

USDA Foods Quick Guide- Getting Started with USDA Foods



The USDA Foods program distributes wholesome foods such as grains, fruits, vegetables and proteins to support school meals that meet USDA regulations. Foods received are intended to contribute up to 20% of a schools food budget and are 100% American grown. Getting started and participating in USDA Foods is easy and online.

1. Apply to receive USDA Foods

- a. On the NSLP sponsor application, select YES in Section 5 **General Information** Question 2, **Participate in the USDA Foods Program**
- b. NSLP applications are available every year after June 1st for the upcoming year.
- c. Information on NSLP application: <http://www.azed.gov/hns/nslp/apply/>

2. Complete and Submit "Delivery Information Form"

- a. Delivery Information Form: <http://www.azed.gov/hns/nslp/apply/>
 - i. Step 3, In the *If applicable* section
- b. Email to FDP@azed.gov or Fax to (602) 542-3818

3. Complete and Submit US Foods Credit Application

- a. ADE will email a credit application for US Foods upon receipt of a completed "Delivery Information Form"

4. E-Mail delivery fee payment method (purchase order, business check, etc.) to US Foods

- a. **Contacts:**
 - i. Pamela Bowers at Pamela.Bowers@usfoods.com
 - ii. Kathy Murphy Kathleen.Murphy@usfoods.com

5. Gain access to myFOODS- website used to manage USDA Foods Program

- a. Contact School Food Programs at FDP@azed.gov for access
- b. Register for myFOODS training at: ems.azed.gov/Home/Calendar

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