

DATE: November 11, 2011

TO: Food Service Staff New to the Wisconsin USDA Foods Program  
Programs New to the Wisconsin USDA Foods Program

FROM: Laura Sime and Lynne Slack, Wisconsin USDA Foods Program

SUBJECT: Training for New Programs and New Staff Regarding the Annual USDA Foods Order

All School Food Authorities (SFAs) participating in the Wisconsin USDA Foods Program must place an annual USDA Foods order for the entire school year.

For the 2012-2013 school year, the **TENTATIVE** date for the annual order is between **January 15, 2012 – February 10, 2012**. In order to receive USDA Foods for the entire 2012-2013 school year, an order must be placed during this time period.

DPI will be offering a training session specifically for new Food Service Staff and programs new to the USDA Foods program. This training session will be held on Tuesday, **December 6, 2011** from 1:30 p.m. to 4:30 p.m. at the Department of Public Instruction, 125 S. Webster Street, Room P41, Madison, WI.

This session is designed to prepare SFAs for placing their annual USDA Foods order. The training session will cover the basics of planning for an annual order (i.e., what USDA Foods to order, the amounts to order, when to receive the USDA Foods, etc.).

Due to time and space limitations, this class is only available to new food service staff and programs new to the USDA Foods program. If your SFA cannot attend the training session and needs assistance, please call any one of us on the Wisconsin USDA Foods team:

Dino Ante	608-266-3615	<a href="mailto:antonio.ante@dpi.wi.gov">antonio.ante@dpi.wi.gov</a>
Laura Sime	608-267-9119	<a href="mailto:laura.sime@dpi.wi.gov">laura.sime@dpi.wi.gov</a>
Lynne Slack	608-266-2596	<a href="mailto:lynne.slack@dpi.wi.gov">lynne.slack@dpi.wi.gov</a>

Registration for the new program training session is online. The online registration is located under the "USDA Food Distribution Program" section of the School Nutrition Team training webpage at the following link:  
<http://dpi.wi.gov/fns/training.html#commodity>

The registration deadline is Monday, **November 28, 2011**.