NOTIFY processors they are required to submit monthly performance reports to the Texas Department of Agriculture (TDA).

ADD FDP Handbook Item 8181, Monthly Performance Reports

Immediately

Add the following to your FDP Handbook:

8181, Monthly Performance Reports

Processors are required to submit an activity summary report monthly to Commodity Operations by mail or electronically. The report may be mailed to:

Texas Department of Agriculture
Food and Nutrition Division, Commodity Operations
P.O. Box 12487
Austin, TX 78711

If sent electronically, it should be e-mailed to commodityops@TexasAgriculture.gov.

Even if the processor does no processing of United States Department of Agriculture (USDA) Foods for the month, it still needs to send in a monthly report showing no activity. Performance reports are due by the last day of the month for the preceding month’s data. EXAMPLE: The data for November must be submitted by December 31. The reports must be submitted on time to avoid corrective action.

This Policy Remains in Effect Until Further Notice
Procedure continued

These reports are used to confirm that processor performance is in accordance with requirements of federal regulations regarding processing and storage of USDA Foods. The reports must include:

- List of all recipient agencies (RAs) purchasing products under the contract;
- USDA Foods inventory at the beginning of the reporting period;
- Amount of USDA Foods received during the reporting period;
- Amount of USDA Foods transferred to and/or from existing inventory;
- Number of units of approved end product delivered to each recipient agency during the reporting period and number of pounds of each USDA Food represented by these delivered end products;
- USDA Foods inventory at the end of the reporting period;
- Sales verification, if applicable; and
- Certification statement that sufficient USDA Foods and commercial foods are in inventory or on order for quantities needed for production of end products.

Processors who substitute concentrated skim milk for donated nonfat dry milk must also include in the report:

- Number of pounds of nonfat dry milk used in commercial products not sold to RAs; and
- Number of pounds of concentrated skim milk and the percent of milk solids contained in the skim milk used in end products sent to RAs.

NOTE: Processors may access the handbook at www.snptexas.org.

Authority

7 CFR 250.30(m) and USDA Policy Memorandum FD-108, State Processing

Contact

If you have any questions, please contact Commodity Operations at 877-TEX-MEAL (877-839-6325).