



# Oregon

Tina Kotek, Governor



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DEPARTMENT OF  
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Dr. Charlene Williams  
Director of the Department of Education

January 5, 2026

TO: Recipient Agencies of the ODE USDA Foods Program  
RE: **USDA Foods Ordering Schedule for School Year 2026-2027 – National School Lunch Program**  
**ACTION REQUIRED By March 13, 2026**

We are pleased to announce the [ODE USDA Foods Ordering Period for SY2026-27](#) opens February 16, 2026, and closes March 13, 2026 (*dates subject to change*). Sponsors of the National School Lunch Program eligible to receive USDA Foods Entitlement can choose to participate in the USDA Foods Program.

The Oregon Department of Education (ODE) USDA Foods Distribution Program uses the Federal Web-Based-Supply-Chain-Management (WBSCM) system for the distribution of USDA Foods entitlement to eligible Recipient Agencies, the ordering of USDA Foods Direct Delivery and Diversion-Processing, and the allocation of entitlement to the USDA DoD Fresh Fruits & Vegetables and the USDA Unprocessed Fruit & Vegetable Pilot programs. Recipient agencies may spend up to 100% of their USDA Foods entitlement on USDA Foods through one or any combinations of the 4 available options.

The USDA Foods in Schools program supports domestic nutrition programs and American agricultural producers and are meant to supply between 15-20% of the food used in your National School Lunch Program. All USDA Foods options are 100% domestic and Buy American Provision compliant. Recipient agencies procuring USDA Foods processed end-products must request their selected processors and distributors to provide information about Buy American and their products.

**By end of January 2026, recipient agencies will be notified via email once the USDA Foods preliminary entitlement for program year 2027 is retrievable through your [WBSCM Entitlement Summary report](#) and all ordering tools and resources are posted on the [ODE USDA Foods website under 'SY26-27 Ordering Resources'](#).**

All NSLP sponsors participating in the USDA Foods Program for SY2026-27 should attend the ODE USDA Foods Ordering Period Kick-off webinar. Please register now through this link: [Thursday 05 February, 2026, at 2.00PM, ODE USDA Foods Ordering Kick-off Zoom Webinar Registration](#).

Recipient agencies are invited to attend one or more training webinars posted on the [ODE SNP Training Page](#) and listed below:

- [‘Diversion-Processing’ webinar](#)  
Thursday, February 12, 2026, at 2.00pm (*required for new staff or refresher*)
- [‘WBSCM Ordering Training’ webinar](#)  
Thursday, February 19, 2026, at 2.00pm (*required for new staff or refresher*)
- [‘USDA DoD Fresh & the Unprocessed Pilot Options’ webinar](#)  
Thursday, February 26, 2026, at 2.00pm (*required for new staff or refresher*)



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This memo includes an ordering calendar and instructions for recipient agencies to follow through during the ordering period:

- [View the 2026 Ordering Calendar](#)
- [Read the Direct Delivery Ordering Instructions](#)
- [Read the Diversion-Processing Ordering Instructions](#)
- [Read the DoD Fresh Fruits & Vegetables Set Aside Request Instructions](#)
- [Read the Unprocessed Fruit & Vegetable Pilot Set Aside Request Instructions](#)

**Order what you need and can use within the school year.**

Please email [ode.usdafoods@ode.oregon.gov](mailto:ode.usdafoods@ode.oregon.gov) with any questions.

Happy ordering season!

Sincerely,

Damasita Sanchez

Manager USDA Foods, CNP Procurement, Farm to CNP

Child Nutrition Programs



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## 2026 ODE USDA FOODS ORDERING CALENDAR

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
FEBRUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 <small>Kick Off Webinar</small>	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 <small>Diversion - Processing Only</small>	18	19	20	21
22	23	24	25	26	27	28
APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

ODE USDA Foods Ordering Period

Preliminary Entitlement posted in WBSCM. Ordering tools posted in ODE website.

2/05 Kick-off webinar and training opportunities on Thursdays 2/12, 2/19 & 2/26 at 2pm.

ODE USDA Foods Ordering Period. RAs enter pre-orders in WBSCM and set aside entitlement.

Extra week for Diversion-Processing agencies only.

ODE Review Period. ODE reviews requested WBSCM quantities and full truck requirements.

On Call Period. ODE will contact RAs for spending remaining entitlement (as needed).



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## Option 1 – USDA Foods Direct Delivery Products [Ordering Instructions](#)

- First, check your entitlement in [WBSCM](#) by running the [Entitlement Summary Report](#) for PY 2027.
- Use the [USDA Foods Direct Delivery Order Planner SY26-27](#) as a worksheet before entry into WBSCM.

*The products listed in the planner mirror what will be available in the WBSCM ordering catalog.*

- Before entering the case quantities, estimate the entitlement amount you want to set aside for DoD Fresh and/or UFVP and/or Diversion-Processing (if participating) and enter this amount in the Set Aside row.
- Calculate the case quantity for the entire school year as some products may have only one delivery period available.
- Check which products have more than one delivery period available to see how you can stagger your orders based on your planned menus. The delivery months on the planner are when the foods will arrive in the state warehouse.
- Enter the case quantities in the blue boxes.
- Remember to order your one-time Seasonal Fruits & Veggies for delivery July-Sept 2027 in the yellow boxes. The costs for these seasonal cases will be included in SY2027-28 entitlement (not impacting SY2026-27 entitlement).
- Enter orders in WBSCM and select the 'Deliver To': 5006059 GS Foods, Clackamas OR.
- Minimum delivery is 20 cases. Small agencies can share a delivery location to reach the 20-case minimum.
- Check your WBSCM Requisition Status Report in May 2026 to see which orders have been moved and/or quantities adjusted so you can plan/forecast correctly. Load dates can be moved to accommodate the needs of all RAs within the state and quantities adjusted to meet the USDA required full truck quantities.

## Option 2 – USDA Foods for Further Processing [Ordering Instructions](#)

- Complete the [competitive procurement](#) process [before](#) diverting pounds to processors in WBSCM.  
To aid with planning and procurement:
  - Reference the SY26-27 processors' Summary End Product Data Schedule (SEPDS) and Commodity Calculators and the Oregon Processing Agreements posted on the [ODE USDA Foods website under SY26-27 Ordering Resources](#).
- Use the [Diversion-Processing Order Planner SY26-27](#) as a worksheet before entering pounds orders in WBSCM.
- Enter pounds in WBSCM under one delivery date only. Select the processor in the 'Deliver To' drop down menu.
- Check your WBSCM Requisition Status Report in May 2026 to see if pounds orders have been reduced or increased. Pounds may be declined in WBSCM due to reallocating free state account pounds or receiving free pounds from other states' excess inventory.
- If you are new to processing and want to participate, please email ODE at [ode.usdafoods@ode.oregon.gov](mailto:ode.usdafoods@ode.oregon.gov)



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## Option 3 – USDA DoD Fresh Fruits & Vegetables Set-Aside Request Instructions

- Submit the [SY26-27 USDA DoD Fresh Set Aside Request form](#) by March 13, 2026.
- Minimum allocation is \$150.
- Do not email the set-aside request.
- If you are new to DoD Fresh and want to participate, please email ODE at [ode.usdafoods@ode.oregon.gov](mailto:ode.usdafoods@ode.oregon.gov).

## Option 4 – USDA Unprocessed Fruit & Vegetable Pilot Set-Aside Request Instructions

- Submit the [SY26-27 USDA UFVP Set Aside Request form](#) by March 13, 2026.
- Allocate dollars to vendors as requested in the form.
- Do not email the set-aside request.
- If you are new to UFVP and want to participate, please email ODE at [ode.usdafoods@ode.oregon.gov](mailto:ode.usdafoods@ode.oregon.gov)

## ODE USDA Foods Program Fees

Fees are charged for all foods on a per pound basis to pay for warehousing, delivery, and administration of the USDA Foods program. USDA Foods fees are periodically uploaded in [CNPweb](#) and taken from claims for reimbursements (you can view the USDA Foods invoice details under 'Reports' in CNPweb).

Below are the current USDA Foods fees (*SY26-27 fees to be confirmed*):

Direct Delivery	\$0.30 per pound (delivery and 90-days dwell storage included) \$0.75 per case per month, additional storage fee over 90 days
Diversion-Processing	\$0.20 per pound
DoD Fresh	\$0.05 per pound
UFVP	\$0.03 per pound