



Commodity Express

From The Desk of The Administrator



Greetings to all, as we embark on a new school year, I would like to share some thoughts with you. This past summer has been a demanding one, having to fill open positions and training new employees, but now our Commodity Distribution team is complete. I appreciate the hard work from my team members and all of you that have put in the time to ensure a successful school year. I would like to take a moment to remind all Food Service Directors and Personnel of a few important

dates that will come about this year. All commodity orders should be placed by the 23rd of each month to ensure that all deliveries are scheduled in a timely manner. In conjunction with the Department of Education, two Distance Learning sessions have been scheduled with the first session on December 3, 2009 and the second on April 1st, 2010. Also please mark your calendar and start making plans to attend the Advisory Committee Meeting in January 2010, more information will be made available as plans are finalized, and made public in future issues of the Commodity Express Newsletter. We have all heard the phrase, "It takes a village," and that holds true as well for the commodity business,

it does take a village to make this business run smoothly from the brand new Food Service Staff member to the Warehouse Workers and Delivery Driver. Once again I thank you for your hard work, and I wish you a blessed and prosperous school year.

Lyn Jackson

Arkansas
Commodity
Distribution
System

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Happiness is a state of activity.
- Aristotle

Special points of interest:

- New Accounting Tech
- New User Support Analyst
- Cheeseburger Pie
- Annual Commodity Review

Jolene Duggins, Fiscal Support Specialist

Jolene Duggins has been working as an accounting clerk/bookkeeper for the last eight years and is looking forward to working with everyone here in the Commodity Distribution Office. Jolene and her youngest son moved to Arkansas from Grover, CA to be with her fiancé, Adrian. Adrian and Jolene have five children, 1 grandchild and two dogs.

Adrian is currently serving in the United States Air Force. Jolene and her family are enjoying being in Arkansas and plan to be here for at least a few more years. So let's give Jolene a big Woooooo Pig Sooie, and welcome her to the Commodity Distribution Office and to the Great State of Arkansas.



Jolene Duggins, Our new Fiscal Support Specialist for the Commodity Distribution Office

Annual Commodity Review by Marilyn Credit

During the summer training many schools, agencies and facilities were not aware of the proper procedures for handling and maintaining commodities. This is why our staff does what we do to make sure that our clients and customers are well informed and properly trained regarding USDA commodities. The Commodity Specialist will be visiting the schools and agencies for their Annual Commodity Inspection. The inspection conducted once a year is called the Commodity Annual Inspection. Your Commodity Specialists are hoping that

our Food Service Directors, Managers, and Food Service Staff are prepared for their Annual Commodity Inspection.

Food Service Director's will need to have, on hand, all of the Performance Foodservice invoices, addendum update report, sub-agent agreement information, any food loss reports, and warehouse delivery report/Direct Shipment Reports, etc. during the annual inspection

Food Service Personnel should have the following information during our Annual Inspection; current Health Inspection,

Pest Inspection Log, Storage Areas, Temperature Logs, Perpetual Inventory, and properly identified commodity items, etc. We are grateful for dedicated personnel like you. Thanks in advance for a job well done.



Commodity Processing Q & A by Rosalind Reams

1. What is Commodity Processing?

Commodity Processing allows school districts to contract with commercial food processors to convert raw bulk USDA commodities into more convenient, ready-to-use end products. The recipient agency (RA) contracts with commercial food processors to have the donated foods converted to more useable forms.

2. Who is eligible to participate in Commodity Processing?

Any State distributing agency and recipient agencies (RA's), such as school districts, are eligible.

3. What benefits do processing participants receive?

By participating in Commodity Processing, RA's can:

- Stretch their commodity dollars by ordering lower-cost bulk products.
- Increase their variety of end products.
- Reduce labor costs and cash outlays for food preparation.
- Reduce storage costs.

4. What foods are available for reprocessing?

The foods available for reprocessing are basic Commodity Processed End Products such as: Pork, beef, frozen fruit, chicken,

turkey, tomato paste, oil, cheese, eggs, sweet potatoes, and peanut butter.

5. Who should I contact for more information about Commodity Processing?

For more information you may contact Rosalind Reams with the Arkansas Commodity Office at 501-371-1412 or 501-371-1400.

Stay tuned.....Next issue we will discuss the value and regulations for Commodity Processing.

NSLP NEWS by Sam Carr

The Commodity Office will inform you when the Entitlement dollars are adjusted due to new ADP numbers and rate reduction. At that time it will be very important to review your account and compare the Beginning PAL on the ACDS System, with the Beginning PAL available on the Projected Annual Usage Report for SY2010; found in the ACDS system under *Commodities/Annual Commodity Usage*.

Example I:

The amount of Estimated PAL beginning on your Projected Annual Usage Report was \$75,320

The amount reserved for price fluctuations was \$7,532 (10% of \$75,320). And the amount reserved for Processing was \$10,000. Your estimated PAL Available to spend in SY2010 was \$57,788

Example II: Possible Changes after New ADP Numbers

New PAL Beginning, \$72,320; The amount Reserved for fluctuation is \$7,532; The amount Reserved for Processing, is \$10,000; PAL Available for SY2010 Expenditures, \$54,788. The difference between the amount the Food Service Director requested and the amount they have to spend in SY2010 is \$3,000, this is because of

the adjusted ADP numbers. This school will need to print off their Projected Annual Usage Report, write in corrections to bring their total Brown Box ordered to \$54,788 and fax to the Commodity Office at 501-371-1410. Of course the ADP adjustments can cause the school districts to have more PAL Dollars. If a school finds that they need to discuss their particular situation, do not hesitate to contact the Commodity Distribution Office.

Remember, as your National School Lunch Program Manager, I am here to assist you. So call or email anytime.

TEFAP TALK By Jim Ponzini

In the last issue, we discussed Emergency Preparedness and the importance of having Standard Operating Procedures in case of a Recall. Most schools and buildings have procedures in case of a fire. You practice fire drills throughout the year so that should a fire occur, you will be prepared for such an emergency. On each topic of Emergency Preparedness, we urge you to have Standard Operating Procedures (SOP) in place. In this issue we're discussing the importance of Standard Operating Procedures should you have equipment failure, more particularly the failure of freezers.

Whether you are at a school, institution, food pantry, food bank, mass distribution site or soup kitchen, if you store commodities in a freezer, there is the potential for the freezer going out and a food loss occurring. The USDA Commodity Distribution Regulations require you to keep Temperature Logs on each of your units. First, by keeping a Temperature Log, you may be able to catch a faulty freezer before it goes out. The Temperature Logs are also used in determining whether negligence was the cause of the food loss.

What Standard Operating Procedures do you have in place should your freezer

go out? Do you have an alternate site to move frozen items? Do you have an agreement in place with a commercial vendor to temporarily store the commodities? As a reminder, should you have a food loss, contact our office immediately and complete a Food Loss Report form. Hopefully you will never have a freezer go out or a food loss, but if you do, it is very important to follow the guidelines which have been set. Plan ahead, prepare an outline for your Standard Operating Procedures, put your SOP in place and practice what you will do in case an emergency arises. Next issue, Utility Failure.

SPECIALIST SPOT by Shirley Nicholson

During the summer months, the Commodity Specialist provided information on how to navigate through the ACDS Information Website to locate the USDA Links. There are some good nutritional recipes found under "Connect with a Chef" link. This link also provides information to persons working in the USDA's

Child Nutrition Programs. The instructions entail various recipes such as, breakfast entrees, lunch entrees and desserts to prepare for 50 or more people. There are different cuisines, meal patterns and suggested serving sizes that food personnel can utilize. If you haven't visited the site, we suggested you review it.

<https://dhs.arkansas.gov/dco/distribution/AllUSDALinks.aspx>



Welcome Back Gary

Is that who we think it is.....Is that Willie Nelson, Oh No! It's good ole Gary Stockton, returning to the Commodity Distribution Office as the User Support Analyst, after testing the retirement waters. The Commodity Office has coined the phrase "IT Guru" to describe Gary's abilities. Gary understands many sophisticated technologies that must work together to keep our office running at peak efficiency. Gary returns

with 25 years of Commodity Distribution experience as one of the fathers of the Arkansas Commodity Distribution System (ACDS). Mr. Stockton will be a welcome addition to the CDO, and now our team is complete.



Gary Stockton happy to be back in the friendly confines of the CDO.

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Cheeseburger Pie

- 1 pound lean *ground beef*
 - 1 large onion, chopped
 - 1 can *whole kernel corn*, drained
 - ½ cup grated cheese
 - ½ cup baking mix
 - ¼ cup *instant non-fat dry milk* + ¾ cup water (or ¾ cup non-fat milk)
 - ¼ cup *egg mix* + ½ cup water (or 2 eggs)
1. Preheat oven to 350°F.
 2. Brown meat and onion in pan; drain grease.
 3. Put in 9-inch pie plate. Add drained corn and cheese on top of meat.
 4. Stir remaining ingredients with a fork. Pour over meat mixture.



One of the things I keep learning is that the secret of being happy is doing things for other people.
- Dick Gregory

DHS/Commodity Distribution Staff

Lynn Jackson	DHS Commodity Distribution Administrator	501-371-1402
Rosalind Reams	DHS Program Manager (Processing/Specialist Supervisor)	501-371-1412
Sam Carr	DHS Program Manager (NSLP)	501-371-3013
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Jim Ponzini	TEFAP Coordinator	501-683-6964
Marilyn Credit	Commodity Specialist-Central Arkansas	501-371-1413
Shirley Nicholson	Commodity Specialist-Northern Arkansas	501-371-1406
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