

DHHS

Food Distribution

An overview of CNPweb, Nebraska's request driven ordering system for USDA foods.

Chad Mohr
DHHS Food Distribution
301 Centennial Mall South
Lincoln, NE 68509

chad.mohr@Nebraska.gov

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APPLICATIONS

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Sponsor Summary Chadron Public Schools 230002

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

Sponsor Application Sheets

| Number | Name | Revision | Status | Approval Date | Action |
|----------|------------------------|----------|----------|---------------|---|
| + 230002 | Chadron Public Schools | 1 | Approved | 08/17/2016 | View Revise |

Delivery Location Information Sheets

| Number | Name | Revision | Status | Approval Date | Action |
|--------|----------------------|----------|----------|---------------|---|
| + 1057 | Chadron City Schools | 1 | Approved | 08/17/2016 | View Revise |

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The process starts with the Applications tab. Anytime there is a change in personnel or addresses, the Sponsor Application Sheet and/or the Delivery Location Sheet needs to be revised. The information under the Application Sheet is used for mail delivery and email communication. There are four contacts that can be associated with a sponsor. Only the "alternate" contact is optional. The layout of the Sponsor Summary screen tabs follows the process of the ordering cycle, in general, from left to right.

ENTITLEMENT

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Sponsor Summary **Chadron Public Schools 230002**

| Applications | Entitlement | Surveys | Allocations | Inventory | Orders | Invoicing |
|---|--------------------------|------------------|-------------------|-----------|------------|------------------|
| Program | Current Year Entitlement | Entitlement Used | Remaining Balance | Bonus | Commercial | |
| NSLP | 26,049.85 | 25,471.23 | 578.62 | 645.56 | 0.00 | |
| Sponsor Entitlement Detail by Product Category | | | | | | |
| Category | | | | | | Entitlement Used |
| Beef/Pork End Products | | | | | | 0.00 |
| Cheese | | | | | | 1,643.40 |
| Cheese/Pizza/Breadstick End Products | | | | | | 0.00 |
| DOD FFAVORS | | | | | | 12,000.00 |
| Eggs/Breakfast End Products | | | | | | 0.00 |

Entitlement (aka PAL) is shown here. Entitlement is an estimate when surveys are opened for the following program year. For example, in February '16 when you placed requests on the USDA Pre-order survey for delivery during the 2017 school year, the amount you had to work with was an estimate. In September 2017 we reconciled the amount to data obtained from the USDA (final state entitlement) and the Nebraska Dept. of Education (number of reimbursable meals from school year 2016). It is important to budget your entitlement if you plan to request processed end products later in the year or if you want to allocate entitlement to the DOD FFAVORS program. Entitlement will also vary throughout the year because the price the USDA pays for donated foods varies. If an allocated item's current cost is less than its value when you requested it on a survey, the difference is credited to your entitlement. If the item costs more than the value on a survey, your entitlement is charged the difference. Bonus items do not count against your entitlement.

SURVEYS

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Sponsor Summary **Chadron Public Schools 230002**

Applications Entitlement **Surveys** Allocations Inventory Orders Invoicing

| Survey Id | Name | Program | Survey Date | Due Date | Status | Action |
|-----------|-------------------------------|---------|-------------|------------|--------|---|
| 1171 | USDA Pre-Order | NSLP | 02/01/2016 | 03/11/2016 | Fill | View |
| 1175 | Further Processed or Prepared | NSLP | 04/21/2016 | 11/15/2016 | Open | Edit View |
| 1178 | BONUS | NSLP | 06/20/2016 | 11/15/2016 | Fill | View |

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Surveys are a method of requesting an item or allocating entitlement to the DOD FFAVORS program. There can be different surveys for different kinds of items. Surveys can be open or closed. Items or delivery periods within a survey can also be open or closed. Items under the USDA Pre-Order survey are supplied by USDA vendors to the state warehouse for further distribution. These are called “direct delivery” items because they are delivered directly to the state. When we are planning for a program year, we need to know how many cases of “direct delivery” items you will need and when so that we can order and time the appropriate number of truckloads into the state warehouse. End products* on the other hand, are made from USDA foods the state has diverted to processors for “further processing or preparation”. The state employs a “single bank” at processors whereby all sponsors utilize pounds of donated foods the state has diverted. Further processed items (end products) can be requested on a monthly basis on a survey because we are not required to order full truckloads of each item. Processors sell end products at a price that is reduced by the value of donated foods an end product contains. *The term “end product” is used in CNPweb as a generic term on survey buttons and does not accurately reflect the type of donated foods within the “USDA Pre-Order” survey.

ALLOCATIONS

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Sponsor Summary **Chadron Public Schools 230002**

Applications Entitlement Surveys **Allocations** Inventory Orders Invoicing

Sponsor Allocations

| Alloc Id | Alloc Desc | Alloc Date | Accept Date | Avail Qty | Action |
|----------|--------------------|------------|-------------|-----------|----------------------|
| Svy2501 | November USDA | 10/17/2016 | 10/19/2016 | 0 | View |
| Req2488 | | 10/07/2016 | 10/07/2016 | 0 | View |
| Svy2483 | October USDA Bonus | 09/16/2016 | 09/16/2016 | 0 | View |
| Svy2479 | 110473 Broccoli | 09/15/2016 | 09/15/2016 | 0 | View |
| Svy2478 | October USDA | 09/13/2016 | 09/15/2016 | 0 | View |
| Svy2474 | 100212 Mixed Fruit | 09/08/2016 | 09/08/2016 | 0 | View |

After a survey or a delivery period within a survey has closed, the state combines the requests and creates state orders to the USDA or processors so that we can fill the requests through the state warehouse. To fill a request, the state creates an allocation, but only after the item has arrived at the state warehouse. So in effect the survey request is the sponsor saying, "I want this" and the allocation is the state saying, "we have it and are going to deliver it". We realize that sometimes you may order too much, so we allow an allocation to be reduced before it is converted into an order and delivered. Each month we send an email to all Child Nutrition contacts announcing when allocations are made. The allocation can be reduced for 48 hours following the allocation. Once the acceptance date has passed, the allocation can no longer be edited. Inventory reduced from an allocation becomes "surplus" and can be requested by any sponsor via the "surplus ordering" process. The Inventory tab is not used.

ORDERS

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Sponsor Summary Chadron Public Schools 230002

Applications Entitlement Surveys Allocations Inventory **Orders** Invoicing

| Order Id | Delivery Location | Warehouse | Allocation Order | Surplus Order | Action |
|---|-------------------|----------------------|--------------------|---------------------|----------------------|
| Delivery Period: 12/01/2016 - 12/31/2016 December Surplus | | | | | |
| Chadron City Schools | | Thompson Warehouse | | Add | |
| Order Id | Delivery Period | Delivery Location | Warehouse | Order Status | Action |
| 39250 | November Surplus | Chadron City Schools | Thompson Warehouse | Received | View |
| 39373 | November | Chadron City Schools | Thompson Warehouse | Received | View |
| 38859 | October | Chadron City Schools | Thompson Warehouse | Invoiced | View |
| 37255 | September | Chadron City Schools | Thompson Warehouse | Invoiced | View |
| 36858 | August | Chadron City Schools | Thompson Warehouse | Invoiced | View |

After allocations have been made by the state and accepted by the sponsor, they are converted into orders. This screen shows the most accurate information of what will be delivered, by delivery period. The Order is a combination of all allocations that have been accepted for the delivery period. Under the Orders tab you may also create a new order for items that are in surplus status in the state warehouse. These items will be delivered during the delivery period they are ordered under. Surplus items can be "bonus" or "entitlement". If you have exceeded your entitlement for the year, the only items you can order or request on a survey are "bonus" items.

INVOICING

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Sponsor Summary **Chadron Public Schools 230002**

Applications Entitlement Surveys Allocations Inventory Orders **Invoicing**

State Credit

| Credit Amount | Credit Used | Credit Balance |
|---------------|-------------|----------------|
| \$0.00 | \$0.00 | \$0.00 |

Sponsor Invoices

| Invoice Id | Invoice Date | Invoice Type | Invoice Amt | Paid Amt | Paid Date | Action |
|-------------------------|--------------|----------------------|-------------|----------|-----------|----------------------|
| 17273 | 10/03/2016 | Service/Process Fees | \$191.36 | \$0.00 | | View |
| 16873 | 08/30/2016 | Service/Process Fees | \$0.00 | \$0.00 | | View |
| 16451 | 07/29/2016 | Service/Process Fees | \$0.00 | \$0.00 | | View |
| Total Sponsor Invoices: | | | \$191.36 | \$0.00 | | |

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Shortly after orders are generated, they are invoiced. We mail statements to “billing” contacts each month if there is an amount due. The statement will show any invoices that are not paid or partially paid. To see the details of the invoice, click on the “view” link. The invoice will show warehouse, delivery and processing fees as applicable. For the last two program years, the state has been paying distribution charges on your behalf by using federal funds that were awarded for that purpose. Starting in federal fiscal year 2017, the state will request reimbursement for these charges on your behalf. If the USDA awards funds to the state for this purpose, your account in CNPweb will be credited an allocable amount to the extent funding is awarded to the state. The credit will show under the “State Credit” portion of the Invoicing tab. This credit is expected to occur in the summer of 2017. However, all invoices are still due within 15 days of the invoice date including distribution charges that may be credited later.