



**Department of Human Services
Division of County Operations**

Commodity Distribution Office

Annual Advisory Committee Meeting

October 22, 2010

**DIVISION OF COUNTY OPERATIONS
COMMODITY DISTRIBUTION PROGRAM**

The Commodity Distribution Office orders, receives, stores & distributes USDA donated foods for Arkansas.

Commodity Distribution Office • Phone 501-371-1400 • Fax 501-371-1410

Sam Carr, NSLP Manager

Sam.Carr@arkansas.gov

Phone: 501-371-3013

Jolene Wyatt, Fiscal Support Specialist

Jolene.Duggins@arkansas.gov

Phone: 501-371-1401

Carrie Coley, Administrative Specialist II

Carrie.Coley@arkansas.gov

Phone: 501-371-1409

Rosalind Reams, Processing/Field Reviewer Manager

Rosalind.Reams@arkansas.gov

Phone: 501-371-1412

Marilyn Credit, Central AR Commodity Specialist

Marilyn.Credit@arkansas.gov

Phone: 501-371-1413

Shirley Nicholson, North AR Commodity Specialist

Shirley.Nicholson@arkansas.gov

Phone: 501-371-1406

Chris Dyer, South AR Commodity Specialist

Christopher.Dyer@arkansas.gov

Phone: 501-371-1411

Valerie Beall, Administrative Specialist II

Valerie.Bealle@arkansas.gov

Phone: 501-371-1400

Gary Stockton, Information System/Coordination Specialist

Gary.Stockton@arkansas.gov

Phone: 501-371-1415

Jim Ponzini, TEFAP/CSFP Coordinator

James.Ponzini@arkansas.gov

Phone: 501-683-6964

COMMODITY ORDER WORKFLOW

SY2011 USDA Commodity Orders

RA Entitlement Available (Entitlement-Reserve for Inflation)	\$10,884,083
Recipient Agency Projected Orders	\$10,429,935
Direct Shipment Commodity Orders	75,054 cases
USDA Commodity Orders July-October	65,242 cases
USDA Commodity Orders November-March	254,359 cases

NOVEMBER - JANUARY

ALL Recipient Agencies input **projected** commodity order into the Arkansas Commodity Distribution System (ACDS) *Projected Annual USDA Commodity Usage Module*.

JANUARY - APRIL

USDA takes a survey from all states of the anticipated commodity orders for the next school year. CDO places commodity orders from USDA, on behalf of each Recipient Agency, based on the total annual projected requests.

When the state responds, the result of these surveys are considered pre-orders by the state. The Agriculture Marketing Service and the Farm Service Agency then purchase USDA foods by inviting vendors and producers to participate in a formal bid system. The Bidder agrees to deliver products to a specific location during a designated timeframe. Contracts are awarded throughout the year, at which point the commodities are moved from the vendor to the Distributing Agencies.

MARCH

The last month to order **projected** commodities. The Commodity Office will release projected inventory that has not been ordered, to allow all RA's to order remaining inventory before the school year ends.

DOD FRESH FRUIT & VEGETABLE PROGRAM

SY2011 DOD FFV Program Summary

198 Recipient Agencies are participating in this program with a beginning balance of \$297,292.

N O V E M B E R
2 0 1 0

RA must complete DOD school year contract each year **to accept or decline** participation in the program.

D E C E M B E R
2 0 1 0

Recipient Agencies that have not spent a minimum of 50% of FFV funds by December 10, 2010 will lose those funds. The re-distributed funds will be added to districts and agencies that will have a minimum of \$50.00 (value of a minimum order.)

J A N U A R Y
2 0 1 1

States must report to USDA & Department of Defense (DOD) the amount of entitlement dollars that will be reserved for this program for the next school year.

A U G U S T -
A P R I L 2 0 1 1

Schools order directly from DOD up to the dollar amount of their fair share of money reserved for the program.

A P R I L 2 0 1 1

All orders must be placed or funds will be lost.

DOD FFV Program Support

Customer Service Specialist for Arkansas accounts: Sam Turner, Cell 205-966-0020, Email Samuel.Turner@DLA.MIL

For questions regarding your **password** call Gail Labrosciano, Phone 215-737-8760, Email Gail.Labrosciano@dla.mil or Jane Boyle, Phone (215) 737-5573, Email Jane.Boyle@dla.mil

Link to access the FFAVORS FFV ordering website <https://www.ffavorsweb.dscp.dla.mil>

Note: To enter FFAVORS website you will enter user name (5 digits assigned to RA that never changes) and a password that RA will change every 60 days. The password must contain the format of two upper case letters, three lower case letters, two numbers and two symbols; example for Arkansas Commodity Office ARcom22\$\$ (helpful hint-when password expires RA only needs to change the numbers in the password; ARcom33\$\$)

**ARKANSAS DEPARTMENT OF HUMAN SERVICES
COMMODITY DISTRIBUTION
SY2012 Department of Defense FRESH FRUIT & VEGETABLE Program**

Each school year the Commodity Distribution Office must receive response from all Districts and Agencies to request the PAL Entitlement Funds reserved for the DOD FFV Program, to be utilized in the FFV Program or the Commodity Program.

Please indicate by placing a checkmark below to (accept) or (decline) participation in the DOD Fresh Fruit and Vegetable Program, complete form and fax to (501)-371-1410. In accordance with CFR-7 (250.16) this form must be completed and returned to the Commodity Distribution Office **by December 1, 2010.**

Section 1-All Districts & Agencies must complete Section 1

County _____ RA# _____

School/Agency Name _____

Physical Address _____

Mailing address _____

City _____ ZIP _____

_____ The above listed Recipient Agency **declines** participation in the DOD FFV Program & request allocated funds be distributed to PAL entitlement to purchase USDA commodities.

_____ The above listed Recipient Agency **agrees** to participate in the DOD FFV Program for SY2012. ***RA agrees to utilize a minimum of 50% of initial allocated funds by 12/10/2011*** or reserved funds will be re-distributed to Agencies in the FFV Program.

Superintendent/Director Name _____
(Print) (Signature)

Foodservice Director Name _____
(Print)

Section 2- Districts & Agencies participating in FFV Program must complete Section 1 & 2

Number of Delivery Sites _____ List Delivery Locations: _____

(Note: If more space is needed, please attach the list of locations on school letterhead)

Person Authorized to Place Orders _____

E-mail Address _____

Telephone _____ FAX _____

USDA COMMODITY BUDGET

SY2011 Commodity Budget

State Entitlement Funds	\$14,464,159
Reserved DOD Fresh Fruit & Vegetable Program	-\$352,409
Reserved for Inflation (4.5 % of Entitlement minus FFV)	<u>- \$635,018</u>
Total Entitlement Available for Commodity Orders	\$13,476,732

USDA establishes school year (SY) entitlement planning goals across federal fiscal years (FY). The traditional goals have been to spend 40% of SY entitlement funds for deliveries July 15 through November 15, purchased with 4th quarter FY funds (a 12% commodity support level).

Since 2008, USDA has had a smaller purchase capability, due to higher prices, for the 4th quarter purchases for July-November deliveries. USDA set the projection limit on FY quarter funds, used for state entitlement purchases July 1 thru November 15, to be limited to only **33%** of the state total SY entitlements.

Each state must jointly work together with USDA to request delivery periods beyond November 15 thru June 30 to meet these restrictions.

2011 July-October Commodity Budget

(Entitlement \$13,476,732 x 33%)	\$4,447,321
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ENTITLEMENT FUNDS (PAL BALANCE)

The commodity assistance rate for Schools and CACFP programs are published in the federal register in July of each year. The rate is calculated using figures provided in the Producer Price Index, which is published by the Bureau of Labor Statistics.

The rate for SY2011 is .2025. The rate for schools is .2275 cents per meal (.2025 plus the 12% provision funds rate of .025 that was added to the state entitlement for SY2011).

School Meal Counts	58,450,509	School Total Funds	CACFP Total Funds
CACFP Meal Counts	451,524		
2011 Entitlement Funds		\$14,019,045	\$445,114
2010 Entitlement Funds		\$11,971,637	\$471,700
2009 Entitlement Funds		\$12,295,295	\$383,653

July SY09 meal counts from the National Data Bank are used to calculate state beginning entitlement balance; posted as a preliminary entitlement budget for Recipient Agency.

August-November Commodity orders are placed by RA to a maximum value of 33% of entitlement dollars (after subtracting total Reserved for Inflation and Projected Processing)

November Meal counts will be updated to reflect SY2010 meals, when the actual meal counts are entered and SY is reconciled and closed. CDO will adjust RA account balances to reflect new rate. If the rate increases, accounts will have additional PAL dollars. CDO will provide the opportunity for RA's to spend funds, based on both availability of excess inventory and administration funds to deliver commodities.

December - February PAL available will be reduced as RA places the majority of commodity orders.

March- April RA reviews commodity account and places orders for case balances in the "OK to Order" Column. Research future orders and/or backorders. If the projected commodity is no longer needed, call the Commodity Office to release projected/reserved commodities back into inventory for other Agencies to order.

NSLP STORAGE & DELIVERY CONTRACT

The price per case for the storage & delivery of commodities with Performance Food Service Group has gone from \$3.28 in 2006 to \$4.09 in 2010. **Recipient Agencies should work together to form partnerships for SY2012 to accept direct shipment orders or form cooperatives between several Districts in their area.**

SY2010 NSLP ACTUAL STORAGE & DELIVERY CHARGES \$1,295,300

Storage and delivery by PFG 289,731 cases	Storage of cases picked up/delivered by Commodity Office 59,425 cases
\$3.88 charge per case	\$2.88 charge per case
Delivery Charges \$1,124,156	Pickup Charges \$171,144

SY2011 NSLP ESTIMATED STORAGE & DELIVERY CHARGES \$1,176,320

Storage and delivery by PFG 251,332 cases	Storage of cases picked up/delivered by Commodity Office 48,017 cases
\$4.09 charge per case	\$3.09 charge per case
Delivery Charges \$1,027,947	Pickup Charges \$148,372

SY2012 NSLP ESTIMATED STORAGE & DELIVERY CHARGES \$1,294,251

Storage and delivery by PFG 251,332 cases	Storage of cases picked up/delivered by Commodity Office 48,017 cases
\$4.50 charge per case	\$3.40 charge per case
Delivery Charges \$1,130,994	Pickup Charges \$163,257

SY2013 NSLP ESTIMATED STORAGE & DELIVERY CHARGES \$1,360,226

Storage and delivery by PFG 251,332 cases	Storage of cases picked up/delivered by Commodity Office 48,017 cases
\$4.73 charge per case	\$3.57 charge per case
Delivery Charges \$1,188,800	Pickup Charges \$171,420

SY2011 EXPECTED EXCESS COMMODITY INVENTORY

Recipient Agencies that have placed "Projected Orders" and have PAL Remaining Available for SY2011 may complete form "Request to Adjust Projected Annual Use" on **DHS/AR Information Website**. Email completed form to carrie.coley@arkansas.gov or fax to Commodity Office at (501) 371-1410. Upon receipt of completed form, CDO will adjust RA annual use, updating Commodity Request Screen to allow RA to place order.

PRODUCTION MATERIAL ID	FNS CODE	MATERIAL DESCRIPTION	CASES AVAILABLE
100307	A061	BEANS GREEN CAN	3,073
100364	A091	BEANS VEGETARIAN	267
100348	A130	CORN FRZ	364
100358	A204	POTATO ROUNDS FRZ	211
100357	A210	POTATO OVENS FRY	141
100334	A239	TOMATO SAUCE	678
100327	A252	TOMATO PASTE	598
100277	A299	ORANGE JUICE SINGLE	586
100206	A345	APPLE SLICES CAN	324
100241	A416	PEACH DICED FRZ CUP	490
100256	A417	STRAWBERRY FRZ CUP	456
100225	A434	PEARS DICED CAN	370
100212	A470	MIXED FRUIT CAN	456
100101	A517	CHICKEN DICED	650
100123	A529	TURKEY WHOLE	175
100126	A548	TURKEY HAMS FRZ	861
100121	A549	TURKEY BREAST DELI FRZ	1,792
100122	A550	TURKEY BREAST SMKD DELI FRZ	803
100117	A563	CHICKEN FAJITA STRIPS	960
100046	A568	EGGS WHOLE FRZ	1,627
100173	A672	PORK ROAST LEG	832
100134	A717	BEEF CRUMBLES	1,752
100383	A942	BEANS PINTO BAG	205
100012	B027	CHEESE CHED RDU FAT YEL SHRED	586
100017	B064	CHEESE PROCESS LVS	961
100018	B065	CHEESE PROCESS YEL SLC LVS	330
100036	B119	CHEESE BLEND AMER SKM SLC LVS	934
100472	B142	CORNMEAL DEGERMED YELLOW	2,281
100398	B183	FLOUR ALL PURP ENRCH BLCH BAG	1,316
100404	B233	FLOUR BREAD ENRCH BLCH-BAG	1,535
100407	B351	FLOUR WHOLE WHEAT BAG	3,026
100466	B445	OATS ROLLED PKG	91
100396	B473	PEANUT BUTTER SMOOTH JAR	184
100439	B670	OIL VEGETABLE BTL	1,408
100425	B840	PASTA SPAGHETTI CTN	460
		Total Excess Inventory Expected	30,785

STATE ENTITLEMENT PURCHASES JULY-NOVEMBER SY2012

In SY2009, the Commodity Distribution Office eliminated the traditional allocation of commodities, the process entailed Recipient Agencies receiving deliveries of fair share on-hand commodity inventory. The Commodity Office implemented a new process to allow Recipient Agencies to project their commodity orders for the following school year. This process gives Recipient Agencies the opportunity to request the commodity types and quantities that are most used in their individual locations and districts.

The goals of the Commodity Office are to provide resources for Recipient Agencies to fully utilize the Commodity Program, products, and entitlement funds, and supplement the overall food budget.

USDA provided states with general guidelines on entitlement ceiling targets, per major commodity area, to use as a planning tool to project state's entitlement purchases for schools for a total of \$3,760,574 for the delivery period of July-November.

The following model balances orders for schools and CACFP, based on SY2012 estimated budget of \$13,476,732 x 33%= \$4,447,321 to purchase 82,002 cases of commodity purchases, for the delivery period of July 2011-November 2011.

Group A (Meat, Eggs, Fruits & Vegetables)	Projected Percentage of Entitlement	Actual Value of Expected Orders by the State
Beef 22%	\$828,985	\$423,720
Pork 7%	\$263,767	\$124,520
Chicken 12%	\$452,173	\$394,380
Eggs .80%	\$30,144	\$19,770
Turkey 10%	\$376,811	\$163,080
Fruits and Vegetables 25%	\$942,028	\$640,410
Group B (Cheese, Flour, Oil, Cornmeal) 23%	\$866,666	\$718,230
Processing		\$125,000
Total Estimated SY2012 First Quarter Order	\$3,760,574	\$4,446,110
	Projected State Percentage	Estimated State Order

AVAILABILITY OF USDA DONATED COMMODITIES

SY2007 through SY2011 the Commodity Office has made available various types of commodities:

SY2007	33 commodity products
SY2008	35 commodity products
SY2009	61 commodities products
SY2010	60 commodities products
SY2011	74 commodity products

In analyzing the SY2011 commodity projections by the schools, only 26 of the 74 products had a demand of over 3000 cases. In order to improve the process of ordering commodities, at both the state and RA level, those commodity products with 3000 or less projected cases in SY2011 will not be offered in SY2012.

The list of available products is as follows:

SY2012 Available USDA Commodity Products	
Commodity	Estimated Case Cost
A061 Beans, Canned, Green, #10 whole, cut, French style 6/#10 CAN	\$14.16
A110 Corn, Canned, Whole Kernel (Liquid Pack), #10 6/#10 CAN LQD	\$14.42
A237 Salsa, Canned, #10 6/#10 CAN	\$16.25
A241 Tomatoes, Canned, Diced	\$11.92
A350 Applesauce, Canned, Unsweetened	\$13.26
A408 Peaches, Canned, Sliced	\$16.55
A417 Strawberries, FRZ. Diced, Single serve	\$27.74
A434 Pears, Canned, Diced	\$22.19
A470 Fruit, Canned, Mixed, #10 6/#10 CAN	\$17.77
A515 Chicken, Cut-Up, 8-Piece, Raw, Frozen	\$35.32
A517 Chicken, Diced, Cooked, Frozen, IQF	\$94.47
A563 Chicken, fajita Strips, Fully Cooked, Frozen, IQF, 30 lb 30# CTN	\$49.74
A537 Turkey Roast, FRZ., Boneless	\$81.54
A568 Eggs, Pasteurized, Whole, Frozen, 5 lb 6/5# CASE	\$19.77
A608 Beef, Fine Ground, Raw, Frozen, 10 lb 40 lb. ctn	\$70.62
A672 Pork, Leg Roast, Frozen, 36-42 lb 28-40# CTNS	\$62.26
B027 Cheese, Cheddar, Reduced Fat, Yellow, Shredded, 5 lb 6/5#	\$54.86
B037 Cheese, Mozzarella, LMPS, Shredded, Frozen, 30 lb 30 lb box	\$52.71
B064 Cheese, American, Past., Process, Loaves, 5 lb 6 / 5 lb lvs	\$51.04
B065 Cheese, American, Pasteurized, Yellow, SLC, 5 lb 6/5# LVS	\$50.30
B119 Cheese, Blend Yellow Sliced	\$45.02
B183 Flour, All Purpose, Enriched, Bleached, 10 lb 4/10 LB BAG	\$8.94
B233 Flour, Bread, Enriched, Bleached, 10 lb 4/10 lb. Bags	\$11.57
B351 Flour, Whole Wheat, 10 lb 4/10 LB BAG	\$7.92
B664 Oil, Soybean, Low Saturated Fat, 1 gal 6/1 GAL BTL	\$35.35
B670 Oil, Vegetable, 1 gal 6/1 GAL BTL	\$26.19

SY2012 ACDS PROJECTED ANNUAL USE MODULE

Projected commodity orders must be completed online in ACDS by 12/15/2010 in order to receive SY2012 commodities.

This ONLINE module is designed for recipient agencies to input annual order for the following school year. (see screen shot on page 13)

The following is the screen format:

<i>Estimated PAL Beginning</i>	Beginning SY2012 PAL (using SY2009 meal counts as a <u>preliminary entitlement budget</u> for each Recipient Agency)
<i>Projected Processing</i>	Projection of the entitlement dollars RA anticipates using in the Processing of commodities. This amount will change when the actual contract is made with the Processor.
<i>Reserve for Inflation</i>	This field has been calculated & input by CDO for each RA. (4.5% of SY2012 Estimated PAL Beginning minus Projected Processing). These funds are held to cover price fluctuations from the time of projected order to the time of actual purchase.
<i>Estimated PAL Remaining</i>	This amount is calculated by taking the Beginning PAL minus the totals of projected orders, processing and inflation. In January, the Commodity Office will lock this module from further input and order truckloads from USDA. Note: This amount will change throughout the year as prices are changed by the CDO staff.
<i>USDA Code</i>	This is the new commodity code number assigned by USDA.
<i>Cases Wanted</i>	Enter the number of cases projected for the year . During the next school year, the RA will place order to receive cases monthly.
<i>USDA Direct</i>	Enter (Y) if location can accept 250 cases of the commodity product in one direct shipment. CDO will coordinate order with USDA. NOTE: Every case ordered direct saves the Commodity Program up to \$4.09 per case .

EstimatedAnnualUsageDetails - Windows Internet Explorer

https://dhs.arkansas.gov/acs/ACDS/Commodity/EstimatedAnnualUsageDetails.aspx

Identified by GeoTrust

Live Search

File Edit View Favorites Tools Help

Convert Select

EstimatedAnnualUsageDetails

Logout 508 EasyNav Change Password Help

ACDS

Start Entity Commodity Processing Orders Monthly Process Reports Administration

Projected Annual USDA Commodity Usage SY2012

RA Code: 6095 Arkansas Dept. of Human Services, Commodity Office 6095

Last Updated by: 9/16/2010 9:06:00 AM - gtstockton

Estimated PAL Beginning: \$10,000.0000

Projected Processing: \$0.0000

Reserve for Inflation: \$0.0000

Estimated PAL Remaining: \$10,000.0000

USDA Code	Cases Wanted	USDA Direct (Y/N)	Description	Pack Size	Pal / Bonus	Cases per Truck	Case Cost	Extended Cost
100012	0	N	B027 Cheese, Cheddar, Reduced Fat, Yellow, Shredded, 5 lb	6/5# BAGS	P	1280	\$55.75	\$0.00
100017	0	N	B064 Cheese, American, Pasteurized, Process, Loaves, 5 lb	6 / 5 lb loaves	P	1320	\$52.62	\$0.00
100018	0	N	B065 Cheese, American, Pasteurized, Process, Yellow, Sliced, 5 lb	6/5# LOAVES	P	1320	\$52.16	\$0.00
100021	0	N	B037 Cheese, Mozzarella, LMPS, Shredded, Frozen, 30 lb	30 lb box	P	1344	\$57.16	\$0.00
100036	0	N	B119 Cheese, Blend, American & Skim Milk, Yellow, Sliced, Loaves, 5 lb	6/5# LOAVES	P	1320	\$48.99	\$0.00
100046	0	N	A568 Eggs, Pasteurized, Whole, Frozen, 5 lb	6/5# CASE	P	1334	\$21.79	\$0.00
100098	0	N	A515 Chicken, Cut-Up, 8-Piece, Raw, Frozen, IQF, 40 lb	40# CARTON	P	1000	\$34.60	\$0.00
100101	0	N	A517 Chicken, Diced, Cooked, Frozen, IQF, 10 lb	40# CARTON	P	1000	\$94.39	\$0.00

Done

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COMMODITY DISTRIBUTION WEBSITES

To access the Commodity Account in Arkansas Commodity Distribution System (ACDS)

<https://dhs.arkansas.gov/dco/acds/> (*includes link to the CDO information site)

To access the Commodity Information website with commodity forms, USDA links, program updates & recall information <https://dhs.arkansas.gov/dco/distribution/Default.aspx>

COMMODITY PROCESSING

Federal regulations permit state distribution agencies to enter into agreements with commercial companies to process donated foods.

The ARDHS Commodity Distribution Office provides a list each school year at the Annual Advisory Committee Meeting of approved Processors, products available, and price schedules. Agency must consider the complete cost (Commodity PAL dollars and Process Fee) when making the decision to participate in the Processing Program.

If you have any questions regarding Processing, Call Rosalind Reams at 501-371-1412

SY2012 ENTITLEMENT BALANCES

To manage the process of utilizing entitlement funds, complete the following information for your District/Agency and keep as a reference.

Estimated PAL Beginning

Projected Processing

Reserve for Inflation

Projected Annual Entitlement

Restricted Commodity Budget

DOD Fresh Fruit & Vegetable PAL

DOD Fresh Fruit & Vegetable PAL Reserved

USDA Donated Foods Inventory

In accordance with 7 CFR 250.14(b), Recipient Agencies must ensure that foods donated by the Department of Agriculture are not exposed to conditions that may jeopardize the wholesomeness and safety of the foods.

Inventory Management In addition to proper storage practices, effective inventory management is necessary to ensure that USDA donated foods are distributed in a timely manner, and in optimal condition. As a general rule, recipient agencies should use the first-in-first-out system (FIFO).

Product Dates Recipient Agencies should also be aware of dates placed on food products by the manufacturers that help to determine how long food products can be expected to remain in optimal condition. USDA donated foods different product dates have different meanings, therefore it is important to know which product date is used and to understand what it means. **Except for expiration dates, product dates do not necessarily indicate when foods are no longer safe to consume.**

- **Expiration Date:** Last date manufacturer recommends food item consumed to ensure peak quality & nutrient retention.
- **Use By Date:** Recipient Agencies must manage their inventories to ensure that program recipients have an opportunity to consume all USDA donated foods before their use-by dates have passed.
- **Best-if-used-by Dates:** Last date a food item is at its peak, in terms of flavor & quality. At some point after that date, product will begin to undergo changes in taste, color, texture, and/or nutrient content. However, product may be wholesome and safe to consume, and retain most of its nutrient value, long after that date.
- **Pack Dates:** Indicates when the product was packaged or processed. This date helps to determine the age of product, but it does not necessarily provide useful information on its wholesomeness or nutritional value.

Food Safety

In order to support Recipient Agencies in the area of food safety, the Commodity Distribution Office must have current contact information.

Recipient agencies must supply the email, phone, fax, & emergency contact information for the Food Service Director/Manager & Superintendent/Director, by submitting *Form DCO 1845 School Year Addendum Update/Change Report Form* **each April** and re-submit if any information changes during the school year.

USDA Food Complaint System

Problems such as foreign matter in foods or inferior packaging in USDA donated foods should be reported immediately to the Commodity Office by supplying the following information:

1. Commodity Item Identification Code
2. Description of the problem
3. Date the product was received
4. Location of the product
5. How much product is involved
6. Contract number (may be stenciled on the outer carton)
7. Notice to deliver number (ND) or Delivery order number (DO)

Emergency Preparedness

In order to assure the safety of commodity foods, Recipient Agencies should have plans in place to be prepared for all types of emergencies.

The School Role in a Disaster Hurricanes, tornadoes, floods, chemical spills, and other disasters may generate a need for congregate (mass) feeding. Irrespective of the type of disaster, the response from USDA, the state and schools, will remain the same. With prior approval from the Commodity Distribution Office, any food donated by USDA to schools can be used in disaster feeding. Recognizing the emergency and the need to feed people, schools and other outlets having USDA donated commodities, must cooperate fully and make these foods available to groups involved in disaster feeding activities.

At the State level, the Commodity Distribution Office must be prepared to support these groups. In Disaster Feedings, commodities may go into staging sites after 48 hours, therefore it will be very important to know what commodities are available.

At the School level, schools must maintain accurate and complete records of USDA donated foods. Each location must have a list of commodities on-hand. By using *Form DCO 1842 Perpetual Inventory* in ACDS Information Website, the FSD can enter the Local Inventory into the ACDS Inventory Module to record amounts of commodities added or removed from inventory. **Print a hard copy record of the current month inventory, before you begin entering data for a new month.** These records must be kept in your files for three (5) years. RA will be required to provide these records during an audit or review with auditors and/or Commodity Specialist.

NOTE: FSD is required to complete the online Local Inventory before any school closure that is longer than a weekend.

In establishing Emergency Preparedness Plans consider planning for potential situations when there is no communication available, no notice, or notice of 1 week, 3 days, 1 day, or 2 hours. Also, have a communication plan with established levels of authority, and pre-determined actions for responders. This will allow plan to move into action if roads are closed and/or air & cell towers are down or if electric grid goes down.

Make plans, test, evaluate and identify short falls of plan. It is important to have several support partners regionally in case your main partner is hit by a disaster, or you may not have unit staff to help. Consider cross training staff that would be able to respond in the event of emergency.

Have an Emergency Preparedness Action Plan

- ✓ Who will take action?
- ✓ When will they take action?
- ✓ What action will they take?
- ✓ How will they take actions?

Storage of Commodities

In accordance with 7 CFR 250.14(b), Recipient Agencies must ensure that USDA donated foods are stored in a manner to protect them from spoilage, infestation, or damage.

- Recommended storage conditions are printed on the cases of USDA foods. Food must be stored at proper temperatures. **Daily** recordings of internal and external gages are required. *DCO 1839 Daily Temperature Log* or similar form must be posted on each freezer and/or cooler units used for USDA storage. Recommended temperatures: Frozen 0 degrees Fahrenheit or below, Cooler: 32 to 40 degrees, Dry Storage: 36 to 70 degrees. If school personnel are not able to check freezer/cooler temperatures on the weekends, checks should be made late Friday afternoons & early Monday mornings, a maximum of 65 hours. This practice must be continued during summer vacation, or any other period that the school is closed.
- **Each case/bailer should be dated by the school, on the day the foods are received;** mark container with “C” for commodity, “CP” for processed commodity, to insure proper inventory rotation (first in/ first out).
- Commodities should be stacked so that the foods with the oldest pack dates are in front & used first.
- Commodities should not be stacked so high as to cause bursting or crushing of the bottom layers. All commodities should be cross-stacked to keep the stack solid. Commodities should not be stacked near sources of steam or heat.
- Air circulation is important for frozen, chilled, and dry storage. Commodities should be stacked on pallets or shelves with at least a four-inch wall and floor clearance & two feet ceiling clearance.
- Storage areas/freezers/coolers should be maintained in a clean and orderly manner.
- Food should be stored away from pesticides, cleaning supplies and paper products.
- Storage areas should be locked or otherwise safeguarded against theft.
- Foods should be checked regularly for signs of deterioration, torn sacks and broken cartons. If food contained in torn sacks or a broken carton is in good condition, it may be repackaged; otherwise, it should be properly destroyed.
- Monthly extermination treatments are recommended, and should be done more often if necessary. A posted pest inspection log is recommended so that the pest company can notate when the inspection was done and by whom.
- Commodity on-hand inventory should not exceed a 6 month supply. Excess foods can be transferred to another school or like agency upon prior approval from the Commodity Distribution Office. Complete *DCO 1816 Food Transfer Form* and fax to the Commodity Office at 501-371-1410.

Commodity Ordering Checklist

Month _____

Use checklist to complete commodity order, between the 1st- 23rd of the month, prior to month of delivery.

1) **Food Availability Report** <https://dhs.arkansas.gov/dco/distribution/Default.aspx>

2) **Ordering Commodities** <https://dhs.arkansas.gov/dco/acds/>

Allocated Commodities Bonus communities that are not charged against PAL dollars. If you do not want to receive an item click on the box & remove checkmark (SAVE/PRINT/FILE for your records)

Basic Commodities PAL orderable commodities. *Annual Use* is the total cases projected and requested for the year. "*OK to Order Column*" indicates the number of cases left to order for the year. Input # cases to order (SAVE/PRINT/FILE). Order is accepted when message appears "*Save was Successful!*". If you have message in **red letters**, read message; traditionally the problem is an attempt to order over projected annual use. Research backorder/future orders, number of cases available to order; correct problem, save order. Your order is accepted by the system when you have "*Save was Successful!*" message.

3) **School Closing** Dates your school can not receive deliveries. Update account under *Reports*. (Note: PFG delivers every day except for Christmas & New Years Day)

4) **Agency Delivery Invoice** Pull from ACDS on 1st day of month; record of **order & expected delivery**.

5) **Shipping Schedule** Pull from ACDS by the 5th day of delivery month; list of delivery dates; from Home Page click **DHS/ACDS Information Web Site** or go to <https://dhs.arkansas.gov/dco/distribution/Default.aspx>. (To locate Subagent, *click control F* to pull up a search box in upper left corner of screen, input Subagent/hit enter to highlight)

6) **Delivery Invoice** Received from delivery driver; compared this invoice to Agency Delivery Invoice to **assure commodities ordered are delivered**. RA is responsible for assuring the commodity delivery is correct.

7) **Delivery Errors** If item is damaged, cases are over or short, or wrong item, it must be reported the day of delivery. Before the delivery driver leaves, sign and have driver sign, both invoice documents. Fax to the Commodity Office for a *Credit Memo* to be posted to account. (These steps must be followed)

8) **Backorders** Commodity orders are filled based on the date order was input if items go into backorder and orders are placed each month, RA will receive the current amount of cases **plus backordered cases**. Cancelling backordered items releases entitlement funds that are on hold.

9) **Commodity Inventory** Complete local commodity inventory using *DCO-1842 Perpetual Inventory Form*. Input information in ACDS to report commodity inventory on hand.

10) **Food Availability List** Monthly update in DHS/ACDS Information Website of commodity inventory available & commodities expected to be delivered to commodity warehouse.

11) **Commodity Delivery** Delivery contract states between 7AM & 3PM, Monday-Friday, commodities are delivered to subagent; tailgated (placed at the back of the truck-the driver is not to unload). If commodities are delivered to another subagent facility, RA must be available to pick up commodities.