

## Survey Management

The purpose of the Survey Management quick reference guide is to review process steps for the Minnesota Department of Education (MDE) – Safety, Health and Nutrition Division (SHN) Food Distribution Program (FDP) Product Surveys and Commodity Preference Surveys enabling participating sponsors to effectively and efficiently utilize their entitlement, and also to provide terminology definitions (starting on page 4) used in the Cyber-Linked Interactive Child Nutrition System 1 (CLiCS 1) system during the survey process.

- A Product Survey is a survey request for commercial products with the Minnesota Rebate Program (MRP).
- A Commodity Preference Survey is a survey request for USDA Regular Foods including Fee-For-Service (FFS).

The CLiCS 1 Survey Management screens enable sponsors with a positive entitlement balance to enter requests on surveys currently available in CLiCS 1.

To view available surveys:

- Log in to CLiCS 1
- Select Food Distribution+
- Select **Survey Mgmt** from the submenu.
- Select **Product Survey** (red tab)  
and / or
- Select **Commodity Survey** (green tab)
- Select Year\* ( i.e., School Year 2012-2013 would be selected as 2013)
- Select the Search button

The available surveys appear as a hyperlink such as:

**New Pilot Survey #6/2013** or **New Regular Survey #1/2013**

To decline a Commodity Preference Survey or a Product Survey (including FFS):

CAUTION: Checking the Decline Survey box and selecting save will clear all of the information that the user entered on the survey.

- Select the hyperlink to view contents of each available survey.
- Check the Decline Survey box.
- Select the Save button.
- The message “Changes have been accepted” should appear at top of screen.
- Select Save.

It is important to remember to select the Save button frequently.

- CLiCS 1 exits a user out of the system after 10-15 minutes of idle time.

- Each time a survey is saved, the sponsor's entitlement information is updated.
- A message indicating that the survey has been received or submitted will not appear, but the message "Changes have been accepted" will appear at the top of the screen.

Submit requests for Commodity Preference Surveys and Product Surveys.

### **Regular USDA Foods Preference - "Commodity Survey"**

Sponsors request delivery of USDA Foods through an approved USDA Food Distributor (selected in CLiCS 1) by submitting an Entitlement or Bonus "Commodity Survey."

- Select the hyperlink to view contents of each available survey.
- Verify that no check mark is in the Decline Survey box.
- For each USDA Foods (Commodity), enter the number of cases for each available desired month listed.
- Remember to select the Save button frequently.

### **Fee-For-Service USDA Foods Preference - "Commodity Survey"**

New Commodity Survey #5/2013

- Commodity ID; Description; SY 2013 Price per pound
  - 100154; Beef, Bulk Coarse; \$2.24
  - 100193; Pork Picnics, Boneless Bulk; \$1.34

Before responding to the FFS USDA Foods Preference "Commodity Survey," MDE-SHN FDP requires a sponsor to contact and work directly with their processor and or broker to determine the desired end products, the quantity of raw pounds to divert and the FFS charged.

- SY 2013 FFS approved processors listed below:
  - AdvancePierre Foods (Beef and Pork)
  - Captain Kens (Beef)
  - Integrated Food Service (Beef)
  - J.T.M. Food Group (Beef)
  - King's Command Foods (Beef)
  - MCI Foods, Inc. (Beef)

Each sponsor is also responsible to enter the requested quantities into CLiCS 1 by completing survey number five, as well as coordinating with the selected processor the delivery methods and estimated production timelines.

- Work directly with the "selected" processor and/or broker to assist in identifying the available end products and calculating the number of pounds of USDA Foods to request to divert for the entire school year.
- Sponsors request the total number of pounds of USDA Foods on the respective CLiCS 1 survey(s).
- Be sure to discuss all fees with each "selected" processor before completing the survey in CLiCS 1 to request pounds.

- Sponsors are to track and coordinate the receipt of the desired end products with the processor regarding timelines and delivery locations.

To divert Regular USDA Foods to First Processor and/or Second Processor in a FFS Commodity Survey:

- Verify that the Decline Survey box is not checked.
- Choose a Processor from the drop down box.
- Enter into the 'July' field the annual pounds of commodity to divert to the First Processor.
- Select the Save button.
- Repeat the above steps if additional pounds are diverted to Second Processor.
- Remember to select the Save button.

### **Minnesota Rebate Program (MRP) Preference - Product Survey**

Sponsors request to set aside their entitlement money to receive a cash rebate after they purchase commercially available approved MRP products. They submit their request via a New Pilot Survey:

- Select the hyperlink to view contents of each available survey.
- Verify that no check mark is in the Decline Survey box.
- For each commercial product enter the number of cases in the column labeled Surveyed Quantity which commits the sponsor to purchasing.
- Remember to select the Save button frequently.

The MRP offers sponsors another way to effectively and efficiently utilize their entitlement seamlessly with the purchase of approved MRP commercial products. The MRP also aid sponsors to better draw down entitlement money they may not have been able to use otherwise while receiving the product exactly when they need it. The MRP currently has over 30 participating manufacturers for SY 2013, offering more than 1,000 commercially available products.

After responding to surveys, the survey numbers will be listed *below* the words **Your Search Results**:

### **Additional Search Options**

- Enter the Survey Number to narrow search to a specific product group.
- Select the Manufacturer to narrow search to a specific Manufacturer.
- Select the Product Type to narrow search to a specific rebate group.
- Choose Products Surveyed from the View Type pull down menu to show only the products that were surveyed. Select the Search button.

## Terminology Used in CLiCS 1 to Facilitate USDA Foods Selection

**Sponsor:** Refers to a Food Distribution Program participant approved on the National School Lunch Program or the Summer Food Service Program.

**Year:** Refers to the program year that starts on July 1 of the current year and ends on June 30 of the following year.

**Survey Type:** Identifies if the survey is Regular, Product or Fee-for-Service.

**Start Date:** Refers to the date the survey opened.

**End Date:** Refers to the date the survey will close.

**Decline Survey:** Refers to a check box that sponsors decide not to participate in an individual survey.

**Entitlement Amount:** Consist of “Year’s Allocated Dollars” and “Rollover Dollars,” and “Itemized Entitlement Credits and Deductions.”

**All Surveys – Not Yet Ordered Amount:** Refers to the value of USDA Foods requested on all current school year’s surveys that MDE-SHN has not ordered from USDA yet.

**All Surveys – Ordered Amount:** Refers to the value of USDA Foods from all current school year’s surveys that MDE-SHN has ordered from USDA.

**All Surveys – Will Not Be Ordered Amount:** Refers to the value of USDA Foods from all current school year’s surveys that MDE-SHN could not order from USDA. This entitlement is automatically returned to the sponsor and is in the entitlement remaining balance.

**Entitlement Remaining:** Refers to the amount of entitlement left after any surveying, ordering or receiving occurs for any product or USDA Foods.

**Amount Used by This Survey:** Refers to the total entitlement dollars used on this individual survey. This number is recalculated each time this survey is saved.

**Purchase Unit:** Refers to the serving size and quantity or the case size of the product.

**Surveyed Quantity:** Refers to the number of cases of USDA Foods or MRP Commercial Product the sponsor has requested or is committing to purchase.

**Actual Rebate Per Purchase Unit:** Refers to the value of USDA Foods used to make the commercial product and it is the rebate value that the sponsor could receive for each unit purchased.

**Last Year's Quantity Surveyed:** Refers to the number of cases that the sponsor requested and or committed to last year. This is given as a guide to help the sponsor estimate the number of cases for this year's survey.

**Rebate Group:** Refers to a group of commercial products utilizing the same commodity ingredient(s) produced by one manufacturer.

**Please contact the MDE-SHN Food Distribution Program team with any questions at**

**[fns.fdp@state.mn.us](mailto:fns.fdp@state.mn.us)**

**Phone: 651-582-8526 or 1-800-366-8922 (Minnesota Toll-Free)**



In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.