

Instructions for Completing the Commodity Selection Worksheet

Selection of Percentage to Divert to Warehouse/DoD or Processing

1. To select 100% DoD/Warehouse, enter "0" in the "Enter Processing Percentage" cell. Click on the cell below for the Data to register. A box will pop up asking: "Are you sure you do not want any processing diversions for USDA Foods? Click OK if you would like to proceed, otherwise click Cancel." **Click OK to proceed.** A "Memorandum of understanding" will pop up. **Check the box next to the following language:** I understand that 100% of my entitlement dollars will be diverted to the warehouse. I will not receive any processed commodities.
 2. To select 1 to 100% Processing, enter a number from 1 to 100 in the "Enter Processing Percentage" cell. Click on the cell below for the data to register. Additional processor selection screens will display. Note: The difference between the percent you entered and 100 will automatically be placed in the "Warehouse/DoD Calculated Percentage" cell. The additional processor selection screens will not display unless you enter a number between 1 and 100.
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Selection of Processed Commodities:

1. Enter the percent you would like to divert to each commodity in the "Percent Allocated" column. Click on the cell below for the data to register. The "Dollars Allocated" column will automatically populate. Note: You cannot exceed the group maximums and you cannot exceed a total of 100 percent for the total of all commodities. You will receive an error message if you exceed either of these percentages. **(For a list of end products associated to each raw commodity, click on the hyperlinked commodity name. The file has one page per processor; note the tabs on the bottom of the spreadsheet.)**
 2. Click on the "Processor List" drop down box for the commodity you are entering data for. **Click on the processor name** you are going to divert to and then **click the "Add" button.** NOTE: YOU CAN SELECT MORE THAN ONE PROCESSOR FOR EACH COMMODITY. To select another processor, **click on the "Processor List" drop down box** again, click on the other **processor name** and click the **"Add" button.** *(To Delete a Processor: click on the "Processor List" drop down box, click on the processor name that you want to delete and click the "Delete" button.)*
 3. Enter the Dollars to be diverted to each processor next to the processor's name in the "Selected Processors" column. Note: the "Dollars Allocated" must equal the "Total Allocation Dollars" (sum of all dollars submitted to all processors) for each commodity or you will receive an error message.
 4. If you selected 100% Processing: A "Memorandum of Understanding" will display at the bottom of the screen prior to your final submission. **Check the box next to the following language:** "I understand that 100% of my entitlement dollars will be diverted to processed commodities. I will not receive any monthly warehouse allocation including DOD produce". Note: you will be unable to submit your data until this box is checked.
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Saving and Submitting Data:

To Save data for later use: Scroll to the bottom of the page and **click the "Save for Later" button.**

Note: this saves the data in the system to be used at a later time. This will **NOT SUBMIT** your data to the NJ Department of Agriculture.

Final Submission of data: Click the "Final Submission" button at the bottom of the screen to submit your selections to the NJ Department of Agriculture. If your school district foodservice department is managed by a Food Service Management Company, you must **submit the attached FSMC letter on school district letterhead.** You must also complete the **attached DoD/Warehouse Allocation Worksheet"** and email to agnfood@ag.nj.gov if you diverted any amount to the warehouse and/or DoD.

Printing of Data Submitted: Click the "Commodity Selection Worksheet Report" button to print a copy of your selections.

If additional training is needed or you would like to review the process, please access the "Completing the Commodity Selection Worksheet" presentation in SNEARS or contact us at agnfood@ag.nj.gov.