
MEMORANDUM

TO: Food Service Directors and Business Managers
FROM: Rosie Krueger, State Director of Child Nutrition Programs
SUBJECT: USDA Foods Sweep Policy
DATE: December 11, 2023

The Agency of Education's Child Nutrition Programs (CNP) team is implementing a USDA Foods Sweep Policy effective School Year 2023-2024. In Spring 2024, the CNP team will make cases remaining in the state-contracted warehouse available for other School Authorities (SFAs) to claim. SFAs may request exceptions to this policy. SFAs will need to present a clear usage plan to the CNP team before approval. The CNP teams recommends that SFAs release their cases from the warehouse by late Winter. Releasing cases early and often will ensure SFAs do not lose their USDA Foods cases during the sweep.

USDA Foods Sweep Policy

With the goal of having no USDA Foods cases remaining in the state-contracted warehouse by July of each year, the Child Nutrition Programs team will implement a Sweep Policy effective this school year.

After the final USDA Foods delivery has been made, CNP will notify SFAs that USDA Foods cases must be released for delivery by a certain deadline. If they are not released by the deadline, CNP will "sweep" the foods, which means they will be taken out of the SFA's account and offered for use by other SFAs.

If the SFA does not have enough on-site storage for the foods, they may request an exception to the sweep policy. To request an exception, the SFA should notify the CNP team that they plan to use the cases by the end of the year. The request must include a plan for how the SFA intends to use the USDA Foods. The CNP team will consider the request and decide whether to grant the exception to the sweep policy.

If the SFA does not release the USDA Foods or request an exception by the deadline, their USDA Foods will be swept back into the State account made available for other SFAs to claim.

After the response deadline has passed, the CNP team will share a web form with all SFAs with the swept cases available to claim. Once an SFA has submitted a response to the web form claiming swept USDA Foods



cases, the cases will automatically be added to the SFA's next scheduled delivery.

For all USDA Foods cases that were received in the state-contracted warehouse during the current School Year, the entitlement value will be transferred to the recipient SFA's account in WBSCM. The end of year Value of USDA Foods Received Report will accurately reflect all swept cases. SFAs that have swept cases taken from their allocation will receive an entitlement refund for the value of the cases swept. That refunded entitlement value may be used to claim other cases from the web form. SFAs that have swept cases taken from their allocation may not use the value of those swept cases to order DOD Fresh.

Important Dates for School Year 2023-2024

February 15 – 28, 2024: Final USDA Foods delivery arrives at the state-contracted warehouse.

March 1, 2024: Notice goes out to SFAs requesting that all USDA Foods within their account be released *or* notify the CNP team of the SFA's plan to use the USDA Foods by the end of the school year.

March 15, 2024: Deadline for SFAs to respond to the notice.

April 1, 2024: Swept foods are moved into the State account and made available for other SFAs to claim via the web form.

Billing of Swept Cases

It is important to note that SFAs are billed for the storage of USDA Foods allocated to their account. When the CNP team sweeps a case, the original SFA is still required to pay the storage fees for that case. The original SFA will be billed the entire storage fee associated with the swept case when the case is reallocated to the State account.

The SFA claiming the swept case will pay the delivery fees. SFAs claiming swept cases off of the web form will not be billed any storage fees.

We encourage SFAs to release their allocated USDA Foods cases before the sweep to avoid paying storage fees on unused cases.

Background

The USDA Foods program makes a variety of food products available to School Food Authorities (SFA) throughout the year. The CNP team provides each SFA with an entitlement value which SFAs may use to order USDA Foods. SFAs submit their order requests each year to the CNP team. The CNP team then submits one order on behalf of the entire state. Ordering takes place each Spring for the following School Year. Cases are then delivered to the state-contracted warehouse through the Summer, Fall, and Winter. SFAs may release cases for delivery as needed throughout the school year.

In recent years, the CNP team has experienced increased problems tracking USDA Foods in the warehouse. The majority of problems are due to cases remaining in the warehouse for multiple years. In response to these issues with tracking, and at the

urging of the USDA, the CNP team is instituting a USDA Foods Sweep Policy effective School Year 2023-2024. The goal of the Sweep Policy is to have no USDA Foods cases remaining in the state-contracted warehouse by July of each year. This will allow for a clean inventory to begin with the delivery of the next year's shipments.

7 CFR 250.12(b), (c), and (e) provide the CNP team with the regulatory responsibility and authority to conduct sweeps of USDA Foods cases.

Contact Us

Questions or concerns about the USDA Foods Sweep Policy may be directed to Conor Floyd, conor.floyd@vermont.gov, or Cheryl Rogers, cheryl.rogers@vermont.gov.

General questions about USDA Foods or your USDA Foods entitlement should be directed to Cheryl Rogers, cheryl.rogers@vermont.gov.