ARKANSAS DEPARTMENT OF AGRICULTURE

FOOD DISTRIBUTION UNIT



Training Booklet

agri.commodities@arkansas.gov

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. **fax:**
   (833) 256-1665 or (202) 690-7442; or

3. **email:**
   program.intake@usda.gov

This institution is an equal opportunity provider.

Food Distribution Unit

Food Distribution Unit

The Food Distribution Unit orders, receives, stores and distributes USDA foods in Arkansas.

The NSLP Staff of the Food Distribution Unit supports the Child Nutrition Programs, including the National School Lunch Program (NSLP), Summer Food Service Program (SFSP), and Child and Adult Care Food Program (CACFP).

Main Phone Line 501-324-9502

Bailey Kelly, Education Program Supervisor	bailey.kelly@arkansas.gov
Jim Ponzini, Quality Assurance Supervisor/Expert	james.ponzini@arkansas.gov
Jessica Coonce, Investigator II	jessica.coonce@arkansas.gov
Dominic Buffinton, User Support	dominic.buffington@arkansas.gov
Patricia Ellison, Program Manager – Processing	patricia.ellison@arkansas.gov

Arkansas Commodity Distribution System (ACDS)

https://acds.agri.arkansas.gov/agri/ACDS/Default.aspx
Access to order, review account balance, delivery invoices.

Food Distribution Information

ACDS Technical Issues: Jessica Coonce 501-371-1413

School Reports: Dominic Buffington 501-371-1415

USDA Food Processing: Patricia Ellison, USDA Processing Program Manager (501) 371-1412

ACDS Password: Forgot password? Go to ACDS login page, click "*Forgot Password" and* answer security questions & enter a new password.

ACDS Login: Cannot answer security questions? Contact Food Distribution Unit.

Tracking Entitlement by State and Recipient Agencies

Monitor state entitlement balances monthly to maintain 100 percent usage. As of June 2026, state requested USDA food valued at **$23,414,416.00**

Example of districts entitlement fund breakdown, participating in DOD FFV & Processing:
Average daily participation 1,000,902 x .4200= $501,852.26 Plan Assistance Level (PAL) Dollars
Minus $170,000.00 DOD FFV = Beginning PAL $331,852.26
Minus $200,261.12 Processing =$131.591.14 PAL Available

Arkansas Department of Agriculture

https://agriculture.arkansas.gov/food-and-nutrition/food-distribution/schools/
(Hint: Save this link to your desktop)

Access program documents, forms, reports, and links.

- Shipping Schedule
- Food Availability
- All USDA Links
- Commodity Newsletter
- Commodity Forms
- FFV Information
- Trainings

Fresh Fruit and Vegetable (FFV) funds will be redistributed after December 20, 2026, if you have not used at least 50% of your funds. For support using the FFAVORS website refer to the ACDS Information Website "FFAVORS WEB Ordering Manual." If there are any questions about the Fruit & Vegetable Program, Ordering/Delivery/Service/Support, contact the Food Distribution Unit at 501-324-9502.

No health inspection, pest inspections or temperature logs for review. First in, First out rotation	Storage facilities must keep USDA foods in sanitary conditions.	**CFR 250.14 Storage and inventory management at the recipient agency level.** *(a) Safe storage and control. Recipient agencies must provide facilities for the storage and control of donated foods that protect against theft, spoilage, damage, or other loss. Accordingly, such storage facilities must maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. Recipient agencies must ensure that storage facilities comply with all Federal, State, or local requirements relative to food safety and health and procedures for responding to a food recall, as applicable, and obtain all required health inspections*
USDA Foods not being utilized	Inventory on hand should be used within a six-month period from the date received. ** If it is seen that the inventory on hand will not be able to be used in its entirety, the Commodity office should be notified for assistance.	**CFR 250.12 Storage and inventory management at the distributing agency level.** *(c)(1) For TEFAP, NSLP and other child nutrition programs, inventories of each category of donated food may not exceed an amount needed for a six-month period, based on an average amount of donated foods utilized in that period.*
Identifying all commodities with “C”.	Identifying all commodities with “C or CP”.	**CFR 250.12 Storage and inventory management at the distributing agency level.** (*b) Inventory management. The distributing agency must ensure that donated foods at all storage facilities used by the distributing agency (or by a subdistributing agency) are stored in a manner that permits them to be distinguished from other foods, and must ensure that a separate inventory record of donated foods is maintained. The distributing agency's system of inventory management must ensure that donated foods are distributed in a timely manner and in optimal condition. On an annual basis, the distributing agency must conduct a physical review of donated food inventories at all storage facilities used by the distributing agency (or by a subdistributing agency), and must reconcile physical and book inventories of donated foods. The distributing agency must report donated food losses to FNS, and ensure that restitution is made for such losses.*

Records pertaining to USDA foods	Receipts, Inventory, Agencies Delivery reports	**CFR 250.19 Recordkeeping requirements.** *(a) Required records. Distributing agencies, recipient agencies, and other entities must maintain records of agreements and contracts, reports, audits, and claim actions, funds obtained as an incident of donated food distribution, and other records specifically required in this part or in other Departmental regulations, as applicable.*

- Storage
- Records
- Stock Rotation
- Inventory Control
- Temperature Logs
- Health Inspection
- Pest Control

Noted: No fire extinguisher in the warehouse to be serviced: For best practice, contact your local fire department for service.

Fire extinguisher in the warehouse has not been service since October 2021. For best practice, contact your local fire department for service.

Program Regulations

Schools that participate in the Food Distribution Program assume responsibility, as Recipient Agencies of USDA foods, to abide by the regulations issued by the U.S. Department of Agriculture in key areas:

- Recordkeeping
- Food Handling
- Food Storage
- Food Utilization

Recordkeeping

Forms that must be maintained at the feeding site and retained for five (5) years.

- Health Inspection
- Daily Temperature Logs
- Monthly Pest Control Logs
- Monthly USDA Foods Perpetual Inventory

CONTROL OF USDA FOODS

On-site Reviews are performed once every 5 years by the schools Nutrition Servicess area specialist for the Agencies that have an on-site warehouse, free-standing storage building or a site that stores USDA foods for further distribution to schools in the district. If there are findings during the review, all corrective action plans should be closed by the end of the school year. The following records must be maintained for **all recipient agencies of USDA foods**:

❒ Current Health Inspection Posted.
Once annually for storage facilities.

❒ Temperature Logs Recorded Daily.
Post on freezer, cooler, dry storage.
ADA Food Distribution website/Commodity Forms/Daily Temperature Log

❒ Pest Inspection Monthly.
ADA Food Distribution website/Commodity Forms/Pest Inspection Log

❒ USDA Food Inventory Monitored Monthly.
USDA food inventory levels may not exceed a six-month supply, unless justification is submitted, and approval obtained, to maintain larger inventories. The inventory amount must be based on the amount of food that the agency can reasonably utilize for the six-month period.

❒ Excess USDA Food Inventory.
Recipient agencies with inventories of USDA foods that are excessive or may not be efficiently utilized may request a “transfer” of USDA foods from one recipient agency to another. This is an efficient process to ensure that such foods may be utilized in a timely manner and while in

optimal condition, so that such foods may be used to the benefit of recipients receiving USDA foods. Approval is required from the National School Lunch Program Manager, prior to completing a transfer of USDA food.
ADA Food Distribution website/Schools/Food Transfer

❒ Out of Condition USDA Foods
Recipient agencies follow all applicable Federal, State or local requirements to destroy, or otherwise dispose of, in accordance with State or local requirements pertaining to food safety and health. To report a loss of USDA food, recipient agency contacts the Food Distribution Unit, the local health authority and completes a USDA Food Loss
Report.
ADA Food Distribution website/Schools/Food Loss

Monitoring

The Food Distribution Unit will review and provide technical assistance to Recipient Agencies in key areas of the program:

- Recordkeeping
- Storage procedures and practices
- Allocations and utilization of USDA foods

Records must be made available when requested.

Availability of USDA Foods

The Food Distribution Unit surveys the school districts to determine the types of food requested by the districts and requests orders on behalf of the Child Nutrition Director's. Foods are then purchased by USDA based on many factors such as market conditions, cost, and availability of food products.

The Food Distribution Unit updates and posts the Helpful Information on the ADA Information Website to assist the Child Nutrition Director in menu planning. These reports provide information on foods expected to be delivered into the state warehouse each month.

Processing USDA Foods

Federal regulations permit state distribution agencies to enter into agreements with commercial companies to process bulk USDA foods, on behalf of schools that agree to further process USDA foods. The concept of processing USDA foods is to provide an approved processer to convert raw and/or bulk USDA foods into an end-products. The value of the USDA Foods is passed through to the recipient agency in the form of a lower cost for the finished product.

USDA Foods Fact Sheets

Because of the nutritional needs of participants in programs, USDA purchases and makes available certain types of foods for Recipient Agencies in various programs such as the National School Lunch Program. All the foods purchased by USDA must be certified by the USDA's inspection services to assure specifications are met & only high grades of meats, fruits and vegetables are accepted. USDA

Fact Sheets are made available on all products, summarizing the average nutrient values from vendors who provide USDA foods. Districts should refer to the products Nutrition Facts label for product specific information.

Fact sheets are available at USDA website: http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets

- Ingredients
- Usage Suggestions
- Storage Guidelines
- Nutritional Composition
- Recipes
- Pack size

Ordering USDA Foods

Orders are input monthly through the **Arkansas Commodity Distribution System** (ACDS). Orders will be received the following month **based on inventory levels**.

To place monthly orders in ACDS follow these steps by the **23rd** of each month:

1) Click (*Commodity) (Commodity Request)* Group Type (*Basic) (GO*). *Commodity Item*/**enter the annual total number of cases you expect to use annually** (**SAVE)**. Note: this amount can be increased any time.

2) Under *(Commodity Item)* ***e*nter Number of cases to order (SAVE). Important:** You must have the message ***"Save was Successful"*** in green letters or your order was not received by the system. If you do not have a "Save was Successful" you may have a message in red letters. This message usually states that you have attempted to over-order an item; to correct click in the annual cases box, by the commodity, and increase the number of cases (SAVE) then the system will allow you to place your order for # of cases. **You must get 10 or more cases to receive a delivery from Tankersley. Print this page for your records**.

3) Select (**Bonus)** tab. When Bonus products are made available, items will be listed in this area. The system is set to offer one of 2 ways; 1) RA will receive items based on fair share denoted by a check mark. If you do not want to receive an item listed, click beside the item to uncheck; (SAVE). 2) RA must input the number of cases in annual and month column (SAVE). **Print this page for your records.**

USDA Foods Shipments

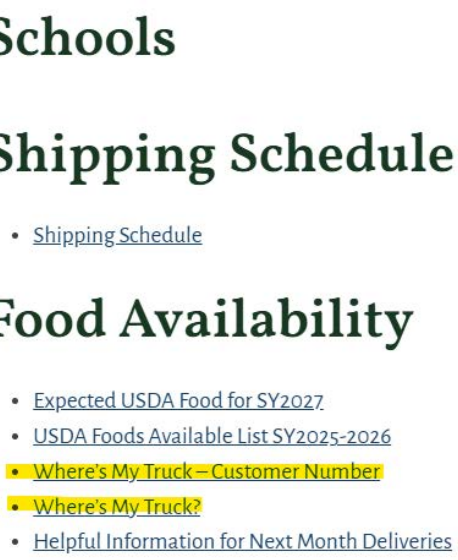
Delivery Schedule: Food is delivered once a month by the State contracted warehouse Tankersley Food Service. Deliveries must be over the minimum 10 cases; 10 cases available for **deliver**y, NOT 10 cases **ordered**.

Shipping Schedule: Posted on https://agriculture.arkansas.gov/food-and-nutrition/food-distribution/schools/ website between the 1st -5th of the delivery month.

Agency Delivery Report: This report **must** be pulled monthly from ACDS under the *REPORT* tab. This report lists the USDA foods your District ordered and **should be receiving**. If you ordered an item that is not on this report, the item is not available in inventory. Note: If you are the Sub-Agent for other schools, sign into ACDS as Sub-Agent and print your Agency Delivery Report, as well as those for other schools, to sort delivery.

Delivery Times: Scheduled between 7:00 AM and 3:00 PM, Monday through Friday. To receive the estimated delivery time, go to https://agriculture.arkansas.gov/food-and-nutrition/food-distribution/schools/. In the light green box click on **Schools.** If you do not know your agencies customer number, click on Wheres my truck- Customer number. This will give a list of all the agencies customer numbers. After you know your customer number, on the day of your delivery click on Where's my truck.





Sub-Agent: RA's that receive delivery at their facility are Sub-Agents; Sub-Agents must be prepared to accept the delivery by planning to be at the delivery site during this period with staff that can unload truck. All truck shipments require the load to be tail-gated (placed at the back of the truck) by the driver; it is the Recipient Agency's responsibility to unload the truck from the tailgate.

If you are a Sub-Agent for another school, it is your responsibility to contact the school to schedule pick up of delivery. If you are a school picking up USDA foods delivery at a sub-agent, you must pick up USDA foods **on the day of delivery**. Sub-agents are not to be in the practice of storing USDA foods for another RA.

Delivery Invoice Document: This document is provided by the delivery driver. The school staff must check the entire delivery **before the driver leaves**; compare the delivery items to the Tankersley Invoice and **the Agency Delivery Report.** Check for correct product, number of cases, damage, overage, short or miss-pick.



Food & Nutrition

Food & Nutrition

Child Nutrition

Food Distribution

- Agency Information
- Commodity Distribution System
- Commodity Supplemental Food Program
- Emergency Food Assistance Program
- **Schools**



Schools

Shipping Schedule

- Shipping Schedule

Food Availability

- Expected USDA Food for SY2027
- USDA Foods Available List SY2025-2026
- Where's My Truck – Customer Number
- Where's My Truck?
- Helpful Information for Next Month Deliveries

Resources

- DoDFFV Summary (updated February 3, 2026)
- NSLP & CACFP Annual Usage Summary (updated February 3, 2026)
- Processing Data Recap Document
- Industry CP Directory (updated May 19, 2025)

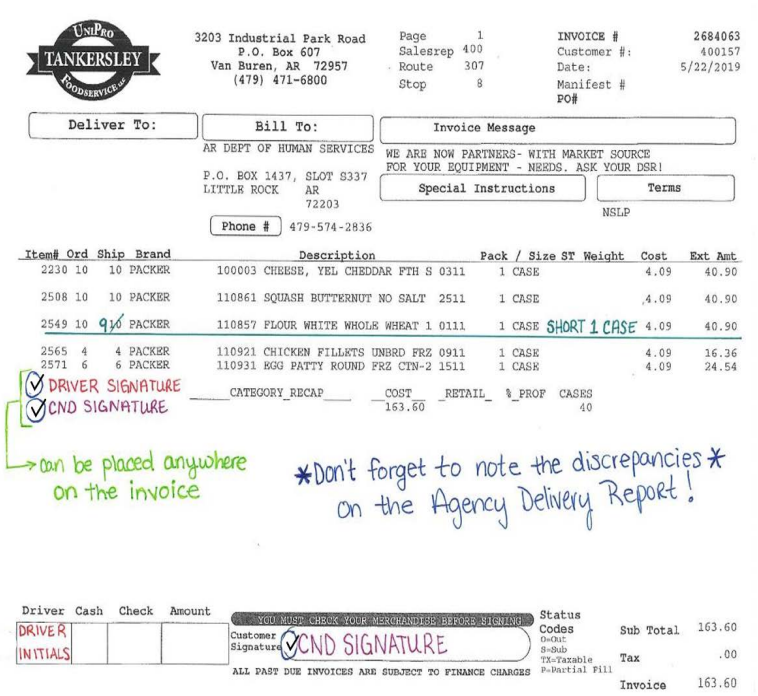
Delivery Invoice Document: This document is provided by the delivery driver. The school staff must check the entire delivery before the driver leaves; compare the delivery items to the Tankersley Invoice and the Agency Delivery Report. Check for correct product, number of cases, damage, overage, short or miss-pick.

— If the delivery is correct; sign the invoice.
— If the delivery is not correct; note any problems on drivers' invoice sign and have delivery driver and do a credit memo.

Credit Memo

Sign documents and send to the Food Distribution Office within 24 hours. A Credit Memo will be issued to the agency account crediting the value of the USDA foods, back to the RA PAL dollars. A credit cannot be issued without the correct documentation signed by both the district and the driver. Note: Do not accept items that are not on your invoice.

EXAMPLE:



UniPro TANKERSLEY FOODSERVICE

3203 Industrial Park Road
P.O. Box 607
Van Buren, AR 72957
(479) 471-6800

Page 1
Salesrep 400
Route 307
Stop 8

INVOICE # 2684063
Customer #: 400157
Date: 5/22/2019
Manifest #
PO#

Deliver To:

Bill To:
AR DEPT OF HUMAN SERVICES
P.O. BOX 1437, SLOT S337
LITTLE ROCK AR 72203

Phone # 479-574-2836

Invoice Message
WE ARE NOW PARTNERS- WITH MARKET SOURCE FOR YOUR EQUIPMENT - NEEDS. ASK YOUR DSR!

Special Instructions

Terms
NSLP

Item#	Ord	Ship	Brand	Description	Pack / Size	ST	Weight	Cost	Ext Amt
2230	10	10	PACKER	100003 CHEESE, YEL CHEDDAR FTH S	0311	1	CASE	4.09	40.90
2508	10	10	PACKER	110861 SQUASH BUTTERNUT NO SALT	2511	1	CASE	4.09	40.90
2549	10	9	PACKER	110857 FLOUR WHITE WHOLE WHEAT 1	0111	1	CASE	4.09	40.90
2565	4	4	PACKER	110921 CHICKEN FILLETS UNBRD FRZ	0911	1	CASE	4.09	16.36
2571	6	6	PACKER	110931 EGG PATTY ROUND FRZ CTN-2	1511	1	CASE	4.09	24.54

SHORT 1 CASE

DRIVER SIGNATURE
CND SIGNATURE
can be placed anywhere on the invoice

CATEGORY_RECAP	COST	RETAIL	%_PROF	CASES
	163.60			40

Don't forget to note the discrepancies on the Agency Delivery Report!

Driver Cash	Check	Amount
DRIVER INITIALS		

YOU MUST CHECK YOUR MERCHANDISE BEFORE SIGNING
Customer Signature CND SIGNATURE
ALL PAST DUE INVOICES ARE SUBJECT TO FINANCE CHARGES

Status Codes
O=Out
S=Sub
TX=Taxable
P=Partial Fill

Sub Total	163.60
Tax	.00
Invoice	163.60

Storage of USDA Foods

School food service employees should familiarize themselves with state health codes regarding the storage of food products. The following guidelines should be followed:

– **Each case should be dated by the school on the day the foods are received and marked with a "C" for Commodities or "CP" Commodities Processed.** * When case is opened, mark all the USDA foods contained in case with "C or CP" for commodity & date received.

– Recommended storage conditions are printed on the cases of USDA foods or on USDA Fact Sheets.

Credit Memo

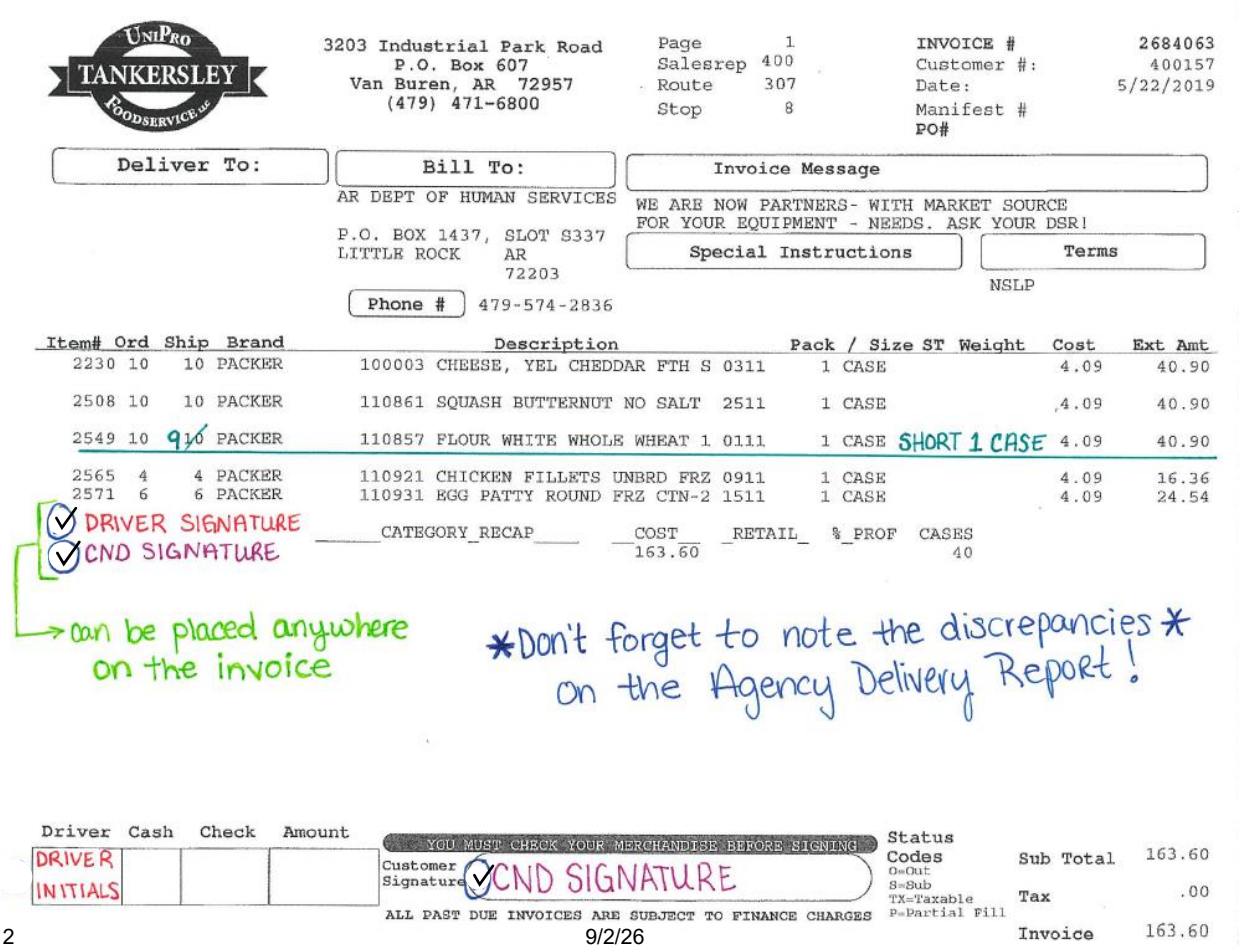
After you have placed your order in the ACDS system the Agency Delivery Report is generated, reflecting what the Commodity Office intended to have delivered.

Have the Agency Delivery Report with you when the Delivery Truck arrives.

Before the delivery driver leaves.

- Count for correct amount & items ordered. (Do not accept items not on your list.)
- Check for damage, overage, shortage, miss-pick and errors.
- Note discrepancies or problems on your invoice & Agency Delivery Report, there should also be a total of **THREE** signatures on the invoice which includes (see picture below for an example):
    1. Driver Initials at the bottom of the invoice
    2. Child Nutrition Director or Representative signature at the bottom of the invoice
    3. Drivers signature near the discrepancy
    4. Child Nutrition Director's signature near the discrepancy
- Within **two** (2) business days, email both your **ACDS Agency Delivery Report Invoice** and your **Delivery Invoice Ticket** to the Food Distribution Office for credit.

EXAMPLE:



- USDA foods should be stacked so that food with the oldest pack dates is in front to use first. **This will insure proper inventory rotation (First In/First Out)**
- USDA foods should not be stacked so high as to cause bursting or crushing of the bottom layers. All food should be cross stacked to keep the stack solid.
- USDA foods should not be stacked near sources of steam or heat.
- Air circulation is important for frozen, chilled, and dry storage. USDA foods should be stacked on pallets or shelves with at least an 18-inches from any walls and floor clearance & two feet ceiling clearance.
- Storage areas and freezers/coolers should be maintained in a clean and orderly manner & locked or otherwise safeguarded against theft.
- Foods should be checked regularly for signs of deterioration, torn sacks & broken cartons. If food is in good condition, it may be repackaged; otherwise, it should be properly destroyed.
- To maintain quality, food must be stored at proper temperatures.
- Temperatures in freezers should be at zero or below. Refrigerator/coolers should be at 32 to 40 degrees. Dry storage should be at 50 to 70 degrees.
- All storage equipment should be **checked daily**. If the school personnel are not able to make freezer/cooler checks on the weekends, then the checks should be made late Friday afternoons and early Monday mornings. Temperatures must be recorded on a posted temperature log. **This practice must be continued during summer vacation or any other period that the school is closed.**
- Monthly extermination treatments are recommended and should be done more often if necessary. A posted pest inspection log is recommended so that the pest company can notate when the inspection was done and by whom.
- Food should be stored away from pesticides, cleaning supplies and paper products.

Excess USDA Food Inventory

Districts must not request more USDA foods than needed in a six (6) month period or allow USDA foods to become out of condition. Report to the Food Distribution Unit immediately if any USDA food is excessive to needs and/or there is any loss of USDA foods due to spoilage, equipment failure, theft, etc.

Disasters

Tornadoes, ice storms, floods, earthquakes, chemical spills, and other disasters may generate a need for congregate (mass) feeding. Irrespective of the type of disaster, the response from USDA, the state and schools will remain the same. With prior approval from the Food Distribution Unit, USDA foods may be used in disaster feeding. Recognizing the emergency and the need to feed people, schools having USDA foods must cooperate fully and make these foods available to groups involved in disaster feeding activities. In the event a county is declared a disaster, a specific school may be designated as a shelter. The school must keep accurate records of all foods provided or used for disaster feeding purposes. As soon as the disaster is over, the school is to send the information to the Food Distribution Unit.

USDA Food Alert System

If USDA has reason to believe that USDA food may have a quality issue or could be harmful to the consumer, USDA will request food products be put on hold or recall. The State Distributing Agency will send the school districts a recall notification report and all the information needed to track the food products.

The State Distributing Agency will also contact the distributor(s)/warehouse(s) with instructions to place the USDA food on hold. If the food has been distributed, the distributor and or warehouse will provide the location and amount of product that was delivered to school districts.

USDA Recall Classifications

Hold - A period used for investigation after a USDA food has been identified as potentially unsafe. USDA food products placed on hold should not be used until further notification is received. The usual maximum amount of time for a "hold" is 10 days. USDA food is released if it is found safe and can be used. USDA will assign a classification that describes the type of recall:
Class I - Involves a health hazard situation where there is a **reasonable probability** that consuming the product will cause serious adverse health problems or death.

Class II - Involves a health hazard situation where there is a **remote probability** of adverse health problems from consuming the product.

Class III - Involves a situation where consuming the product **will not** cause adverse health problems.

Food Recall Action Checklist

The following checklist is a resource for Child Nutrition Director's & Manager's to utilize in the event of a food recall. This lists the tasks that the Food Service Staff would be responsible to complete.

TASK -Responsibilities at the School Site Level	Check/Date when completed
1. When the recall notice is received, identify the recalled food product immediately using the manufacturer's product code(s), lot number(s) and date(s) of the production run.	
2. Hold the product using the following steps: • Physically segregate product, including any open containers, leftover product, and food items in current production that contain the recalled food. If an item is suspected to contain the product, but label information is not available, follow the district's procedure for disposal. • Mark the product "DO NOT USE" and "DO NOT DISCARD." • Inform the entire staff not to use the marked product. • Document the quantity in inventory.	
3. Determine if the product has been used by reviewing invoices, production records, inventory records, and menu records.	
4. Account for all food products that were received. Add the amount of product in inventory and amount already used; the sum should equal the amount that was received. Make sure food products have been removed from use.	
5. If the recalled product has been used, document the date(s) used and to whom it was served.	
6. If you have any reports of health problems that could be related to consumption of food product, direct anyone affected to appropriate medical personnel or school nurse. Collect information to submit to district office; persons' names, reported symptoms of physical illness, and actions taken.	
7. Submit to the district central office: Inventory counts of recalled product and counts or amounts of product used before the recall notice was received; How the recalled product was segregated and secured to prevent further use; Information on whether the product was served; if served, to whom (classes) and the dates of service; Reports of health problems/actions taken.	
8. Follow instructions given by school district central office for collection, return, or destruction of the recalled food product.	
9. Complete any necessary documentation for collection, return or destruction, reimbursement.	
10. Submit documentation to school district central office.	
11. Maintain copies of documentation for five years; communications regarding food recall, return of product to distributor/manufacturer or central office/warehouse, destruction records, date product used & to whom it was served. Reports of symptoms of physical illness.	

**Excess foods can be transferred to another school or like agency upon prior approval from the Food Distribution Unit. If food is transferred to another school, a Food Transfer Form must be completed.

USDA Food Complaint System

USDA makes every effort to ensure that USDA foods provided through the Food Distribution Program are nutritious and of the highest quality. However, as in any food business, recipients may encounter problems such as foreign matter in foods or inferior packaging. Recipients may file a complaint by contacting the Food Distribution Unit at phone 501-324-9502.

USDA Food Loss

It is the responsibility of the Recipient Agency (RA) to demonstrate that reasonable efforts are made to safeguard USDA foods. Occasionally an RA will experience a food loss. Generally, such losses will be due to inventory adjustments for theft, damage, infestation, or spoilage. While some losses are unavoidable, some occur due to lack of proper handling or management of the foods. The Food Distribution Unit should be contacted immediately in such situations for guidance in dealing with the matter. The RA must complete a Food Loss Report within 10 days of the loss and submit to the Food Distribution Unit. All food loss claims are assessed, and determinations are made by the Food Distribution Unit and/or USDA. The Recipient Agency may be responsible for the replacement of, or restitution for any USDA food lost due to spoilage, theft, or damage if such loss results from negligence on the part of the Recipient Agency or its employees.

Disposal of Out-of-Condition USDA Foods

The intent of the Food Distribution Unit is to protect innocent people from consuming contaminated food. Damaged or out of condition USDA foods must be inspected and disposed of by local or state Health Authorities, who will provide the RA with a Destruction Report, which must be promptly furnished to the Food Distribution Unit.

Department of Defense Fresh Fruit & Vegetable Program

This program is administered by the Department of Defense. National School Lunch Program participants that agree to participate in the program request a portion of PAL dollars to be reserved each school year to purchase & receive deliveries of domestic fresh fruits and vegetables through the contracted vendor. The District Child Nutrition Director places weekly orders through USDA web-based system.



CHECKLIST FOR A SUCCESSFUL REVIEW:

1. Storage

- ❒ Are the USDA Foods stored correctly?
- ❒ Are the USDA Foods stored off the floor?
- ❒ Is there adequate circulation for air flow?

2. Records

- ❒ Are the records filed and maintained correctly?

3. Inventory Control

- ❒ Are all USDA foods identified with a “C or CP” and the date received?
- ❒ Are USDA foods being utilized?

4. Stock Rotation

- ❒ Is the Agency using the First In/First Out method?

5. Temperature Logs

- ❒ Are temperatures recorded daily?
- ❒ Are the temperatures within the proper temperature ranges?

6. Health Inspection

- ❒ Is the Health Inspection posted for the public to see?
- ❒ Is Health Inspection current?

7. Pest Inspection

- ❒ Are monthly inspections done?

8. Food Loss

- ❒ Was the Health Department notified for proper disposal of food?
- ❒ Was the Food Distribution Unit notified within 24 hours of a loss and necessary documents sent to complete the food loss within 10 days?

Notes