

COMMODITY DISTRIBUTION PROCEDURES HANDBOOK FOR SCHOOL PROGRAMS



OKDHS Mission Statement

We improve the quality of life of vulnerable Oklahomans by increasing people's ability to lead safer, healthier, more independent and productive lives.

Commodity Distribution Mission

The mission of the Commodity Distribution Programs is to strengthen the State's nutrition safety net by providing food and nutrition assistance to school children and families; and support American agriculture by distributing high quality, 100% American-grown USDA Foods.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider

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CHAPTER 1

INTRODUCTION

LEGAL BASIS FOR USDA DONATED FOODS PROGRAM

The USDA Donated Foods Program, commonly called commodities, began during the 1930's. Congress enacted legislation that allowed the United States government to purchase "surplus commodities" from the open market and redistribute these foods to persons in low-income groups.

The Richard B. Russell National School Lunch Act for the National School Lunch Program authorizes the donated food program for NSLP, CACFP and SFSP. This handbook will provide information for use of Donated foods in accordance with the requirements of Child Nutrition Programs pursuant to 7 CFR parts 210, 226 and 250.

MISSION

The United States Department of Agriculture's (USDA) Food Nutrition Services (FNS) Food Distribution Programs' mission is to strengthen the Nation's nutrition safety net by providing food and nutrition assistance to school children and families; and support American agriculture by distributing high quality, 100% American-grown USDA Foods.

STATE ROLE

Based on each state's entitlement, State distributing agencies (SDA) will receive food from USDA to distribute to eligible organizations, known as recipient agencies (RAs). RAs include organizations such as schools, child care center, head start centers, residential child care institutions and charitable institutions.

The Department of Human Services (DHS) Commodity Distribution Unit (CDU) serves as the state distributing agency for USDA commodity. Our Agency will order food from USDA based on the state entitlement and distribute it to recipient agencies participating in NSLP, CACFP, SFSP and NSIP.

Additional entities that receive commodities are Charitable Non-Profit Organizations, agencies participating in the Nutrition Incentive Programs, The Emergency Food Assistance Program and the Commodity Supplemental Food Program. This handbook does not address those programs in detail.

This handbook will provide information to agencies participating in the NSLP and the CACFP Programs. Each section deals with a specific program area and the State and Federal Requirements for implementing the program. When there are significant policy and program changes, CDU will provide RAs the information as soon as possible. The forms section will be updated as needed. The USDA Commodity Price List is updated and posted to the CDU webpage annually.

CHAPTER 2

Eligibility Requirements

For the Child Nutrition Programs, the following organizations may apply to receive USDA donated commodities:

- Public and private nonprofit schools
- Public and private nonprofit residential child care institutions
- Child and adult care food program contractors
- Head Start Centers
- Summer food service program sponsors

All organizations listed above must have a 501c3 exemption due to nonprofit status or religious affiliation.

The Oklahoma Department of Education determines eligibility for public schools and public residential child care institutions to participate in the NSLP and CACFP. The DHS School Nutrition Program section of the CDU determines the eligibility for private schools and private residential child care institutions. Once approved by the designated state agency, the nonprofit agency may apply for commodities.

To participate in the Food Distribution Program, an organization completes an application and agreement packet. The packet will describe the terms the organization has to accept before it can receive commodities. Terms will include use of commodities, storage and safety and assessment fees.

Application forms are mailed upon request. Applicants who do not complete and return all materials in the packet by the due date risk delayed delivery of commodities.

Once approved, USDA regulations allow RAs to have PERMANENT agreements until amendments are needed.

Exception: The Summer Food Service Program does not operate year round, so an annual contract is required.

FOR THE FIRST YEAR, SCHOOL ORGANIZATIONS AND RESIDENTIAL CHILD CARE INSTITUTIONS WILL ONLY RECEIVE FOODS FROM THE UNALLOCATED INVENTORY. ORGANIZATIONS APPROVED AS CACFP's DO NOT RECEIVE COMMODITIES THE FIRST YEAR OF PARTICIPATION. THEY ARE DESIGNATED "CASH-IN-LIEU" ONLY AS AGREED BY CDU AND THE STATE DEPARTMENT OF EDUCATION. THIS ENDS JUNE 30 OF EACH YEAR.

ASSESSMENT FEES

All RAs agree to pay an assessment fee. CDU charges an assessment fee to cover a portion of the costs for storage, distribution and administration of the program. The fee is

calculated by multiplying a distribution rate by the RA's total lunch count from the previous year. For RAs participating in NSLP and CACFP, the current assessment fee is \$0.011 (or 1.1 cents) multiplied by the RAs meal counts.

The RA is billed the assessment fee each year in March and due in May. RAs that do not pay may be removed from the program regardless of entitlement balances. Any commodity foods an RA has in its possession can be removed and returned to CDU inventory. When the assessment is due, RAs will see the notice on the CDU's DF10 website accessed at http://foodcommodities.okdhs.org/Food10_OK/beginend/welcome01.aspx

RAs needing to set up requisitions prior to the school year can go to the CDU website <http://www.okdhs.org/services/cd> and download the Meal Rate Assessment Notice.

OPTING OUT of COMMODITIES

Participation in the Donated Food Programs requires RAs to receive full credit of their commodities. When the meal preparation of the RA is located in a central kitchen shared among many districts or organizations, and commodities cannot be separated from foods of nonparticipating agencies, the RA may choose to opt out of the program. This may include RAs that contract with food service management companies, catering companies or other entities such as hospitals.

CACFP participants can choose to take Cash In-lieu instead of commodities. Contact the Department of Education for guidance.

Other RAs choosing to opt out of the meal program must contact the Department of Education or DHS School Nutrition Program for guidance.

TERMINATION

Any failure on behalf of the RA to comply with the provisions of the Agreement, or instructions or procedures required by federal regulations may, at the discretion of the SDA and/or USDA, disqualify the RA from further participation in the Commodity Distribution Program. Any disqualification shall not prevent the SDA from taking any other legal action through other available means, when considered necessary.

CHAPTER 3

PLANNED ASSISTANCE LEVELS and AVAILABLE FOODS

PLANNED ASSISTANCE LEVEL (PAL)

USDA assigns entitlement to all states, each year, based on the meal counts from the prior school year (July-June). The meal counts are calculated by the approved commodity rate (federal rate).

Once entitlement is assigned to the State, CDU figures each school's PAL by dividing the last fiscal school year's total number of reimbursable lunches into the entitlement. The total numbers of lunches are the meals reported to USDA by the Department of Education. The Department of Education also reports the total meals for each school district to CDU. Based on the numbers, the entitlement is allocated as a fair share to all RAs. When participants are added or removed, the CDU recalculates the allocation to current participants resulting in a redistribution of PAL.

Throughout the year, the entitlement for the state will change. USDA may adjust the states dollar amount for commodities in November and April, when the states update their meal counts from the prior year, and then finalize the counts in April. Once USDA updates the data and recalculates the entitlement, CDU will update the state system. This typically occurs in December and June. This can result in a decrease or increase in PAL for the RAs.

Prices, indirectly affect the PAL. Price for food is estimated at a cost, but once the product is purchased by USDA, those prices are readjusted for RAs. The prices will change in December and June of each school year.

FORECAST SURVEYS

Once PAL is assigned, RAs will complete a forecast survey online selected the USDA foods available. This process requires RAs to go online and order available foods for the next school year. These foods available for ordering will consist of popular items requested by RAs in the State and new items offered by USDA. This occurs in January and finalized in March. See Chapter 4 for directions.

AVAILABLE FOODS

There are two types of food available to the RAs, Group "A" and "B" commodities. The group "A" foods are foods USDA removes as surplus and is based on their anticipated availability once bids are issued. Group A consists of fruits, vegetables, and meat. Group B consists of dairy, cheese, eggs and grains. When completing a forecast survey online, RAs will tab to the group A, B or Processor End Product.

Note: Group "A" foods are fruits, vegetables, and meats. They are highly subject to market forces and are seasonal. USDA cannot predict what will be available. RAs must remain flexible in their menu planning for group "A" products.

CDU then distributes commodities on a fair-share basis from what is offered by USDA, taking into account what the RAs have forecasted. Occasionally items USDA has offered will not be available; therefore, those PAL dollars can be used for other products. USDA substitutes similar items, such as diced peaches instead of sliced peaches or canned green beans instead of frozen, if there is not enough of one kind or if they cannot purchase a specific product. Any PAL that remains at the end of the fiscal year is "rolled over to the next year and dispersed amount all RAs.

Conditions affecting USDA purchases of commodities include:

- market conditions;
- price support requirements;
- amount, types, and costs of foods available;
- RA preferences.

Conditions affecting CDU purchases of commodities

- Forecast surveys- number of trucks to order throughout the year
- Popular food items from the prior year
- Unpopular food items- no or little interest
- Entitlement- is there funding to order additional items.
- New items to showcase
- Prices

AVAILABLE FOOD LIST

Each year DHS will email the RAs the USDA Food Available list. The list will show all the items offered by USDA and the package size. This includes group A, group B and processing items. The list does not include items available for DOD. The list allows RAs to see the options prior to the ordering process.

The USDA foods Available List can be accessed at

<https://www.fns.usda.gov/fdd/foods-expected-be-available>

ORDERING OPTIONS

For School districts, RAs have three options when completing a survey: direct delivery, processing and DOD Fresh Fruits and Vegetables. CACFP has only one option for ordering, direct delivery.

DIRECT DELIVERY- USDA brown box items delivered directly from USDA to the State warehouse. Includes both Group A and B products. The warehouses in turn will delivery items directly to the RAs or a designated drop site. Direct delivery consists of frozen items, canned, refrigerated and dry storage items. Many items are processed food items purchased directly from the manufacturer.

PROCESSING- USDA foods that are diverted to a processor instead of the State warehouse. These are food items that are diverted either for packaging or processing of single items.

Processed items include many of the items available for direct delivery. Examples of items diverted for processing: cheese and meat to make pizza, chicken to make chicken nuggets, canned fruit to make individual fruit cups, tomato sauce to make ketchup.

DOD, FRESH FRUITS AND VEGETABLES- THE RA is allowed to designate a portion of their PAL dollars to the Department of Defense Fresh Fruit and Vegetable Program. The RA will go to the DOD FFAVORS Website and order items to be delivered weekly or as needed until their assigned PAL is spent. A specified vendor delivers those items directly to the school.

USDA FOODS PRODUCT INFORMATION SHEETS

Categorized by food type, the USDA Foods Product Information Sheets describe the items expected to be available for schools and institutions participating in the Child and Adult Care Food Program (CACFP), the National School Lunch Program (NSLP), the Summer Food Service Program (SFSPP), and other Child Nutrition Programs.

Information includes nutrients, serving size, and storage requirements. The facts sheets should be reviewed when planning meals.

- Fruits
- Grains
- Meat/Meat Alternates
- Vegetables
- Other Foods

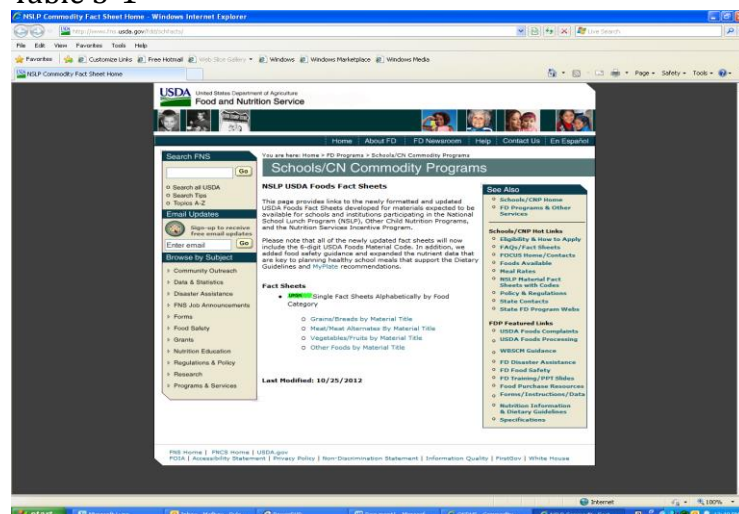
Accessing Information Sheets

The Product information sheets can be accessed at USDA Food Distribution

<https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets>

The Fact Sheets are divided by category. Select the category of the product you wish to view information for.

Table 3-1



USDA Food Groups

Click on the food product for review.

Table 3-2

The screenshot shows the 'NSLP Material Fact Sheets' page for 'Meat/Meat Alternates'. The table lists various food items with their corresponding New Codes.

Material Title	New Code
Beans, Canned, Baby Lima, Dry, #10	100371
Beans, Canned, Black Turtle, #10	100359
Beans, Canned, Black-Eyed Pea, Dry, #10	100368
Beans, Canned, Garbanzo, Dry, #10	100360
Beans, Canned, Great Northern, Dry, #10	100373
Beans, Canned, Kidney, Dry, #10	100370
Beans, Canned, Pinto, Dry, #10	100369
Beans, Canned, Pinto, Dry, Whole, #10	100365
Beans, Canned, Red Small, Dry, #10	100366
Beans, Canned, Refried, Dry, #10	100362
Beans, Canned, Vegetarian, Dry, Beaked in Sauce, #10	100364
Beans, Green, Low-Sodium, Canned, #10	100367
Beans, Frozen, Green, 30 lb	100351
Beans, Garbanzo, Dry, 25 lb	110089
Beans, Great Northern, Dry, Whole, 25 lb	100361
Beans, Lentils, Peas, Dry, 25 lb	100314
Beans, Navy or Pea, Dry, Whole, 25 lb	100377
Beans, Pinto, Dry, Whole, 25 lb	100383
Beans, Split Peas, Dry, 25 lb	100387
Beef, Canned, w/Natural Juices, Fully Cooked, 24 oz	100127
Beef, Crumbles, w/SPF, Fully Cooked, Frozen 40 lb	100134
Beef, Fine Ground, Irradiated, Raw, Frozen, 10 lb	110085
Beef, Fine Ground, Raw, Frozen, 10 lb	100558/110261
Beef, Patties, Ground, Irradiated, Raw, Frozen, 10 lb	110082
Beef, Patties, Ground, Raw, Frozen, 10 lb	100161
Beef, Patties, Lean, Ground, Raw, 5% Fat, Frozen, 10 lb	100162
Beef, Patties, Lean, Ground, Raw, 5% Fat, Frozen, 10 lb	100163/110270
Beef, Patties, w/SPF, Fully Cooked, Home-Style, Frozen, 10 lb	100130
Beef, Patties, w/SPF, Ground, Raw, Frozen, 10 lb	100160



Review the information sheet for nutrients, storage instructions, crediting, etc.

Table 3-3

The screenshot shows the 'USDA Foods Product Information Sheet' for '100277— Orange Juice, Individual Cartons, Frozen'. The category is 'Fruits'. The sheet includes sections for Product Description, Crediting/Yield, Culinary Tips and Recipes, and Nutrition Facts.

NUTRITION FACTS	
Serving size: 4 ounces (125 g) chilled orange juice	
Amount Per Serving	
Calories	61
Total Fat	0g
Saturated Fat	0g
Trans Fat	0g
Cholesterol	0mg
Sodium	2mg
Total Carbohydrate	14g
Dietary Fiber	0g
Sugars	10g



CHAPTER 4 WEB ACCESS AND ORDERING ONLINE

This section will provide information on how to access forms, reports and how to complete the online forecast survey to order products for the upcoming school years.

RAs can access most of their information and forms for the Commodity Distribution Program online by visiting www.okdhs.org and click onto the CDU website. To review audit reports, shipping documents and assessment fees, and to complete the forecast survey for the upcoming year, RAs will continue to the DF10 system.

DF10

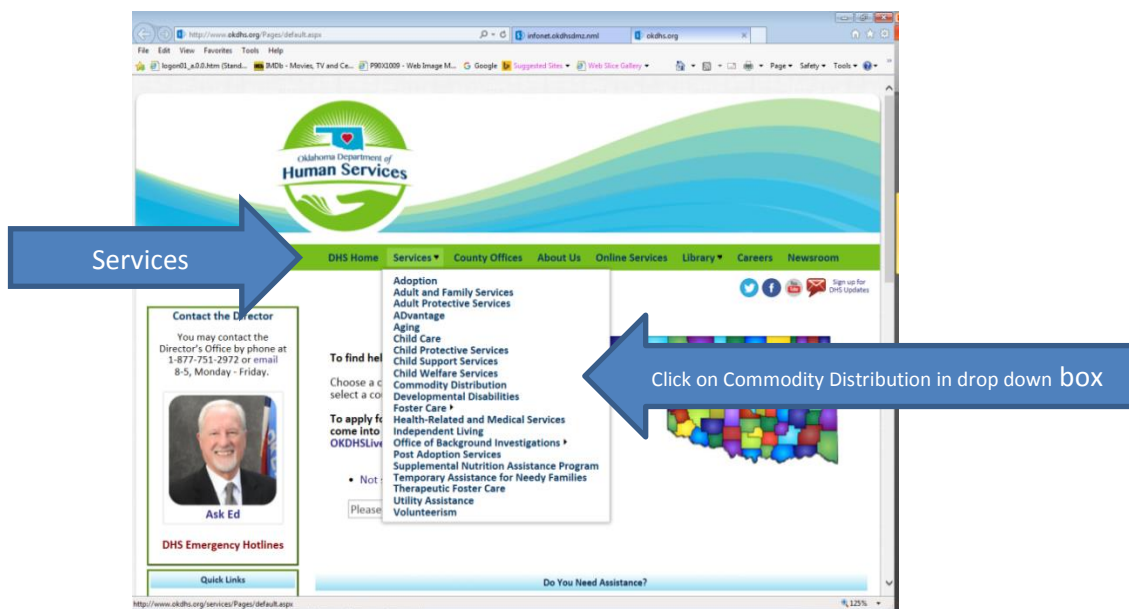
Each year, CDU will open up the forecast survey online around January 15th. This is the time that USDA provides information about available food products to the state agencies. All RAs will be given a notice by email that the survey is open. The deadline for submitting the forecast survey is March 1.

To access the site, the RA must have a contract on file. The food service manager or the Superintendent will be given access to the site, using the RA number and the assigned password.

To access the DF10:

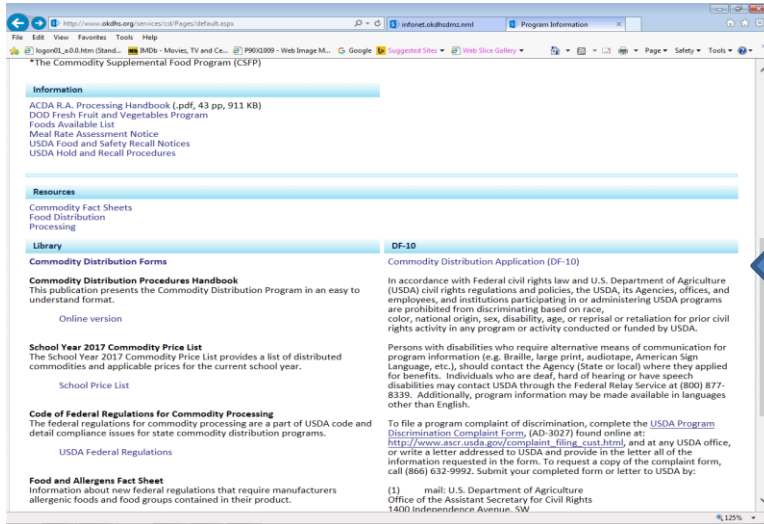
First, Go to: <http://www.okdhs.org>. This will take you to the DHS home page. **Click on Services** listed in the green bar at top of page. When the dropdown box appears, **click on Commodity Distribution**. This will take you to the Commodity Distribution home Page.

Table 4-1



Next, On Commodity Distribution web page, scroll down to the lower right column and click **Commodity Distributions Commodity Distribution application DF-10**.

Table 4-2



Bookmark as a shortcut. Read the terms and click **"I Accept"**.

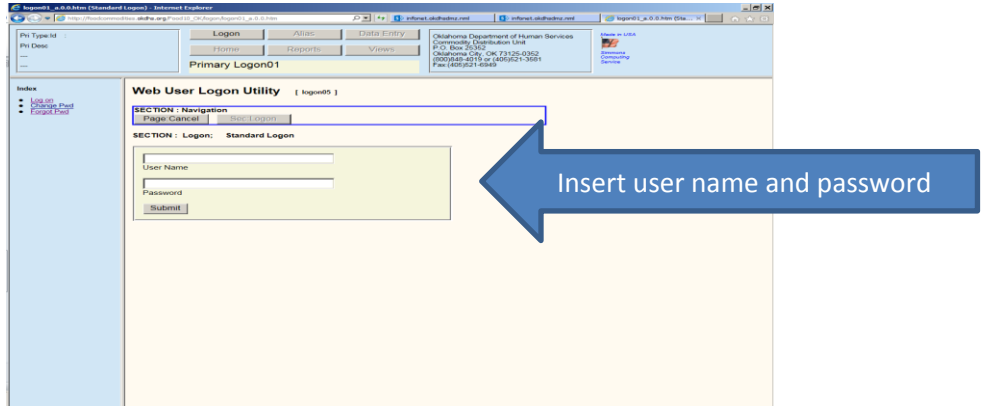
Table 4-3



You will be directed to the log on screen. **Enter your RA # in the Web User ID box and enter password in the Password box, then click submit.**

Note: you must have permission to log on to the system. New staff must submit a **Change of Personnel Form** to get access.

Table 4-4



Once you log in to DF-10, the home page will appear with **Message of the Day**. If you have an upcoming delivery or assessment fees due, it will appear in the box at the bottom of page.

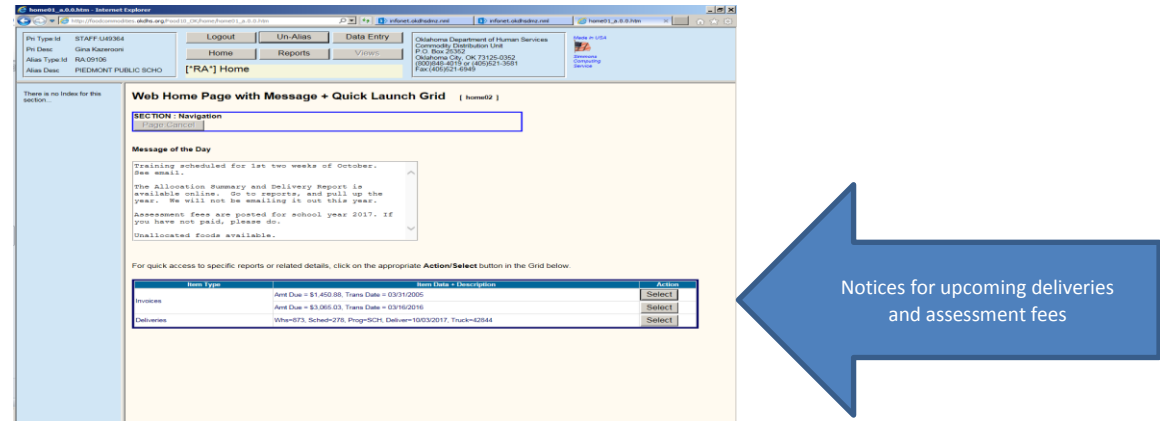
REPORTS

The reports shown on the home page are:

- Current shipping document RPT704- along with due date (if an upcoming delivery is scheduled).
- RA Survey Mailers- during the forecast season (January to March)
- Assessment Fees (when assessment is due and unpaid).

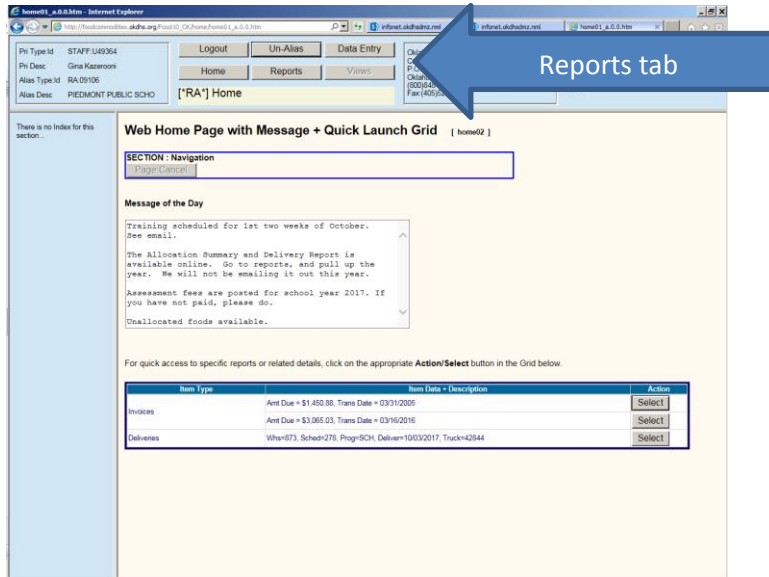
To pull up the reports, click the select button next to the report.

Table 4-5



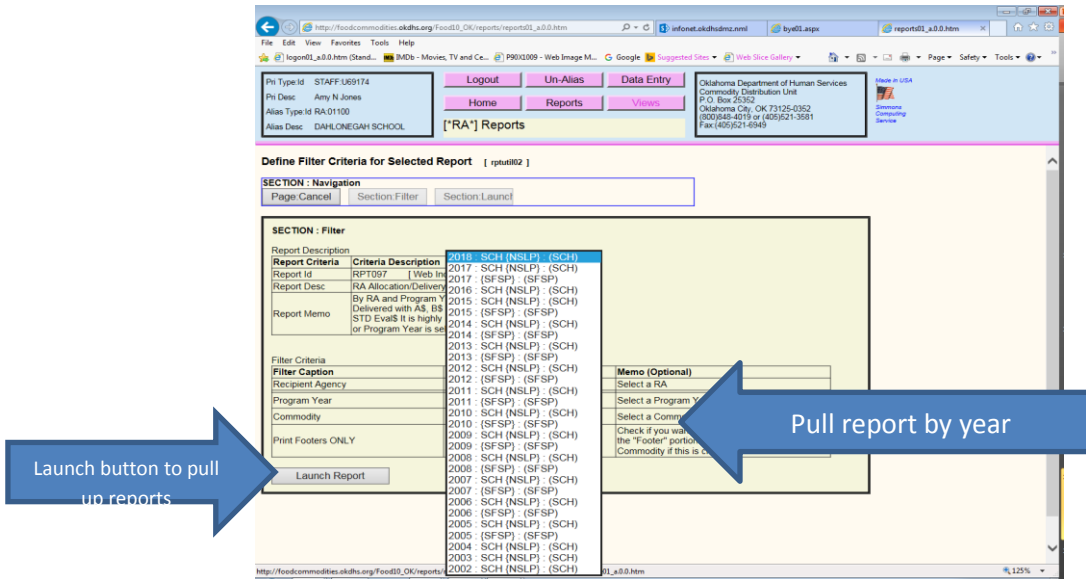
To access past report, click the **Reports** tab at the top of the page.

Table 4-6



To pull up the 97 Report: pull the report up by the year. This report is needed for annual auditors required by Department of Education.

Table 4-7



On the **97 Report**, you can review the products allocated, the estimated price per case, and the total amount spent per item. Once allocated, you can expect the items to be delivered sometime during the school year. Once delivered, you can see the number of cases delivered. On the last page of the 97 report, you can view the PAL assigned, the dollar amount allocated, the dollar amount delivered and the remaining PAL balance. The remaining PAL can be spent on unallocated items in State inventory.

Table 4-8

Items allocated, delivered, and case amount and cost

PAL amount, allocated, delivered and remaining balance

Item ID	Commodity	Rpt Sht	Iss/Adj/Cl	Alloc	Delv	Allocated	Delivered	Allocated	Delivered	Allocated	Delivered
142-9-004 (9000309248 100)	K416 (100241) : PEACHES, QLP 44	21	03/2017	844,074	1	844,071	844,071	\$0.00	\$0.00	\$0.00	\$0.00
142-9-001 (9000309127 100)	K417 (100256) : STRAWBERRY QLP	12	12/2016	844,083	2	888.18	888.18	\$0.00	\$0.00	\$0.00	\$0.00
142-9-001 (9000311702 100)	K417 (100258) : STRAWBERRY QLP	12	12/2016	844,083	2	888.18	888.18	\$0.00	\$0.00	\$0.00	\$0.00
142-9-004 (9000314004 100)	K417 (100258) : STRAWBERRY QLP	12	12/2016	844,083	2	888.18	888.18	\$0.00	\$0.00	\$0.00	\$0.00
142-9-005 (9000314008 100)	K417 (100258) : STRAWBERRY QLP	12	12/2016	844,083	2	888.18	888.18	\$0.00	\$0.00	\$0.00	\$0.00
142-9-004 (9000324399 100)	K417 (100258) : STRAWBERRY QLP	12	12/2016	844,083	2	888.18	888.18	\$0.00	\$0.00	\$0.00	\$0.00
142-9-001 (9000328919 100)	K416 (100262) : CHK QLP/UP	04	12/2016	899,842	1	899.84	899.84	\$0.00	\$0.00	\$0.00	\$0.00
142-9-001 (9000314432 100)	A516 (100098) : CHK QLP/UP	04	12/2016	835,490	1	835.50	835.50	\$0.00	\$0.00	\$0.00	\$0.00
142-9-002	A516 (100098) : CHK QLP/UP	04	12/2017	835,490	1	835.50	835.50	\$0.00	\$0.00	\$0.00	\$0.00
142-9-001 (9000309328 100)	K417 (100126) : TURKEY ROAST	01	01/2016	899,900	1	899.98	899.98	\$0.00	\$0.00	\$0.00	\$0.00
142-9-001 (9000314023 100)	K417 (100126) : TURKEY ROAST	12	12/2016	899,900	2	899.98	899.98	\$0.00	\$0.00	\$0.00	\$0.00
142-9-001 (9000314488 100)	K417 (100126) : TURKEY ROAST	12	12/2016	899,900	1	899.98	899.98	\$0.00	\$0.00	\$0.00	\$0.00
142-9-001 (9000313432 100)	A548 (100181) : TURKEY HAM	12	12/2016	872,180	1	872.18	872.18	\$0.00	\$0.00	\$0.00	\$0.00
142-9-001 (9000309882 100)	A727 (100188) : HAM Q/D PZ QUB	12	12/2016	874,780	4	8298.16	8298.16	\$0.00	\$0.00	\$0.00	\$0.00
142-9-001 (9000317427 100)	B028 (100011) : CHED RD PZ Q/D	12	12/2016	800,787	1	800.00	800.00	\$0.00	\$0.00	\$0.00	\$0.00
142-9-001 (9000317244 100)	B118 (100036) : CHEESE BLND	12	12/2016	800,787	8	800.00	800.00	\$0.00	\$0.00	\$0.00	\$0.00
Total				343	343	810,397.16	810,397.16				
Total URDA PALs											
Bonus	\$16,695.25										
Allocated	\$11,887.88										
Delivered	\$11,887.88										
Available	\$4,798.37										

To pull up the Shipping Document: In the drop down box, select the delivery period you want to review, then click launch to open the report.

Table 4-9

Launch button to pull up reports

Drop down box for dates

Filter Caption	Filter Criteria	Memo (Optional)
Delivery Schedule	270 [08/03/2017 to 09/30/2017]	NOTE: When using the Web Schedules are shown
Program	270 [06/04/2017 to 06/30/2017]	
Recipient Agency	267 [04/01/2017 to 05/21/2017]	
	265 [02/15/2017 to 04/09/2017]	
	263 [01/01/2017 to 02/18/2017]	Optional
	262 [11/12/2016 to 12/24/2016]	
	-NO Schedule	

The Shipping Document contains the item, number of cases being delivered, the delivery date, drop site, cost of items and storage requirements. See Chapter 5 for shipping documents and deliveries.

Table 4-10

RPT04 : Shipping Document

CORY ELLIS, SUPT.
02102 : CHEROKEE PUBLIC SCHO
6th & MASS. BOX 325
CHEROKEE, OK 73728

Filters **Settings**
 Program Id SCH
 Truck/Driver/Date/Time randy williams : randy williams : 10/09/2017 : 000
 Drop site 03 : CHEROKEE FAIR
 RA Phone/Fax 580-596-5391 : 580-596-2319
 164180

Program Year	Store	Commodity	Package	Cases	Eval\$	Over/Short
2018	SCH (NSLR)			22	\$1,317.68	0
	COLD	(100117) : CHIK FAJITA 30# A563	30 LB CTN	1	\$53.40	0
		(100122) : TURKEY BRST, SMOKED	40 LB CTN A550	3	\$253.20	0
		(100184) : HAM 97% FF Whole	4/10 LB HAM A693	5	\$300.00	0
		(100187) : HAM 97% FF Sliced	8/5 LB CTN (A726)	2	\$147.20	0
		(110462) : CHIK UNSN GRL STRP	CTN 30lbs	3	\$210.60	0
		(110554) : Turkey Dck FRZ	PKG 8/5 lb	2	\$228.80	0
	DRY	A416 (100241) : PEACHES, CLIP 4 4	96/4 OZ CLIPS	1	\$41.71	0
		(110186) : TOMATO SALSA POUCH 6		1	\$16.30	0
		(110854) : Peanut Butter Indiv	120 count 1.1 ounce p	1	\$21.70	0
		A110 (100313) : CORN LGD 10	6/#10 CANS	2	\$31.01	0
		A241 (100329) : TOMATOES DICED	6/#10 CANS	1	\$13.77	0

All Questions About Commodities Should Be Addressed to: Department of Human Services
 Agency Instructions: 1-800-818-7118
 Pickup Date & Time: 10/09/2017: 000
 Pickup At: CHEROKEE FAIR
 Issued By: _____ Received By: _____ Title: _____
 DHS Representative

To pull up the RA Survey Mailer: The survey mailer contains all the items available and package weight during the survey period (January-March). Once the survey is completed online, print this report and save in files.

Table 4-11

Oklahoma Department of Human Services
 Commodity Distribution Unit
 P.O. Box 25352
 Oklahoma City, OK 73125-0352
 (800)848-4019 or (405)521-3581
 Fax:(405)521-6949

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RPT055 : RA Survey Mailers

CHEROKEE PUBLIC SCHO
 CORY ELLIS, SUPT.
 6th & MASS. BOX 325
 CHEROKEE, OK 73728

Item **Value**
 RA ID 02102
 RA Description CHEROKEE PUBLIC SCHO
 Food Service Manager CORY ELLIS, SUPT.
 Distribution Group 1 - STATE DISTRIBUTION GROUP
 Program Year 2018 : SCH : (SCH)
 Comments
 Meals 33,517
 Total USD \$11,080.42
 Signature _____ Phone _____
 Title _____ Date _____

Type A USDA Commodities assigned for the Program Year

Comm ID + Desc	Package	STD Eval\$/Cs	Bonus Or Refuse	Cases Orde	Cases Cap
(100117) : CHIK FAJITA 30# A563	30 LB CTN	\$46.47			
(100119) : TRKY TACO FILLING	30 LB CTN A505	\$48.25			
(100122) : TURKEY BRST, SMOKED	40 LB CTN A550	\$119.26			
(100127) : BEEF CANNED 24 oz	24/24 OZ CANS (A	\$103.44			
(100134) : BEEF CRUMB SPP A717	4/10 LB CTN	\$96.28			

The **RA Billing Invoice** for the assessment fees will be available at the end of March. The invoice will remain online until it is paid and updated in the DF10 system. Our office will mail out the assessment invoices via mail. If you go online and see a notice on the home page for assessment fees, then our office has not received payment.

Table 4-12

COMPLETING A FORECAST SURVEY

During the survey period, you will be able to log onto the DF10 and order food items for the school food service program. This survey will only appear in January through March. Refer back to Table 4-1 to Table 4-4 to log onto the DF10

After logging onto DF-10, on the first page, click **Select** next to **RA surveys**.

Table 4-13

The ordering screen for **Group A** will appear. This is the page to start the ordering process.

There will be three group options for ordering. Complete each group before advancing to the next group.

Group Options in the drop down box:

- Group A products,
- Group B products and
- Items for further processing.

Located in Section: List: TBL01, you will find:

- Program year
- Meals: used to calculate the PAL,
- PAL \$: the amount the RA can spend
- Survey \$: the amount spend on the survey
- Remain \$: the amount left to spend.

Located in Section: DG02: begin the ordering process.

The options for each page:

- Refuse (requires a click in the box for check mark) or
- Order then cap (requires a number in both boxes).

In Section DG02, Each line on each survey page needs to be filled out before moving to the next page.

Table 4-14

The screenshot displays a web application interface for managing food surveys. At the top, there is a navigation bar with options like 'Home', 'Reports', and 'Logout'. Below this, a 'SECTION: Filter' dropdown menu is visible, with a blue arrow pointing to it labeled 'Group selection'. The main content area is divided into two sections: 'SECTION: List: TBL01: Program Year Ra Rollup Summary' and 'SECTION: List: DG02: Program Year Ra Survey Listing'. The TBL01 table has columns for Program Year, Meals, PAL \$, Survey \$, and Remains \$. A blue arrow points to the 'Meals, PAL and balance' column. The DG02 table has columns for Program Year, Community, Eval\$Ca, Bonus Only, Refuse, Ordered, Cap, and Eval\$ Ordered. A blue arrow points to the 'Key in order, cap or refuse' column.

If you check the **Refuse** you will not receive any of those products for any reason. The **Order** box is the amount of product you wish to order for the year.

NOTE: Disregard the Bonus column (RAs do not get bonus foods). If you want an item and check bonus, you will not receive the item.

The **CAP** can only be set equal or higher than the ordered amount. If the **CAP** is set lower than the amount ordered, you will receive the cap amount. If the CAP is set higher and our warehouse has leftover cases, you may receive additional cases on the upcoming delivery.

As you choose your commodities and **update the page**, your balance will automatically decrease, showing your remaining balance.

When you finish the page, click update and then click “NEXT” at the top of the table. This will take you to the next page. After completing all the pages for Group A, go to the drop down box to access Group B and then End Products (if applicable). If you do not process, you do not have to complete the End Product Section. **Make sure you update each page when you are done. If anything is incorrect, an error message will appear at the bottom of the page.**

Table 4-15

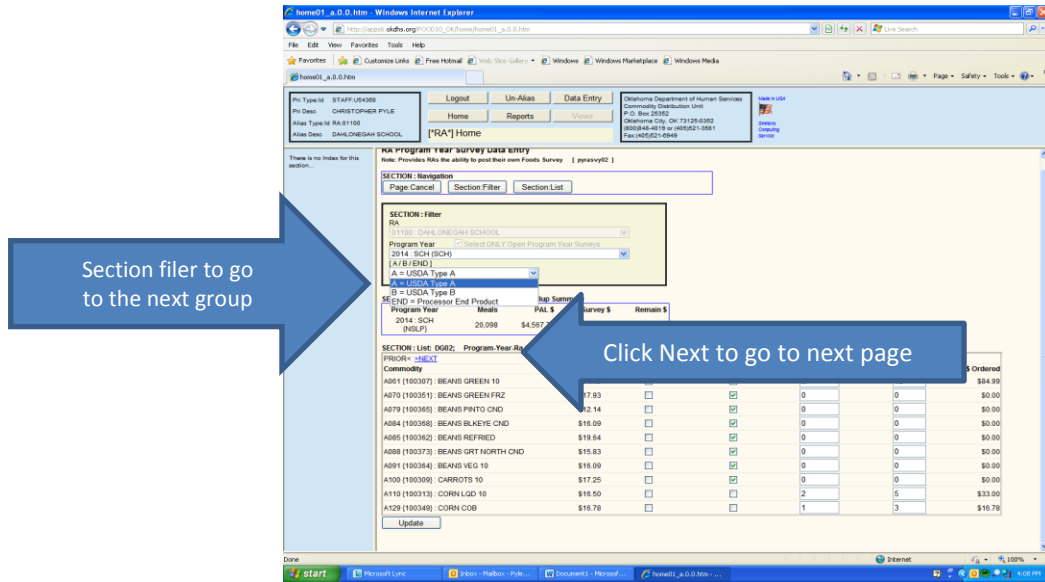
The screenshot shows a web application window titled 'Program Year Survey Data Entry'. The interface includes a navigation bar with 'Page Cancel', 'Section Filter', and 'Section List' buttons. Below this is a 'SECTION: Filter' section with dropdown menus for 'RA' (Dahlgren High School) and 'Program Year' (2014-2014 (SCH)). A 'SECTION: List: TBL01: Program Year Ra Rollup Summary' table is displayed, showing columns for 'Program Year', 'Meals', 'PAL \$', 'Survey \$', and 'Remains \$'. Below this is a 'SECTION: List: DGR2: Program Year Ra Survey Listing' table with columns: 'Commodity', 'Eval\$Ca', 'Bonus Only', 'Refuse', 'Ordered', 'Cap', and 'Eval\$ Ordered'. A blue arrow labeled 'Update' points to the 'Update' button at the bottom left of the table. Another blue arrow labeled 'Complete each line' points to the table rows.

Program Year	Meals	PAL \$	Survey \$	Remains \$
2014-2014 (NSLP)	20,098	\$4,567.70	\$2,399.57	\$2,168.13

Commodity	Eval\$Ca	Bonus Only	Refuse	Ordered	Cap	Eval\$ Ordered
AD81 (190307) BEANS GREEN 10	\$14.16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	10	\$84.96
AD79 (190351) BEANS GREEN FRZ	\$17.93	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$0.00
AD79 (190365) BEANS PINTO CND	\$12.14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	\$0.00
AD84 (190368) BEANS BLUKEYE CND	\$16.09	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	\$0.00
AD85 (190382) BEANS REFRIED	\$19.64	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	\$0.00
AD88 (190373) BEANS CRT NORTH CND	\$18.83	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	\$0.00
AD81 (190364) BEANS VEG 10	\$16.09	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	\$0.00
A100 (190306) CARROTS 10	\$17.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	\$0.00
A110 (190313) CORN LGD 10	\$16.50	<input type="checkbox"/>	<input type="checkbox"/>	2	5	\$33.00
A129 (190349) CORN COB	\$16.78	<input type="checkbox"/>	<input type="checkbox"/>	1	3	\$16.78

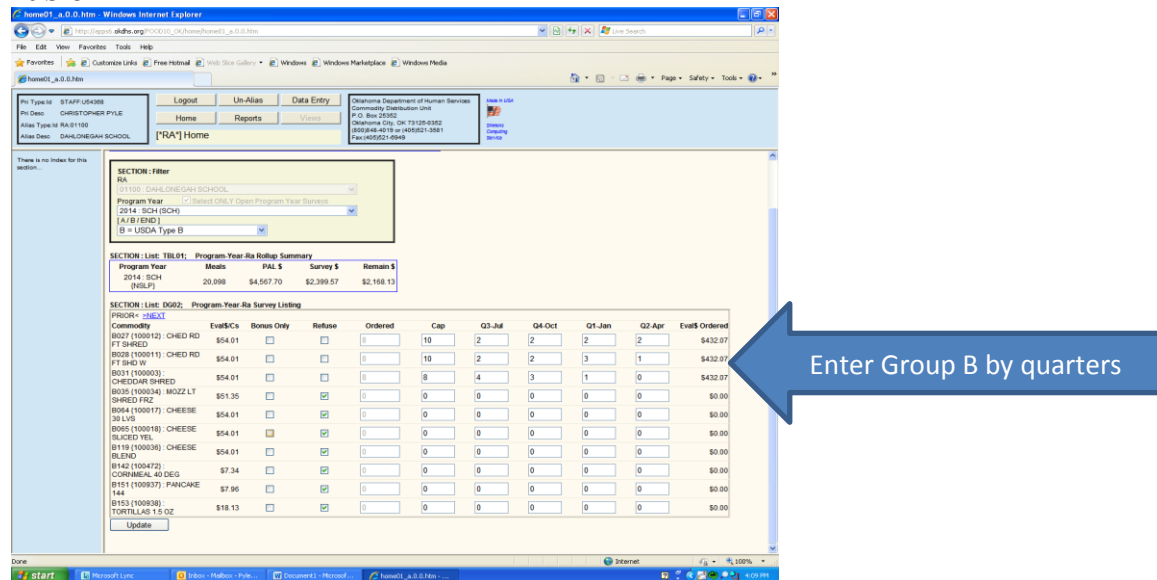
After you finish completing the survey for **Type A** products, click **Section Filter**. This will bring up the Section Filter box and drop down menu, continue to **Type B**.

Table 4-16



Group B products are ordered by the quarter. You cannot enter anything in the **Ordered** column. This column will total and fill in automatically as you enter amounts for the different quarters. One thing to remember on ordering by quarters is the possibility that we only order one truck. In this case we would only be able to deliver all of the product at one time.

Table 4-17

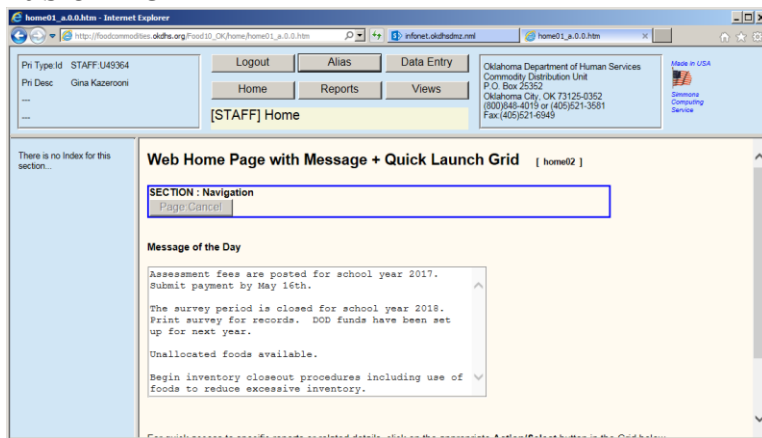


When you have completed, print a finished survey with all of your data. Click the **Reports** button. Once the survey is removed, you will not be able to print it. You can make changes to the survey until it is removed from the DF-10 system. **(DON'T LEAVE MONEY ON THE TABLE)**

POP-UP BLOCKER

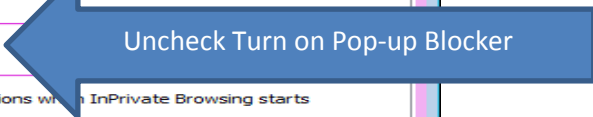
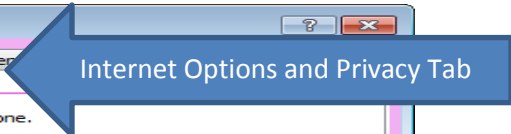
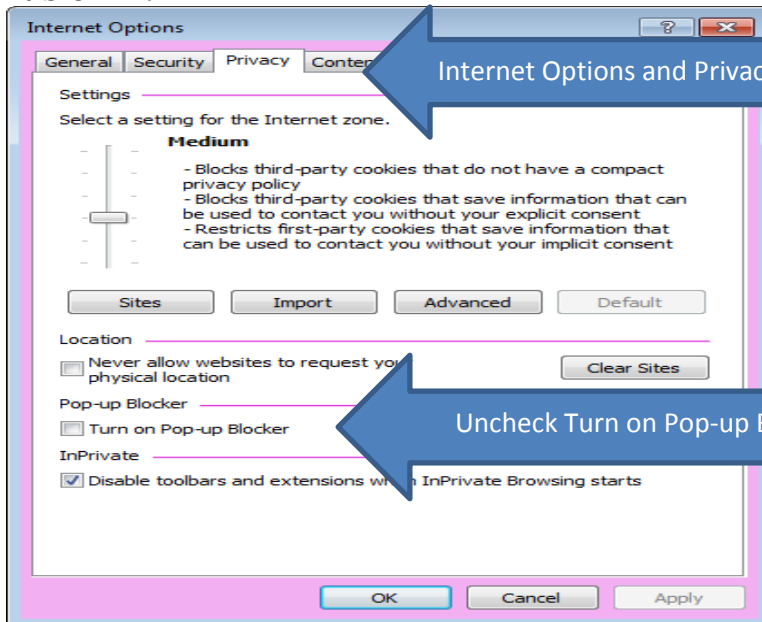
Occasionally, RAs cannot access the DF10 or pull up reports because the pop-up blocker is turned on. To disconnect, go to internet options of the web browser. For Windows, this is typically the wing nut icon in the top right side of the page.

Table 4-18



In the drop down box, you will see “Internet Options”. Click the Internet Options to bring up a new window. In the Internet Options window, click the Privacy tab

Table 4-19



CHAPTER 5 DELIVERY

Most USDA commodities are shipped from the State warehouse in McAlester to the RAs. The only exception is foods diverted for processing and DOD fruits and vegetables. USDA foods are ordered by CDU based on the accumulated totals of the RAs' forecast surveys. CDU orders all items by the truck. Based on the number of trucks ordered for each product, the trucks are scheduled to be delivered to the warehouse either monthly, bimonthly, quarterly, biannually and annually.

When a full truck is delivered to the State warehouse, the item is allocated to all the RAs that forecasted that item. It is the SDAs practice to allocate those items quickly and deliver to RAs as soon as possible. Several items are delivered to the warehouse monthly; therefore those items will go out monthly. When a delivery is made to an RA, it is typically several items at once.

NOTE: When one or few trucks of a specific item are ordered by CDU, the RA should expect that all of the product will be delivered to the RA in one or two deliveries.

Deliveries are made approximately once a month to RAs. RA's are notified about two weeks prior to delivery that the shipping document is ready for review. Once notified, the RA must go onto the DF10 web system to pull the report. The report will show the products being delivered, the average price per case (subject to change), number of cases, date of delivery and expected time. RAs should review the report at least two weeks in advance to ensure that they are receiving the products that were forecasted. If you are not receiving a direct drop at the RA location, then your shipping document will include an anticipated time for pick up and the drop location.

Drivers will not unload the commodities at the site. It is important that RA's have enough staff to unload their delivery. While unloading, inspect the pallet's contents. Make sure all items are in good shape, proper temperature, and accounted for. If any of the products are in questionable condition or the amounts are not correct, note the problem on the shipping document before signing and notify CDU staff immediately.

Refusals are not allowed at the time of delivery unless the product has obvious signs of deterioration. If you forecast that you can take 100 cases, you are responsible to take that amount. CDU does not have control over when USDA will purchase and ship items to the warehouse.

If the system has incorrectly allocated items to you, call CDU as soon as possible. You may refuse any or all of it. In order to refuse, you must call at least 5 days prior to your delivery date. Reviewing your shipping document in advance is important.

NOTE: If you requested unallocated items, those items are typically delivered with your upcoming shipment. You must be able to receive, store and use all the items requested off the unallocated list along with your regular order.

ACCESSING THE SHIPPING DOCUMENT

- Go to: <http://www.okdhs.org/>
- Click on Services listed in the green bar at top of page.
- When the dropdown box appears, click on Commodity Distribution
- On the Commodity Distribution Home Page, scroll down to the lower right column and click on Commodity Distribution Application (DF-10)
- This will bring to you the DF10 Home Page. You can bookmark as a shortcut.
- Read the terms and click “I Accept”.
- You will be directed to the log on screen.
- Enter your User Name (RA number) and your password and click submit.
- If a delivery is scheduled, it will appear on the home page.
- Click submit to open up the report.

Shipping Document: Listed on the report is the name of RA, the date and time of the delivery, and the items being delivered.

Table 5-1

The screenshot shows a web browser window displaying a shipping document report titled "RPT704 : Shipping Document". The report includes the following information:

Name of School: CORY ELLIS, SUPT., 02102 : CHEROKEE PUBLIC SCHO, 6th & MASS, BOX 325, CHEROKEE, OK 73728

Filters: Program Id SCH, Truck/Driver/Date/Time: randy williams : randy williams : 10/09/2017 : 000, Dropsite: 03 : CHEROKEE FAIR, RA Phone/Fax: 580-596-3391 : 580-596-2319, 164180

Settings: SCH

Program Year	Store	Commodity	Package	Cases	Est\$	Over/Short
- 02102	CHEROKEE			22	\$1,317.68	0
		(100117) : CHX FAJITA 30# A563	30 LB CTN	1	\$53.40	0
		(100122) : TURKEY BRST, SMOKED	40 LB CTN A550	3	\$253.20	0
		(100184) : HAM 97% FF Whole	4/10 LB HAM A693	5	\$300.00	0
		(100187) : HAM 97% FF Sliced	8/5 LB CTN (A726)	2	\$147.20	0
		(110462) : CHX UNSN GRL STRP	CTN 30lbs	3	\$210.60	0
		(110554) : Turkey Dxl FRZ	PKG 8/5 lb	2	\$228.80	0
		A416 (100241) : PEACHES, CLIP 4 4	96/4 4 OZ CLIPS	1	\$41.71	0
		(110186) : TOMATO SALSA POUCH-0		1	\$16.30	0
		(110854) : Peanut Butter Indiv	120 count 1.1 ounce p	1	\$21.70	0
		A110 (100313) : CORN LGD 10	6/#10 CANS	2	\$31.01	0
		A241 (100329) : TOMATOES DICED	6/#10 CANS	1	\$13.77	0

Date, time, and location: 10/09/2017 : 000, CHEROKEE FAIR

Item, case amount, and value: (100117) : CHX FAJITA 30# A563, 30 LB CTN, 1, \$53.40

Name of School: CORY ELLIS, SUPT., 02102 : CHEROKEE PUBLIC SCHO, 6th & MASS, BOX 325, CHEROKEE, OK 73728

Agency Instructions: 1-800-818-7118

Pickup Date & Time: 10/09/2017 : 000

Pickup At: CHEROKEE FAIR

Issued By: _____ **Received By:** _____ **Title:** _____

DHS Representative

RESPONSIBILITY OF THE DRIVERS

- It is the driver's responsibility to take delivery and set it inside or as close to door as possible. However, it will be at the driver's discretion as to whether or not it is possible to get to certain locations, if accessible, without damaging RA property or State property.
- It is the driver's responsibility to pick up empty pallets from previous shipments.

RA'S RESPONSIBILITIES

- It is the RA responsibility to make sure the driver has good accessible place to park their Semi Tractor Trailer and to unload their product.
- It will be the RA's responsibility to unload the product off the pallets and put it away.
- It is the RA responsibility to have previous pallets stacked and in an easy accessible place for the driver to pick up.

DRIVERS AND RA'S RESPONSIBILITIES

- Both parties are to be at their designated drop sites on time.
- If the product is in questionable condition or amounts are not correct note the problem on the shipping document and notify the warehouse immediately @ 800-818-7118 or 918-423-0539.
- Both parties are to sign the shipping documents in a timely manner.

NOTE: REFUSALS ARE NOT ALLOWED AT THE POINT OF DELIVERY UNLESS THERE IS OBVIOUS SIGNS OF DAMAGE.

CHAPTER 6

STORAGE and INVENTORY

All RA's sign a contract with CDU agreeing to safeguard USDA commodities once they are delivered. The contract terms reflect Health Department regulations and general industry standards and practices.

STORAGE

When determining the type of storage for each product, refer to the shipping document to determine the correct storage type. You can also refer to the USDA Product Information Sheets when unsure. Most can goods can be stored in dry storage. Cheese can be stored in cooler for quick use or stored in the freezer if the product cannot be used quickly. Rice should be stored in cool storage. Frozen items should remain frozen until ready for use.

Storage of commodities involves two major components: storage conditions and storage practices. Storage conditions are proper temperature and adequate air circulation. Storage practices include first in, first out (FIFO), proper stacking, protection of stored food, storage during summer months and a perpetual inventory system.

THE KEY TO PROPER STORAGE IS REQUESTING AND ACCEPTING NO MORE FOOD THAN CAN BE USED WITHOUT WASTE IN A SIX-MONTH PERIOD.

Storage Conditions

RAs should record temperatures daily. Check and record the temperature immediately after a known or suspected power loss. If the operation is closed weekends, record the temperature late Friday afternoon and early Monday morning. During school breaks or the summer months, record the temperature at least every other day during the week with **no more than a two day gap for the weekend and holidays**. This requires staffing during the summer months whether it is maintenance or administrative. **NOTE:** This differs from child nutrition requirements. **See Appendix 1 for Temperature Log.**

Checking the temperature daily increases the likelihood that a freezer failure will be noticed before thawing occurs. If food is lost due to freezer failure, the lack of a properly completed temperature log may be considered negligence, and CDU or USDA could file a claim requiring repayment or replacement of the products.

The recommended temperatures are:

- 70 degrees or below for dry storage
- 32 to 40 degrees for refrigerators
- 0 degrees or below for freezers

All storage areas need air circulation. Store commodities on pallets or shelves, with four inches of clearance from the floor and walls, and two feet of clearance from the ceiling. Never store directly on the floor of any of your storage units.

STORAGE PRACTICES

Place commodities with the oldest pack date on the case in front and use first. This is referred to as a FIFO system: first in, first out. Accurate use of FIFO will prevent food loss due to improper rotation of product. **Note: Mark foods removed from a case with the pack date or date of receipt, and use the oldest first.**

Stack commodities low enough so bottom layers are not crushed. Cross-stack to keep the stack solid. Keep away from moisture, heat sources, or steam, and keep in an orderly manner.

Protect food in storage by checking regularly for deterioration, such as torn sacks and broken cartons. Keep all storage areas clean. Store food away from chemicals and paper goods. Exterminate the facility at least monthly if there are infestation problems, and at least quarterly, if not. Keep storage areas locked. Limit key access to authorized personnel.

USDA donated foods going into summer storage need special handling to prevent losses. Try to use up most donated foods received earlier in the school year, so less food has to be stored over the summer break.

Do the following when storing food over the summer:

- Clean and check storage areas for infestation before food is put away.
- Store flour and other grain products in refrigerators or freezers.
- Stack freezers with meat items on the bottom. In case of freezer failure, there would be no cross contamination of foods.

In the fall, check commodities for signs of damage and take another physical inventory to ensure the beginning inventory is accurate. Report any losses immediately. (See chapter 8 for more details on losses.)

RECORDING INVENTORY

All RAs are required to keep a written system of accountability for the commodities received. This is known as the “perpetual inventory.” This is your complete and accurate record of the receipt, use, disposal, and inventory of commodities.

To accurately record inventory, RAs should keep a separate page of each product received. When commodities are received, the RA should have a physical tracking system of commodities. Our office recommends marking a C for commodities and listing the date the item was received. Count quantities in units, including parts of cases, i.e., seven cases and three tubs of peanut butter or 45 tubs of peanut butter.

For audit purposes, our office requests that all commodities are kept separate from the commercially purchased items. Keep all records relating to the commodity program for three years, plus the current fiscal year. Do not store commodities in private homes at any time. Complete physical inventory reconciliation at least monthly, with no more than a month between reconciliations. The Inventory Forms can be found in Appendix 1.

CHAPTER 7

APPROVED USES OF COMMODITY FOODS

RAs are to use commodity foods for the preparation of reimbursable meals. Donated foods may be used to prepare meals served under any other meal service activity operated by the RA **under the nonprofit food service account**. These would be things like the school breakfast program, a la carte sales, and meals and snacks in residential child care institutions.

According to & CFR 250.48 (g), commodity foods received under the National School Lunch Program may be used for training students in home economics, nutrition, food preparation, or child care if the RA will be unable to utilize the foods for the school nutrition program. However, there is no requirement for a food service program to transfer those items when requested, especially if those items can be used in the school food service program.

Additionally, foods transferred to home economic programs cannot be used for resale, teacher's lounges or fundraisers or banquets. It will be the responsibility of the food service manager to ensure that foods are used properly.

Commodity foods used for training are not replaced. School food authorities should ensure the use of commodities in training courses does not cause a shortage in their school lunch program. Only foods in abundance should be diverted for training purposes to prevent loss.

They may be used in workshops or for demonstration purposes after receiving approval from CDU. When commodities are used for training, update the perpetual inventory sheet for those items showing quantities used. Records must be kept to show how the food is used for training purposes. Documents may include a curriculum, agenda and menu plan.

Schools may use commodity foods in their a la carte food service and adult meals served during the regularly scheduled breakfast and lunch periods. If these same foods are served at some time during the year as part of a reimbursable meal, and money received from selling these foods goes into the RA's nonprofit food service account.

RAs may also sell the packaging of donated foods as long as the money received from the sale goes into the RA's nonprofit food service account. Commodity foods may not be sold, traded or exchanged for any other purposes. .

When making a decision to transfer commodity foods, there are several factors that should be considered:

- Can the foods be used in the food service program?
- Are the foods at risk of expiring?
- Are the foods being used for educational purposes?

- If these foods are transferred, will the food service program need to purchase foods to replace?
- Is a transfer slip on file?
- Are records available to show curriculum, and date used?

Our office does not recommend that foods be diverted from the school food service program if it affects the quality of meals served or increases the cost of food service program as a result of the transfer.

CHAPTER 8 TRANSFERS

RAs should not request more commodities than they can store and use without waste within six months. When the RA conducts the forecast process in the prior school year, historical data and records should be reviewed to forecast the quantity needed for the upcoming school year.

When an RA finds it has more of a product than it can use, it should contact CDU for approval to transfer some of the product to another RA. It is the RAs responsibility to find another RA to take the product.

If an RA is unable to serve a product due to the expiration date, but the product is still edible, contact CDU. CDU can assist in locating a Charitable Institution willing to take the excess product. If CDU determines that it cannot be transferred, it will be a loss. RA will be required to complete a Loss Report. **Do not transfer product that is spoiled or out of date.**

If an RA orders food items, the RA should use those items. Remember these items have a dollar value assigned to it. Transferring it out is similar to giving away money. If an item is transferred out, DHS will not replace the value of those items. When a RA changes management and decides to transfer items out because of menus, the RA is giving up their planned assistance level (PAL). PAL should be considered dollars. If you transfer out \$1,000 in food to another school, the district has given up \$1,000. If the RA replaces those items for the same value, the RA has spent \$2,000.

The transfer of foods is the same for direct delivery and for processing. CDU must approve all transferred items. For processing, items can be transferred state to state, processor to processor or RA to RA.

For DOD, foods cannot be transferred, but the funding can. If an RA determines that it cannot spend all of its funds, contact CDU to remove the funds. CDU will determine which RAs are willing and can use the funds by the end of the school year.

NOTE: ALL transfers must be authorized by CDU before they are made.

See forms transfer form in Appendix 1.

To complete a transfer

- Find another RA to transfer to
- Make delivery or pick up arrangements
- Call CDU to get approval
- Complete the form, list the food, amount, received date, dollar value and reason
- The superintendent of the transferring agency and both RAs agencies must sign.

Table 7-1

as from a National School Lunch Program (NLSP) to a NLSP or from one Child and Adult Care Food Program (CACFP) to another CACFP. The transferring agency is responsible for finding an agency to take the transfer and for arranging transportation. Contact the Commodity distributor Unit (CDU) for approval of the transfer. If you cannot find an agency to accept donated items, contact DHS for assistance at 405-521-3581. Fax the completed and signed form to 405-521-6949.

Date: _____ CDU approval (approved by): _____
 Transferring agency: _____ RA number: _____
 Receiving agency: _____ RA number: _____

Donation Information

Donated food (include product code)	Unit of measure	Pack, received or best by date	Amount transferred	Dollar value	Reason for transfer
[Enter donated food including the product code]					

Signature

Transferring agency representative signature _____ Date _____
 Agency superintendent signature _____ Date _____
 Receiving agency signature _____ Date _____

CHAPTER 9 PROCESSING

RAs may use contracts with the food processing manufacturers to convert commodity pounds into more convenient and usable forms. There are several benefits to processing, some include: helping to ensure food safety by limiting raw products in the food service; reduce cost due to labor or food preparation; reducing storage cost by having pounds delivered to the processor instead of using school storage. Processing can also increase the variety of meals, making the foods served more appealing to the students and reducing waste.

RAs determine the commodity items to divert for processing. A large variety of products can be processed from donated food. Some examples include:

Applesauce from apple slices

Fruit cups and canned fruit

Pizza from flour, cheese, tomato paste, and oil;

Precooked, portion-controlled meatballs, beef patties and meat loaves from ground beef or pork or both;

Precooked, portion-controlled nuggets, patties, and roasts from chicken or turkey.

AGREEMENTS

There are three type of processing agreements utilized in Oklahoma:

National Processing Agreement/State Participating Agreement:

Federal guidelines require state agencies to enter into a State Participation Agreement (SPA) with processors to operate in the state. This is an agreement with a commercial food processor to provide a service or a product made partially or wholly from food donated by USDA. All SPAs must be approved by the Commodity Distribution Unit (CDU) and the USDA.

In an effort to reduce costs and paperwork, FNS has taken on the role of holding the agreement with the processor and approving all of the end products that will be manufactured under the agreement.

Oklahoma only recognizes processor approved by FNS. All Schools wishing to contract with a processor using USDA foods, can only contract with an FNS approved processor using USDA foods.

State Master Agreement: Under a State master agreement, the distributing agency enters into an agreement with the processor and only designated eligible recipient agencies may purchase end products from the processor. This requires RAs to contract with a distributing agency for processed items.

Recipient Agency Agreement: Under a recipient agency agreement, the recipient agency or school enters into an agreement with the processor. If an RA is diverting USDA foods, the RA can only enter into an agreement with an USDA/CDU approved processor for those products. This kind of arrangement requires RAs to follow the federal procurement process.

For guidance on procurement procedures, contract the Oklahoma Department of Education Child Nutrition Programs.

When entering into an agreement, processors must ensure the RA full value of the USDA Foods contained in the finished products. There are several ways to return the value and must be specified in the agreement.

- NOI: discounting the normal commercial price of a product by the commodity value
- Refund to RA: paying a refund to the school
- Fee for Service: processor or distributor charging a fee for service for converting the USDA Foods.

CONFIRMING SHIPMENT

State guidelines require that RAs confirm shipments on either Processorlink.com or K12foodservice.com. This ensures all bulk pounds that are diverted and charged to the state's entitlement and the RAs planned assistance level are received.

INVENTORY

Inventory should not remain at the processor more than 6 months. This requires the RAs to request all USDA foods from the processor with 6 months of delivery and within the current school year.

SWEEPS

Oklahoma has a "No Carryover Policy" for all processed items. DHS will conduct sweeps a minimum of two times a year. The first sweep will be in December and only apply to districts that voluntarily transfer product for nonuse. All lbs. will be swept into the state account on July 1st occurring annually. Carryover will only be allowed in extraordinary circumstances. If extenuating conditions prevents a school from using diverted products, the district must submit a plan of action requesting an extension. Circumstances beyond the RAs control will be reviewed for any extensions.

CDU has the right to deny an extension.

Reasons for denials may include:

- Prior carry over requests
- No attempt to use products
- Repeat requests
- Late requests or missed deadline

CHAPTER 10

FOOD LOSS and COMPLAINTS

The RA is responsible for safeguarding USDA commodity foods. A commodity loss is due to factors such as unexpected loss of inventory, theft, and food that is no longer fit for human consumption due to damage, age, infestation, or spoilage.

Upon discovering the loss, complete the Loss Report found in Appendix 1. Review the instructions and provide requested documentation. CDU will review the report and follow up with additional instructions. Depending on the circumstances of the loss, RAs may be required to contact the local health department sanitarian or local police.

When authorized by CDU or the Health Department, use the following guidelines when disposing of food:

1. Destroy carton labels and remove product from the USDA packaging.
2. Destroy food and insure it cannot be eaten by pouring bleach over the food.
3. Take products to a landfill for proper disposal.

RA's are accountable for losses of all donated foods including those diverted for processing. CDU reviews the Loss Report Form and other documentation sent by an RA reporting a loss. If the loss occurred due to willful negligence, USDA may require repayment. In some instances, Replacement-In-kind is allowed by CDU and USDA. If this is permitted, lost items may be replaced with the same amount of an equal or better quality food purchased by the RA from the date of the loss. Receipts are required to document these purchases. Some losses also result in a "No Claim" determination against the RA.

It is important to remember that ALL LOSSES must be reported to CDU when it happens. It is up to the CDU to review the information and determine what action, if any, is needed. On site investigations may be completed as well as follow up visits. See Appendix 1 for the Loss Report. Complete form and send to the CDU.

TYPES OF FOOD LOSS

- Donated food no longer fit for human consumption as a result of spoilage, contamination, infestation, or damage, or when the results of an investigation by Federal, State, or local health authorities deems them no longer fit for human consumption;
- Donated foods are not stored or managed in accordance with the provisions of a contract or agreement, or with regulatory provisions or policy relating to storage and inventory management;
- Donated foods that are stolen, willfully misapplied, obtained by fraud, or improperly distributed, or are not otherwise available for distribution to eligible recipients.

- A processor fails to meet the required processing yield of donated food or fails to produce end products that meet required specifications;
- Administrative funds or funds accruing from the donated foods are stolen embezzled, willfully misapplied, or obtained by fraud;
- Administrative funds or funds accruing from donated foods are not used in accordance with 7 CFR Part 250 or applicable program regulations, or in accordance with allowable costs for such funds in 7 CFR 3016 or 3019, and in Office of Management and Budget (OMB) regulations applicable to such costs (2 CFR Part 225 or 230)

If products are delivered damaged, do not file a loss report, but file a complaint.

COMPLAINTS

When a product is delivered to an RA damaged or in a condition not fit for human consumption, the RA can obtain a complaint form from CDU or the OKDHS website. Once the form is completed and returned, CDU will review the complaint to determine the extent of the problem and where it originated: RA, State, National Warehouse, or manufacturer level. If it is determined that the issue did not occur at the State level, the State Office will file the complaint with USDA.

Examples of a complaint include the following

- Packaging is open, unsealed
- Cans are rusted
- Food has a strange odor
- Food has an odd color or mold
- Metal or other object were found in product

When filing a complaint, provide the following information:

- Product name, number and lot numbers
- Description of the problem and whether anyone reported feeling sick or being injured from consuming the product
- Date your organization received the affected USDA Foods
- Quantity of product involved
- Quantity and physical address of product remaining and is the remaining product affected or not
- Sales Order Number (formerly Delivery Order Number) and Purchase Order Number (formerly Notice to Deliver Number). These numbers may be on the paperwork received with the USDA Foods shipment. If not, the SDA should be able to obtain them.
- The specific circumstances involved (for example - I received the damaged canned products 2 months ago, but the cases were located in the middle of a pallet that could not be seen until the school opened the cases. Or, the temperature in the delivery truck was 40 degrees when the discolored frozen products were delivered.)
- In some instances, digital photographs of damaged product or foreign objects are helpful.

- Measurements of the foreign object

If you are requesting a replacement, you should retain the unopened product, until further notice from the USDA Foods Complaint Specialist at Food and Nutrition Service. This will allow the vendor to exercise the right to examine or retrieve the product.

This will include

- Original container or packaging
- Foreign object
- Any uneaten portion of the food. (Confer with the State Agency to determine if food should be kept refrigerated or frozen).

ALL COMPLAINTS SHOULD BE MADE WITHIN 3 DAYS OF NOTICE. BE SURE TO INSPECT PRODUCTS WHEN DELIVERED.

See Complaint form in Appendix 1.

CHAPTER 11 FOOD SAFETY AND RECALLS

When there is a potential for USDA commodity foods to be unsafe or USDA commodity foods have not been made according to USDA's bid specifications, it may be **recalled by USDA or the manufacturer**.

RECALLS

Recalls are generally the result of:

- a commodity not meeting USDA's bid specifications
- contamination
- infestation
- other health or safety concerns.

The manufacturer or USDA initiates all recalls. CDU notifies RAs of recalls, instructs them in the disposal of the products, and provides information regarding the basis for recall. If destruction of the commodity is required, proof of destruction will be required. If possible, the State Agency is required to make contact with districts within **24 hours**.

RAs must follow specific directions provided by CDU before any commodity is destroyed.

When directed:

- Place items on hold- isolate and place signage- Do not use, do not discard
- Once instructed, follow proper disposal procedures.
- Always contact Department of Health for state guidance.
- Complete the Recall form and submit to CDU (see Appendix 1).

Food recalls are classified according to the level of risk that would be posed to the health of those who might consume the food.

Table 11-1 Food Recall Classes

Class	Definition	Examples
Class I	A health hazard situation where there is a reasonable probability that eating the food will cause serious, adverse health consequences, or death.	E. coli O157:H7 in ground beef; Salmonella in peanut butter; Food with an undeclared allergen
Class II	A health hazard situation where there is a remote probability of adverse health consequences from eating the food.	Product containing a foreign material
Class III	A situation where eating the food will not cause adverse health consequences.	Minor labeling problems, such as improper format or undeclared ingredients that are not allergens

USDA Foods are purchased on the commercial market by the USDA Agricultural Marketing Service (AMS) and the USDA Farm Service Agency (FSA), and in some cases, by the United States Department of Defense (DOD).

In an administrative recall, the USDA may decide to remove products from distribution when it decides safety is a concern, even though the products technically meet purchase specification requirements and are free to move in commercial distribution channels. FNS notifies the SDAs of these administrative recalls, and the USDA coordinates product removal, replacement, and expense reimbursement.

USDA Foods that do not meet product specifications may voluntarily, or at the USDA's request, be recalled. If the recall is at the direction of the USDA, FNS will notify the affected SDAs. The vendor, working with AMS or FSA, is responsible for retrieving and promptly replacing the identified USDA Foods, and reimbursing SDAs/RAs for transportation and storage expenses.

NOTIFICATION

FNS uses the Rapid Alert System (RAS) in the Web-Based Supply Chain Management (WBSCM) system to notify SDAs rapidly about recalls involving USDA Foods. When USDA Foods are recalled, FNS develops a notification message for SDAs in WBSCM that is delivered through the RAS. The notification message includes specific product identification information to help SDAs track the food.

In addition, FNS established the USDA State Emergency Notification System (SENS) for the SDAs to use when communicating to the RAs about recalls that affect USDA Foods. SENS is designed to provide a rapid notice between the SDA and its RAs.

The USDA SENS allows SDAs to notify RAs rapidly through phone, email, text message, or BlackBerry PIN about recalls and other food safety emergencies. This system can be used only by SDAs to send notifications about USDA Foods to RAs. SDA participation is voluntary; features in the system can be customized for each SDA. SDAs can modify FNS messages to meet the needs of their specific situation. For more information about USDA SENS, contact the FNS Office of Food Safety at foodsafety@fns.usda.gov.

HOLDS

Temporary holds allow for further testing of the questionable product. CDU will inform all RAs of any temporary holds. The notice will give the product name and contract number to stop using. If the RA has removed the commodity from its original carton, all of that product on hand is held until further notice. **The contract number and pack date should be recorded on the inventory record for any item removed from the original container.** The RA does not destroy or use the product until **CDU gives them authority to do so.**

CHAPTER 12: USE OF COMMODITIES IN A DISASTER

When the President or other authorized official declares a major disaster or emergency, disaster organizations may ask CDU if they can receive commodities to provide congregate meal service to disaster victims.

In cases of local emergencies, USDA foods can be served, but the RA has to have food they are willing to use because it will not be replaced by USDA. This has been common when the RA facility, such as a school, is used as an emergency shelter during floods or other evacuation situations. The RA is to contact CDU administrator, but this is not required prior to the use of the food emergencies and disasters.

In Oklahoma the designated authority to receive emergency food is the American Red Cross. The food is released to them by the DHS Director or the CDU Administrator or designee once the USDA southwest regional office approves. Should other organizations call, they are to be referred to the Red Cross. The Red Cross request for commodities must include the following information to the extent possible:

- description of the disaster or emergency situation
- number of people needing meals and for how long
- amounts and types of food needed
- number and location of sites providing congregate meal service.

IN THE CASE OF A MAJOR DISASTER OR EMERGENCY DETERMINATION, CONTACT GINA KAZEROONI, CDU PROGRAMS ADMINISTRATOR, AT 1-800-848-4019 OR (405) 521-3581 OR CELL PHONE NUMBER (405)-301-9930

NUMBERS FOR THE RED CROSS DISASTER SERVICES ARE, OKLAHOMA CITY (405)228-9500, OR TULSA (918)831-1100.

CHAPTER 13 CIVIL RIGHTS GUIDELINES

USDA/FNS Instruction 113-6 delineates the civil rights requirements for participants in the School Nutrition Program. The U.S. Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, age, and disability.

The following is required for all schools participating in USDA Child Nutrition Programs.

1. Ensure that all forms of communication and printed program information which are disseminated, especially the free and reduced-price notification letters, application forms, and public releases, include the ***nondiscrimination statement***.
2. Annually inform the public of program availability and eligibility standards. This can be done through newspaper advertisements, flyers, brochures, etc.
3. Inform potential participants of any significant program changes.
4. Display the USDA “ . . . And Justice for All” poster.
5. Be able to provide information to participants in other languages if there is a predominantly non-English speaking population.
6. Collect racial and ethnic data on their service area and keep the records on file for three years. This may include self-identification where a written application is required, such as a sign-in sheet, and observation by staff. This does not have to be done on a daily basis, but should be done at regular intervals designated by the RAs. The identification categories should include American Indian or Alaskan Native, Asian or Pacific Islander, Black (not of Hispanic background).
7. Conduct civil rights training for front line staff.

Monitoring for compliance with civil rights requirements is done by the State Department of Education for schools and CACFPs.

CIVIL RIGHTS TRAINING

Training is required for all levels of administration of programs that receive Federal financial assistance. Staff should understand civil rights related laws, regulations, procedures, and directives. State agencies are responsible for training local agencies. Local agencies are responsible for training their sub recipients including, “frontline staff,” responsible for the implementation and operation of the foodservice program. This includes foodservice workers, teachers, and administrators who interact with program applicants or participants. Civil Rights training must be provided annually.

Specific subject matter must include, but not be limited to:

- a) Collection and use of data
- b) Effective public notification systems
- c) Complaint procedures
- d) Compliance review techniques

- e) Resolution of noncompliance
- f) Requirements for reasonable accommodation of persons with disabilities
- g) Requirements for language assistance
- h) Conflict resolution and
- i) Customer service

Documentation of the date of training, number of participants, and the instructor must be kept with the Donated Foods Program Application agreement for three years.

Filing a Complaint

RAs must adopt procedures for handling civil rights complaints. Civil rights complaint for the School Nutrition Programs cannot be handled through other civil rights complaints or grievance procedures.

PROCEDURE FOR FILING COMPLAINTS OF DISCRIMINATION

1. Right to File: Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action. Only the Secretary of Agriculture may extend this time under special circumstances. The complainant must be advised of confidentiality and Privacy Act applications. The complainant and the entity that the complaint is filed against will be encouraged to resolve the issue at the lowest possible level and as expeditiously as possible.
2. Acceptance: All complaints, written or verbal, shall be accepted by the SFA, State Agency, or Food and Nutrition Service Regional Office (FNSRO), forwarded to the appropriate regional FNSRO, and then forwarded at once to the Civil Rights Division. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed and to indicate the possibility of a violation. Anonymous complaints shall be handled the same as any other complaint, to the extent feasible, based upon the information available.
3. Verbal Complaints: In the event a complainant makes the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made must write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:
 - a. Name, address and telephone number, or other means of contacting the complainant
 - b. The specific location and name of the entity, or local agency delivering the program service or benefit.
 - c. The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor.
 - d. The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, or disability).

- e. The names, titles, telephone numbers and addresses of persons who may have knowledge of the alleged discriminatory action(s), and
- f. The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

To file a complaint, RAs should provide the Civil Rights Complaint Form to students. See Appendix 1 for the Complaint form.

CHAPTER 14: COMMODITY COMPLIANCE REVIEWS and TECHNICAL ASSISTANCE

REVIEWS

CDU conducts compliance reviews of recipient agencies including their centralized warehouses or supply storage areas.

The state administrative reviewers conduct the commodity compliance reviews to determine the RA's compliance with food ordering procedures, storage practices, inventory controls and record keeping requirements.

All categories are subject to these reviews with a scheduled frequency of at least one review every three years for each RA. The reviewers attempt to conduct at least 1/3 of their caseload on an annual basis. The frequency may be more than one review in a three year period depending on scheduling or potential high risk of RA. The reviewers may also conduct follow-up visits to monitor compliance with corrective action plans for those RAs who had "findings." **See Appendix 3:00 on how to write and submit a corrective action plan.**

Failure to respond to the findings letter or comply with the corrective action plan may result in suspension or removal from the program.

The reviewers also respond to all complaints of embezzlement, fraud, misuse of commodities and theft of commodities or funds, assets, or property deriving from donated foods. Those who receive, conceal, or retain such donated foods or assets or property for his/her use or gain, will be subject to Federal criminal prosecution. DHS must immediately notify FNS of any suspected violations.

TECHNICAL ASSISTANCE

The reviewers provide training and technical assistance as requested. Technical assistance is provided in an effort to increase compliance with program requirements. **A New food service manages and key staff can call CDU and request technical assistance.** Areas commonly discussed during a technical assistance are:

- Start of School Year
- Use of Commodities
- Storage
- Product Dating
- Pest Control
- Temperatures
- Delivery
- Losses
- Transfers
- Perpetual Inventory
- Record Keeping
- End of School Year

CHAPTER 15: SCHOOL NUTRITION PROGRAMS

School Nutrition Programs

School Nutrition Programs (SNP) is the name of the Child Nutrition Programs for private schools and private RCCIs administered by the Oklahoma Department of Human Services (DHS).

SNP administers the USDA Child Nutrition Programs to non-profit private schools and non-profit private residential care institutions (RCCI). The programs administered are the National School Lunch Program, School Breakfast Program, Afterschool Snack Program and Special Milk Program.

National School Lunch Program

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. Schools and RCCIs receive cash subsidies for providing meals to eligible students. Based on income or qualifying benefits, students are charged for meals at the paid, reduced-price or free rate. Schools that additionally provide afterschool care may be eligible for additional funding for serving snacks after school.

School Breakfast Program

Schools and residential child care institutions can receive cash assistance for operating a federally assisted nonprofit breakfast program to students. Students receiving free and reduced price lunches are eligible to receive breakfast for free or reduced priced within schools sponsoring a breakfast program. Since breakfast is often considered the most important meal of the day, participation in the breakfast program is highly encouraged.

Special Milk Program

The Special Milk Program is designed to encourage the consumption of milk by children. The Special Milk Program provides milk to children in schools, eligible camps and childcare institutions and for grades that do not participate in other Federal meal service programs. The program reimburses schools for the milk they serve. SFAs must agree to use the Federal reimbursement to reduce the selling price of milk to all children.

Afterschool Snack Program

The NSLP Afterschool Snack Service offers cash reimbursement to help SFAs provide a nutritional boost to children enrolled in afterschool activities. Schools and RCCIs participating in the National School Lunch Program may be eligible for additional funding if they provide afterschool snacks to students.

CHAPTER 16:

The Emergency Food Assistance Program (TEFAP) and the Commodity Supplemental Food Program (CSFP)

TEFAP is a federally funded food distribution program administered through the United States Department of Agriculture's Food and Nutrition Service (USDA/FNS) that supplements the diets of low-income Americans, including elderly people, by providing them with emergency food and nutrition assistance at no cost. The Oklahoma Department of Human Services (DHS) partners with the Regional Food Bank of Oklahoma (RFBO) in Oklahoma City and the Community Food Bank of Eastern Oklahoma (CFBEO) in Tulsa to distribute USDA TEFAP products to local agencies that provides food to food pantries, soup kitchens and emergency shelters in all 77 counties in Oklahoma.

The amount of food each State receives out of the total amount of food provided is based on the number of people with incomes below the poverty level in the State. The types of foods USDA purchases for TEFAP vary depending on preferences of States and on agricultural market conditions. Nearly 90 nutritious, high-quality products were available in 2016, including canned and fresh fruits and vegetables, fresh and dried eggs, meat, poultry, fish, milk and cheese, pasta and cereal.

CSFP is the nation's first food assistance effort with a monthly food package using USDA commodity foods to supplement insufficient diets of elderly (60 years of age and older) people by providing nutrient rich foods. CSFP food packages do not provide a complete diet, but rather are a good source of nutrients (protein, calcium, iron and vitamins A and C). These nutrients are typically lacking in the diets of the target population. An average of over 585,000 people each month participated in the program in Fiscal Year (FY) 2016. For FY 2017, Congress appropriated \$236.120 million for CSFP.

State agencies that administer CSFP are typically departments of health, social service agencies, education, or agriculture. State agencies store CSFP food and distribute it to public and non-profit private eligible recipient agencies (ERAs). The Oklahoma DHS acts as the sub-distributing agency for USDA commodities. In that capacity, the DHS prepares food requisitions, completes federal reports, conducts program monitoring, administers grant funding, provides training and acts as the liaison between federal agencies and the sub-distributing agencies (Food Banks-RFBO & CFBEO) operation of the commodity programs in Oklahoma.

In FY 2010, the DHS successfully partnered with the Regional Food Bank of Oklahoma, in Oklahoma City and in 2014 we expanded our partnership to include the Community Food Bank of Eastern Oklahoma, in Tulsa. The DHS and the two SDAs work together to feed senior citizens who are food insecure and face especially large risks, as well as barriers to obtaining assistance. Hunger increases seniors risk for stroke, exacerbates pre-existing illnesses and health conditions, limits the effectiveness of many prescription drugs and may affect brain chemistry increasing the incidence of depression and isolation.

Appendix 1
COMMODITY DISTRIBUTION FORMS

Below is a list of official forms for the Commodity Distribution Unit. Contact the Commodity Distribution Unit: (405) 521-3581

To find the forms go to <http://www.okdhs.org/library/rpts/Pages/arhome6.aspx>

- **Perpetual Inventory for USDA Commodities:** Used to maintain a perpetual inventory of USDA foods as required by the CDU. (see example on page - d -)
- **USDA Program Discrimination Complaint Form Instructions:** Used to assist you in filing a USDA program discrimination complaint. Form is to be completed and sent to the CDU. (see example on page - e -)
- **Refrigerator and Freezer Daily Temperature Log:** Used to meet the requirement of checking and recording the temperatures of freezers and refrigerators that contain USDA foods. Temperatures are to be checked daily or if there are holidays or other breaks they are to be checked so there is no more than a two day gap. (see example on page - k -)
- **Loss Report:** Form recipient agencies use to report losses of USDA foods. A commodity loss is inventory adjustments due to factors such as an unexplained loss of inventory during physical count reconciliation, theft, and food that is no longer edible due to age, damage, infestation or spoilage. This includes food diverted for further processing. (see example on page - l -)
- **Notice of Change of Personnel:** Used by commodity recipients to report changes in the school food authority, authorized representative or food service manager. (see example on page - n -)
- **Transfer Slip:** Used by recipient agencies to transfer USDA food items. Approval of the Commodities Distribution Unit is required prior to transfer of items. (see example on page - r -)
- **Product Complaint Form:** Used by recipients to file a complaint of a USDA product due to safety, packaging, and distribution. Includes DOD and processing
- **Product Recall Form:** Upon request by State Agency, complete form and submit to State Agency. Follow State Agency directions to ensure proper disposal and destruction.

**UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
Office of the Assistant Secretary for Civil Rights**

USDA Program Discrimination Complaint Form Instructions
(The complaint form is below the instructions)

PURPOSE: The purpose of this form is to assist you in filing a USDA program discrimination complaint. For help filling out the form, you may call any of the telephone numbers listed at the bottom of the complaint form. You are not required to use the complaint form. You may write a letter instead. If you write a letter it must contain all of the information requested in the form and be signed by you or your authorized representative. Incomplete information will delay the processing of your complaint.

You may also send a complaint by FAX or e-mail. We must have a signed copy of your complaint, so if you send your complaint by e-mail, be sure to attach the signed copy to your email. Incomplete information or an unsigned form will delay the processing of your complaint.

FILING DEADLINE: A program discrimination complaint must be filed not later than 180 days of the date you knew or should have known of the alleged discrimination, unless the time for filing is extended by USDA. Complaints sent by mail are considered filed on the date the complaint was signed, unless the date on the complaint letter differs by seven days or more from the postmark date, in which case the postmark date will be used as the filing date. Complaints sent by fax or email will be considered filed on the day the complaint is faxed or emailed. Complaints filed after the 180-day deadline must include a 'good cause' explanation for the delay. For example, you may have "good cause" if:

1. You could not reasonably have been expected to know of the discriminatory act within the 180-day period;
2. You were seriously ill or incapacitated;
3. The same complaint was filed with another Federal, state, or local agency and that agency failed to act on your complaint.

USDA POLICY: Federal law and policy prohibits discrimination against you based on the following: race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs).

USDA will determine if it has jurisdiction under the law to process the complaint on the bases identified and in the programs involved. Reprisal that is based on prior civil rights activity is prohibited.

PROPERTY ADDRESS: If this complaint involves a farm or other real estate property that is not your current address, write in the address for that farm or real estate property. Otherwise, this part of the form can be left blank.

**PLEASE READ IMPORTANT LEGAL INFORMATION BELOW
CONSENT**

This USDA Program Discrimination Complaint Form is provided in accordance with the Privacy Act of 1974, 5 U.S.C. §552a, and concerns the information requested in this form to which this Notice is attached. The United States Department of Agriculture's Office of the Assistant Secretary for Civil Rights (USDA) requests this information pursuant to 7 CFR Part 15.

If the completed form is accepted as a complaint case, the information collected during the investigation will be used to process your program discrimination complaint.

Disclosure is voluntary. However, failure to supply the requested information or to sign the form may result in dismissal of your complaint. If your complaint is dismissed you will be notified. The information you provide in this complaint may be disclosed to outside parties where USDA determines that disclosure is: 1) Relevant and necessary to the Department of Justice, the court or other tribunal, or the other party before such tribunal for purposes of litigation; 2) Necessary for enforcement proceedings against a program that USDA finds to have violated laws or regulations; 3) In response to a Congressional office if you have requested that the Congressional office inquire about your complaint or; 4) To the United States Civil Rights Commission in response to its request for information.

REPRISAL (RETALIATION) PROHIBITED:

No Agency, officer, employee, or agent of the USDA, including persons representing the USDA and its programs, shall intimidate, threaten, harass, coerce, discriminate against, or otherwise retaliate against anyone who has filed a complaint of alleged discrimination or who participates in any manner in an investigation or other proceeding raising claims of discrimination.



**UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
Office of the Assistant Secretary for Civil Rights
Program Discrimination Complaint Form**

First Name: _____ Middle Initial: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

E-mail address (if you have one): _____

Telephone Number starting with area code: _____

Alternate Telephone Number starting with area code: _____

Best Time of the Day to Reach You _____

Best Way to Reach You, (check one): Mail ___ Phone ___ E-mail ___ Other: _____

Do you have a representative (lawyer or other advocate) for this complaint? Yes ___ No ___

If yes, please provide the following information about your representative:

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

1. Who do you believe discriminated against you? Use additional pages, if necessary.

Name(s) of person(s) involved in the alleged discrimination (if known):

Please name the program you applied for (if known/if applicable): _____

Please check (✓) the USDA Agency below that conducts the program or provides Federal financial assistance for the program (if known):

- | | | | |
|---------------------|--------------------------|---------------------------------------|--------------------------|
| Farm Service Agency | <input type="checkbox"/> | Food and Nutrition Service | <input type="checkbox"/> |
| Rural Development | <input type="checkbox"/> | Natural Resource Conservation Service | <input type="checkbox"/> |
| Forest Service | <input type="checkbox"/> | Other: | _____ |

2. What happened to you? Use additional pages, if necessary, and please include any supporting documents that would help show what happened.

3. When did the discrimination occur?

Date: _____
 Month Day Year

If the discrimination occurred more than once, please provide the other dates:

4. Where did the discrimination occur?

Address of location where incident occurred:

Number and street, PO Box, or RD Number

City State Zip Code

It is a violation of the law to discriminate against you based on the following: race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs) Reprisal is prohibited based on prior civil rights activity.

I believe I was discriminated against based on my

6. Remedies: How would you like to see this complaint resolved?

7. Have you filed a complaint about the incident(s) with another federal, state, or local agency or with a court?

Yes: _____ No: _____

If yes, with what agency or court did you file? _____

When did you file? _____
Month Day Year

Signature: _____

Date: _____

Mail Completed Form To:

USDA
Office of the Assistant Secretary for Civil
Rights
1400 Independence Ave, SW, Stop 9410
Washington, D.C. 20250-9410

E-mail address:
program.intake@usda.gov

Telephone Numbers:

Local area: (202) 260-1026
Toll-free: (866) 632-9992
Local or Federal relay: (800) 877-8339
Spanish relay: (800) 845-6136
Fax: (202)690-7442

PAPERWORK REDUCTION ACT AND PUBLIC BURDEN STATEMENTS:

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.) requires us to inform you that this information is being collected to ensure that your complaint contains all the information required to file a complaint. The Office of the Assistant Secretary for Civil Rights will use the information to process your complaint of program discrimination.

Response to this request is voluntary. The information you provide on this form will only be shared with persons who have an official need to know, and will be protected from public disclosure pursuant to the provisions of the Privacy Act, 5 U.S.C. § 552a(b).

The estimated time required to complete this form is 60 minutes. You may send comments regarding the accuracy of this estimate and any suggestions for reducing the time for completion of the form to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Washington, DC 20250-9410.

An Agency may not conduct or sponsor, nor is a person required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The OMB Control Number for this form is 0508-0002.

23CD003E-001



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



Loss Report

Commodity Distribution Unit
P.O. Box 25352
Oklahoma City, OK 73125-0352
Fax 405-521-6949

Use this form when United States Department of Agriculture (USDA) commodity foods are no longer edible. Complete an original and one copy. Mail or fax the original to the Commodity Distribution Unit (CDU) at the above address and keep a copy in your commodity file. After you reporting a loss, remove the lost product from Form 23CD001E (CDU-CC-1), Perpetual Inventory for USDA Commodities.

Recipient agency	Agency number	Date	
Street address	City	State	Zip
Street or P.O. Box mailing address	City	State	Zip
Telephone number	Fax number		
Date loss discovered	Location of loss such as freezer or storeroom		

For a freezer or refrigerator loss, send:

- Form 23CD002E (CDU-CC-2), Refrigerator and Freezer Daily Temperature Log, for last two months;
- unit repair invoice;
- sanitarian's disposition sheet; and
- copy of insurance claim.

For a fire send:

- copy of fire chief's report;
- sanitarian's disposition sheet; and
- copy of insurance claim.

For infestation, spoilage, deterioration, or contamination send:

- description of how food was stored;
- proof of recent exterminations;
- sanitarian's disposition sheet; and
- copy of insurance claim.



Notice of Change in Personnel



Commodities Distribution Unit (CDU) Recipient Agency (RA) agreement number: _____

Complete this form when a staffing change occurs in any of the indicated positions during the school year. If you are contracting with a Food Service Management Company (FSMC) and you have school personnel that monitor the food service, complete a form for both the school food service manager and the FMSC manager.

This form notifies CDU that effective _____

Employee name _____ Title _____

will assume the responsibilities of the following position(s). Check all that apply:

- School food authority official/administrator - person authorized to administer the School Nutrition program (SNP).
- Food service manager - personnel responsible for supervising the school food service program.
- FSMC personnel responsible for managing the school food service program.

FSMC name _____ Phone number _____

Address _____

Signature

School food authority official or administrator signature _____ Date _____

School food authority official or administrator printed/typed name _____

School Information

School or facility name _____ Email address _____ Phone number _____

Mailing address _____ City _____ State ZIP _____

Routing

Click the submit button to send completed signed copy to CDU via email to commodity.distribution@okdhs.org or fax to (405) 521-6949.

Submit



Transfer Slip



Transfers may only be made between like-agencies that are participating in the same program such as from a National School Lunch Program (NLSP) to a NLSP or from one Child and Adult Care Food Program (CACFP) to another CACFP. The transferring agency is responsible for finding an agency to take the transfer and for arranging transportation. Contact the Commodity distribution Unit (CDU) for approval of the transfer. If you cannot find an agency to accept donated items, contact DHS for assistance at 405-521-3581. Fax the completed and signed form to 405-521-6949.

Date: _____ CDU approval (approved by): _____

Transferring agency: _____ RA number: _____

Receiving agency: _____ RA number: _____

Donation Information

Donated food (include product code)	Unit of measure	Pack, received or best by date	Amount transferred	Dollar value	Reason for transfer

Signature

Transferring agency representative signature

Date

Agency superintendent signature

Date

Receiving agency signature

Date

USDA Complaint Procedures

Fax to Commodity Distribution at 405-521-6949 or email to CommodityDistribution@okdhs.org . Attach digital pictures if available.

If you have questions, contact Debbie Hightower at 405-522-1747

Name of Recipient Agency (RA)	RA Number
Name and title of contact person	Telephone Number
Type of Product	Product Number
Description of the problem:	
Did anyone become sick or injured from consuming the product?	
Date your organization received the product:	
Number of cases received	Number of cases affected
Number of cases, not affected	Location of remaining quantities
Circumstances that may have occurred upon receiving the product (temperature of truck, packed in middle of pallet, problem concealed until box was opened or other detailing circumstance).	
After receiving, how was the product stored (freezer, cooler, dry)?	
Temperature of storage (review temperature logs):	Was temperature set correctly?
Are digital pictures available (if yes, email copies)?	Are you requesting a replacement or is this information only?
If you are requesting a replacement, you should retain the unopened product, until further notice from the USDA Foods Complaint Specialist at Food and Nutrition Service, so that the vendor can exercise his right to examine or retrieve the product.	
If it is determined that the spoiled or damaged product is not contributed to manufacturer, State warehouse, or delivery, our office will determine if a loss report is required.	

Verification of Destruction of USDA Foods

Date:

Name of State Agency: Oklahoma Department of Human Services

Recipient Agency: _____

USDA Food being recalled:

Material Code:

Lot Number:

Date district received food	Number of cans/lbs received	Number of cans/lbs destroyed	Destruction and Disposal Method	Cost of Disposal

Witnesses	Name (Print)	Signature	Date of Destruction Observed
Witness 1			
Witness 2			

School District Contact Information

Name: _____

Title: _____

Address: _____

Phone Number: _____

Appendix 2

DEFINITIONS and ACRONYMS

The following definitions are taken from 7 CFR Chapter 11, Food and Consumer Service, USDA.

ASSESSMENT FEE means a fee charged to recipient agencies (RAs) to assist with the state administrative costs of distributing commodities.

BACKHAUL means transporting commodities from storage in a recipient agency warehouse to a processor for production of an end product such as USDA chicken into chicken nuggets.

BONUS COMMODITY means a commodity that is not charged against a recipient agency's food entitlement amount.

CHARITABLE INSTITUTION means a non-penal, non-educational public institution, (penal institutions are defined under JAIL in this section. They can participate as a charitable institution but are not eligible for The Emergency Food Assistance Program (TEFAP) foods.) A nonprofit, tax-exempt, private hospital, or, any other nonprofit, non-educational, tax-exempt private institution, such as hospitals and facilities caring for needy infants and children, organized to provide charitable or public welfare services in the same place without marked changes and meeting a definite need in the community by providing a regular meal service. Charitable institutions include any institution defined as "service institution;" "non-residential child care institution;" or "school" that is not a commodity school or does not participate in a child nutrition program.

CHILD NUTRITION PROGRAMS (CNP) includes the National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFSP) for Children, the Child and Adult Care Food Program (CACFP) and After School Snack Program.

COMMODITIES means foods provided to the states by USDA for distribution to eligible recipient agencies.

COMMODITY DISTRIBUTION UNIT (CDU) refers to Oklahoma Department of Human Services (DHS) staffs who manage the Food Distribution Program.

DISASTER ORGANIZATION an organization authorized by federal or state officials to help victims of a major disaster or emergency.

EMERGENCY Catastrophe in any part of the United States that requires federal emergency assistance to supplement state and local efforts to save lives, protect property, health, and safety, or avert or lessen the threat of disaster.

END PRODUCT DATA SCHEDULE Form used by a food processor to describe the finished end product.

ENTITLEMENT COMMODITY USDA donated commodity that is charged against a recipient agency's **PLANNED ASSISTANCE LEVEL**.

FISCAL YEAR period of time used by governments for accounting and budget purposes.

FOOD BANK a non-profit organization that collects and distributes food to hunger relief charities. Food banks act as food storage and distribution depots for smaller front line agencies; and usually do not themselves give out food directly to people struggling with hunger.

FOOD AND CONSUMER SERVICE (FCS) is the USDA agency that administers the Food Distribution Program (FDP) and other USDA nutrition programs.

FOOD DISTRIBUTION PROGRAM (FM) is the federal program under which USDA commodities are given to the state for distribution to recipient agencies.

FOOD SERVICE MANAGEMENT COMPANY means either a for-profit business or a nonprofit organization that is used by a recipient agency to manage the recipient agency's food service. A written contract between the food service management company and the recipient agency is required.

GROUP "A" COMMODITIES: fruits, vegetables, and meats.

GROUP "B" COMMODITIES: grains, dairy products, peanut and oil products.

IN-KIND REPLACEMENT foods used to replace USDA donated foods that are lost. Replacement foods must be in the same amount, of U.S. origin, of equal or better quality, and at least equal in price to the foods that were lost.

INVENTORY (1) the amount and type of USDA donated foods a recipient agency has on hand and (2) the way a recipient agency accounts for supplies of donated foods.

NATIONAL SCHOOL LUNCH PROGRAM (NSLP) federal program under which participating schools operate a nonprofit lunch program. Participating schools receive a cash reimbursement and USDA donated commodities for lunch is served.

NONPROFIT ORGANIZATION means, when applied to schools or institutions eligible for the Program, exempt from income tax under section 501(c)(3) of the Internal Revenue Code of 1986

NONPROFIT SCHOOL FOOD SERVICE means all food service operations conducted by the school food authority principally for the benefit of schoolchildren, all of the revenue from which is used solely for the operation or improvement of such food services.

OKLAHOMA DEPARTMENT OF HUMAN SERVICES state agency responsible for administering the USDA Donated Foods Program in the State of Oklahoma.

OUT OF CONDITION FOOD foods that are expired, infested, deteriorated, contaminated or otherwise unfit to eat.

PLANNED ASSISTANCE LEVEL (PAL) The dollar value of commodities that RAs plan to receive during the fiscal year. The CDU determines the PAL amount using a formula that includes:

1. A rate of assistance provided by USDA; and
2. Participation data provided for the total number of meals served in the prior school year.

PERPETUAL INVENTORY written daily accounting record used to document the receipt and usage of commodity foods.

PROCESSING converting commodities into a different end product, such as whole chickens made into chicken, nuggets.

RECIPIENT AGENCY (RA) A school, agency, or organization that contracts with DHS to receive USDA donated commodities. A recipient agency may receive commodities for its own use or for distribution to eligible recipients.

RESIDENTIAL CHILD CARE INSTITUTION includes, but is not limited to: homes for the mentally, emotionally or physically impaired, and unmarried mothers and their infants; group homes; halfway houses; orphanages; temporary shelters for abused children and for runaway children; long-term care facilities for chronically ill children; and juvenile detention centers. A long-term care facility is a hospital, skilled nursing facility, intermediate care facility, or distinct part thereof, which is intended for the care of children confined for 30 days or more

SCHOOL FOOD AUTHORITY The governing body responsible for the administration of one or more schools that operate a nonprofit lunch program.

SCHOOL YEAR means the period of time from July 1 through June 30.

SHORTAGES OR SHORTS means commodity shipments with missing items.

SIMILAR REPLACEMENT replacement of lost USDA donated foods with similar foods of U.S. origin of the same types as those donated by USDA and of at least equal dollar value.

SOUP KITCHEN A public or charitable institution that maintains an established feeding operation for needy homeless people on a regular basis as an integral part of its normal activities.

SUMMER FOOD SERVICE PROGRAM (SFSP) began in 1968 and ensures that low-income children continue to receive nutritious meals when school is not in session during summer break. It was an amendment to the National School Lunch Act. Today, the SFSP is the largest federal resource available for local sponsors who want to combine a child nutrition program with a summer activity program.

STATE DISTRIBUTING AGENCY (SDA) means a State agency which enters into an agreement with the Department for the distribution to schools of donated foods pursuant to part 250 of this chapter. In Oklahoma DHS is the SDA

TRANSFER means taking commodities from one RA and sending them to another RA of the same type.

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) is the federal agency responsible for the administration of the Food Distribution Program.

CHEAT SHEET

ACRONYMS

ACDA- American Commodity Distribution Association

CACFP- Child & Adult Care Food Program

CDU- Commodity Distribution Unit

CSFP- Commodity Supplemental Food Program

DOD- Department of Defense, administers the DOD fresh fruit and vegetable program

FSMC- Food Service Management Company

FY- Fiscal Year

NSLP- National School Lunch Program

PAL \$- Planned Assistance Level

RA- Recipient Agency

RPT 097- RA Allocation/ Delivery Summary

SDA- State Distributing Agency

SFSP- Summer Food Service Program

SNA- School Nutrition Association

SY- School Year

USDA- United States Department of Agriculture

TIPS

DF-10- Computer program for ordering/survey, reports, and most things commodity distribution related

RA Number- Same number you use for the username for DF-10. It will also be on your delivery sheet. If you call the office that will be the first thing we ask for. Try to include the RA number in your emails to us.

School Food Official- Superintendent of school, or official responsible for the program

Survey- Annual wish list for of commodities for the upcoming school year

Unallocated List- A list of commodities that can be ordered through the warehouse. This list changes every month.

APPENDIX 3

Schedules and Checklists

Commodity Distribution Schedules:

At-A-Glance

Annual Reminders

- July- Audit Reports- RPT097 RA Allocation/Delivery Summary
- August- Change of Personnel form (if needed)
- September- DOD Survey
- October- Carryover Plans
- January- Surveys
- March- Invoices for Assessment Fees mailed to RAs
- May- Assessment Fees due from schools

Monthly Reminders

- Monthly Shipping Schedules from the McAlester Warehouse
- Shipping Confirmations for Processing
- Physical inventory records

Daily Reminders

- Temperature log
- Perpetual inventory log

List of Forms- Found on Commodity Distribution Website

- Loss Report
- Transfer Form
- Temperature Log
- Perpetual Inventory
- Change of Personnel
- Reimbursement Claim Form

****Rotate Foods---- First In - First Out****

Commodity Check List

Fall Start up

1. Physical Inventory
2. Visually inspect all commodities for signs of damage
3. Report any damaged or missing items to CDU immediately

Losses

1. **All** losses must be reported no matter the size
2. Call CDU for instructions/permission to destroy/dispose of items
3. Complete and turn in the loss report form

Perpetual Inventory

1. Each item is listed on a separate page
2. Keep running balance like a check book
3. Count quantities in units including parts of cases, ie. cans, sticks, bags
4. UPDATE DAILY

Product Dating

1. All items must be dated
2. Items left in the original box can have one date on the box
3. Items removed from the original package **MUST** be dated upon removal including: cans, bags, rolls and sticks
4. Use the oldest date possible. Pack date>Sample date>Receipt date

Storage

1. Clean and orderly
2. Protected from theft/damage
3. Stacked off of the floor in an orderly manner

Temperature Recording

1. Every day school is in session with no more than a 2 day break
2. Every other day when school is not in session with no more than a 2 day break
3. Freezer 0 degrees or below, cooler 32 – 41 degrees, dry storage as cool as possible

Transfers

1. Transfers between different RAs must be approved by CDU

Summer Close Down

1. Grain products placed in freezer or cooler
2. Canned goods in as cool an area as possible
3. Closing inventory

Record Keeping

1. All records must be kept for the current fiscal year and the three prior years.

Maintaining Safe Storage Temperatures

- 1) Identifying the recommended temperature ranges for freezer, refrigerator, or dry storage areas;
- 2) Developing a method for regularly monitoring temperatures; and
- 3) Identifying practices that alter stable temperatures in freezer, refrigerator, or dry storage areas.

The importance of temperature

Food spoilage is reduced when storage areas maintain proper temperatures. Microorganisms (those nasty bugs that cause food borne illness) grow the best between 40 °F and 140 °F, so it is important to keep food out of this temperature range. Monitoring of storage temperatures is necessary to ensure food safety.

Temperature ranges:

Freezers need to be kept at 0 °F or below.

Refrigerators need to be kept at 40 °F or below.

Dry Storage areas need to be kept between 50 °F and 70 °F

Storage Temperature tips for the Freezer

For the freezer, keep a thermometer in an area where it can be located and read easily. Keep a clipboard with the temperature log sheet and a pen attached, in or near the freezer for easy record keeping. Make it a point to check the thermometer on a regular basis. It is recommended to check the temperature on these thermometers twice a day to monitor any fluctuations. Temperatures need to be noted and appropriate actions taken to ensure food safety when they fall outside the recommended range of 0 °F or below. Use a simple Temperature Log for Freezer to regularly record and monitor temperatures.

Any time food from the freezer doesn't feel cold check the temperature on the thermometer. If the thermometer registers the correct temperature, follow the steps below. Whenever the temperature feels right but the thermometer registers high, consider calibrating the thermometer. If calibration does not correct the problem, consider replacing the thermometer. However if none of the suggestions correct the temperature problem, consider arranging for a technician to correct the temperature controls on the unit.

For the freezer, it is important to close the door securely every time you open, close, enter, or exit the unit. Do not overload with food, or put hot food directly into it. Overloading can cause a restriction in airflow, which will cause the unit to function improperly. When hot food is placed directly into the unit this can cause the temperature inside the cooling unit to rise. When removing food from the freezer, remember your mother, "Don't stand there with the door open!" Get the food you need and do it quickly.

Storage Temperature tips for the Refrigerator

For safety, it is important to verify the temperature of the refrigerator. Refrigerators should be set to maintain a temperature of 40 °F or below. Some refrigerators have built-in

thermometers to measure their internal temperature. For those refrigerators without this feature, keep an appliance thermometer in the refrigerator to monitor the temperature. This can be critical in the event of a power outage. When the power goes back on, if the refrigerator is still 40 °F, the food is safe. Foods held at temperatures above 40 °F for more than 2 hours should not be consumed. Appliance thermometers are specifically designed to provide accuracy at cold temperatures. Be sure refrigerator/freezer doors are closed tightly at all times. Don't open refrigerator/freezer doors more often than necessary and close them as soon as possible.

Safe Handling of Foods for Refrigerating

Hot food can be placed directly in the refrigerator or it can be rapidly chilled in an ice or cold water bath before refrigerating. Cover foods to retain moisture and prevent them from picking up odors from other foods.

A large pot of food like soup or stew should be divided into small portions and put in shallow containers before being refrigerated. A large cut of meat or whole poultry should be divided into smaller pieces or placed in shallow containers before refrigerating.

Placement of Foods

The temperature in a refrigerator should be 40 °F or below throughout the unit, so that any place is safe for storage of any food. Raw meat, poultry, and seafood should be in a sealed container or wrapped securely to prevent raw juices from contaminating other foods.

Some refrigerators have special features such as adjustable shelves, door bins, crispers, and meat/cheese drawers. These features are designed to make storage of foods more convenient and to provide an optimal storage environment for fruits, vegetables, meats, poultry, and cheese.

Storage Temperature tips for the Dry Storage Area

Many items such as canned goods, baking supplies, grains, and cereals may be held safely in dry storage areas.

The guidelines below should be followed:

- Keep dry storage areas clean with good ventilation to control humidity and prevent the growth of mold and bacteria.
- Store dry foods at 50 °F for maximum shelf life. However, 70 °F is adequate for dry storage of most products.
- Place a thermometer on the wall in the dry storage area.
- Check the temperature of the storeroom daily.
- Store foods away from sources of heat and light, which decrease shelf life.
- Store foods off the floor and away from walls to allow for adequate air circulation.

Corrective Action Plan for Commodity Distribution

The CAP purpose is to demonstrate that the school has knowledge and understanding of USDA requirements. The school, daycare, or RCCI is required to take corrective action and submit a written corrective action plan (CAP) for all findings. All plans and supporting documentation must be submitted by the deadline provide in the State Agency letter.

Plans should be written in the following format:

1. **Issue** - restate or summarize the finding from the Coordinated Review
2. **Requirement** - write a brief summary demonstrating understanding of program requirements (the correct method).
3. **Action** - state the actions taken to resolve the finding and how these actions will resolve future problems (examples: temperatures will be taken during the holiday weekends leaving no more than a 2-gap; date marking will be conducted according to federal requirements; items will be rotating using the first-in, first-out method; foods found in storage will be placed on shelves). Additional oversight by other personnel may be necessary to ensure that action is taken.
4. **Documentation** - when applicable, submit documentation to verify corrections. Submit revised or corrected forms such as temperature logs, and perpetual inventory log, or send any other forms such as extermination report, and receipts to demonstrate that the school took action.
5. **Responsible personnel** - list the person(s) responsible for the implementation of corrected action (name and title). If someone, other than food service manager is responsible for action, provide name and title (example: principle will record temperatures during holidays).
6. **Date of Initiation** - list the date the agency corrected the problem.
7. **Signature and date of School Food Official** - (this is the director, principal, or person who oversees the Agency, also known as school food official)

Appendix 4
Contact Lists and Resources

Commodity Distribution Contacts

OKDHS Commodity Distribution Main Number 405-521-3581
Fax Number 405-521-6949

Program Administrator

Gina Kazerooni office: 405-521-6472 gina.kazerooni@okdhs.org
cell: 405-990-9071

Group A&B Food Specialist

Debbie Hightower office: 405-522-1747 debbie.hightower@okdhs.org

Processing Specialist

Jacqueline Al-Harake office: 405-521-4700 jacqueline.al-harake@okdhs.org

Commodity Compliance Reviewers

Linda Davidson office: 405-522-0388 linda.davidson@okdhs.org
cell: 405-919-9065

Reviewer- East side of state office: 405-521-3581
cell: 405-517-9459

McAlester Warehouse Manager

Phillip Butler office: 1-800-818-7118 phillip.butler@okdhs.org
McAlester Warehouse Fax 918-423-5895

DOD Contact

Sylvia Muniz cell: 817-538-1546 sylvia.muniz@dla.mil

OKDHS Commodity Distribution Website
<http://www.okdhs.org/services/cd/Pages/default.aspx>
USDA Fact Sheets
<http://www.fns.usda.gov/fdd/schfacts/>

CDU BROKER & PROCESSOR LIST

<u>BROKER</u>	<u>NUMBERS & E-MAIL</u>	<u>PROCESSORS</u>	<u>PRODUCTS</u>
<u>VACANT</u>	<u>Cell: (918) 861-7693</u>	<u>Cavendish Farms (K12)</u>	<u>Potatoes Bulk</u>
<u>Core Group</u>	<u>Fax: (405) 330-2026</u> mberrios@coregroupsales.com	<u>Don Lee Farms</u>	<u>Beef</u>
		<u>Horizon Foods</u>	<u>Snack Fruit</u>
		<u>N/A In House</u>	<u>Oil, Tomato Paste</u>
		<u>Ott Foods</u>	<u>Peanut butter</u>
		<u>Smuckers</u>	<u>Cheese</u>
		<u>Uno Foods</u>	
		<u>Wawona Foods</u>	<u>Frz.</u>
<u>DAN MCCULLOUGH</u>	<u>Cell: 817-913-0520</u> dmccullough@petersonfarmsinc.com	<u>Peterson Farms</u>	<u>Apples</u>
<u>CANDACE BUMGARNER</u>	<u>Cell: (918) 625-1412</u>	<u>Alpha</u>	<u>Cheese</u>
<u>Synergy Enterprises</u>	cbumgarner@synergyfs.com	<u>Jennie-O</u>	<u>Turkey</u>
		<u>MCI/ Los Cabos</u>	<u>Cheese</u>
		<u>Michael Foods</u>	<u>Eggs</u>
		<u>Yang's 5th Taste</u>	<u>Chicken</u>

Michael
Johnston

Cell: (405) 640-7666

michaelj@lakelandokc.com

BROKER

NUMBERS & E-MAIL

SHERI
DOURGHERTY

C: (405) 823-2053

Fidler
Marketing

O: (405) 843-5001

sheri.dougherty@fidlermarketing.com

OSCAR
HARPER

Cell: (405) 395-7067

KI Sales

oharper@kisales.com

SHARI
MUELLER

C: (405) 788-5860

Kelley
Brokerage, Inc.

O: (405) 521-8707

F: (405) 521-8074

sharimueller@kelleybrokerage.net

Red Gold

Tomato Paste

Tasty Brands

Cheese

Bongards

PROCESSORS

PRODUCTS

Basic American
Foods

Potato
Products

Integrated Food
Service

Beans

S.A. Piazza &
Assoc

Beef

Bake Crafter

Cheese

Cargill Kitchen

Eggs

Cargill Meat

Turkey

Schwan's

Cheese

Trident
Seafoods

Pollock

Idahoan

Cheese

I & I Snack
Foods

Potatoes

McCain

Flour

Kraft Heinz

Sweet

Potatoes

ES Foods

Nardone Bros.
Baking Co

MICHELE
MCGOWAN

O: (248) 560-2360

F: (248) 669-3000

mmcgowan@nationalfoodgroup.com

National Food
Group Inc. Fruit

DIANA
SCHAEFER

Cell: (716) 864-9197

Office: (716) 878-8597

Fax: (716) 878-8130

dschaefer@rich.com

Rich Products Flour

BROKER

NUMBERS & E-MAIL

PROCESSORS

PRODUCTS

VACANT

C: (405) 437-7515

Bongards'
Creameries

Beef

Acosta
Foodservice

O: (405) 373-4488

ConAgra-
Gilardi

Cheese

tsimonson@acosta.com

ConAgra- Lamb
Weston potatoes

Fresh
Innovations. Fruits.
L.L.C.

ITM Food Group Chicken

**BRYAN
TARRANT**

Cell: (405) 642-7009

Waypoint

bryan.tarrant@asmwaypoint.com

**DENISE
WILLIAMS**

Cell: (210) 310-4167

**McLean
Marketing**

Office: (830) 336-2130

Fax: (830) 336-2208

denise@mcleanmktg.com

Lings

**sweet
potatoes**

**Pilgrim's Pride
/ Goldkist**

ComidaVida

**Asian Food
Solutions**

Advance Pierre

**Meat, cheese,
fruit**

**Highliner Foods
(K12)**

Pollock

JR Simplot Co.

**Bulk
Potatoes**

Land O Lakes

Cheese

Red Gold

Tomato paste

Tyson Food/

Chicken /

Bosc(K12)

Cheese

**Chef's Corner
Foods**

Chicken

Websites for Recipes

<https://www.whatscooking.fns.usda.gov/>

Can choose between household recipes and large quantity recipes. Also in Spanish.

<http://cookingforkids.ok.gov/recipes>

Can choose between family recipes and cafeteria recipes.

<http://www.aeb.org/foodservice/recipes/74-school-recipes>

All about EGGS!! (American Egg Board)

<https://dairygood.org/Recipes>

National Dairy Council

<http://www.potatogoodness.com/potato-recipes>

<http://www.thinkrice.com/in-foodservice/for-schools/k-12-recipe-ideas/>