

From: Sanchez, Sylvia DLA CIV TROOP SUPPORT
Sent: Friday, October 11, 2013 4:48 PM
To: john.smith@anyschoolisd.org
Subject: Any School ISD Welcome to the SY13-14 DoD Fresh Program
Importance: High

Hello,

Welcome to SY13-14 and the DoD Fresh Fruits and Vegetables Program.

Your school district has set aside \$10,000.00 of your commodities dollars to spend on fruits and vegetables through DoD.

Third Coast Fresh will be making your deliveries on Fridays this school year. Please place your orders one week in advance of the required delivery date. Orders for Friday delivery must be placed by not later than close of business on Mondays for Friday delivery.

Keep in mind that you are spending FEDERAL Dollars, so please order only items that are defaulted to "federal" on the order guide on the FFAVORS Web site, which is:

https://ffavors.fns.usda.gov/FFAVORS_WEB/USDAProduce/default.aspx

If you order an item that is defaulted to "state" you will get a pop-up screen warning you that you have ordered an unauthorized item. Click cancel, go back and take out the "state" item(s) and update cart, then proceed to check out and then confirm. If you order "state" items and they are delivered and accepted your school will receive a bill from DFAS which will have to be paid out of your reimbursable funds since those items are not authorized for purchase using your commodities dollars.

I have included some helpful hints on using the FFAVORS system.

I have also included some instructions to obtain your Level 1 eAuth credentials so that you can access FFAVORS Web.

If you have any questions or if I can be of any assistance please be sure to contact me.

Very Respectfully Yours,

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