



# National School Lunch Program SY2021-2022 Overview



TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

Food and Nutrition Division  
Texas Dept. of Agriculture

# Agenda

1. Warehouse Introduction
2. Allocations
3. Orders
4. Delivery/Pick Up
5. Storage
6. Losses
7. Important Dates
8. Questions



# Warehouse

- ▶ Introduction

REGION 8





# Region 8 Contact Information

## ▶ Central Texas Food Bank

6500 Metropolis Dr  
Austin, TX 78744

## ▶ NSLP Coordinator

Stephanie Messina  
smessina@centraltexasfoodbank.org  
O: (512) 684-2101  
F: (512) 282-6606

### Weekly Commodity Bulletin

Texas Department of Agriculture  
Food Distribution Program

Program Year: 2021 - 2022

Program: NSLP

Contracting Entity -	Warehouse -

#### Account Status

Program Year 2022 Entitlement	Entitlement Usage	Entitlement Balance
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# Region 8 Rate Schedules

## Delivery Fees

- Charged on per case rate
- No delivery minimums
- **Pickup Fees: \$2.00** fixed per case rate
- Subsequent Deliveries within a month
  - 20 case min <100 miles
  - 40 case min >100 miles
- Refer to [SquareMeals.org](https://www.squaremeals.org) for complete rate schedule

Number of Cases	SY22 Rate
1	7.34
2	6.67
3	6.17
4	5.76
5	5.47
6	5.21
7	5.21
8	5.01
9	5.01
10	5.01
...	...
2000+	3.43

# Region 8 Rate Schedules

## Private Storage Fees

- Fixed per case rate
- Short Term fees: case rate x1
- Long Term fees: case rate x2
- Short term: 46-180 days
- Long term: 181 or more

Storage Type	SY22 Rate
Dry	1.00
Cooler	1.20
Freezer	1.50



# Region 8 Invoicing

**ALL Invoicing handled by Warehouse directly - NOT in TX-UNPS**

## ▶ Delivery Invoicing

- ▶ Payments due within 45 days

## ▶ Private Storage Invoicing

- ▶ TDA sends reports to Warehouse on 1<sup>st</sup> of each month
- ▶ Warehouse sends invoices to CE by 5<sup>th</sup> of each month





# ▶ Allocations

## When + What

- ▶ TDA runs allocations every Tuesday and Thursday afternoon
- ▶ All items received at warehouse since the last allocation
- ▶ Based on survey requests
- ▶ Aim for month requested

## How will I know?

- ▶ Automated email notification
- ▶ Summary of allocations in Weekly Commodity Bulletin
- ▶ Expected upcoming allocations

### Shipments Expected into this Warehouse

Last Updated: 04/15/2021

Month	<a href="#">[View Details]</a>	Total Estimated Allocation Quantity
April		4

Export To Excel

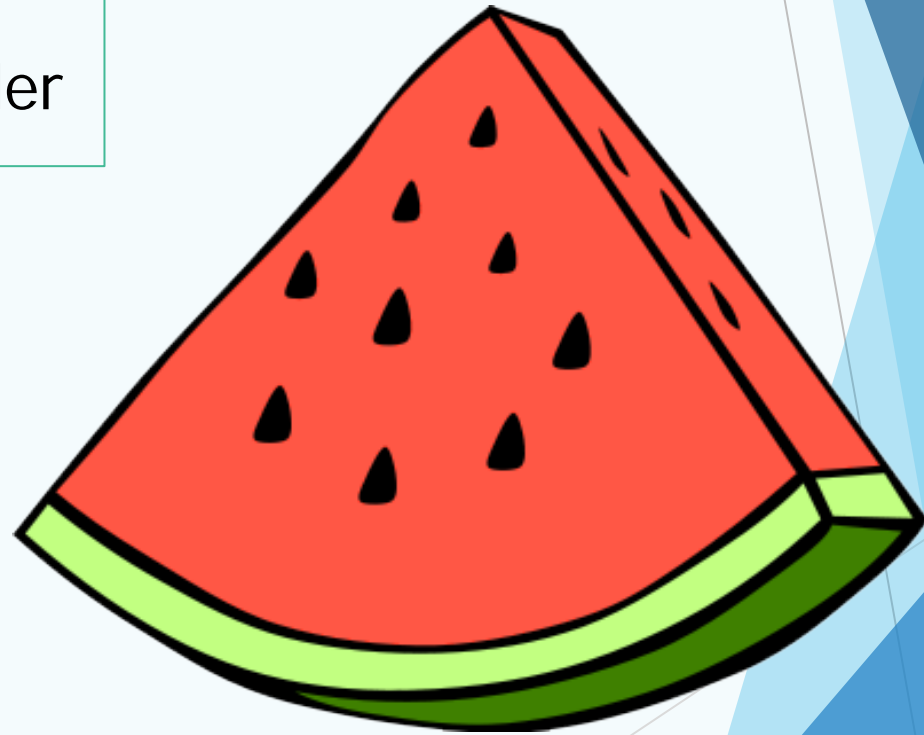
Cancel

## Farm to School

- ▶ Pre-allocated on Tuesday
- ▶ Exact amount requested
- ▶ Must be ordered in full on next order

## Processed Items

- ▶ Allocated on arrival
- ▶ Exact amount requested





# ▶ Orders

# Ordering Your Allocations

- ▶ Items can be ordered as soon as you are notified of an allocation
- ▶ Any future delivery date
  - ▶ *Already have an Open Order? Modify it!*
- ▶ **Ordering deadline** - 72 hours before delivery date
- ▶ Want more commodities? Check for Surplus

Order Generate Excel File

Commodity	Available Current Allocation	Allocation Order Quantity	Available Surplus Inventory	Surplus Order Quantity	Total Order Quantity
<b>Entitlement Commodities</b>					
<b>100121 - TURKEY BREAST DELI FRZ CTN-40 LB</b> Pack Size: 4/10 LB LOGS Cases USDA Value: \$83.60	0	<input type="text" value="0"/>	80	<input type="text" value="0"/>	0
<b>100241 - PEACH FSTONE DICD FRZ CUP-96/4.4 OZ</b> Pack Size: 96/4.4 OZ CUP Cases USDA Value: \$34.20	1	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0





# Farm to School + Fresh Produce

Farm to School (FTS): Pre-allocated in exact amounts

Fresh Produce: Allocated on Tuesday/Thursday in fair share amount

- ▶ Place on **NEXT** order
  - ▶ Modify if Open Order exists
  - ▶ Warehouse can add to next order and notify you
- ▶ **CEs are responsible for ordering** FTS/Fresh Produce timely
  - ▶ No entitlement or reimbursement for losses due to spoilage

# Food Distribution Program

TX-UNPS

Operations | Contracting Entities | Reports | Security | Compliance | Programs | Year | Help | Log Out

Contracting Entities > Orders > Open Orders > Program Year: 2020 - 2021

## Open Orders - NSLP

Contracting Entity:  
CE ID:

Order Number	Delivery Location	Warehouse	Delivery Date	Actions
225547			05/13/2021	View   Modify   Delete

< Back    New Order

Order Generate Excel File

Commodity	Available Current Allocation	Allocation Order Quantity	Available Surplus Inventory	Surplus Order Quantity	Total Order Quantity
<b>Bonus Commodities</b>					
<b>110462 - CHICKEN STRIPS UNSEASONED FRZ-30 LB</b> Pack Size: 30 LB CTN Cases USDA Value: \$60.68	0	<input type="text" value="0"/>	96	<input type="text" value="0"/>	0
<b>Entitlement Commodities</b>					
<b>100101 - CHICKEN DICED CTN-40 LB</b> Pack Size: 40 LB CTN Cases USDA Value: \$65.47	1	<input type="text" value="0"/>	18	<input type="text" value="0"/>	0
<b>100117 - CHICKEN FAJITA STRIPS CTN-30 LB</b> Pack Size: 30 LB CTN Cases USDA Value: \$61.69	0	<input type="text" value="0"/>	8	<input type="text" value="8"/>	8

# Modifying Orders

1. View Open Orders
2. Find date/delivery location you want to add to
3. Click "Modify"
4. Add allocated or surplus items
5. Click "Save"

# Food Distribution Program

TX-UNPS

Operations | Contracting Entities | Reports | Security | Compliance | Programs | Year | Help | Log Out

Contracting Entities > Orders > Open Orders > Program Year: 2020 - 2021

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< Back

New Order

Order

Generate Excel File

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# Modifying Orders

- ▶ Reduces delivery fees
- ▶ Reduces Warehouse processing
- ▶ More flexibility for new allocations
- ▶ Remove unwanted cases from orders
- ▶ 72-hour cutoff applies



▶ Delivery/Pick Up

- ▶ Work with warehouse to set your delivery schedule
- ▶ Effective throughout year
- ▶ Monday through Friday
- ▶ Delivery Sites
  - ▶ addresses + site names
  - ▶ delivery notes

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

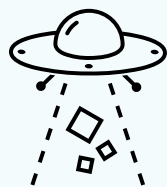
November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# Delivery Schedules



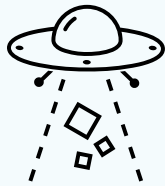


## Permanent


- ▶ Site and schedule changes during year
- ▶ Coordinated with warehouse
- ▶ Delivery Location template
- ▶ TDA adjusts TX-UNPS

## One-Time

- ▶ School closure, holiday, no storage space, etc.
- ▶ Notify warehouse **AT LEAST 72 hours** before delivery
- ▶ No notice? Delivery fees may apply



# Delivery Schedules: Making Changes



# Receiving Your Delivery

- ▶ Appointment scheduled **between 6:30 AM and 2:30 PM**
- ▶ Dropped at designated spot
  - ▶ Examples: grocery walk-in, freezer, dry storage
  - ▶ Drivers do **NOT** stock shelves or rotate stock
- ▶ **BOL Verification**
  - ▶ Verify types, amounts, and quality of items received
  - ▶ Document any differences - do **NOT** keep overages
  - ▶ Damages/unfit for use? You can reject.
  - ▶ Sign both copies and keep one for your records

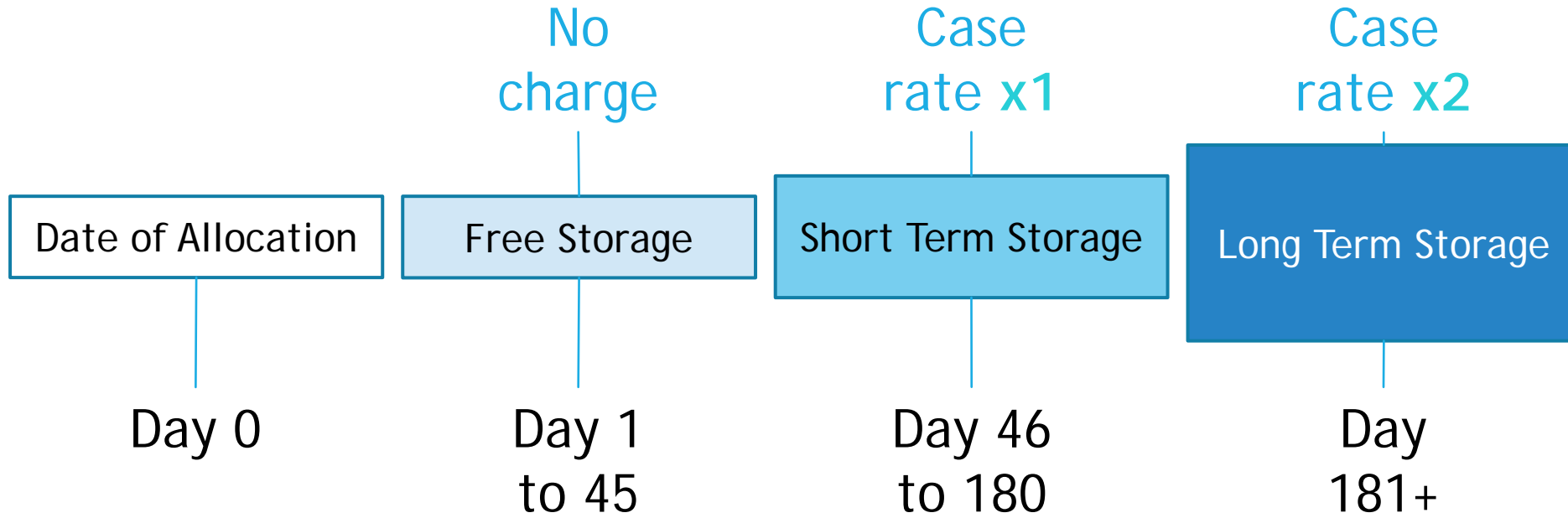


# Picking Up Your Order

- ▶ Appointment scheduled at **least 48 hours in advance**
- ▶ Specify items and quantity
- ▶ Warehouse will load vehicle/truck
- ▶ Pick up fees apply
  
- ▶ **BOL Verification**
  - ▶ Verify types, amounts, and quality of items received
  - ▶ Document any differences - do **NOT** keep overages
  - ▶ Damages/unfit for use? You can reject.
  - ▶ Sign both copies and keep one for your records



▶ Storage



## Private Storage Timeline



### Summary of Commodities by Storage Type

#### Free Storage

Contracting Entity pay no storage fees for products listed in this section.  
(45 days or fewer since allocation date)

Allocation Date	Item Number	Commodity Description	Commodity Type	Year	Cost	Remaining
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No data available

#### Short Term Storage

Contracting Entity pay storage fees for products listed in this section.  
(46 through 180 days since allocation date)

Allocation Date	Item Number	Commodity Description	Commodity Type	Year	Cost	Remaining
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No data available

#### Long Term Storage

Contract Entities pay storage fees for products listed in this section.  
(181 days or more since allocation date)

Allocation Date	Item Number	Commodity Description	Commodity Type	Year	Cost	Remaining
11/29/2018	100158	BEEF FINE GRND FRZ-LFT FREE-40 LB	E	2019	\$99.12	1
02/28/2019	100117	CHICKEN FAJITA STRIPS CTN-30 LB	E	2019	\$47.65	1
03/07/2019	100329	TOMATO DICED CAN-6/10	E	2019	\$14.02	1
03/07/2019	100158	BEEF FINE GRND FRZ-LFT FREE-40 LB	E	2019	\$99.04	1

Export To Excel

Cancel

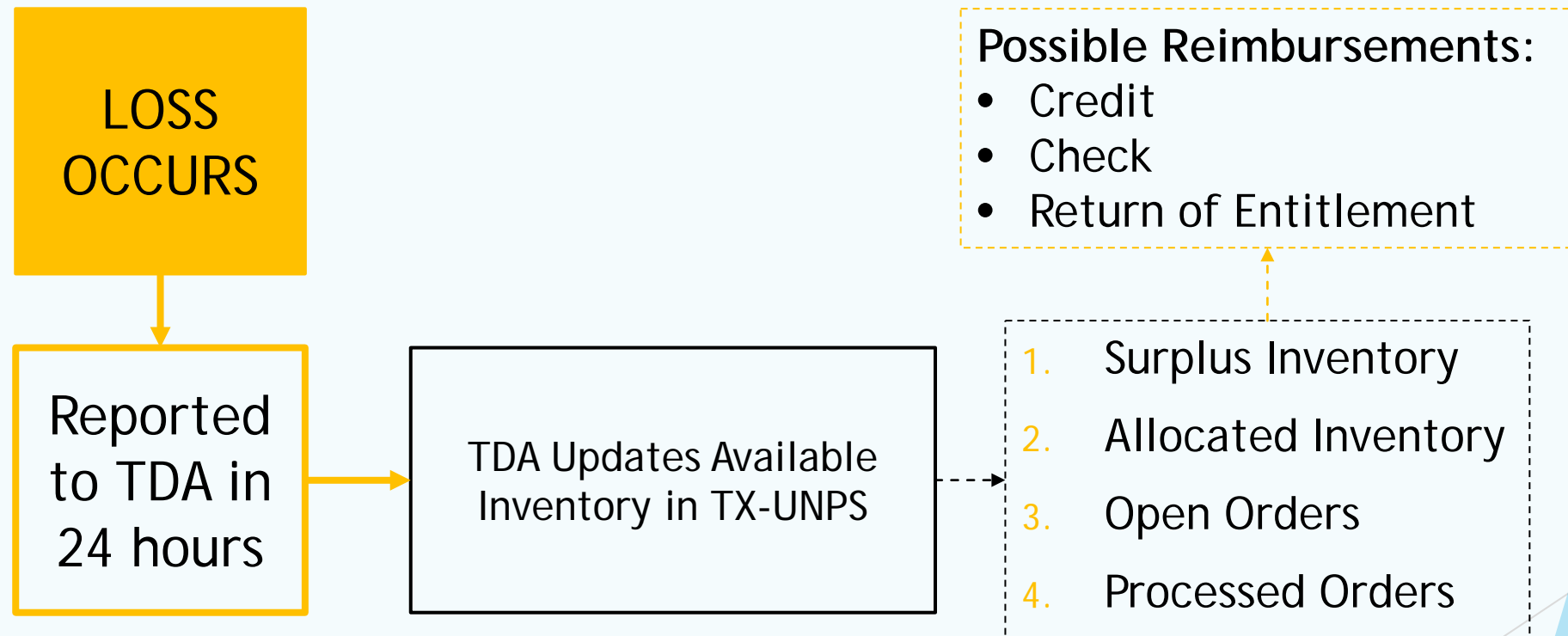
# Tracking Storage

- ▶ More time in storage = more storage fees
- ▶ Track in Weekly Commodity Bulletin
- ▶ Use within 6 months
- ▶ Risk of expired items
- ▶ Can't use something? Contact your ESC



## ▶ Losses

# What if my USDA Foods are DAMAGED while in storage?





# What if my USDA Foods EXPIRE while in storage?

## No Reimbursement

- ▶ Brown Box Items
- ▶ Processed Items
- ▶ Fresh Produce Items

Losses over \$500 may require Corrective Action Plan

SY 2021-2022

▶ Important Dates

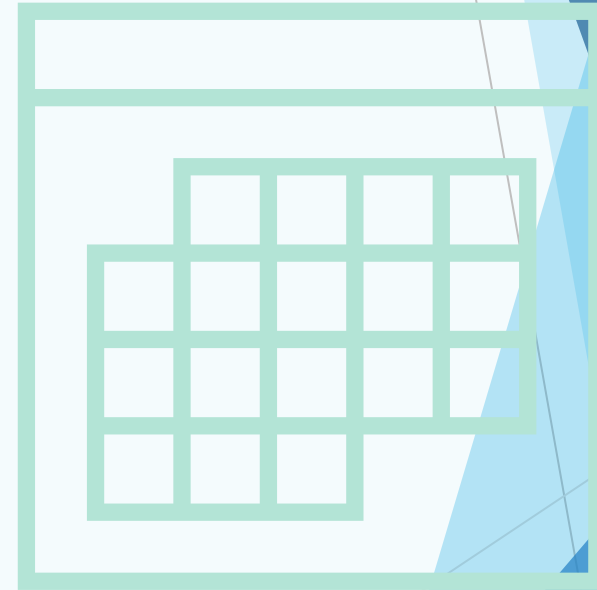
# SY 2021-2022

**Late July**  
First allocations

**December 20-31**  
Mid Year Count - TX-UNPS Closed

**Late April**  
Last Deliveries to Warehouse

**Late May and June**  
Annual Inventory Count - TX-UNPS Closed  
during week of count



# ▶ Questions?

## **MORE QUESTIONS?**

If you have questions about the NSLP program, USDA Foods, TX-UNPS, or anything else that was not covered or that comes up throughout the year, please contact your ESC representative.



## TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

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1400 Independence Avenue, SW  
Washington, D.C. 20250-9410*

2. Fax: [\(202\) 690-7442](tel:2026907442); or

3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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