

## USDA Foods Annual Pre-order (Forecast) Survey Frequently Asked Questions

**1. When does the annual pre-order forecast survey open and close?**

The survey opens on Tuesday, January 24, and closes Friday, March 10, 2023.

**2. Will we be getting Planned Assistance Level (PAL) dollars (entitlement) based on last year when we were 100% free?**

Yes, PAL is always based on the previous year's reimbursable lunches served.

**3. How do you procure processors?**

4. Contact Cindy Harris, our Procurement Specialist at [charris@doe.in.gov](mailto:charris@doe.in.gov) for information on ways to procure processors or visit the IDOE SCN Procurement page. <https://www.in.gov/doe/nutrition/procurement/>.

**5. Can you send pounds to processors, allocate dollars to direct delivered USDA Foods (aka brown box) and/or USDA Department of Defense (DoD) Fresh Fruits and Vegetables Program?**

Yes. School Food Authorities have the option of spending entitlement in any combination of the three programs.

**6. Can we choose which state assigned warehouse for our direct delivered USDA Foods?**

No. The state assigned warehouses are awarded regions through solicitation and bids. The contracts typically remain in place for 5 years.

**7. What happens to our PAL if we request items on our survey that are cancelled?**

PAL dollars allocated to SFAs are merely placeholders. Indiana typically does not charge the SFA's entitlement after the survey closes, however, if surplus USDA Foods are available, they will be allocated at the SFA's request on a first come, first served basis.

**8. If the entitlement used and entitlement remaining is not correct, what needs to be done?**

Contact Cheryl Moore at [cmoore@doe.in.gov](mailto:cmoore@doe.in.gov) for more information.

**9. Will anything roll over for next year or will it all be wiped out?**

Entitlement, USDA Foods or DoD are intended to be utilized in the year they are allocated. Therefore, direct delivered (brown box) and DoD will not roll over. However, if an SFA does have pounds remaining at the processor as of June 30 they will roll over unless otherwise specified.

**10. What will happen to the dollars allocated to turkey products that are unavailable due to cancellations?**

Contact Cheryl Moore at [cmoore@doe.in.gov](mailto:cmoore@doe.in.gov) for direct delivered to see if surplus is available and Linda Smith at [lsmith@doe.in.gov](mailto:lsmith@doe.in.gov) to see if direct diverted pounds can be transferred to another product or company.

**11. How do schools know what products to order from a processor?**

There is a product code name and processor list that shows which product is associated with the specific processors. Also, there a Broker's List to assist with questions regarding the items offered. The processed items are available on the survey.