**Wisconsin Direct Diversion Timelines for School Food Authorities (SFAs)**

**For School Year 2021-22 Participation**

**September 2020**

* List of eligible direct diversion processors posted by the Department of Public Instruction (DPI) to website.

**October 2020**

* Direct diversion information posted to the DPI website; notification sent to SFAs
* Information included:
  + Cover letter with instructions
  + List of eligible processors with processor’s contact information
  + Worksheet for calculating yields/pounds to commit
  + Recipient agency (RA) procurement guidelines (USDA)
  + Direct diversion timelines
  + Inventory carryover and sweep policy

**Mid-October to January 30, 2021**

* Procurement of Direct Diversion finished end products – SFAs select one of these procurement options:
  + - * Direct-to-Manufacturer/Processor Process: Finished end products are selected during the evaluation process
      * Indirect from Distributor – Pre-Approval (branding) Process: Finished end products are determined prior to sending out the solicitation.
    - All procurement contracts must be finalized by January 23, 2021, so that SFAs can select processors for bulk products on annual USDA Foods order. Recommendation: SFAs should complete the commercial distribution procurement process by January 31, 2021.

**November 4, 2020 at 2:00 - 3:00 p.m.**

* Monthly USDA Foods Meeting presenting Direct Diversion Basics and Procurement

**November 18, 2020 at 1:30 – 2:30 p.m.**

* SNA – Wisconsin DPI Direct Diversion – Open Office Hours – join to ask your Direct Diversion questions regarding utilizing pounds this year, procurement for next year, and annual order calculations.

**End of January 2021 (tentative)**

* Annual order information for SFAs, including information on processed products, posted on website.

**Approximately Mid-February 2021 (tentative)**

* Annual order period opens. SFAs participating in direct diversion will commit pounds of bulk USDA Foods and select procured processors on the annual order survey.

**Approximately End of February 2021 (one week prior to annual order period close date)**

* “Direct Diversion Agreement” due back to the DPI from SFAs participating in direct diversion processing.

**Beginning of March 2021 (tentative)**

* Annual order period closes at midnight on end date of order time frame. (Close date to be determined later).

**By End of March 2021**

* SFAs must have valid contract in place with commercial distributor; signed DPI/SFA commercial distribution contract submitted to the DPI, and updated online USDA Foods agreement with distribution information.

**July 2021 through June 2022**

* Submit orders for direct diversion end products to distributors.
* Track drawdown of your allocated pounds to ensure proper amounts are utilized for received products.

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