National School Lunch Program
SY2021-2022 Overview

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 3
Region 3 Contact Information

- **Gold Star Foods**
  10700 Telge Road
  Houston, TX 77095

- **NSLP Coordinator** (temporary)
  Rani Romero
  rani@goldstarfoods.com
  (909) 843-9609
Region 3 Rate Schedules

Delivery Fees

- Charged at per case rate
- No delivery minimums

- **Pickup Fees:** same as Delivery rate

<table>
<thead>
<tr>
<th>Number of Cases</th>
<th>SY22 Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>14.04</td>
</tr>
<tr>
<td>11-20</td>
<td>5.48</td>
</tr>
<tr>
<td>21-30</td>
<td>4.46</td>
</tr>
<tr>
<td>31-40</td>
<td>4.03</td>
</tr>
<tr>
<td>41-50</td>
<td>3.79</td>
</tr>
<tr>
<td>51-60</td>
<td>3.64</td>
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<tr>
<td>61-70</td>
<td>3.53</td>
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<tr>
<td>71-80</td>
<td>3.46</td>
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<tr>
<td>81-90</td>
<td>3.40</td>
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<tr>
<td>91-99</td>
<td>3.35</td>
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<tr>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>2000+</td>
<td>2.97</td>
</tr>
</tbody>
</table>
Region 3 Rate Schedules

Private Storage Fees

• Fixed per case rate
• Storage Fees begin 61 days after date of allocation
• Single rate per storage type and term (no change in fee rate for long term)

<table>
<thead>
<tr>
<th>Storage Type</th>
<th>SY22 Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry</td>
<td>0.95</td>
</tr>
<tr>
<td>Cooler</td>
<td>0.95</td>
</tr>
<tr>
<td>Freezer</td>
<td>0.95</td>
</tr>
</tbody>
</table>
Region 3 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\textsuperscript{st} of each month
  - Warehouse sends invoices to CE by 5\textsuperscript{th} 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
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
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
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”
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
## Delivery Schedules: Making Changes

### 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
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

- **Date of Allocation**: Day 0
- **Free Storage**: Day 1 to 60
- **Storage Fees Begin**: Day 61+

- **No charge**
- **Case rate x1**
## 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

### Summary of Commodities by Storage Type

<table>
<thead>
<tr>
<th>Allocation Date</th>
<th>Item Number</th>
<th>Commodity Description</th>
<th>Commodity Type</th>
<th>Year</th>
<th>Cost</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Free Storage

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

<table>
<thead>
<tr>
<th>Allocation Date</th>
<th>Item Number</th>
<th>Commodity Description</th>
<th>Commodity Type</th>
<th>Year</th>
<th>Cost</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Short Term Storage

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

<table>
<thead>
<tr>
<th>Allocation Date</th>
<th>Item Number</th>
<th>Commodity Description</th>
<th>Commodity Type</th>
<th>Year</th>
<th>Cost</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

### Long Term Storage

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

<table>
<thead>
<tr>
<th>Allocation Date</th>
<th>Item Number</th>
<th>Commodity Description</th>
<th>Commodity Type</th>
<th>Year</th>
<th>Cost</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/28/2019</td>
<td>100117</td>
<td>CHICKEN FAJITA STRIPS CTN-30 LB</td>
<td>E</td>
<td>2019</td>
<td>$47.65</td>
<td>1</td>
</tr>
<tr>
<td>03/27/2019</td>
<td>100320</td>
<td>TOMATO DICED CAN-6/10</td>
<td>E</td>
<td>2019</td>
<td>$14.02</td>
<td>1</td>
</tr>
<tr>
<td>03/07/2019</td>
<td>100158</td>
<td>BEEF FINE GND PRZ-LFT FREE-40 LB</td>
<td>E</td>
<td>2019</td>
<td>$99.04</td>
<td>1</td>
</tr>
</tbody>
</table>
What if my USDA Foods are DAMAGED while in storage?

LOSS OCCURS

Reported to TDA in 24 hours

TDA Updates Available Inventory in TX-UNPS

Possible Reimbursements:
- Credit
- Check
- Return of Entitlement

1. Surplus Inventory
2. Allocated Inventory
3. Open Orders
4. Processed Orders
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
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
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.
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   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.

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