

# Forecasting

## Participant Guide

This participant guide provides resources, hand-outs, activities, and space to write notes during class. It is designed to supplement the class rather than directly mirror the PowerPoint slides in a one-to-one manner.

### Training Overview

<b>Length</b>	<b>1.5 hours</b>
<b>Description</b>	This session guides the participant through the recommended steps of forecasting to successfully order USDA Foods.
<b>USDA Key Areas</b>	Nutrition (1000) Operations (2000)
<b>USDA Professional Standards Code</b>	Menu Planning (1100) Food Production (2100) Serving Food (2200) Purchasing/Procurement (2400) Receiving and Storage (2500)
<b>Learning Objective(s)</b>	Identify and understand the steps in forecasting and procurement timeline  Understand how to conduct needs analysis and calculate inventory of USDA Foods  Understand how to use Food Production Records to assist in forecasting  Identify tools and strategies that help maximize USDA entitlement dollars

## Common Acronyms

<b>CACFP</b>	Child & Adult Care Food Program
<b>CE</b>	Contracting Entity (same as RA)
<b>FND/F&amp;N</b>	Food & Nutrition
<b>NSLP</b>	National School Lunch Program
<b>RA</b>	Recipient Agency (same as CE). This term is more common in USDA
<b>SFA</b>	School Food Authority (same as CE and RA)
<b>TDA</b>	Texas Department of Agriculture
<b>USDA</b>	United States Department of Agriculture

## References & Resources

<b>SquareMeals.org</b>	TDA Food & Nutrition Website	News, resources, and trainings for all 12 Food & Nutrition programs in Texas
<b>ARM</b>	Administrator's Reference Manual	ARM Section 14, USDA Foods ARM Section 14a, USDA Foods Processing
<b>TheICN.org</b>	Institute of Child Nutrition Website	The ICN is the only federally funded national center dedicated to applied research, education and training, and technical assistance for child nutrition programs.
<b>Forecasting the Procurement of Foods</b>	Institute of Child Nutrition Website	<a href="https://theicn.org/icn-resources-a-z/forecasting-the-procurement-of-foods/">https://theicn.org/icn-resources-a-z/forecasting-the-procurement-of-foods/</a>

## Why Does This Matter

### Me

- How will this class help me?

### My Organization

- Which specific areas within this course topic does their organization needs help or guidance with?

### My Food Program Participants

- How will this class help the recipients of my food program?

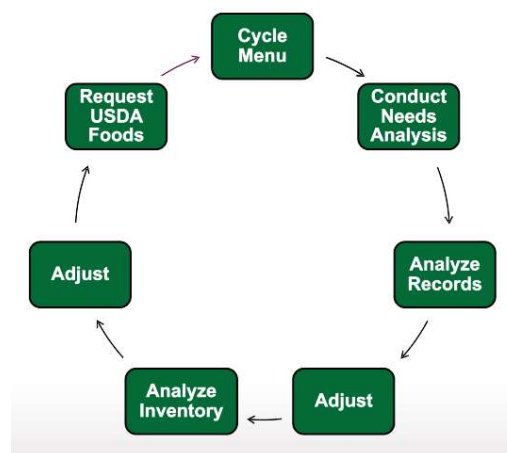
## Forecasting Steps Activity

Write the correct statement in the “What I need to know” column. An answer bank has been provided below. Then, indicate if the step would take place in the Fall or Spring Semesters.

Semester	Step	What I need to know	How I determine it
	1		Create a Cycle Menu for the next SY and make a list of food items needed
	2		Conduct a needs analysis to plan amount needed for next SY
	3		Analyze Food Production Records
	4		Analyze Inventory Reports
	5		Maximize Entitlement: Use USDA Foods available lists to compare cost of receiving via USDA Foods versus commercially
	6		

Answer Bank:

- How much have I used and how much do I have left?
- What food do we need to order next school year?
- WBSCM and FFAVORs system
- How much does it cost?
- How much will I need for next school year?
- Do planned amounts need to be adjusted?



## Determine Amount Needed Activity

Use the information given below to determine how many cases of beef patties are needed for next year.

1. Each time hamburgers are on the menu, 500 servings of beef patties are needed. How many beef patties are needed, if hamburgers are on the menu 27 times a year?
2. Each case of beef patties (WBSCM # 110711) contains approximately 291 patties. How many cases are needed a year?
3. There are 8 cases in inventory. How many cases should be requested?

**Notes**

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## Next Steps

### Identify Key Take-Aways

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- 
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### Create a Plan

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### Contact for TA

My ESC Number:

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My ESC Contact Name:

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My ESC Contact Email:

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My ESC Contact Phone  
Number

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Other Info:

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1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

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