



Department of Education

John R. Kasich, Governor
Paolo DeMaria, Superintendent of Public Instruction

To: Sponsors Participating in the U.S. Department of Agriculture (USDA) Foods Program

From: Andrea Denning, Director
Office for Child Nutrition

Date: February 22, 2016 (Revised October 5, 2017)

Re: Department of Defense (DoD) Fresh Fruit and Vegetable Program (FFVP)

Purpose

To formalize the Ohio Department of Education's (ODE) existing policy for Ohio recipient agency participation in the DoD FFVP.

Policy

All Ohio recipient agencies are permitted to participate in the FFVP program. The Office for Child Nutrition (OCN) distributes a DoD ordering survey prior to the beginning of the school year. This survey allows recipient agencies to divert PAL dollars to the FFVP. If the recipient agency is a member of a cooperative (co-op), the member follows the procedures set forth by the co-op.

For schools receiving their PAL through ODE, the recipient agency submits its DoD request through OCN's DoD survey.

For schools receiving their PAL through a co-op, the co-op decides if they or members will complete the OCN DoD survey. The co-op must announce its decision to members and OCN by December 15. The co-op submits the entitlement transfer data using the template (Attachment A) via email to commodityfoods@education.ohio.gov. This data should include school transfer requests, a copy of the entitlement transfer form with the school's signature and the co-op's transfer authorization.

If the co-op elects to submit USDA orders via Web Based Supply Chain Management (WBSCM), the co-op is responsible to enter the total transfer amount into WBSCM.

Once the initial allocation has been submitted to the Fresh Fruits and Vegetables Ordering System (FFAVORS), OCN uses the following procedure to efficiently process requests for the DoD FFVP.

- The state agency responds to all requests using the DoD Fresh Fruits and Vegetables Program entitlement transfer request form.

- Annually, the co-op distributes the DoD FFVP entitlement transfer request form to all schools contracted with their respective co-op. If the recipient agency is a member of a co-op, the recipient agency submits the form to the co-op, which authorizes the transfer.
- Additional requests must be sent to OCN for approval by the 15th day of each month. Within 10 business days of receipt, OCN submits the requested entitlement transfer data to DoD. Once the transfer is complete, ODE sends a confirmation email to the co-op including a copy of the entitlement transfer form signed by OCN.
- If the recipient agency does not belong to a co-op, the school food authority (SFA) sends an email to the Inventory Control Specialist 2 with a copy of the entitlement transfer form signed by OCN.

Please contact the Ohio Department of Education at (855) 338-2666 or commodityfoods@education.ohio.gov.

Department of Defense Fresh Fruits and Vegetables Program Entitlement Transfer Request Form

For additional requests after the initial school year survey

SPONSOR INFORMATION

District Address:	Phone No:
City, Zip Code	Fax No:
Signature:	Date:
Email Address:	

Is the sponsor a member of the Southwestern Educational Purchasing Council? Yes No
If yes, the sponsor must fill out the following co-op sections and submit to SWEPC for approval.

Co-Op Name	School Year	AMOUNT TO TRANSFER TO DoD	
		July - September	
		October - June	

CO-OPERATIVE REPRESENTATIVE

I certify that the sponsor has the entitlement available to transfer into their Department of Defense Fresh Fruits and Vegetable account and approve this transfer.

Co-Operative

Co-Operative Representative Name:	Title:
Signature:	Date:

I certify that this transfer has been approved.

OHIO DEPARTMENT OF EDUCATION - OFFICE FOR CHILD NUTRITION

Name:	Title:
Signature:	Date:

I certify that this transfer has been approved and completed.

PLEASE NOTE: The entitlement transfer is considered complete once an email confirmation is received by co-operative and form has been signed by Ohio Department of Education Office for Child Nutrition.