

School Food Purchase Data Submission

School Food Purchase Study IV
School Year 2021-22



Study Overview Webinar



➤ Note that this webinar is being recorded and will be posted on the study website.

The U.S. Department of Agriculture is conducting this study to obtain updated national estimates of food acquisitions and a description and analysis of food purchase practices of school districts participating in the Federally supported school meal programs. The estimates will provide information on the type, volume and source of foods acquired, the relative importance of USDA Foods, and changes in food composition and cost over time. Participation in this study by individuals is voluntary and the information collected will be used to understand school meal program trends and practices associated with food buying efficiency. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0471. The time required to provide this information collection is estimated to average 1 hour per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314 ATTN: PRA (0584-0471).



Purpose of Today's Web



- Provide details on food purchase data needed for the study
- Provide a checklist to help you ensure all required data elements are included
- Tell you how to submit the data
- Answer questions
- Provide you with resources if you need support, including one-on-one technical assistance

Agenda



- Welcome and Introductions
- Why repeat the study?
- Quarterly Food Purchase Data Collection in SFPS IV
 - Food purchase data elements
 - Options for submitting food purchase data

Why repeat the School Food Purchase



- The study provides information on SFA food purchase behavior and the cost of food
- USDA uses the study results when considering future program changes, including the type and/or form of available USDA Foods
- There have been significant changes to school food service since the last study (HHFKA)
- The study will help identify mechanisms for SFAs to purchase more efficiently

Food Purchase Data Collection IV



- SFAs will provide details of all food purchases/acquisitions made from all sources in one specified quarter of the school year
 - Commercially purchased foods
 - Direct delivered USDA Foods
 - Processed end products containing USDA foods as ingredients
 - Foods provided in reimbursable meals and a la carte
- USDA will provide information on DoD Fresh deliveries to SFAs

Food Purchase Data Submission



- Include purchases from all sources (e.g. distributors, vendors, food buying cooperatives, FSMCs, USDA Foods, etc.).
- Include all foods received by the SFA or the school in the specified quarter, regardless of when the order was placed.
- Exclude DoD Fresh deliveries and foods purchased for other programs (e.g. CACFP, adult meals, catering).
- Submit SFA level summary data.
- Submit velocity reports or vendor summaries in editable formats such as EXCEL.

Food Purchase Data Checklist



- Reporting Period
- Inclusions
- Exclusions
- Data Elements
- Data aggregation status for each file:
 - SFA or school level data?
 - Quarterly or daily, weekly, monthly data?

Food Purchase Data Checklist: Reporting Period



Include all deliveries made to the SFA between <DATE RANGE> regardless of when the order was placed.

Food Purchase Data Checklist: Food Purchase Inclusions and Exclusions



Include quarterly food purchases (deliveries):

- For NSLP, SBP, and a la carte
- From commercial vendors, FSMCs, distributors, and USDA Foods direct deliveries
 - Make sure the source is identifiable

Exclude quarterly food purchases (deliveries):

- For other programs such as CACFP, adult meals, catering, etc.
- From DoD Fresh suppliers (this information will be provided by USDA)

Food Purchase Data Checklist: Data Elements



Include:

- Product name and description
 - Canned tomato, pizza, hamburger patty, etc.
- Product code
 - Vendor or manufacturer assigned codes that describe the product
- Quantity purchased
 - Unit size and number of units purchased
 - 6/10 lb bags of carrots; 3 /5 lb cases of potato tater tots; 400 hamburger buns
- USDA Foods codes and value pass through methods for processed end products containing USDA Foods as ingredients
 - Value pass through methods include indirect discount or net off invoice, rebate or refund, fee for service.
- Total or unit cost per food product

Food Purchase Data Checklist: Data Aggregation Status For All Files



- Is the data contained in the file:
 - Aggregated at the SFA level
 - Individual school level

- Is the data contained in the file:
 - Rolled up at the quarterly level
 - Provided on a daily, weekly, or monthly level (i.e., as it was delivered)

Food Purchase Data: Sample Velocity Report



Product	DID	Brand	Pack Size	Unit	MID	# Cases Sold	Total price (\$)
CHIP 40% REDUCED FAT (1138200)	1138200	CAPCOD	104/.5 Z	CS	112155	263.00	
CHIC TENDER WG FC CN (3599500)	3599500	RICHCH	1/320PC	CS	CRC54453	135.00	
PIZZA CHS LUNCH RND 5" WG (4197300)	4197300	THEMAX	60/5.05	CS	77387-12514	128.00	
CHIPS TOSTITOS ROUNDS WG (2043700)	2043700	FRITO	8/16 OZ	CS	28400-62399	113.00	
FRIES SEASONED SPIRLS OU (3207500)	3207500	MCCAIN	6/4 LB	CS	MCL03622	103.00	
BEEF FINE GRIND 81/19 (9866100)	9866100	PACKER	1/10LB	LB	42499	102.00	
YOGURT STRAW/BANANA DANIM (3054100)	3054100	DANNON	48/4 OZ	CS	2732	83.00	
WRAP WHOLE WHEAT 10" WG (3776700)	3776700	SOLIS	12/12 CT	CS	61644-10206	70.00	
SYRUP PANCAKE CUP P/C (2156000)	2156000	AMERIC	100/1.5Z	CS	78000841	67.00	
CHIPS BAKED LAYS SS FG (1177000)	1177000	FRITOL	60/.875Z	CS	33625	58.00	
ROLL HOTDOG NE TOP SLICE (4068400)	4068400	HOMSTD	9/12 CT	CS	41	50.00	
JUICE APPLE CUP 100% (3252600)	3252600	ARDMOR	96/4 OZ	CS	41381	49.00	
SNACK BAR RICE KRISPY WG (1014100)	1014100	KELLOG	80/1.41Z	CS	38000-11052	48.00	
GATORADE COOL BLUE (0604000)	604000	QUAKER	24/20 OZ	CS	32481	44.00	
MEATBALLS BEEF .5OZ CN (3760500)	3760500	ADVANC	320/.5	CS	17-505-0	44.00	
SNACK PIRATE BTY WHT CHDR (1171900)	1171900	PIRATE	24/.75Z	CS	62407	40.00	
BAGEL WHITE WHEAT WG IW (4095500)	4095500	LENDER	1/72 2OZ	CS	76800-00075	40.00	

Verify that the velocity report includes either unit price or total price (\$) per product.



United States
Department of
Agriculture



Food Purchase Data: Sample School Level Dairy and Produce Invoice



If needed, include multiple invoices for school deliveries spanning the entire quarter.

DATE		PURCHASE ORDER NUMBER		TERMS		INVOICE NUMBER	
Dec 02 19				ACH DEBIT		285400	
QTY. ORDERED	QTY. SHIPPED	UNIT	X	ITEM	UNIT PRICE	AMOUNT	
1.00	1.00	CASE		CARROT BABY PEELED 6/5#	25.60	25.60	
16.00	16.00	PC.		CUCUMBERS EACH	0.79	12.64	
1.00	1.00	CASE		TOMATO GRAPE RED CLAMSHELL 12/1PT	23.99	23.99	
1.00	1.00	PC.		VA CELERY STICKS 5# EACH	13.99	13.99	
1.00	1.00	CASE		PREP BROCCOLI BUDS 6/3#	41.50	41.50	
1.00	1.00	CASE		PREP CAULIFLOWER BUD 4/3#	39.25	39.25	
1.00	1.00	PC.		PREP LETTUCE SHRED 1/8" 5# EACH	6.90	6.90	
1.00	1.00	CASE		PREP ROMAINE CHOPPED 6/2#	23.50	23.50	
1.00	1.00	PC.		SPINACH CELLO CLEANED 2.5# EACH	5.55	5.55	
2.00	2.00	CASE		BANANA READY PREMIUM 40#	20.25	40.50	

Items not placed on track

CODE	PRODUCT DESCRIPTION	TOTAL UNITS	UNIT PRICE	EXTENDED AMOUNT
1023	1/2 PT 1%	76.00	.2450	18.62
1031	1/2 PT SKIM	8.00	.2350	1.88
1049	1/2 PT NF CHOC	296.00	.2550	75.48
5491	40/40Z NG ORANGE	8.00	7.0600	56.48
5492	40/40Z NG APPLE	14.00	6.7800	94.92
TOTAL DELIVERED UNITS		402.00		
TOTAL DELIVERIES				

Food Purchase Data: Sample Distributor Invoice



The invoice includes USDA Foods codes for processed end products containing USDA foods as ingredients.

The invoice also depicts the value pass through method (Net Off Invoice -- NOI)

QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE
REEFER SET POINTS & TEMP VERIFIED: OF/36F							
SYSCO PORTLAND WILL CALL HOURS: 8:00AM TO 4:30PM MONDAY THROUGH FRIDAY. CLOSED SATURDAYS.							
*****DAIRY*****							
C	1 CS	25 LB	ALPROSE CREAM SOUR LITE	366 1890674	10.47		10.47
C	1 CS	1212 CT	PAPETTI EGG HARDBOILED WHL PL 46025-85018-00	3165677	30.09		30.09
C	4 CS	961 OZ	FRIGO CHEESE STRING	984116 3441920	19.73		78.92
GROUP TOTAL****							119.48
*****POULTRY*****							
F	3 CS	1483.54OZ	TYSON CHICKEN PTY FRIT CKD WHL 070304-0928	1820578	57.96		173.88
			TYSON/A522D CMDTY PT FY20	P/CS	5.75		17.25
			TYSON/A522W CMDTY PT FY20	P/CS	8.62		25.86
F	3 CS	724 OZ.	SYS CLS CORN DOG CHKN WHL GRAIN CN 32171	1932171	29.45		88.35
F	3 CS	4BAGS	TYSON CHICKEN POPCORN HOT&SPCY 10703780928	2155947	60.27		180.81
			TYSON/A522D CMDTY PT FY20	P/CS	5.75		17.25
			TYSON/A522W CMDTY PT FY20	P/CS	8.62		25.86
GROUP TOTAL****							356.82
*****FROZEN*****							
F	3 CS	65LB	ORE IDA POTATO TATER TOT VERSITOT OIF00215A	0013553	24.41		73.23
F	2 CS	704 OZ	SUNCUP JUICE APPLE ECO CRTN 030301	1210863	10.78		21.56



United States Department of Agriculture



Food Purchase Data: Sample Direct Delivered USDA Foods



Statement of Commodities Shipped

Texas Department of Agriculture
Food Distribution Program

Warehouse: All Warehouses
09/01/2019 - 11/30/2019

Program Year: 2019 - 2020
Program: NSLP

Contracting Entity: 0##### - SFA NAME
County: ABC

Commodity	Units Shipped	USDA Value
Entitlement Commodities		
100348 CORN FRZ CTN-30 LB	31	\$558.00
100212 MIXED FRUIT EX LT CAN-6/10	105	\$3,248.17
Total Entitlement Commodities	136	\$3,806.17
Totals for 0##### - SFA NAME	136	\$3,806.17

Upload the Quarterly Food Purchase to the Secure Study Website



- Assemble the food purchase data for the entire quarter before starting the upload process.
- Use the unique PIN provided to you to access the purchase data submission area on the study website.
- Upload all food purchase data in one seating.
- View your submissions at any point to check for completeness and upload missing invoices or remove duplicates, as necessary.
- Contact your study liaison if you have questions.

After you Submit your Data...



We will consolidate the list of food purchases for your SFA and send it to you within 45 days of receiving your submission.

You will review the list of all foods to:

- Confirm that the list is complete and accurate
- Update any missing information
- Fill in the amount (%) of each product used in a la carte vs. meals vs. other programs – can be an estimate

Complete the Quarterly Program D



- Number of serving days and meals served/claimed by type (free, reduced price, paid)
- Total revenue from the sale of nonprogram foods and beverages (i.e., a la carte, competitive foods)
- Top 10 selling nonprogram foods
- Other food program sales (if applicable)
- Total food expenditures for food and beverages

Timeline



- The email request to submit the quarterly food purchase data will include a due date.
- Approximately 4 weeks from the date the email is sent
- This lag is to allow you sufficient time to consolidate and review documents from all sources

Study Website: www.purchasestudy.gov



Welcome to the School Food Purchase Study Portal

USDA's Food and Nutrition Service (FNS) has contracted with Westat and its Partner, Agralytica to conduct the fourth School Food Purchase Study. Westat is an employee owned company, headquartered in Rockville, Maryland. Westat is committed to providing technical assistance to SFAs taking part in this study.



Data Collection

Study Overview
Data Collection Plans

Resources and Upcoming events

Restricted Access study participants

Use your unique PIN to review task status or submit data



Technical Assistance Co



Email: PurchaseStudy@Westat.com

Technical Assistance Center hotline: 800-###-#### from 9 – 4 pm

Website: www.PurchaseStudy.com



School Food Purchase Stud

QUESTIONS?

