

Fundamentals of USDA Foods

Participant Guide

This participant guide provides resources, hand-outs, activities, and space to write notes during class. It is designed to supplement the class rather than directly mirror the PowerPoint slides in a one-to-one manner.

Training Overview

Length	1 hour
Description	This session guides the participant through the foundational elements of successfully operating the Food Distribution Program within a School Food Authority
USDA Key Areas	Nutrition (1000) Operations (2000)
USDA Professional Standards Code	Menu Planning (1100) Purchasing/Procurement (2400) Receiving and Storage (2500)
Learning Objective(s)	Identify the available USDA Entitlement Foods available Understand how USDA Entitlement is calculated and distributed, as well as additional costs associated with running the Food Distribution Program Explain methods to track entitlement dollars and foods Explain how to maximize entitlement dollars

Common Acronyms

CACFP	Child & Adult Care Food Program
CE	Contracting Entity (same as RA)
FND/F&N	Food & Nutrition
NSLP	National School Lunch Program
RA	Recipient Agency (same as CE). This term is more common in USDA
SFA	School Food Authority (same as CE and RA)
TDA	Texas Department of Agriculture
USDA	United States Department of Agriculture

References & Resources

SquareMeals.org	TDA Food & Nutrition Website	News, resources, and trainings for all 12 Food & Nutrition programs in Texas
ARM	Administrative Reference Manual	ARM Section 14, USDA Foods ARM Section 14a, USDA Foods Processing
TheICN.org	Institute of Child Nutrition Website	The ICN is the only federally funded national center dedicated to applied research, education and training, and technical assistance for child nutrition programs.

Why Does This Matter

Me

- How will this class help me?

My Organization

- Which specific areas within this course topic does their organization needs help or guidance with?

My Food Program Participants

- How will this class help the recipients of my food program?

Life Cycle of USDA Foods Activity

Utilizing the USDA Ice Breaker Template and USDA Foods Yearly Ordering Process Activities listed on the left side of Slide 11, put the steps in order from 1-7.

Notes

A large, empty rounded rectangular box with a dark blue border, intended for taking notes. The box is centered on the page and occupies most of the vertical space below the 'Notes' header.

Next Steps

Identify Key Take-Aways

-
-
-

Create a Plan

-
-
-

Contact for TA

My ESC Number: _____

My ESC Contact Name: _____

My ESC Contact Email: _____

My ESC Contact Phone Number _____

Other Info: _____

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.