

OSPI CNS Food Distribution Reference Sheet

Pre-Order Process Timeline

Timeline

- **Monday, January 8** – USDA Foods Interest Survey Opens
- **Friday, January 19** – USDA Foods Interest Survey Closes
- **Tuesday, January 23** – Pre-Order Process Webinar 2-3pm
- **Tuesday, January 30** – Office Hours 2-3pm: Demo of survey request report and review of resources
- **Thursday, February 1** – All forms Open (Pre-Order Survey, DoD Enrollment Form, Unprocessed F&V Pilot Form)
- **Tuesday, February 6** – Office Hours 2-3pm: Check in on the Timeline then Q & A
- **Tuesday, February 13** – Office Hours 2-3pm: Check in on the Timeline then Q & A
- **Tuesday, February 20** – Office Hours 2-3pm: Check in on the Timeline then Q & A
- **Friday, February 23** – Complete your initial Pre-Order Survey
- **Monday, February 26** – CNS FDP staff will review the total quantity of products requested for the state and denote any items that do not meet the minimum truckload requirement.
- **Tuesday, February 27** – Office Hours 2-3pm: Review the Products that will not be available then Q & A
- **Tuesday, February 27** through **Friday, March 1** – Review and revise your Pre-Order Survey for items that did not meet state truckload minimums and reallocate your entitlement dollars to other products. *If you do not reallocate the entitlement dollars for these items, your entitlement will be returned to your account.
- **Friday, March 1** – Pre-Order Survey Closes at 4pm
- **Friday, March 1** – DoD Enrollment Form Closes and Diversion Pounds from Co-Op Leads due to OSPI by 4pm
- **Friday, April 12** – Unprocessed F&V Pilot Form Closes at 4pm



Pre-Order Process Timeline

January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 OSPI Closed	2	3	4	5	6
7	8 USDA Foods Interest Survey Opens at 8:30 am	9	10	11	12	13
14	15 OSPI Closed	16	17	18	19 USDA Foods Interest Survey Closes at 4 pm	20
21	22	23 Pre-Order Process Webinar 2-3pm	24	25	26	27
28	29 Food Show University Place SD	30 FDP Office Hours 2-3pm	31	1 All Forms Open -Pre-Order Survey -DoD Enrollment -Unprocessed F&V Pilot	2 Food Show Spokane SD	3

Pre-Order Process Timeline

February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 All Forms Open -Pre-Order Survey -DoD Enrollment -Unprocessed F&V Pilot	2	3
4	5	6 FDP Office Hours 2-3pm	7	8	9	10
11	12	13 FDP Office Hours 2-3pm	14	15	16	17
18	19 OSPI Closed	20 FDP Office Hours 2-3pm	21	22	23 Initial Pre-Order Survey Due	24
25	26 Posting of Products that will not be available	27 FDP Office Hours 2-3pm	28	29	1 Forms Closing -Pre-Order Survey -DoD Enrollment -Diversion Pounds	2