

Department of Defense (DoD) Fresh Fruit and Vegetable Program Quick Guide

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Indiana
**DEPARTMENT OF
EDUCATION**

Working Together for Student Success



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What is the USDA DoD Fresh Fruit and Vegetable Program?

- The United States Department of Agriculture (USDA) Department of Defense (DoD) Fresh Fruit and Vegetable Program allows schools to use USDA Foods entitlement dollars to buy fresh produce. The program is operated by the Defense Logistics Agency (DLA) at the Department of Defense.
- The Indiana Department of Education (IDOE) collects the commitment dollars that Recipient Agencies wish to allocate to the USDA DoD Fresh Fruit and Vegetable Program and sends this information to USDA. However, IDOE does **NOT** manage this program. It is managed by a division of the USDA and the U.S. Department of Defense known as the Defense Logistics Agency.
- DoD Fresh is an **optional** program. It should not be confused with the Fresh Fruit and Vegetable Program which is based on eligibility.



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Who can participate in the USDA DoD Fresh program?

- Any Recipient Agency that participates in the National School Lunch Program (NSLP) and is on the Food Distribution Program can sign up to designate any amount of their entitlement to the USDA DoD Fresh Fruit and Vegetable Program.



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Why should I commit USDA Foods entitlement money toward DoD Fresh?

- The DoD Fresh program is an optional program which provides students with fresh fruits and vegetables throughout the school year.
- Produce can be ordered weekly.
- All produce is grown in the United States and meets Buy American criteria.



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When can I sign up for the USDA DoD Fresh Program?

- The Indiana Department of Education sends out an email and/or link asking for RA commitment amounts. The allocation amounts are usually requested in late November.
- The commitment allocations are deducted from the USDA Foods entitlement total before the pre-order survey opens.



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Where can I see the commitment amount that I allocated to DoD Fresh?

- Recipient Agencies can find their commitment amounts listed in the CNPweb under the Food Distribution Program (green) puzzle piece. It is located under the entitlement tab as a special allocation.
- It will be listed as Spec followed by 6 digits. For example, Spec123456.



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How do I participate and how much of my entitlement money do I have to commit?

- The RA must submit their allocation amount request via the email or link that is provided by IDOE.
- The committed amount must be submitted by the deadline.
- The amount that you dedicate to the DoD Fresh Program is entirely up to the RA and the RA's needs.



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When can I start ordering USDA DoD Fresh produce?

- RAs can begin ordering DoD Fresh produce after July 1; however, the RA must be set up in the Fresh Fruit and Vegetable Order Receipt System (FFAVORS) first.
- RAs can visit <https://www.fns.usda.gov/fdd/fresh-fruits-and-vegetables-order-receipt-system-ffavors> to get set-up in FFAVORS.



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Will I receive an invoice for the produce I order?

- No, all bills for produce ordered by participating schools are sent to and paid by USDA.
- RAs can continue to place orders until they have expended the entitlement dollars committed to DoD within a given school year.



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Will the DoD Fresh Fruit and Vegetable produce be delivered with my USDA Foods order?

- No. The delivery of products ordered through the DoD program is separate from the monthly delivery of regular USDA Foods products.



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Is there a minimum produce order requirement?

- Yes, there is a minimum delivery order of \$150.00



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What happens if I don't use my DoD Fresh entitlement?

- DoD entitlement does not rollover to the next program year. All unused funds will be lost after June 30. IDOE will monitor each RA's entitlement spending. For RAs that have significant balances, little activity or no activity, IDOE will reallocate unused committed dollars to other sponsors. IDOE will notify affected agencies regarding the reallocation and will re-distribute accumulated funds.



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Who is the contracted DoD Fresh vendor for Indiana?

The contracted vendor for SY 2018 - 2019 is:

Roby's Country Garden

Bardstown, KY 40004

(502) 348-1188

The contracted vendor for SY 2019 – 2020 is:

Creation Gardens, Inc., LLC

Louisville, KY 40233

Phone: (502) 272-2111



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Representatives (DLA) for Indiana:

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USDA DoD Fresh Fruit and Vegetable Program Steps at a Glance

1. Complete the commitment form from IDOE by the designated deadline in November.
2. Complete the annual pre-order survey which opens in late January and closes in mid-March.
3. IDOE will forward the commitment amounts to the USDA and USDA will create FFAVORS accounts for RAs.
4. RAs need to register for an e-Authentication login for FFAVORS.
5. The contracted vendor will contact RAs to coordinate delivery dates and locations.
6. RAs should be able to place orders in FFAVORS and allow three business days for vendor processing.
7. The contracted vendor will deliver the produce and the RA should inspect the product received.
8. RA must verify receipt of the fruits and vegetables in FFAVORS within seven calendar days.
9. For more information and links regarding the USDA DoD Fresh Fruit and Vegetable program, please visit the Food Distribution program webpage at <https://www.doe.in.gov/nutrition/food-distribution-program>.



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Food Distribution Program Contact Information

- **Cheryl Moore**, Food Distribution Specialist (Brown Box) – cmoore@doe.in.gov , 317-234-2516 (Brown Box Items, Pre-order Survey, DoD Fresh Program, Allocations, and Bonus)
- **Linda Smith**, Food Distribution Specialist (Raw/Bulk Products and Processor Questions) – lsmith@doe.in.gov , 317-232-0859
- **John Todd**, Food Distribution Coordinator – jtodd@doe.in.gov , 317-232-0865

