**School Food Authorities’ Responsibilities with Direct Diversion Processing**

If the School Food Authority (SFA) decides to directly divert USDA Foods products during the annual USDA Foods order for School Year (SY) 2021-22, your district will have different responsibilities than in the past. Below is a basic outline of those responsibilities:

* By mid-September 2020, DPI will post on our website a list of processors who are eligible to participate in the Direct Diversion Processing Program in Wisconsin. Using this list of eligible processors, your SFA must use a formal or informal bid process for the end products your SFA desires to process. This will ensure that your USDA Foods dollars are being used the most effectively. The procurement step needs to be completed prior to completing the annual USDA Foods order for SY 2021-22.
* You will need to choose the direct diversion processing option when completing your SY 2021-22 annual USDA Foods order. On the survey you will be asked to identify to which federally approved national processor(s) you wish to send bulk USDA Foods.
* You will need to determine the number of pounds of bulk USDA Foods you will allocate to each processor selected.
* You will need to have ongoing contact with these processors during the contract year regarding your orders, delivery schedules, invoicing, and any problem resolution.
* The SFA will need to maintain federal-required records related to your processing with each processor.
* The value pass-through of poundage/entitlement dollars between the SFA, your distributor, and the processor will need to be regularly monitored and verified to ensure that the district is receiving the correct and total amount of their USDA Foods dollars.

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