

WBSCM Requisitions (Ordering)

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	2 hours
Description	This session guides the participant through placing USDA Foods requisitions in WBSCM for Direct Delivery and Processing Diversion commodities.
USDA Key Areas	Nutrition (1000) Operations (2000)
USDA Professional Standards Code	Menu Planning (1100) Purchasing/Procurement (2400)
Learning Objective(s)	<p>Understand WBSCM Requisition Terminology and Acronyms</p> <p>Explain how to create Direct Delivery requisitions via Browse Catalog and Processing Diversion requisitions via Extended Search including:</p> <ul style="list-style-type: none">• Entering quantities, selecting delivery location and dates• Saving As Draft• Submitting requisition to TDA for review

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?

Notes

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Next Steps

Identify Key Take-Aways

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-
-

Create a Plan

-
-
-

Contact for TA

My ESC Number: _____

My ESC Contact Name: _____

My ESC Contact Email: _____

My ESC Contact Phone Number _____

Other Info: _____

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