

## Important things to keep in mind when placing your USDA Foods Annual Order

- PAL is allocated at the Sponsor/District level.
- If allocating PAL towards the Net Off Invoice (NOI) program, NOI pounds will tabulate once you hit “Calc” or “Submit”. The “Calc” button does not calculate your NOI usage.
- After submitting your SY2026 Annual order, you can go back and re-adjust the figures on Brown box or Net off Invoice (NOI) items.
- **“End Products”** means purchased in *cases/brown box*. The months that are listed are the months that are supposed to be delivered to the warehouse. Not the months you will be receiving the items. These months can be changed if splitting with other states.
- **“Raw Products”** means purchased in *raw pounds*, NOI items/NOI program. This program is optional and has a default month being used.

Example: A sponsor has requested 100 lbs. of raw apples towards National Foods. It takes 10 lbs. of raw apples to make one case of flavored applesauce cups. The sponsor will be able to buy a total of 10 cases for the year of applesauce cups using their NOI discount.

- If you plan on purchasing any Net off Invoice (NOI) when placing your annual order, then please use your distributors SY2026 NOI catalogs. This will tell you how many total pounds you will need to buy when purchasing from those individual manufacturers.
- Net off Invoice (NOI), those who participated in SY2024-2025 in the program, if you have any remaining lbs. left over from this school year, those lbs. will **NOT** be rolled over to the following school year. They will be swiped.

- “DoD/FFAVORS”. This will be listed under the ‘fruit’ category, “**End products**”. Dollars Diverted to DOD FFAVORS

What is FFAVORS- 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. Sponsors must register to be able to place their orders in the FFAVORS database. If you decide to participate in this program, which is optional and has a default month being used, your sponsor dollars amount that were requested from the Annual Survey will be entered into the FFAVORS database. There is a minimum delivery of \$150.00 per order and per school. **You don’t use a period or comma when entering the amount. Please use the whole dollar figure, such as 150, 1500, 2000, 130000.**

Once completing the Annual order. There is **NO submit button.**

- Make sure there will be room in your storage areas when your first delivery starts in either September or October.
- Please pass this information onto the person who will be placing **SY2026** Annual survey.