

Completing an Annual Food Survey

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When an Annual Food Survey is available for completion, the user will get a notice in the Work Queue.

List Food Surveys

2014 Annual - School USDA Foods (SCH)

Site	Survey Status	Closes	No.	Total Processing Fee	Total Entitlement Deduction	Action
Bismarck High School	Not Started	12/15/2013	803	\$0.00	\$0.00	Start ←

February 2013 - School USDA Foods (SCH)

Site	Survey Status	Closes	No.	Total Processing Fee	Total Entitlement Deduction	Action
Bismarck High School	Started	01/10/2013	795	\$0.00	\$2,443.00	Continue Decline

[Return](#)

The user will see all surveys available for completion. Click on "Start" to begin the survey or "Decline" to decline the survey.

Food Surveys have three different statuses:
Not Started - the survey has not yet been started by the user
Start - the user has started the food survey but it has not been submitted
Submitted - the user has submitted the food survey

Edit Food Survey

Site: Bismarck High School

Type: Annual for 2014

Program: School USDA Foods (SCH)

Survey Number: 803

Note:

Select all the Food items you are interested in.

Select: [All](#), [None](#)

Select	Description	Item No.	Type	USDA Value	Processing Fee
<input type="checkbox"/>	Apple Slices	100206	Brown Box	\$24.22	
<input type="checkbox"/>	Bean, Green	100307	Brown Box	\$17.50	
<input type="checkbox"/>	Chicken Fajita Strips	100117	Brown Box	\$61.60	
<input type="checkbox"/>	Chicken Nuggets-Pilgrims Pride	71110	Processed	\$23.00	\$35.00

Select the food items to add to the food survey by checking the boxes next to the food item. Click "Continue".

Edit Food Survey

Site: Mandan Warehouse

Starting Entitlement Balance: \$44,189.60

Program Year: 2014

Entitlement Deduction for Survey: \$0.00

Program: School USDA Foods (SCH)

Amount Left to Spend: \$44,189.60 **Percent Spent:** 0.0%

Description	Quantity Per Case	Edit	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total	Ent. Ded.	Proc. Fee.
Apple Sauce	6 #10 cans	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Apricot Halves Ex Lt Syrup Cnd	6 #10 Cans	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Apricots Diced Ex Lt Syrup Cnd	6 #10 Cans	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Bean, Green	6 #10 can	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Beans, Black Low Sodium Cnd	6 #10 Cans	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Beans, Refried Low Sodium Cnd	6 #10 Cans	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Beef Crumbles 8/5 lb Bags	320 2.2 oz servings	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Beef Meatball Cooked .5 oz	54 .5 oz servings	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Beef Meatball Cooked 1 oz	54 1 oz servings	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Beef Patty Cooked 2 oz	120 2 oz servings	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Beef Patty Cooked 3 oz	90 3 oz servings	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Blueberries Unsweetened Frz	1 #30 Container	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Breakfast Tac-Go	96 3.2 oz servings	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Breakfast Wrap w/Cheese	75 3.1 oz servings	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Carrots Sliced Low Sodium Cnd	6 #10 Cans	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Cheese American Skim Sliced	6 5 lb. Pkgs	<input type="radio"/>	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00

In order to determine how much to order on the annual survey, users can view how much was ordered during the previous school year. Click on any one of the food items.

View Food

Apple Sauce - 100208

Details

Statistics



Type: Brown Box	Maximum Cases Per Order:
Bonus: No	Processor:
Storage: Dry	Food Pack Ratio:
Gross Weight Per Case: 43 lbs.	Unit Size:
Cases Per Truck: 912	Unit of Measure: #10
Cases Per Pallet:	Unit Type: cans
Pack Size: 1	Servings: No
Packs Per Case: 6	Quantity Per Case: 6 #10 cans
Category:	Source Food Code:
	Source Food Case Ratio:

[Nutrition Fact Sheet](#)

Return

The system takes the user to this screen which displays information about the food on the "Details" tab. Click on the "Statistics" tab.

View Food

Apple Sauce - 100208

Details

Statistics

School USDA Foods (SCH)

Program Year: 2013
Annual Survey Total: 24
Total Ordered Year To Date: 24

Return

The "Statistics" tab displays how much was ordered by the sponsor during the last school year.

Edit Food Survey

Site: Bismarck High School **Starting Entitlement Balance:** \$6,142.50
Program Year: 2014 **Entitlement Deduction for Survey:** \$6,039.00
Program: School USDA Foods (SCH) **Amount Left to Spend:** \$103.50 **Percent Spent:** 98.3%

Description	Quantity Per Case	Edit	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total	Ent. Ded.	Proc. Fee.
Apple Slices	6 #10 cans	<input type="radio"/>	10	10	10	10	10	10	10	10	10	90	\$2,179.80	\$0.00
Bean, Green	6 #10 can	<input type="radio"/>	10	10	10	10	10	10	10	10	10	90	\$1,575.00	\$0.00
Chicken Fajita Strips	1 30 lb bag	<input checked="" type="radio"/>	<input type="text" value="3"/>	27	\$1,663.20	\$0.00								
USDA Value Per Case: \$61.60														
Chicken Nuggets-Pilgrims Pride	141 3.4 oz servings	<input type="radio"/>	3	3	3	3	3	3	3	3	3	27	\$621.00	\$945.00
												Total:	\$6,039.00	\$945.00



[Edit Food List](#) [Print](#)

[Return](#) [Finish Later](#) [Save](#) [Continue](#)

The Edit Food Survey screen shows the user the starting entitlement balance and amount left to spend. As the user adds quantities the entitlement deduction for survey and updates the amount left to spend. It will also display the percent spent for the year.

- Click on the edit button to add quantities for each item for the months desired.
- Click on the food description to see more information about that particular food.
- Click on "Print" to view a printable version of the annual food survey for completion on paper before entering it into the system.

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Submit Food Survey for Bismarck High School

The following food survey is about to be submitted.

Starting Entitlement Balance: \$6,142.50
Entitlement Deduction for Survey: \$6,039.00
Amount Left to Spend: \$103.50 **Percent Spent:** 98.3%

Food	Cases Indicated
Apple Slices	90
Bean, Green	90
Chicken Fajita Strips	27
Chicken Nuggets-Pilgrims Pride	27

[Cancel](#) [Edit Survey](#) [Printer Friendly](#) [Submit To DPI](#)

Review the information before clicking "Submit to DPI". The user may also edit the survey by "Clicking on "Edit Survey" and return to the previous screen to make any necessary changes.

The user may click on "Printer Friendly" to see a printable version of the annual food survey.

Estimated PAL Total: \$6,142.50

PAL Deduction Total: \$6,039.00

Estimated State Match Total: \$693,000.00

Processing Fee Total: \$945.00

Item	Quantity	PAL Deduction	Processing Fee	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total
Apple Slices	6 #10 cans	\$2,179.80	\$0.00	10	10	10	10	10	10	10	10	10	90
Beans, Green	6 #10 cans	\$1,575.00	\$0.00	10	10	10	10	10	10	10	10	10	90
Chicken Fajita Strips	1 30 lb bag	\$1,663.20	\$0.00	3	3	3	3	3	3	3	3	3	27
Chicken Nuggets-Pilgrims Pride	141 3.4 oz servings	\$621.00	\$945.00	3	3	3	3	3	3	3	3	3	27

List Food Surveys

2014 Annual - School USDA Foods (SCH)

Site	Survey Status	Closes	No.	Total Processing Fee	Total Entitlement Deduction	Action
Bismarck High School	Submitted	12/15/2013	803	\$945.00	\$6,039.00	Edit

February 2013 - School USDA Foods (SCH)

Site	Survey Status	Closes	No.	Total Processing Fee	Total Entitlement Deduction	Action
Bismarck High School	Started	01/10/2013	795	\$0.00	\$2,443.00	Continue Decline

[Return](#)

The system will display a confirmation that the survey has been submitted. The survey status will now be submitted.