5 OZ PG 15.62 LB CS	15 LB	\$22.85	CA	☒ Fed ☐ State
	15P31	CARROTS CHL COIN 5 LB BG	5 LB	\$11.10	CA	☒ Fed ☐ State
	16W38	CAULIFLORETS CHL 2/3 LB PG	6 LB	\$16.50	AZ, CA	☒ Fed ☐ State
	16W08	CELERY CHL STICK 5 LB BG	5 LB	\$14.60	AZ, CA	☒ Fed ☐ State
	16P51	COLE SLAW MIX CHL 1/5 LB BG	1 BG	\$7.94	AZ, CA	☒ Fed ☐ State
	15P67	CUCUMBERS FR 12 CT 8 LB CS	8 LB	\$11.76	FL, CA	☒ Fed ☐ State

Confirm DoD Order

- ❖ After selecting all of the cases of produce, then click on “Add Items To Cart”
- ❖ On the next page, after double-checking your order, click “Proceed to Checkout”
- ❖ The last step is to press “confirm order”, which then sends the order to be processed.

[Place a New Order](#)
[Edit Receipts](#)
[View an Order](#)
[Modify Pending Order](#)
[Product News Flashes](#)
[Current Fund Balances](#)
[Email Account Specialist](#)
[Select a Different Customer](#)
[Return to home page](#)

MONTGOMERY CTY SD, MD Ordering for MONTGOMERY CTY PS WAREHOUSE

Order for DS382 SEASHORE FRUIT AND PRODUCE, CO.
The minimum order for this vendor is \$150

Order Confirmation Screen

Please review this listing and click on "Confirm Order" below to confirm this order.

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART							
ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
18D99	CARROTS BABY 100/2.5 OZ PG 15.62 LB CS	15 LB	\$22.8	3	\$68.55	CA	☒ Fed ☐ State
14P36	GRAPES RED SDLS US#1 1/18 LB CS	18 LB	\$29.5	3	\$88.68	CA	☐ Fed ☒ State
18D91	WATERMELON FR SDLS 1 CT 10 LB CS	10 LB	\$10.1	3	\$30.54	DE, FL, GA	☒ Fed ☐ State

Fund Balance for NSLP
GOV Dollars represent a shared pot of money controlled by MARYLAND

	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$350,000.00	\$2,465,000.00
Spent, Previous Orders	\$0.00	\$0.00	\$179,715.35
Cost, This Order	\$0.00	\$0.00	\$187.77
Remaining Balance	N/A	\$350,000.00	\$2,285,096.88

[Confirm Order](#) [Continue Shopping](#)

Edit Receipts

- ❖ After you receive your order, log into the system and you will notice the red statement

**** You have receipts that are due now.****



- ❖ Click on the “Edit Receipts”

- ❖ On the next page, click “Edit”

- ❖ Verify all the items were received and in the correct amounts

- ❖ If there was a difference in the amount ordered vs. the amount received, select the reasoning why (example: poor quality, shorted, etc.)

- ❖ If all the steps above have been done, press “PROCESS Pending Receipt”

Place a New Order

Edit Receipts

View an Order

Modify Pending Order

Product News Flashes

Current Fund Balances

Email Account Specialist

Select a Different Customer

Return to home page

MONTGOMERY CTY SD, MD Ordering for MONTGOMERY CTY PS WAREHOUSE

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YMDB14
Order Confirmation Number:	F22210000170
Program:	NSLP
Requested Delivery Date:	Thu 08/04/2022
Order Date:	Fri 07/29/2022

Review receipt quantities, change quantity/reason on line items as necessary, and select 'PROCESS Pending Receipt' button.

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
17W70	APPLES CHL SL 100/2 OZ PG ***LOCAL GROWN***	13 LB	\$29.17	20	20	\$583.40	GOVT	N/A
18K87	APPLES FR GALA 100 CT 40 LB CS	40 LB	\$48.34	6	6	\$290.04	GOVT	N/A
18D91	WATERMELON FR SDLS 1 CT 10 LB CS	10 LB	\$8.49	10	10	\$84.90	GOVT	N/A

Fund Balance for NSLP

GOV Dollars represent a shared pot of money controlled by MARYLAND

	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$350,000.00	\$2,465,000.00
Spent, Previous Orders	\$0.00	\$0.00	\$178,757.01
Cost, This Order	\$0.00	\$0.00	\$958.34
Remaining Balance	N/A	\$350,000.00	\$2,285,284.65

PROCESS Pending Receipt

Go Back to the List of Receipts



Statewide Procurement

Statewide Procurement Order Guide

Order Guide Items

1. Meat/Meat Alternates
2. Combination Foods
3. Grains
4. Fruits
5. Vegetables
6. Dairy Products
7. Beverages
8. Snack Items
9. Dressings and Condiments
10. Cooking and Baking Supplies
11. Food and Storage Containers
12. Sanitation and Cleaning Supplies



Ordering SWP Items

- ❖ Order 7 days before the date of delivery
- ❖ If an order needs to be canceled, contact your distributor and SWP@ALSDE.edu.
- ❖ Keep in communication with your distributor.





Receiving Grocery Orders and USDA Foods Orders

- ❖ Always check your deliveries and double-check key drops
- ❖ Check produce for spoilage on arrival
- ❖ Spot check pricing on invoices
- ❖ Confirm the correct products are being delivered
- ❖ Confirm item substitutions

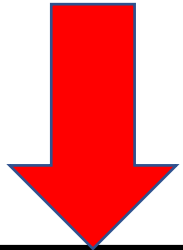
Once you sign the invoice, you are saying the shipment is correct.

Order Guide Items Product Specifications



BREAK for a PLATE
ALABAMA

Item specifications are found on the
Break for a Plate Website



Statewide Procurement Order Guide Nutritional's

To access the current nutritional product guides and specification sheets, please [CLICK HERE](#).



GTIN CODE: 00880760092244
LEGACY PRODUCT CODE: 68012
PRODUCT CODE: 10000068012

AdvancePierre™ Fully Cooked Whole Grain Breaded Country Fried Stick Shaped Beef Patties With Applesauce, 3.89 oz

- Fully cooked to allow for easy preparation - just heat from frozen
- Consistent piece sizes to meet CN portioning
- Four 0.97 oz. Fully Cooked Whole Grain Breaded Country Fried Stick Shaped Beef Patties With Applesauce provide 2.00 oz. equivalent meal and 1.00 oz. equivalent grains for child nutrition meal pattern requirements.

Ingredients

Ground beef (not more than 20% fat), water, unsweetened applesauce [apples, water, ascorbic acid], textured vegetable protein product [soy flour, zinc oxide, niacinamide, ferrous sulfate, copper gluconate, vitamin a palmitate, calcium pantothenate, thiamine mononitrate (b1), pyridoxine hydrochloride (b6), riboflavin (b2), cyanocobalamin (b12)], seasoning [soy sauce (fermented soybeans, wheat, salt), sugar, maltodextrin, salt, spices, garlic powder, onion powder, soybean oil, disodium inosinate and disodium guanylate, natural flavors, extractive of paprika], dehydrated onions, salt, potassium and sodium phosphates. Breaded with: Whole wheat flour, enriched wheat flour (enriched with niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), dehydrated potatoes (potatoes, mono and diglycerides, dextrose), yeast, sugar, salt. Battered with: Water, whole wheat flour, enriched wheat flour (enriched with niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), potato flour, salt, modified corn starch, leavening (calcium acid pyrophosphate, monocalcium phosphate, sodium bicarbonate), flavor (contains maltodextrin, salt and natural flavors), hydrolyzed corn protein, onion powder, garlic powder, yeast extract, chicken broth, spice. Set in vegetable oil.

ALLERGENS

Soy, Wheat

Preparation

BAKE:

Conventional OvenPreheat oven to 375°F. Bake frozen product for 20-25 minutes.

CONVECTION:

Convection OvenPreheat oven to 350°F. Bake frozen product for 10-15 minutes.

DEEP FRY:

Deep FryPreheat oil to 350°F. Place frozen product in oil and cook for 3-4 minutes.

MICROWAVE:

MicrowaveHeat frozen product on high power for 2-3 minutes.

Nutritional information

NUTRITION FACTS

About 123 Servings Per Container

Serving Size 109g

Rebate Items

135 Rebate Items



Select items on the order guide have automatic rebates for schools.



Paperwork is handled at the ALSDE office.



Cheese Rebates

Select pizza items have cheese rebates for the use of USDA Mozzarella cheese.



Potato Rebates

Potato products have rebates for the use of USDA potatoes.





Distribution & Procurement Contact Information



Food Distribution
FoodDist@alsde.edu



**Statewide
Procurement**
SWP@alsde.edu



Office (334) 694-4857