DELAWARE
FOOD DISTRIBUTION
HANDBOOK

Office of Management and Budget
Government Support Services
Federal Food Commodities Program

Revised March 2016

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GENERAL PROGRAM INFORMATION

Through various Food Distribution Programs, the United States Department of Agriculture (USDA) provides food, otherwise known as commodities to help meet the nutritional needs of children and adults. By law, the USDA acquires agricultural commodities through price support programs, surplus removal, and direct purchase programs from national markets to provide nutritious high quality commodities to recipient agencies (RAs) and needy families. The USDA pays for the initial processing and packaging of the food and for transporting it to designated points within each State. State Distributing Agencies (SDAs) are then responsible for storing the food, transporting it throughout the State, and distributing it at the local level to eligible recipient organizations in the various food programs.

In Delaware, the Office of Management and Budget, Government Support Services, Federal Food Commodities Program (FFCP) is the State Agency responsible for administration of the various USDA commodity programs. The non-commodity areas of the various Child Nutrition programs are administered by the Department of Education.

Program History and Background

Through its commodity programs, the United States Department of Agriculture has been providing food to people and assistance to farmers since 1935. The Great Depression, which left millions of families without purchasing power and the nation's farmers without a market for their products, was the driving force behind the first piece of legislation that initiated the Food Distribution Program. This law authorized removal of surplus perishable foods and helped to stabilize prices. In 1946, the National School Lunch Act provided funds for the purchase of commodities for schools to improve the health and well-being of the nation's youth.

The National School Lunch and School Breakfast Programs continue to be the primary outlet for commodity foods. Throughout the ensuing years, other laws have been passed to include other categories as recipients of donated foods. In addition to school children, other recipients of USDA donated foods include meals for senior citizens, household commodities for needy families and commodities to organizations that serve the needy. Commodities are also an important resource in time of disasters, both for meals for people in shelters and for short-term household use.

The Federal Food Commodities Program (FFCP) orders food from the USDA based on recipient agency preferences. After the USDA purchases it, it is shipped to our warehouse for delivery to recipients. The warehouse is located on state property in Delaware City. In 1990, the FFCP built a state-of-the-art food warehouse. Food is delivered to our agencies by refrigerated tractor trailers. During FY 2006, the FFCP distributed over 4 million pounds of food with a value of over $ 5 million dollars. The volume of food allocated to our state is based on the number of meals served by recipient agencies.

The form and quality of the commodities for the child nutrition programs have improved substantially during the past decade. Commodities purchased for these programs have to be nutritionally sound, but also appeal to school children's changing tastes. The "fast food" world that kids now inhabit has transformed school lunches. Gone are the days of beef stew and meat loaf. Now they demand chicken nuggets, steak sandwiches and pizza.

In addition to desirable commodities such as turkey roasts, beef patties, sliced cheese, fruits and vegetables, the FFCP contracts with several vendors that process commodities such as whole chickens into products like chicken nuggets. We also have ground beef into sandwich steaks, meatballs, etc. Tanker trucks of eggs are made into breakfast products. Fruits are converted into frozen fruit bars and sorbets and cheese into pizza and cheese sauce. The schools receive the value of the commodities and only pay for the cost of the conversion.

The USDA also provides food to smaller programs, such as the Summer Food Service Program that provides meals to school-aged children during the summer months. Many children go hungry or lack nutritious meals when they are not in school; this program helps to alleviate the situation. The USDA also provides commodities for the Nutrition Program for the Elderly, which provides nutritious meals for senior citizens throughout the state at senior centers.

The Emergency Food Assistance Program (TEFAP) helps supplement the diets of low-income Americans by providing them with emergency food and nutrition assistance at no cost. This program originated in the early 80's as a short-term program to disburse huge quantities of butter, cheese and other surplus items that had been held in storage by the USDA. These items were distributed to needy people through a network of volunteer organizations. After the stocks of the surplus items were depleted, the program was changed to one that primarily assisted those with the greatest need. The commodities are now distributed to shelters, soup kitchens, pantries and other emergency feeding organizations. These foods are packaged in household sizes and depend on agricultural conditions, but usually include a variety of canned fruits, vegetables, peanut butter, pasta, cereals and meat and poultry items.

Another important use for commodity foods is during disasters. Commodities are provided for mass feeding at shelters and other sites. If the normal commercial food supply is disrupted, commodity foods can also be distributed to households. Commodities can be shipped to a disaster location from all areas of the country.

Program Types

National School Lunch Program (NSLP): The NSLP is designed to provide a nutritionally balanced meal for children attending public or private nonprofit schools and residential child care institutions (RCCIs). Participating RAs receive commodities for eligible meals served. The School Breakfast Program (SBP) operates under the same eligibility criteria as the NSLP.

Summer Food Service Program (SFSP): This program was established to ensure that needy children would be able to receive meals during the summer months similar to those provided during the school year by the NSLP.

Nutrition Services Incentive Program (NSIP) (formerly Nutrition Program for the Elderly): This program was designed to help improve the nutritional well-being of people over the age of 60. In Delaware, cash or commodities are provided for congregate meal sites and meals on wheels programs.

The Emergency Food Assistance Program (TEFAP): This program makes available surplus and supplemental foods to the homeless and needy households distributed through a network of shelters, soup kitchens, food banks and other emergency feeding organizations.

The Commodity Supplemental Food Program (CSFP): The CSFP works to improve the health of elderly people age 60 years and older. CSFP participants must meet federal and state eligibility criteria in order to receive monthly food packages.

Allocating Commodities

Commodities distributed by the USDA vary, depending on what food products are available and the programs being served. USDA determines the types and amounts of commodities. The USDA buys more than one hundred types of food. Although market conditions still largely determine which commodities are purchased, recent consumer interest in nutrition and diet has translated into an availability of foods with reduced fat, sugar, and salt content. In addition, the USDA specifies only high grades of commodities and upgrades those specifications regularly.

Since there is a limited amount of donated food, federal laws require that commodities be allocated to each state based on the **actual number of meals** that were served to eligible recipients the previous year. TEFAP commodities are allocated by a formula based on the state's poverty and unemployment levels. The total portion of commodities that each state receives is called the **entitlement.**

Entitlement is defined as the dollar value of the commodities to be distributed that year. Each of the commodity programs administered by Delaware has its own entitlement. The dollar value for commodities is based on market prices and the costs for transportation and preliminary food processing. Delaware's entitlements are then further allocated among the eligible agencies in each program, and a cash value level of assistance (entitlement) is established for each agency. The cash value of each allocation of entitlement commodities is deducted from the annual entitlement.

RAs are not required to take all commodities offered. Only those commodities that can be adequately stored and efficiently utilized within a year of receipt should be ordered.

Commodity Origination

The USDA buys commodities based on market conditions. They take into account the amounts of food in the marketplace, their prices, and the types of food available at a given time. Alternatively, agencies are required to supply feedback to the USDA in the form of inventories, surveys, and food preference reports so they can better weigh local needs and preferences.

Food preference reports are sent to most agencies each year so they can provide feedback to the State Distributing Agency. Agencies are asked to indicate their opinions regarding the acceptability, quality, and packaging of a variety of USDA commodities. This information is then forwarded to the USDA so they can continuously upgrade their program; it has resulted in many commodity improvements over the years.

The agencies are also asked to indicate the maximum amount of a commodity that they could use in a year. Schools and NSIPs may also be surveyed throughout the year about a particular commodity. Since entitlement dollars are limited, interest in and use of a commodity needs to be high enough to order it.

Allocating And Ordering Commodities

When the USDA offers a commodity to the State, the Food Distribution office bases its acceptance upon the food preference surveys and inventory results. The Food Distribution office also takes into account and plans for other expected commodities that agencies find desirable so there will be enough entitlement dollars remaining to order them. Once the Food Distribution office accepts the commodity from the USDA; the information is entered on the Food Distribution Program Nutrition Website. All agencies have online access to this system and can accept up to any amount allocated or refuse a part or all of the allocation through the system. Information available includes: the amount of the commodity for each location, estimated value, net weight, delivery months (if known), and whether it is entitlement or bonus commodity. A school district may also change one school's allocation to another school within a district. The agency should also indicate how much of the commodity it wants delivered during each of the offered months.

For detailed information on the Nutrition Website, please refer to the Nutrition Website User Manual.

All changes to orders must be made no later than five business days prior to the scheduled delivery date.

Shipping tickets are then prepared for each location and loads are sorted and arranged into bills of lading. Shipping dates are assigned and agencies are notified prior to shipping.

Food Delivery

When a delivery is made to an agency, agencies are required to have personnel available to accept the delivery and to check and make sure that the quantities and foods delivered are the ones listed on the delivery ticket. Also, they should be available to check and see that all food is in good condition, and not spoiled or damaged. If any part of the delivery is in question, it should be rejected or conditionally accepted with the information noted on the delivery documents that are signed by both the receiver of the commodities and the delivery person.

All information relative to food orders and deliveries is available at all times on the Nutrition Website.

Program-Related Websites

Federal Food Commodities Program Nutrition Website

- http://foodprogram.delaware.gov
- Requires user ID and password

USDA Commodity Programs Website

- www.fns.usda.gov/fdd
- This website has information about programs and commodity fact sheets.

American Commodity Distribution Association

- http://www.commodityfoods.org

Food Safety and Inspection Service Website

- http://www.fsis.usda.gov
- This website provides food safety education and consumer information.

U.S. Equal Employment Opportunity Commission Website

- http://www.eeoc.gov
- This website provides laws, regulations and policy guidance.

SERVICE FEES AND BILLING

Although USDA food is free, with the exception of TEFAP agencies, which are subsidized by the government, each agency must pay service charges to cover the cost of storage and distribution. These fees are per case of food and vary as to program and distribution method.
A late fee will be assessed if payment is not made within 30 days of billing. If payments are more than 60 days late, agencies will not be permitted to receive food until paid in full.

Additional fees may include inside delivery fees, minimum case fees, and processing charges for commodities that are reprocessed into end products by vendors contracted by the Federal Food Commodities Program (FFCP). Because vendors must be paid within 30 days, processing charges are billed as soon as the FFCP is notified of the amount of product and when it will be received at the warehouse.

STORAGE AND HANDLING

Storage Conditions

In order to guarantee its quality and safety, each agency is responsible for the careful storage and handling of donated food. Premature deterioration of commodities is often the result of haphazard storage conditions and practices. Although the USDA provides storage guidelines, each Agency should also be familiar with local codes since, in some cases, state and local health regulations may supercede the USDA regulations.

Temperature

To maintain product quality, food must be stored at the proper temperature. The Commodity Fact Sheet for each food specifies its proper storage temperature. Fact sheets are available from the USDA website, which can be accessed at www.fns.usda.gov/fdd, or by calling the Federal Food Commodities Program office at (302) 838-8062 or (302) 838-8063.

Frozen and refrigerated food requires special attention. The temperature of freezers (and coolers) must be checked and recorded frequently. Power losses present particular problems, and temperatures need to be watched and noted to see that the quality and safety of frozen and/or refrigerated foods is maintained.

Air Circulation

Air circulation is important for frozen or chilled foods as well as for food held in dry storage. Commodities must be stacked on pallets or shelves with:

- At least four inches of wall and floor clearance; and
- Two feet of ceiling clearance.

Rotating Commodities

Certain standard storage practices will help maintain the quality in stored commodities. The practice known as First In, First Out (FIFO) refers to the order in which commodities are used. Food must be stored and rotated so that the cases with the oldest pack dates are in front and used first. All USDA commodities have the pack date or contract number on the cases. If cases are split, the can or containers should be marked individually with the pack date.

Stacking

The basic rules for stacking commodities are:

- Limit the height of the stack so that cases of foods on the bottom layers are not crushed.
- Cross-stack the cases of commodities to ensure that the stack will be steady and solid.
- Stack commodities away from sources of heat or steam.

Protection of Foods in Storage

Finally, here are a few common sense ways to protect USDA food and maintain it in good condition:

- Check food regularly for signs of deterioration. Inspect stored food supplies for torn sacks and broken cartons. If any are found, repackage the food that is still in good condition. If the food has deteriorated, it should be destroyed according to regulations.
- Maintain storage areas and freezers/coolers in a clean and orderly manner.
- Exterminate monthly, more often if necessary.
- Store food away from pesticides, cleaning supplies, and paper products.
- Store food to prevent theft.

Storage Guide for USDA Donated Foods

Commodity	Pack	Net Wt. Lbs.	Gross Wt. Lbs.	Utilization Period	Type of Storage
Meats, Poultry & Fish					
Beef, Frozen Ground	36#	36	39	School Year	Zero or below
Beef, Frozen VPP	36#	36	39	School Year	Zero or below
Beef, Patties	36#	36	39	4 months	Zero or below
Beef, Patties VPP	36#	36	39	4 months	Zero or below
Beef, Canned	24/29 oz	43.5	52	School Year	Cool & dry; below 70^0 F
Chicken, Breaded	30#	30	33	School Year	Zero or below
Chicken Cutup	40#	40	42.5	School Year	Zero or below
Chicken Nuggets	40#	40	43.5	School Year	Zero or below
Fish Nuggets	40#	40	42.25	School Year	Zero or below
Hams, Cooked	40#	40	45	6 to 8 months	Zero or below
Pork, Canned	24/29 oz	43.5	52	School Year	Cool & dry; below 70^0 F
Pork, Frozen	36#	36	39	School Year	Zero or below
Salmon	48/15.5 oz	46.5	57	School Year	Cool & dry; below 70^0 F
Tuna	6/66.5 oz	25	30	School Year	Cool & dry; below 70^0 F
Turkey, Frozen	40#	40	43	School Year	Zero or below
Turkey, Roasts	40#	40	46.75	School Year	Zero or below
Fruits					
Apples, Fresh	40#	40	41	1 to 2 weeks	33^0 F to 35^0 F Preferred
Apple Juice, Canned	12/#3	37.7	44	School Year	Cool & dry; below 70^0 F
Apple Slices	6/#10	39	45	School Year	Cool & dry; below 70^0 F
Applesauce, Canned	6/#10	40.5	46.5	School Year	Cool & dry; below 70^0 F
Apricots, Canned	6/#10	40.5	46.5	School Year	Cool & dry; below 70^0 F
Blueberries, Frozen	30#	30	32	School Year	Zero or below
Cherries, Frozen	30#	30	32	School Year	Zero or below
Date Pieces	30#	30	31	School Year	33^0 F to 35^0 F Preferred
Figs	30#	30	31.5	School Year	33^0 F to 35^0 F Preferred
Mixed Fruits	6/#10	40	46	School Year	Cool & dry; below 70^0 F
Peaches, Canned	6/#10	40	46	School Year	Cool & dry; below 70^0 F
Pears, Canned	6/#10	40	46	School Year	Cool & dry; below 70^0 F
Pears, Fresh	45#	45	48.5	1 to 2 weeks	33^0 F to 35^0 F Preferred
Pineapple, Canned	6/#10	41.4	47	School Year	Cool & dry; below 70^0 F
Grape Juice, Canned	12/46 oz	38.6	44	School Year	Cool & dry; below 70^0 F
Plums, Canned	6/#10	41.4	48	School Year	Cool & dry; below 70^0 F
Raisins	30#	30	31	School Year	33^0 F to 35^0 F Preferred
Dairy					
Butter	36/1#	36	37	3 months	Zero or below
Cheese, Cheddar	40#	40	44	3 months	Zero or below
Cheese, Mozzarella	40-50#	40-50	42-52	3 months	Zero or below
Cheese, Processed	6/5#	30	52	3 months	35^0 F to 45^0 F
Dry Milk	50#	50	51	School Year	Cool & dry; below 70^0 F

Commodity	Pack	Net Wt. Lbs.	Gross Wt. Lbs.	Utilization Period	Type of Storage
Vegetables					
Beans, Green Canned	6/#10	38	46	School Year	Cool & dry; below 70^0 F
Beans, Green Frozen	30#	30	32	School Year	Zero or below
Beans, Vegetarian	6/#10	40.5	48	School Year	Cool & dry; below 70^0 F
Corn, Canned	6/#10	39.75	47	School Year	Cool & dry; below 70^0 F
Corn, Frozen	30#	30	32	School Year	Zero or below
Peas, Green Canned	6/#10	40	47	School Year	Cool & dry; below 70^0 F
Peas, Green Frozen	30#	30	32	School Year	Zero or below
Potatoes, Dehydrated	6/5#	30	32	School Year	Cool & dry; below 70^0 F
Potatoes, French Fries	6/5#	30	32	School Year	Zero or below
Potatoes, Rounds	6/5#	30	32	School Year	Zero or below
Potatoes, Sweet	6/10#	38.25	47.5	School Year	Cool & dry; below 70^0 F
Tomatoes, Canned	6/10#	38.25	45	School Year	Cool & dry; below 70^0 F
Tomatoes, Crushed	6/#10	38.75	45.5	School Year	Cool & dry; below 70^0 F
Tomato Paste	6/#10	41.6	47	School Year	Cool & dry; below 70^0 F
Mixed Vegetables, Frozen	30#	30	32	School Year	Zero or below
Grains and Oils					
Corn Meal	5/10#	50	51	3 months	Cool & dry; below 70^0 F
Flour, All Purpose	50#	50	51	3 months	Grain products are subject
Flour, All Purpose	2/25#	50	51	3 months	to deterioration or damage
Flour, Whole Wheat	50#	50	51	3 months	from moisture, heat,
Macaroni	20#	20	21	3 months	infestation and absorption
Macaroni (Rotini)	20#	20	21	3 months	from other products. Store in cool, dry place.
Oil, Vegetable	6/1 Gal.	46.2	54	School Year	Cool & dry; below 70^0 F
Rolled Oats	12/3#	36	37	3 months	Cool & dry; below 70^0 F
Rolled Wheat	5/10#	50	51	3 months	Cool & dry; below 70^0 F
Shortening, Liq. Veg.	6/1 Gal.	46.2	54	School Year	Cool & dry; below 70^0 F
Shortening, Vegetable	12/3#	36	42	School Year	Cool & dry; below 70^0 F
Other					
Walnuts	30#	30	32	School Year	32^0 F to 35^0 F preferred
Honey	6/5#	30	36	School Year	Cool & dry; below 70^0 F
Peanut Butter	6/#10	41.25	46	School Year	Cool & dry; below 70^0 F
Peanut Granules	6/#10	21	26.5	School Year	Cool & dry; below 70^0 F
Peanuts, Roasted	6/#10	24	29.6	School Year	Cool & dry; below 70^0 F

FOOD ALERTS

Despite careful inspection and numerous quality controls, potentially unhealthy foods sometimes find their way into the market and USDA warehouses. A food alert is called when tainted or dangerous foods are discovered. It is serious business. Full cooperation is expected by authorities at all levels – federal, state, and local – to identify and hold suspected food. Food alert information is generally disseminated as follows:

1) The USDA Regional Office is notified of a food alert.

2) The USDA Regional Office notifies Delaware's Federal Food Commodities Program.

3) The Federal Food Commodities Program, in turn, notifies the Agencies not to use a specific commodity until further notice. A network of State Distributing Agency Emergency Coordinators makes sure that all Agencies are alerted immediately about the potentially dangerous food.

4) When the food alert is over and commodities can be released, the USDA Regional Office notifies the Federal Food Commodities Program in writing.

PRODUCT COMPLAINT GUIDELINES

The Department makes every effort to ensure that commodities provided through the Food Distribution Program are nutritious and of the highest quality. However, as in food business, recipients may encounter a few problems such as foreign matter in canned green beans or inferior spaghetti packaging. This is known as "out-of-condition" foods. When this happens, recipients may file a complaint directly with the State of Delaware, Food Distribution Program.

Out-of-condition foods fall into two categories – dangerous and non-threatening. These guidelines address what action an Agency should take right away.

- **Dangerous:** When conditions present a health hazard to food stored nearby – exploding cans and infestation of grain products, for example – the Agency may destroy the food after an authorized federal, state or local inspector has confirmed the problem.

  Dangerous out-of-condition food must be disposed of in accordance with state and local laws and USDA regulations. The Federal Food Commodities Program must be notified in writing within 30 days.

  When foreign matter such as metal or glass is found, there is potential for widespread injury. Agencies must report such food immediately to the Federal Food Commodities Program.

- **Non-threatening:** When conditions do not present a health hazard – broken bags of food, for example – the Agency should segregate the food until it can be inspected by the USDA or the local health department and a decision is made about how to handle it.

Agencies are required to file a written complaint regarding "out-of-condition" foods to the Federal Food Commodities Program using the **Product Complaint Form.** The following information should be included:

- Name and code number of the commodity (e.g., A358110C003)
- Number of cases or bags on hand
- Nature of the complaint
- How the loss occurred

In general, if an agency is seeking a replacement, keep the product until you have been notified by the Federal Food Commodities Program as to what to do with it.

For food losses under $500 per incident, the food may be disposed of. Once the Product Complaint Form has been filed, the inventory will be adjusted.

For **TEFAP agencies**, there are also more detailed forms available for completion:

- **Loss of USDA Donated Foods Form: Loss by Fire**
- **Loss of USDA Donated Foods Form: Loss by Infestation/Spoilage/Contamination**
- **Loss of USDA Donated Foods Form: Loss by Refrigerator/Freezer Failure**
- **Loss of USDA Donated Foods Form: Loss by Theft**

Once the Product Complaint Form has been filed, the Federal Food Commodities Program will handle it as follows:

Dangerous

- All issues of this nature will be resolved immediately.
- The Federal Food Commodities Program will confirm the problem by visiting the recipient agency registering the complaint or by checking other food of the same product, lot number and date that remains in the warehouse.
- Depending on the result, the Federal Food Commodities Program will advise the recipient agency as to how to handle the product(s) in question (e.g., throw out, use, return).
- The Federal Food Commodities Program will determine the extent of the issue as it relates to other recipient agencies that may have received the same product and advise them immediately by phone as to how to handle the product in question; all agencies will be advised to handle the product in question in the same manner.
- For food losses under $500 per incident, the inventory will be adjusted without product inspection.

Non-threatening

- For food losses under $500 per incident, the inventory will be adjusted without product inspection.
- For food losses over $500 per incident, the Federal Food Commodities Program will send a representative to review the situation with the recipient agency in person within 5 working days of receipt of the complaint and to handle the following:

    - Resolve any issues or concerns with the recipient agency.
    - Determine liability.
    - Adjust the inventory accordingly.

If for any reason you require additional information, recipient agencies may also contact the USDA as follows:

1. Commodity Complaint Hotline 1-800-446-6991
2. Email: USDA-FNS-CommodityComplaints@FNS.USDA.GOV
3. Fax (703) 305-1410 or (703) 305-2420, or
4. Regular mail: US Department of Agriculture, Food and Nutrition Service, Food Distribution Division, 3101 Park Center Drive, Alexandria, VA 22302

You should provide the following information:

- A description of the problem
- Date the product was received
- Location of the product
- How much product is involved
- Contract number (may be stenciled on the outer carton)
- Notice to deliver number (ND)
- Sales Order number
-

The ND and Sales Order may be on the paperwork you received with the commodity, or you can contact your State agency or warehouse to obtain it. If you can only get one of these numbers the SO is the most helpful. USDA needs the D/O to determine which vendor produced the product and resolve the complaint to the satisfaction of the recipient. It will look like this:

5000XXXXX

If you are seeking a replacement, you should keep the product until you have been notified what to do with it.

Disposal of Out-of-Condition Foods

Agencies should dispose of out-of-condition foods by obliterating the labels from cartons and adulterating the food so that it will not mistakenly be used. The USDA recommends pouring bleach on contaminated foods.

CLAIM DETERMINATIONS

While some food losses are unavoidable, some are the result of improper storage and handling. Agencies may be held responsible for food losses that could have been avoided with proper management. If negligence is determined, the following claim actions may result.

- Entitlement Foods – At the discretion of the Federal Food Commodities Program, an Agency may replace entitlement foods with like or similar items; or, an Agency may be required to pay for the value of the lost food.

- Bonus Foods – Losses of Bonus food must be repaid in cash to the Federal Food Commodities Program, which returns the money to the USDA.

Responsibilities for Claims Actions

Party Responsible for Loss	Lost Foods	Value	Party Responsible for Collection	Time Limit	Claim Action
Any Entity	Value less than	$500	FFCP	None	As determined by FFCP
FDS	Value exceeds	$500	FNSRO	None	FFCP shall transmit claim determination to FNSRO fully documented as to facts and findings
Any Entity	Value exceeds but does not exceed	$500 $2,500	FFCP	Upon Receipt	FFCP shall take claim action.
Any Entity	Value exceeds but does not exceed	$2,500 $50,000	FFCP, FNSRO	Within 30 days	FFCP shall transmit claims determination documented as to facts and findings. FNSRO shall make the final review of claim determination.
Any Entity	Value exceeds	$50,000	Program division, FNSRO	30 days	Claims over $50,000 are transmitted to Food Distribution Division with FNSRO proposal for or against claim. Program division shall make final determination with concurrence of FNSRO.
Consignee Vendor	Transit claims	Any value	FNSRO	30 days	FNSRO makes all claim determinations.

Legend
FFCP – Federal Food Commodities Program (State of Delaware)
FNSRO – Food and Nutrition Service, Regional Office, USDA
Entities – FDS, Sponsor, Warehouse, Food Processor, Distributor

INVENTORY RECORDS

Inventory Recordkeeping

Child Nutrition Agencies
Agencies must maintain accurate records about USDA commodities, including complete inventories. Good inventory procedures are closely related to menu planning, timely ordering of foods, and prevention of waste by careful supervision of stored commodities.

The U. S. Department of Agriculture offered States the opportunity to use a single inventory record keeping system for the Child Nutrition programs beginning with the school year 2001-02. This is in conjunction with a USDA initiative to allow vendors to use commercial labels rather than USDA labels on commodities. This was piloted in 1996 in the household programs and is being expanded into Child Nutrition (CN) programs since the practice has demonstrated a cost savings.

With the loss of visual identification of commodities, it will be difficult for schools and other CN outlets to inventory commodity products separate from purchased products. Therefore, this method became effective with the 2001-02 school year.

For those districts that prefer to keep the inventories separate, they may still maintain two inventories for their own purposes; however, for financial reporting purposes, those districts will need to combine the value of both commodities and purchased products for USDA reporting.

The method used to determine the value of the commodities is made by the Federal Food Commodities Program. It is calculated as follows:

	Commodity file value per case
+	Service fee per case
+	Processing fee per case (if applicable)
=	Total Commodity Value

These individual values plus the total value of each product are now printed on the shipping tickets that you receive at each delivery location.

Each School Food Authority (SFA) will determine what basis they will use to value their inventory. The different situations for inventory valuation are explained in the guidelines that follow.

TEFAP Agencies
Regulations require that all recipient agencies, including those participating in TEFAP, annually "take a physical inventory" which "shall be reconciled annually with the storage facility's inventory records and maintained on file. . . " (section 250.14(e). Further, regulations require that records be maintained "to document the receipt, disposal, and inventory of commodities received...." The following guidance applies both to organizations that prepare meals and to

those that distribute to households. They **do not** apply to organizations such as food banks, which distribute food to other organizations (e.g., soup kitchens or food pantries) rather than directly serving participants. Those organizations must continue to account for the quantity of each product they distribute to each organization.

The following are minimum inventory procedures required:

- The site maintains an ongoing record of TEFAP foods as they are received, taken out of inventory for program use, and lost to the program through damage or other cause;

OR

- The site staff takes a "physical inventory" – that is, an actual count of all foods in inventory – at the end of each inventory period. The physical inventory should be taken weekly, unless a site withdraws food from inventory less frequently. For sites which conduct mass distributions monthly or quarterly, for example, the inventory period should be lengthened to match the distribution schedule. If a site withdraws commodities from inventory on an ongoing basis and handles a larger volume of USDA commodities, it would be more appropriate to conduct the physical inventory at the end of each day during which the site operates.

- The site must subtract the ending inventory and any damaged foods from the beginning inventory for the period. This leaves foods used in the program during the period. For example, at the beginning of the week, 35 cases of orange juice were on hand. During the week, a case of orange juice is discovered in which all of the cans are leaking. At the end of the week, the site counts two cases of usable orange juice, plus the damaged case. It records program use of 32 cases of orange juice. It also records the one case that cannot be used in the program. The beginning inventory of usable product for the following week is two cases. (This method may work best for the smallest food pantries, which maintain very limited inventories, and for mass distribution sites, which distribute food infrequently.)

TEFAP umbrella organizations, such as food banks that deal with food pantries and soup kitchens, are required to provide the training and oversight necessary to ensure that adequate inventory controls and security are in place at the site level.

Applicant Eligibility Determinations

Non-TEFAP Agencies

Schools, Nutrition Programs for the Elderly and Disaster Organizations can distribute food only to recipients eligible to receive them (needy persons, children, participants in nutrition programs for the elderly, disaster victims). If there are people such as teachers, disaster relief workers and staff members, who share common preparation, serving or dining facilities with eligible participants and those people are common beneficiaries with the eligible participants or are few in number compared to the eligible participants and receive their meals as an incident of their

service to eligible participants, then they can receive donated foods as well.

TEFAP Agencies

TEFAP foods can be used in two ways. They can be used to prepare meals that are served to a group. For example, a Salvation Army soup kitchen might use TEFAP foods in the meals it cooks and serves to participants (prepared meals). Program foods can also be given to eligible participants who then take them home for use by their families (household distribution). This is how food pantries use TEFAP foods.

Eligibility for household distribution:

- Recipients **must** reside in the State of Delaware at the time of application. The site cannot require households to have lived in the area for a specified period of time before they apply for TEFAP.

- If a single site both distributes food for home use and serves meals, it must conduct income eligibility determinations only for households receiving food to take home.

- Individual eligibility information must be gathered for household distribution. Regulations require that the FFCP establish "income-based standards and the methods by which households may demonstrate eligibility under such standards. . . ." In Delaware, eligibility can be determined by income standards or by participation in one or more other local, State, or Federal means-tested programs, such as Food Stamps, General Assistance, Medicaid and SSI. Participation in another program need not be independently verified. For example, since participants in the Food Stamp Program are automatically eligible for TEFAP, applicants can say that their household gets food stamps; they do not have to show a letter or other document to prove it.

- Regulations do not require that applicant households provide independent verification of income, for example, pay stubs.

2016-17 income eligibility (185% of poverty level) guidelines are as follows:

Household Size	Annual Income	Monthly Income	Weekly Income
1	21,978	1,832	423
2	29,637	2,470	570
3	37,296	3,108	718
4	44.955	3,747	865
5	52,614	4,385	1,012
6	60,273	5,023	1,160
7	67,951	5,663	1,307
8	75,647	6,304	1,455
For each additional family member add:	+7,696	+642	+148

Eligibility Record Keeping

Non-TEFAP Agencies
All Recipient Agencies are required to keep accurate and complete records showing the data and method used to determine the number of eligible persons served by that agency. These records should be kept for three years from the close of the fiscal year to which they pertain.

TEFAP Agencies
Regulations require that the distribution site collect "the name of the household member receiving the commodities, the address of the household (to the extent practicable – homeless persons may not be able to provide an address, but are still eligible if they meet the eligibility standards), the number of persons in the household, and the basis for determining that the household is eligible. . . ."

A form has been attached for use in determining eligibility to receive food for home use. Your site may be using another form that you use for TEFAP food as well as other donated food. It is now required to use the form that we have attached. The form should contain: the applicant's name, the number of persons in the household, and if practicable, the applicant's address; the box checked next to the program that makes the applicant eligible (after reviewing the income guidelines or means-tested programs listed); and, the applicant's signature and date the form has been completed. By signing, the applicant is **certifying** that his/her household is eligible by income and/or means-tested program, and that they live in Delaware.

- These completed forms should be retained by the distribution site for 4 years.

- For subsequent visits to a site that conducts household distribution, households are only required to sign a listing or log book documenting that they received TEFAP commodities. This should be completed for each visit to that site.

Commodity Issuance Record Keeping

TEFAP Agencies

Sites that conduct household distribution must keep a record, for each day on which they distribute food, of the names of all households that receive food. Site staff can meet this requirement by writing down the name of the household or placing a mark next to the household's name on a pre-printed list of eligible households.

It is **not necessary** to record the specific food distributed **to each individual household** – for example, two cans of green beans, two boxes of corn flakes, etc.

Ordering Procedures

Non-TEFAP Agencies

For non-TEFAP agencies, allocations are made based on the number of meals served to eligible participants the previous year. All ordering is done by the recipient agency online directly through the FFCP Nutrition Website. Orders can be made or changed up to five business days prior to the scheduled delivery date.

TEFAP Agencies

For TEFAP agencies, allocations are made based on an agency's average number of clients. When the Federal Food Commodities Program (FFCP) receives products, they are allocated to all the agencies in the program based on the agency's percent participation of the State's total. This will be done when the product is received at the FFCP warehouse.

The FFCP receives a dollar entitlement figure based on Delaware's low income and unemployment statistics. The FFCP can order foods offered for this program quarterly from the USDA up to the value of the entitlement. Delaware's entitlement figure is low, so mostly staples are ordered such as canned fruits, vegetables, cereals, etc. When meat products are offered, the FFCP tries to acquire them if there is still enough entitlement to cover the cost. The FFCP sometimes also receives "bonus" foods, which are foods purchased by the USDA to relieve agricultural markets. These are over and above the entitlement. In the past, some good bonus products have been received; including meats, but this is only when the USDA can purchase them for market relief.

The FFCP occasionally gets fresh produce, such as apples or potatoes. These will be delivered to recipient agencies all at one time and within a few days of receipt in our warehouse; do not accept any more than you can use in a short period of time since these products are highly perishable.

All ordering is done by the recipient agency online directly through the FFCP Nutrition Website. Orders can be made or changed up to five business days prior to the scheduled delivery date.

Descriptions and nutritional value of most of the commodities are on the USDA website, which can be accessed at www.fns.usda.gov/fdd. Click on The Emergency Food Assistance Program (TEFAP) and you will then be able to click on the Commodity Fact Sheets for that program. (If you do not have access to the internet, please call the FFCP and we will print off copies of whatever Commodity Fact Sheets you need.)

AGREEMENTS

A signed agreement is required before any agency can receive USDA commodities. By signing, the agency accepts certain responsibilities. Highlights of the agreement include: accountability through careful record keeping; support of Civil Rights legislation; proper storage, disposition and use of USDA donated food; and acceptance of penalties for the improper use of commodities.

Food Management Companies

An agency may use a food management company to handle its food service program; however, a copy of the contract with that company must be included with the agreement. That contract must include these statements:

(1) Any donated foods received by the agency and made available to the food service management company shall be used only for the benefit of the agency's feeding operation and shall be utilized therein; and

(2) The books and records of the food service management company pertaining to the feeding operation of the agency shall be available for a period of three years, from the close of the federal fiscal year to which they pertain, for inspection and audit by representatives of the distributing agency, of the Department of Agriculture and of the General Accounting Office, at any reasonable time and place.

DISASTER FEEDING

Disasters are defined as natural events (hurricanes, tornadoes, storms, floods, high water, wind-driven water, tidal waves, earthquakes, drought, and fires) or man-made events (explosions, fires, riots, nuclear and chemical contamination). At these times, the USDA makes donated food available to disaster victims, usually through relief organizations such as the American Red Cross or Salvation Army, which prepare and serve meals from central locations. In some cases, food is given directly to households.

The Secretary of Agriculture is responsible for ensuring that adequate stocks of food are available for group feeding or household distribution in any area suffering from a major disaster or emergency. During a disaster, food that has been purchased by the USDA for use in the state's food programs is made available to disaster organizations in that state. Food that is stored in school or state warehouses can be used immediately. The USDA will replace this food. During disasters, the USDA field staff is also on hand to help carry out emergency relief measures.

COMMODITIES IN SCHOOLS

Use Of Commodities In Courses/Classes

Donated commodities may be used in teaching home economics, nutrition, food preparation, child care, health related activities, and in Nutrition Education and Training (NET) Program projects for training students (CFR Part 250.48(g)).

Any Group B or bonus commodity which the RA receives in conjunction with the non-profit school lunch program may be used for such training purposes. However, these commodities will not be replaced as entitlement commodities or allocated on NSLP participation. School food authorities should determine whether the commodities and quantities requested for training purposes will negatively affect the needs of the lunch program. The products containing commodities used for training may not be sold and must be used either in the classes or the NSLP or SBP. Records of the kinds of quantities of commodities used for training purposes are to be maintained.

Sale Of Commodities In Schools

Commodities are made available for the number of reimbursable meals served to children and should be used for the purpose of providing the components of those meals. Participating schools may sell donated commodities in their a la carte food service in the donated form or in processed or repackaged form. Commodities may be used for preparing food items for a la carte sales, as long as these same commodities or prepared items are served at some time during the year as a required component or side dish of the reimbursable meal.

Bonus commodities may be fully utilized in the food service program regardless of whether or not they are used as a component or side dish of the reimbursable meal. Funds derived from a la carte sales of items using any donated commodities must accrue to the nonprofit food service account.

Using the above information as reference, sample questions and answers regarding the use and sale of donated foods follow:

Q. Can a school repackage and sell commodity raisins in the a la carte sales line?
A. Yes, this is an appropriate use of commodities.

Q. Can a school sell sweet rolls made with bonus flour in the teachers' lounge?
A. No, this is not a meal service activity covered under the nonprofit school food service account.

Q. Can a school use commodities to prepare banquets for school or non-school functions, such as banquets for a school's athletic team, cheerleaders, honor society, PTA, Chamber of Commerce, political rallies, etc.?
A. No, these activities are not covered under the nonprofit school food service account.

FOOD PROCESSING

Many USDA commodities are more easily used in processed or prepackaged form. Food processing can take place at a number of stages. The USDA customarily processes certain foods before they are offered to states to allocate and distribute. For example, wheat is ground into flour, some of which is then made into varieties of pasta. Fresh fruits and vegetables are canned or frozen. Cheeses are produced from dairy products. These foods, to name a few, are packaged in standard sizes and shipped into the states. The USDA contracts and pays for this initial commercial processing.

State Contracted Processing – The Federal Food Commodities Program enters into contracts with various food processors to process certain commodities into more usable end products. Commodities are shipped into the processors for Delaware either directly from USDA or backhauled from our warehouse. There are two methods by which these products are made available to the RAs: direct sale to the agencies with a refund given for the value of the commodity (e.g., pizza); or fee-for-service, with delivery of the product made to the FFCP warehouse which is then distributed to the agencies.

In the Net Off Invoice (NOI) method, the recipient agency receives a discount from the commercial distributor for the value of the donated USDA food which is reflected on the invoice paid by the SFA.

A fee-for-service is the food processor's actual cost to produce a unit of processed food. It represents the cost of ingredients other than USDA commodities, labor, packaging, overhead, and any other costs incurred to convert donated food into processed food, plus profit. The RA pays a net price based on a per pound or per case charge for the processed food. This method is used primarily for processing USDA commodities such as meat and poultry. The Federal Food Commodities Program is billed the entire fee-for-service and the product is delivered to our warehouse. The FFCP then bills each RA the fee-for-service for their share of the processed food. Because the processor must be paid within 30 days, the RAs will be billed for and will pay this fee before they actually receive the food.

ON-GOING COMMUNICATION

Read every letter or memo from the Federal Food Commodities Program when it arrives and if possible, act on it immediately. It is often time sensitive. In many cases, the information requested is simple and straightforward and can be dealt with in minutes. Be sure to order USDA Commodities on the Nutrition Web Site by the required date. This is essential for you to be able to receive your monthly food order.

All paperwork regarding the distribution of USDA food in Delaware must be kept for a period of three years beyond the current year.

There are various business aspects that are conveyed to recipient agencies on an ongoing basis to ensure they remain current on all issues related to the Delaware USDA Federal Food Commodities Program. Accordingly, the following outlines common customer communications.

Regulatory Updates

- On a **monthly basis**, all appropriate communications from the USDA will be forwarded to recipient agencies. This information will be received by one of the following methods, as appropriate:
  - Direct Mail
  - EMail
    OR
  - Facsimile

Handbooks

- On an **annual basis**, the Food Distribution Program Handbook will be updated with current information.
- Once the Handbooks are updated, they will be distributed to recipient agencies. This will be accomplished in any one of the following manners:
  - Direct Mail
  - EMail to all agencies
    OR
  - Posting on the Food Distribution section of the Government Support Services website
    www.state.de.us/dss

Preference Requests

- On an **annual basis**, Preference Surveys are conducted. They are to be completed by the end of March each year to ensure that appropriate contracts and product requests are in place for the year. In addition, these surveys may also be conducted by special request.
- On an **annual basis**, survey results are to be compiled and forwarded to all recipient agencies.

New Customer Education

- When a new recipient agency or processor is approved, basic in-person training should be offered to all involved organizational personnel. Training should include the following:

  - Food Program background and history
  - USDA regulations and requirements
  - Food Program operating requirements
  - Nutrition Website use and guidelines
  - Reporting and recordkeeping
  - Food processing guidelines
  - Storage and handling of food
  - Inventory requirements
  - Delivery procedures

- Customer claims/complaint processes
- Customer service contacts

Existing Customer Education

- Existing customers should receive ongoing training and education when:
  - Regulations change
  - Food Program processes change
  - Organizational personnel changes
  - A problem or issue is detected during annual audits or reviews
  - A customer service issue exists
  - Food processor information changes
  - Food processing options change. (Must notify **annually**)

MONITORING AND COMPLIANCE

Compliance Requirements

In order to receive USDA donated foods, each agency must complete an agreement. By signing this contract with the State of Delaware, every agency agrees to comply with the Civil Rights and reporting requirements governing the Federal Food Commodities Program.

The agreements vary, depending on whether a recipient agency is authorized under the National School Lunch Program or under another program.

If contact or other material information for a recipient agency changes during the year, the FFCP must be notified immediately.

Civil Rights Requirements

To meet the Civil Rights requirements set by the Civil Rights Law of 1964 and its subsequent amendments, each participating agency is required to sign a written pledge that its program and facility will be operated in compliance with the Civil Rights laws. **Refer to Civil Rights Compliance Review form attached.**

Nondiscrimination Assurances

All printed materials must include this benefit/services statement:

> "Rules for acceptance in the program are the same for everyone without regard to race, color, national origin, age, sex, or handicap."

Programs which are chartered as "rehabilitative", etc....for one gender may note this fact on any brochures; however, the benefit/services statement above may not be changed.

A nondiscrimination poster developed by the USDA (available from the Federal Food Commodities Program) and entitled ".....And Justice for All" must be prominently displayed.

Every agency must annually inform its public of the availability of USDA food. Each announcement must contain the benefits/services statement quoted above and an assurance of nondiscrimination which states that the program and facility are being operated in compliance with Civil Rights laws. For example, a charitable institution such as a religious affiliated soup kitchen might inform social service agencies and church members through the use of church bulletins and other announcements. Upon request, any agency must make public the information about Civil Rights requirements and the procedures for filing a complaint.

In geographical areas where most people do not speak English, translations of Civil Rights policies are required.

Filing Complaints

A written or verbal complaint must be forwarded to the Federal Food Commodities Program or to the Supervisor of School Food Services, Department of Education (for NSLP participants, including summer feeding programs). The complaint must include enough information for the appropriate government agency to determine the identity of the agency and/or individual against whom the complaint is directed. It must also indicate any possibility of a Civil Rights violation. Anonymous complaints are to be handled like any other complaint. All complaints must be filed within 180 days of their occurrence.

In the event that a complainant makes a verbal allegation and will not put the complaint in writing, the person to whom the allegations are made must write up the complaint. Every effort should be made to have the complainant provide the following information:

- Name, address, telephone number, or other means of contacting the complainant.
- Specific location and name of the agency.
- Nature of the incident(s) or action(s) that led the complainant to believe that discrimination was a factor.
- Basis on which the complainant believes that discrimination exists; that is, race, color, national origin, gender, age, or disability.
- Names, titles, and addresses of persons who may have knowledge of the alleged discriminatory action(s).
- Date(s) during which the alleged discriminatory action(s) occurred, or if still persisting, the duration of such action(s).

Reporting Requirements

Agencies distributing USDA donated food must prepare a number of reports, forms, and inventories to comply with federal regulations. All requests for information are sent with a cover letter which explains exactly what needs to be done and when.

Agency Reviews

Periodically, each agency will be subject to a compliance review. A representative from the Federal Food Commodities Program will make an on-site visit to determine whether or not an agency is complying with federal regulations. Review highlights are as follows:

1. Verify that written contract exists and that all information is current.
2. Verify that the Delaware Department of Education or the Federal Nutrition Service Regional Office (FNSRO) has determined eligibility of food donees for Schools, Summer Food Service Programs and Child Care Food Programs.
3. Monitor performance reports.
4. Monitor food requests.
5. Monitor participation data.
6. Monitor data regarding refunds and discounts for end products.
7. Verify that agencies buy only products produced in the U.S.
8. Verify compliance with civil rights provisions.
9. Review of all complaints.
10. Review and analysis of reports submitted.
11. Review of storage facilities.
    a. Ensure that storage facility is free from rodent, bird, insect and other animal infestation.
    b. Ensure that RAs have adequate handling and storage facilities for food ordered.
    c. Verify that food is safeguarded against theft, spoilage or other loss.
    d. Verify that foods are maintained at proper storage temperatures.
    e. Verify that foods are stocked and spaced so that USDA foods are readily identified.
    f. Verify that donated food is stored off the floor to allow for adequate ventilation.
    g. Ensure that all required Federal, State and local health inspections and approvals are obtained.
12. Ensure that agencies take a physical inventory annually and reconcile it with inventory records.
13. Ensure that accurate and complete records are maintained.
    a. Receipt, distribution/use and inventory of donated foods.
    b. Receipt, distribution/use and inventory of end products processed from donated foods.
    c. Funds which arise from the operation of the program.
    d. Refunds made by processors.
    e. Amounts and value of commodities refused by schools

Civil Rights Compliance Review

A **Civil Right Compliance Review** is completed for each agency. The form varies depending on the type of agency; however, generally speaking, it addresses admissions and operating policies, recruiting practices, fees and pricing, and public notices. Child nutrition programs should call (302) 739-4717 for information; other agencies, (302) 838-8062 or (302) 838-8063.

Food Distribution Program Review

Each recipient agency is expected to meet specific criteria in order to participate in the Federal Food Commodities Program. During the on-site visit, the state representative will complete a **Food Distribution Program Review**. This checklist of requirements makes sure that certain conditions are met in three broad areas:

- There must be a current agreement between the state and the agency, signed by an appropriate official. Contracts between recipient agencies and food management companies are reviewed to make sure they are in order.

- The recipient agency must meet strict standards for handling and storing food, including proper temperature control, air circulation, stacking, food usage and cleanliness. (Review the "Storage and Handling" section.) The state representative also scrutinizes the disposition of out-of-condition foods and the way that food losses, if any, were handled. They must comply with federal regulations.

- Each agency must keep up-to-date and complete records concerning the distribution of USDA food. The state representative makes sure that accurate inventories of food on hand are maintained, that food receipts and other documentation are in order, and that the agency is keeping records for the required period. The state representative will examine the inventory.

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FORMS

On the following pages are samples of many forms that are used by the Federal Food Commodities Program to administer the USDA Food Program. Not all forms are used by all agencies. Some of these forms can be duplicated for your use (e.g., loss forms, transfer forms, perpetual inventories).

In addition to these forms, there are annual agreements, Civil Rights Assurances, Food Preference Reports and school lunch data. To save space, they have not been included in this manual.

GLOSSARY

AMS: Agricultural Marketing Service

ASCS: Agriculture Stabilization and Conservation Service

Agreement: Contract between State of Delaware and a recipient agency. The RA agrees to abide by USDA regulations and policies before receiving donated food.

Allocation: An offering of commodities (donated foods) to a recipient agency.

Arrival Date: Date a shipment of donated food arrives at the State warehouse.

Bonus Food: Food not charged to entitlement funds. Group A or Group B foods can be declared bonus by the USDA.

Child Nutrition (CN): Refers collectively to the four programs authorized under Section 13 of the National School Lunch Act. They are National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Summer Food Service Program (SFSP), and the Child and Adult Care Program (CACFP).

CN Label: A special USDA symbol of approval of a food product. It shows that the USDA has determined that a single serving of a manufacturer's food product makes a specified contribution to the child nutrition meal pattern requirement.

Claim Determination: Review of an RA's donated food loss to determine liability.

Commodity: A food purchased by the USDA for use in various federal nutrition programs; a donated food.

Commodity Acceptability Report: (Also known as Food Preference Report.) A State of Delaware report which advises the USDA of the RA's preferences for: certain foods, kinds of packaging, container sizes and quantities that could be used in one year. The report aids the Distributing Agency in determining which foods to accept. Delaware surveys most agencies.

Commodity Assistance Level: The dollar amount of donated food that the USDA provides under federal laws. It is adjusted annually.

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Commodity Credit Corporation (CCC): A USDA agency which provides price support to producers of agricultural commodities with loans, direct purchases, and other means. Grains and dairy, peanut, and oil products are price support commodities.

Commodity Fact Sheet: USDA information about a particular product.

Contract Value of Donated Foods: The price set by the USDA for a commodity. This price reflects the USDA's cost to buy the food, plus transportation and processing costs.

Contracting Agency: The State of Delaware, Federal Food Commodities Program (FFCP). It signs contracts with food processors.

Department (USDA): The United States Department of Agriculture.

Direct Delivery: The delivery of a commodity directly to the state warehouse or to a processor.

Disasters: Natural events (hurricanes, tornadoes, storms, floods, high water, wind-driven water, tidal waves, earthquakes, drought, and fires) or man-made events (explosions, fires, riots, nuclear and chemical contamination) which cause the USDA to approve emergency feeding programs.

Disaster Organizations: Organizations authorized by federal or state officials to assist disaster victims.

Disaster Victims: Persons who are, because of natural or man-made disasters, in need of food assistance.

Distributor: An independent commercial food purveyor or handler that sells, bills, stores, and delivers food to an agency.

Distributing Agency (DA or SDA): The state agency that is responsible for the distribution of USDA foods. Delaware's DA is the Federal Food Commodities Program of the Government Support Services Division of the Office of Management and Budget.

Donated Food (DF): Foods purchased by the USDA for use in various federal nutrition programs.

End Product: Food produced by a processor using a specific quantity of USDA donated food.

Entitlement/Entitlement Funds: The level of food assistance provided to the State of Delaware. It is set by the USDA.

Entitlement Food: Group A or Group B foods which are "charged" to an agency's account or entitlement. Bonus foods of any kind, including those from Group A or Group B do not reduce the entitlement funds.

Federal Food Commodities Program: The program that administers the distribution of USDA commodities, which belongs to the Government Support Services Division of the Office of Management and Budget.

Fee-for-Service: A method by which an agency buys processed food from a processor. The price per case (or per pound) of processed food represents the commercial processor's costs of ingredients other than USDA donated food, plus labor, packaging and overhead. Used primarily for meat and poultry.

Food and Nutrition Service Regional Office (FNSRO): Regional Office of the Food and Nutrition Service of the Department of Agriculture. Delaware is in the Mid-Atlantic Region.

FIFO: First In, First Out. A storage practice that requires the oldest food to be used first.

Food Alert System: Formal USDA instructions to handle food emergencies.

Food Safety and Inspection Service (FSIS): USDA agency which inspects the wholesomeness of food products, not including grains or dairy products.

Food Preference Report: See Commodity Acceptability Report.

Food Service Management Company: A commercial or nonprofit organization which an agency may contract to manage its food service.

Free on Board (F.O.B.) Destination: A method of pricing in which a vendor includes the transportation charges to a specific destination in the bid price of a product. The vendor is then responsible for arranging and paying for transportation.

Free on Board (F.O.B.) Origin: A method of pricing in which a vendor excludes the transportation charges in the bid price of a product. Transportation arrangements are made and paid for by the USDA.

Indirect Sales: Sales by a commercial food processor to an agency through a distributor, broker, or other middleperson.

Inventory: Inventory is the donated food that belongs to an RA, including food on hand and allocated food stored in a state warehouse.

Multi-State Processor: A multi-state food processor has contracts with more than one state or has contracts in a state other than the one in which its processing plant or business office is located.

National School Lunch Act: Law which authorized the National School Lunch Program, among others.

NSLP: National School Lunch Program.

Needy Persons: Needy persons are: 1) people who are in need of food assistance because of their economic status, 2) members of a household who are certified in need of food assistance, or 3) disaster victims.

Nonprofit School Food Service: Food services which operate solely for the benefit of school children, with any revenue reinvested in the food service operation itself.

Nutrition Services Incentive Program (NSIP): A U.S. Department of Health and Human Services program which provides persons over 60 and their spouses with nutritionally sound meals through the meals-on-wheels program or in senior citizens centers and similar settings. The USDA contributes commodity foods and/or cash to these programs.

Offer and Acceptance System: The method by which the Food Distribution Section offers donated food to an RA in advance of the shipment date. The RA, in turn, accepts only the amount and varieties it needs.

Out-of-Condition Food: USDA donated food that has deteriorated in quality so that it is unsafe for human consumption.

Performance Bond: An instrument (contract) written by a surety company which guarantees performance and supply of end products by a processor under the terms of a food processing contract.

Piggy-Back: A highway truck trailer transported on a railroad flatcar.

PAL: Planned Assistance Level. The dollar value of an agency's entitlement.

Processing: Converting USDA donated food or foods into processed foods (end products) by a commercial food processor. Also refers to the repackaging of foods.

Processing Contract: Agreement between a federal or state agency and a commercial food processor to convert USDA donated food to a more usable or convenient form.

Processor: A commercial organization, other than a food service management company, which converts USDA donated foods into end products.

Production Records: Records of the types and amounts of ingredients used in food preparation.

Recipient Agency (RA): An organization that receives donated foods. Agencies can include summer camps, charitable institutions, disaster relief organizations, school food authorities, public and private schools, food banks, and elderly nutrition programs.

Refund Method: A method by which an agency buys processed food from a processor or distributor. The RA pays full price for the product and then claims a refund from the processor.

Regulations: Federal Regulatory Authority which governs the USDA donated food programs.

Residential Child Care Institution (RCCI): Public or private nonprofit licensed residential child care facility which is eligible to participate in the National School Lunch Program.

School Breakfast Program (SBP): A federally subsidized breakfast program available to schools. Although USDA commodities are not provided for the School Breakfast Program, donated foods available for school lunches may be used for a breakfast program.

School Food Authority (SFA): The administrative body that is approved to operate a nonprofit school food service or to manage the National School Lunch Program. A School Food Authority may be responsible for more than one school.

School Year (SY): Twelve month period between July 1 and June 30.

Section 6: Refers to Section 6 of the National School Lunch Act, as amended, which authorizes the USDA purchase of foods for distribution to schools and institutions participating in Child Nutrition programs. Section 6 specifies the level of assistance or dollar amount that is provided.

Section 32: Refers to Section 32 of the Agricultural Act of 1935, as amended, which authorizes the USDA purchase and distribution of perishable commodities in order to remove surplus and stabilize farm prices.

Section 416: Refers to Section 416 of the Agricultural Act of 1949, as amended, which authorizes the purchase and distribution of commodities in order to support farm prices.

State Distributing Agency (SDA or DA): Federal Food Commodities Program (FFCP), Government Support Services, Office of Management and Budget, State of Delaware. Also called Distributing Agency.

State Food Distribution Advisory Council: A committee appointed from members of School Food Authorities and other child nutrition agencies. The committee is responsible for advising the Food Distribution Section and USDA of ways to improve the donated food programs.

State Option Contracts Program (SOC): A program in which a state distributing agency contracts with USDA to acquire finished end products from private vendors for a processing fee.

Surveys: Method used by Food Distribution Section to gather information about foods.

TEFAP: The Emergency Food Assistance Program. It makes food available to agencies that provide foods to the homeless or needy. These commodities can be used for congregate feeding or distributed for household use.

USDA: United States Department of Agriculture.

Vendor: An organization offering a product or service to a customer.

Product Complaint Form

Instructions: Food supervisor or recipient agency/district/school should complete this form and submit directly to the Federal Food Commodities Program of the Government Support Services Division as soon as possible after problem is discovered.

GOVERNMENT SUPPORT SERVICES
FEDERAL FOOD COMMODITIES PROGRAM
P. O. BOX 299
DELAWARE CITY, DE 19706
Tel.: (302) 838-8062 or (302) 838-8063
Fax: (302) 836-7642

DATE:_____STATE:_____Delaware__

AGENCY/DISTRICT _____LOCATION OF COMMODITY_____

CONTACT PERSON:_____TELEPHONE_____

DATE PRODUCT DISCOVERED OUT OF CONDITION:_____

PRODUCT _____ CONTRACT # _____

PACKING DATE _____ CAN CODE (for canned products) _____

OTHER CARTON IDENTIFICATION (i.e., Lot #, Commodity Code)_____

DATE PRODUCT RECEIVED FROM GOVERNMENT SUPPORT SERVICES _____

DATE PRODUCT RECEIVED AT COOKING FACILITY, IF DIFFERENT _____

PROBLEM (Condition of Commodity) _____

_____

_____

LOCATION OF COMMODITY _____

WHO DETERMINED COMMODITY TO BE OUT OF CONDITION? (i.e., Board of Health, State Dept. of Agriculture, Staff Person, District/Agency Staff):_____

AMOUNT RECEIVED _____ AMOUNT USED _____ BALANCE ON HAND _____

AMOUNT ASSUMED UNUSABLE OR QUESTIONABLE _____

PROTECTION GIVEN COMMODITY AFTER RECEIPT IN AGENCY/DISTRICT (type of storage and temperature of storage area) _____

ANY OTHER INFORMATION THAT WILL HELP IDENTIFY THE PRODUCT AND ESTABLISH IF VENDOR LIABILITY IS INVOLVED _____

SAMPLE:

FEDERAL FOOD COMMODITIES PROGRAM
P. O. BOX 299
DELAWARE CITY, DE 19706
Tel.: (302) 838-8062 or (302) 838-8063
Fax: (302) 836-7642

DATE: 1/29/2005 **AGENCY/DISTRICT:** Milford School District

CONTACT PERSON: Mary Lynn Jackson **TELEPHONE:** 302-422-1637

DATE PRODUCT DISCOVERED OUT OF CONDITION: 1/29/2005

PRODUCT: Shredded Lite Mozzarella Cheese **CONTRACT NUMBER:**

PACKING DATE: 6/10/2004 **CAN CODE (for canned products):**

OTHER CARTON IDENTIFICATION: Lot # 2020162F 7027230143 0162

DATE PRODUCT RECEIVED FROM FEDERAL FOOD COMMODITIES PROGRAM: 11/2004

DATE PRODUCT RECEIVED AT COOKING FACILITY IF DIFFERENT FROM ABOVE: 1/05/2005

PROBLEM (Condition of the commodity): Product was molded

LOCATION OF COMMODITY: Milford Middle School

WHO DETERMINED COMMODITY TO BE OUT OF CONDITION? (BOARD OF HEALTH/STATE DEPT. OF AGRICULTURE, STAFF PERSON, DISTRICT/AGENCY STAFF): Staff person

AMOUNT RECEIVED: 8 cases **AMOUNT USED:** 2 cases **BALANCE ON HAND:** 0

AMOUNT ASSUMED UNUSABLE OR QUESTIONABLE: 6 cases

PROTECTION GIVEN COMMODITY AFTER RECEIPT IN AGENCY/DISTRICT (TYPE OF STORAGE AND TEMPERATURE OF STORAGE AREA): Walk-in Cooler, 40 Degrees

ANY OTHER INFORMATION THAT WILL HELP IDENTIFY THE PRODUCT AND ESTABLISH IF VENDOR LIABILITY IS INVOLVED:

** Item was destroyed

STATE OF DELAWARE
FEDERAL FOOD COMMODITIES PROGRAM
ELIGIBILITY TO TAKE FOOD HOME
TEFAP Agency_____

Name: _____ Number of People in Household: ____

Address: _____

This table shows an annual gross income for each family size. If your household income is at or below the income listed for the number of people in your household, you are eligible to receive food

Household Size	Annual Income	Monthly Income	Weekly Income
1	21,978	1,832	423
2	29,637	2,470	570
3	37,296	3,108	718
4	44.955	3,747	865
5	52,614	4,385	1,012
6	60,273	5,023	1,160
7	67,951	5,663	1,307
8	75,647	6,304	1,455
For each additional family member add:	+7,696	+642	+148
Household Size	**Annual Income**	**Monthly Income**	**Weekly Income**

( ) Income is less than listed on above income scale.

You are also eligible to receive food from TEFAP if your household participates in any of the following programs. If you participate in one of these programs, please place a check next to the program.

_____ SNAP (formerly Food Stamps) _____ AFDC ___ Medicaid
_____ GA _____ SSI

Please read the following statement carefully. Then sign the form and write in today's date.

I certify that my annual gross income is at or below the income listed on this form for households with the same number of people as my household, OR that my household participates in the program that I have checked on this form. I also certify that, as of today, my household lives in the area served by the Delaware Emergency Food Assistance Program. This certification form is being completed in connection with the receipt of Federal assistance. Program officials may verify what I have certified to be true. I understand that making a false certification may result in having to pay the State for the value of the food improperly issued to me and may subject me to criminal prosecution under State and Federal law.

_____ _____

(Signature)

(Date)

_____

_____

(Proxy Signature)

(Date)

Proxy Address

_____

_____

_____

Customer Discrimination Complaint Form

Instructions: Complete this form and submit directly to the Federal Food Commodities Program of the Government Support Services Division as soon as possible after the problem occurs.

GOVERNMENT SUPPORT SERVICES
FEDERAL FOOD COMMODITIES PROGRAM
P. O. BOX 299
DELAWARE CITY, DE 19706
Tel.: (302) 838-8062 or (302) 838-8063
Fax: (302) 836-7642

DATE _____STATE Delaware

AGENCY _____LOCATION _____

CONTACT PERSON/COMPLAINANT_____

TELEPHONE _____

ADDRESS _____

_____

BASIS UPON WHICH COMPLAINANT BELIEVES DISCRIMINATION EXISTS (Check all that apply):

Race		Age	
Color		National Origin	
Gender		Disability	

NATURE OF INCIDENT(S) OR ACTION(S) THAT LEADS YOU TO BELIEVE THAT DISCRIMINATION IS A FACTOR (Use reverse side, if necessary)_____

_____

_____

_____

_____

_____

DATE DURING WHICH ALLEGED DISCRIMINATORY ACTION(S) OCCURRED, OR IF STILL PERSISTING, THE DURATION OF SUCH ACTION(S)_____

List other individuals who may have knowledge of the alleged discriminatory action:
Name Title Address

_____

_____

_____

Civil Rights Compliance Review Form

FORM APPROVED OMB NO. 40-R3

U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE

CIVIL RIGHTS COMPLIANCE REVIEW
(INSTITUTIONS)
FNS INSTR. 113-3

1. REVIEW MADE BY
- ☐ STATE
- ☐ REGIONAL OFFICE
- ☐ JOINT FEDERAL STATE

2. TYPE OF INSTITUTION (*"X" one box only*)
- ☐ CORRECTIONAL (*Complete items 1-6, 10-12 and 13-16*)
- ☐ MEDICARE (*Complete items 1-6, 10-12 & 14-16*)
- ☐ RESIDENTIAL (*Non-Medicare Complete all items*)
- ☐ NONRESIDENTIAL (*Complete items 1-16*)

INSTRUCTIONS: The original and pink copy should be sent to FNS Regional Administrator. The yellow copy should be retained in the files of the State Agency.

MINORITY is defined as American Indian or Alaskan Native, Asian or Pacific Islander, Black (*not of Hispanic origin*) *and Hispanic*.

IMPORTANT: Items 6, 9A & 9B MUST be answered NUMERICALLY. (*No percentages*) Do not use words "all" or "none".

3. FACILITY REVIEWED (*Skip one block between words. Abbreviate if name is too long for block provided*)

NAME

CITY

(*Use standard Post Office two-letter abbreviation*) STATE ZIP CODE

Zip Code MUST be included.

4. NAME AND TITLE OF RESPONSIBLE OFFICIAL INTERVIEWED

5. NAME AND ADDRESS OF SPONSORING AGENCY (*If same as item 3, print "Same as 3"*)

6. ACTUAL CURRENT NO. OF BENEFICIARIES OR PARTICIPANTS BY RACE (*Leave box(es) blank for these race(s) not included.*)

AMERICAN INDIAN OR ALASKAN NATIVE	ASIAN OR PACIFIC ISLANDER	BLACK (*Not of Hispanic origin*)	HISPANIC	WHITE (*Not of Hispanic origin*)	TOTAL

7. DOES THE INSTITUTION LIMIT OR DENY ADMISSION BECAUSE OF RACE, COLOR, OR NATIONAL ORIGIN? (*This question must be asked of the official. It is not the reviewer's opinion.*)
☐ YES ☐ NO

NOTE: If item 8A is "yes" and the organization is state or national in scope, then items 8B and 8C apply to the state or national structure. If item 8A is "No", skip to Item 9.

8A. IS MEMBERSHIP IN ANY ORGANIZATION A PREREQUISITE FOR ADMISSION?
☐ YES ☐ NO

8B. IF "YES", GIVE NAME OF ORGANIZATION

8C. IS MEMBERSHIP IN THE REQUIRED ORGANIZATION OPEN TO ALL MINORITY GROUPS?
☐ YES ☐ NO

8D. DOES THE ORGANIZATION HAVE MINORITY MEMBERS?
☐ YES ☐ NO

9A. NUMBER OF PERSONS REQUESTING ADMISSION OR REFERRED IN PRIOR 12 MONTHS. _____ NUMBER WHO WERE MINORITY GROUP MEMBERS. _____

9B. NUMBER OF PERSONS ACCEPTED IN PRIOR 12 MONTHS. _____ NUMBER WHO WERE MINORITY GROUP MEMBERS. _____

9C. WHAT CRITERIA ARE USED IN SELECTING APPLICANTS FOR ADMISSION? (*e.g., age, intelligence, space available, etc.*)

9D. HAS THE INSTITUTION ANNOUNCED PUBLICLY THAT ADMISSION IS OPEN TO ALL REGARDLESS OF RACE, COLOR, OR NATIONAL ORIGIN? (*It must be done at least once annually.*)
☐ YES ☐ NO

9E. IF ITEM 9D IS "YES" GIVE DATE(S) WHEN MEDIA WERE USED AND ATTACH COPIES OF ANY BROCHURES, NEWS ARTICLES, BULLETINS, ETC. FOR TRANSMISSION TO FNS R.O. (*If media is not available, give date(s) and describe media used.*)

10. IS THERE ANY SEPARATION BY RACE, COLOR, OR NATIONAL ORIGIN? (*If "yes" explain in "remarks"*) If only one race is shown in item 6, indicate "no" for A thru D

(A) IN EATING AREA?	☐ YES	☐ NO
(B) IN SERVING LINES?	☐ YES	☐ NO
(C) IN SEATING ARRANGEMENTS?	☐ YES	☐ NO
(D) IN ASSIGNMENT OF EATING PERIOD?	☐ YES	☐ NO

11. ARE ALL SERVICES AND FACILITIES USED ROUTINELY BY ALL PERSONS WITHOUT REGARD TO RACE, COLOR OR NATIONAL ORIGIN? (*i.e., social and recreational areas, study areas, lavatories*)
☐ YES ☐ NO

12. IS THE USDA'S NONDISCRIMINATION POSTER "... AND JUSTICE FOR ALL" DISPLAYED?
☐ YES ☐ NO

13. DO BROCHURES, PAMPHLETS, OR OTHER PUBLICATIONS USED BY THE INSTITUTION TO PUBLICIZE ITS PROGRAM CONTAIN A NONDISCRIMINATION STATEMENT? (*The statement must read "rules for acceptance and participation in the program are the same for everyone without regard to race, color or national origin".*)
☐ YES ☐ NO

14. ARE PARTICIPATION RECORD OF PARTICIPANTS, INCLUDING DENIALS, MAINTAINED BY RACE? (*If yes, reviewer must verify.*)
☐ YES ☐ NO

15. IS THE INSTITUTION RECEIVING FEDERAL FINANCIAL ASSISTANCE FROM ANOTHER FEDERAL AGENCY? (*If yes, list name of federal agency.*)
☐ YES ☐ NO

16. IN THE OPINION OF THE REVIEWER BASED ON INFORMATION CONTAINED IN THIS REVIEW AND PERSONAL OBSERVATION, DOES THE INSTITUTION APPEAR TO BE IN COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964? (*If "no", indicate under remarks: (1) What the area of noncompliance is and (2) Recommendations for corrective action and follow-up.*)
☐ YES ☐ NO

REMARKS (*Use this space if any item needs further comments. Attach additional sheet(s) if necessary.*)

DATE	AGENCY	SIGNATURE & TITLE OF REVIEWER (*If joint federal/state review, only signature and title of federal reviewer needed.*)

FORM FNS-86 (8-79) *Previous editions are obsolete.*

Directions to the FOOD WAREHOUSE

STATE OF DELAWARE
Federal Food Commodities Program
1 Wilmington Ave.
Grounds of Governor Bacon Health Center
Delaware City, DE 19706
Phone: (302) 838-8062 or (302) 838-8063
FAX: (302) 836-7642

From the NORTH (via I-95 or Rt. 13):

- Follow Interstate 95 South to the Route 1/Christiana Mall exit - **4A**
- Follow Route 1 South to the Delaware City/Route 72 **exit 152** (last exit before new St. George's bridge). Turn left at light at top of ramp onto Rt. 72 South
- Follow 72 South, which becomes Route 9 South (no turn) - chemical co.'s and refinery on left
- Continue south on Rt. 9 into Delaware City. Continue straight through traffic light
- Go over a **small** iron bridge and **immediately** bear to right. Take your first left (driving under the Reedy Point Bridge) onto grounds of Gov. Bacon and take the first right turn to Food Warehouse *

From the SOUTH (via I-95 North):

- Take exit for 896 South at Newark, DE
- Follow 896 S and turn left onto Route 40 East
- At Fox Run (between Apts. & Shopping Center) turn onto Rt. 72 South
- Follow 72 South, which becomes Route 9 South (no turn) – past several chemical companies and large refinery on left
- Continue south on Rt. 9 into Delaware City. Continue straight through traffic light
- Go over a **small** iron bridge and **immediately** bear to right. Take your first left (driving under the Reedy Point Bridge) onto grounds of Gov. Bacon and take the first right turn to Food Warehouse *

From the SOUTH (via Rt. 301 or Rt. 13):

- Take Rt. 301 and turn right onto 896 South toward Rt. 13. Cross over Rt. 13 and take Rt. 1 **North**
- Take the first exit after new St. George's Bridge for **Delaware City** and bear right onto **Route 72 South**
- Follow 72 South, which becomes **Route 9 South** (no turn) - chemical co.'s and refinery on left
- Continue south on Rt. 9 into Delaware City. Continue straight through traffic light
- Go over a **small** iron bridge and **immediately** bear to right. Take your first left (driving under the Reedy Point Bridge) onto grounds of Gov. Bacon and take the first right turn to Food Warehouse *

* Our main office is the first white one-story building on the right. The (visibly tall and large) Food Warehouse is located directly behind the main office. **If you come in the night before, you must turn LEFT immediately after you cross small iron bridge and take an immediate right. Go straight through at stop sign and curve around to warehouse dock (the other gate is closed at night). Drivers can arrive night before and rest in lot.**

Any questions regarding these directions? Call us at (302) 838-8062 or (302) 838-8063. To contact warehouse before 7:30 a.m., call (302) 838-8065**. Deliveries only accepted from 6:00 a.m. - 1:30 p.m., Mon-Fri, excluding holidays.**

GOVERNMENT SUPPORT SERVICES
FEDERAL FOOD COMMODITIES PROGRAM
P. O. BOX 299
DELAWARE CITY, DE 19706

USDA Food Transfer Form – TEFAP Agencies

Instructions: Unless otherwise arranged, this transfer of foods should be completed within 15 days of receipt of the transfer papers. If not executed, "VOID" should be written across the form and returned to the Federal Food Commodities Program. "Out-of-Condition" foods should not be accepted. Date transfer completed, signatures and distribution of copies must be completed to validate the transfer. Forward the completed form to the above address. One copy should be retained for the Transferring Agency and one copy for the Receiving Agency.

Date: _____

Recipient Agency Transferred From: _____

Address: _____

_____

Recipient Agency Transferred To: _____

Address: _____

_____

Transfer Authorized by: _____

Food Item	Unit Size	Unit Price	Amount

Date Transfer Completed: _____

_____ _____
Signature of Transferring Agent Signature of Accepting Agent

Loss of USDA Donated Foods: Loss By Fire

Instructions: In case of loss of commodities due to fire, TEFAP and NSIP Agencies should complete this form and submit it to the following for inventory adjustment: Government Support Services Division, Federal Food Commodities Program, P.O. Box 299, Delaware City, DE 19706.

A. Itemize by commodity showing quantity for each, and show total value of loss for each commodity:

Commodity	**Quantity**	**Value/Unit**	**Total Value ($)**
Grand Total			

B. Circumstances under which the commodities were lost and apparent causes:

1. Time and place of loss _____
2. Location of lost commodities in relation to cause of fire_____
3. Person having possession of commodities at time of loss_____
4. What fire precaution or protection measures were employed? _____
5. Was damage caused only by flames? Yes __ No __. Was there any smoke and water damage? Yes __ No __.
6. Type of storage structure (brick, frame, metal, etc.) _____
7. Any other evidence and/or documentation relating to loss that would be helpful in making claim determination? If so, please attach.

C. Insurance:

1. If there was insurance, was only the building insured? Yes __ No __
2. If building contents were insured, were USDA donated commodities covered? Yes __ No __.

D. Disposition of damaged or lost commodity:

1. Was damaged commodity inspected? Yes __ No __. If so, by whom? _____
2. Were condemnation reports made? Yes __ No __. If yes, submit copy.
3. Were any commodities salvaged? Yes __ No __.
4. Amount of money realized from sale of damaged commodity: $_____
5. Was damaged commodity destroyed? Yes __ No __. If so, by whose authority? _____

E. Submit copy of Fire Chief's report of fire. If fire was caused by arsonist, was arsonist apprehended? Yes __ No __. Is recovery for value of loss possible? Yes __ No __.

F. Findings as to the presence or absence of fault or negligence:

1. Why do you take the position you do? _____
2. Have you obtained sufficient evidence & documentation to support your position? Yes __ No __.
3. If negligence or fault is found, what is the amount of claim established? $_____. What was the basis used to compute the claim? _____

Agency _____

Signature _____ Date _____

Loss of USDA Donated Foods:
Loss By Theft

Instructions: In case of loss of commodities due to theft, TEFAP and NSIP Agencies should complete this form and submit it to the following for action: Federal Food Commodities Program, P.O. Box 299, Delaware City, DE 19706.

A. Itemize by commodity showing quantity for each, and show total value of loss for each commodity:

Commodity	Quantity	Value/Unit	Total Value ($)
Grand Total			

B. Place of loss _____ Date loss discovered _____

C. Circumstances under which commodities were stolen_____

1. Custodian of commodities at time of theft_____
2. Security precautions:
   a. Who had access? _____
   b. What type of locks or locking devices were used?_____
   c. Was there a watchman on duty?_____

D. Report of loss:

1. Was matter reported to police? Yes __ No __.
2. Did police make a report? Yes __ No __.
3. Was thief apprehended? Yes __ No __
4. If yes, is recovery of loss possible? Yes _____ No ___

E. Insurance:

1. Was there insurance? Yes_____ No ___
2. Were USDA commodities covered? Yes _____ No __

F. Findings as to the presence or absence of fault or negligence:

1. Why do you take the position you do? _____
2. Have you obtained sufficient evidence & documentation to support your position? Yes __ No __
3. If negligence or fault is found, what is the amount of claim established? $_____
   What was the basis used in computing the claim? _____

Agency _____

Signature _____ Date _____

Loss of USDA Donated Foods: Loss By Refrigerator/Freezer Failure

Instructions: In case of loss of commodities due to refrigeration/freezer failure, TEFAP and NSIP Agencies should complete this form and submit it to the following for inventory adjustment: Federal Food Commodities Program, P.O. Box 299, Delaware City, DE 19706.

A. Itemize by commodity showing quantity for each, and show total value of loss for each commodity:

Commodity	**Quantity**	**Value/Unit**	**Total Value ($)**
Grand Total			

B. Circumstances under which the commodities were lost and apparent causes:

1. Time and place of loss _____
2. Location of lost commodities in relation to cause of fire _____
3. Person having possession of commodities at time of loss _____
4. What fire precaution or protection measures were employed? _____
5. Was damage caused only by flames? Yes __ No __. Was there any smoke and water damage? Yes __ No __.
6. Type of storage structure (brick, frame, metal, etc.) _____
7. Any other evidence and/or documentation relating to loss that would be helpful in making claim determination? If so, please attach.

C. Insurance:

1. If there was insurance, was only the building insured? Yes __ No __
2. If building contents were insured, were USDA donated commodities covered? Yes __ No __.

D. Disposition of damaged or lost commodity:

1. Was damaged commodity inspected? Yes __ No __. If so, by whom? _____ _____
2. Were condemnation reports made? Yes __ No __. If yes, submit copy.
3. Were any commodities salvaged? Yes __ No __.
4. Amount of money realized from sale of damaged commodity: $_____
5. Was damaged commodity destroyed? Yes __ No __. If so, by whose authority?_____

E. Submit copy of Fire Chief's report of fire. If fire was caused by arsonist, was arsonist apprehended? Yes __ No __. Is recovery for value of loss possible? Yes __ No __.

F. Findings as to the presence or absence of fault or negligence:

1. Why do you take the position you do? _____
2. Have you obtained sufficient evidence & documentation to support your position? Yes __ No __.
3. If negligence or fault is found, what is the amount of claim established? $_____. What was the basis used to compute the claim? _____

Agency _____

Signature _____ Date _____

Loss of USDA Donated Foods:
Loss By Infestation/Spoilage/Contamination

Instructions: In case of loss of commodities due to infestation, spoilage or contamination, TEFAP and NSIP Agencies should complete this form and submit it to the following for action: Federal Food Commodities Program, P.O. Box 299, Delaware City, DE 19706.

A. Itemize by commodity showing quantity for each, and show total value of loss for each commodity:

Commodity	Quantity	Value/Unit	Total Value ($)
Grand Total			

B. Place of loss_____ Date loss discovered _____

C. Who was responsible for commodity at time of loss? _____

D. Apparent cause of loss:

1. Insect or rodent (give details) _____
2. Other (give details) _____

E. Storage conditions (explain type of storage) _____

1. Was commodity stored on pallets? Yes __ No __ Condition of pallets_____
2. Was there adequate air space between rows and walls? Yes __ No __
3. Was first-in, first-out (FIFO) observed? Yes __ No __
4. Was commodity examined and/or inspected upon receipt? Yes __ No __
5. Was there a regular extermination and/or rodent control service employed? Yes __ No __ If no, what was used? _____

F. If commodity was stored in a public warehouse, was there a storage agreement? Yes __ No __ If yes, what were the liability provisions? _____

G. Disposition of damaged or lost commodity:

1. Was damaged commodity inspected? Yes __ No __. If yes, by whom?_____
2. Were condemnation reports made? Yes __ No __. If yes, submit copy.
3. Were any commodities salvaged? Yes __ No __.
4. Amount of money realized from sale of damaged commodity: $_____
5. Was damaged commodity destroyed? Yes __ No __. If so, by whose authority? _____

H. Findings as to the presence or absence of fault or negligence:

1. Why do you take the position you do? _____
2. Have you obtained sufficient evidence & documentation to support your position? Yes __ No __.
3. If negligence or fault is found, what is the amount of claim established? $_____. What was the basis used to compute the claim? _____

Agency _____

Signature _____ Date _____

Perpetual Inventory Form for USDA Commodities

FOOD ITEM:			UNIT SIZE:	
DATE	RECORD OF ACTION	QUANTITY OF FOOD (Cases, Cans, Pounds, Etc.)		
		Received	Withdrawn	Balance