National School Lunch Program
SY2021-2022 Overview
Agenda

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

› Introduction

REGION 4
Region 4 Contact Information

- **San Antonio Food Bank**
  5200 Enrique Barrera Pkwy
  San Antonio, TX 78227

- **NSLP Coordinator** (temporary)
  Will Manning
  wmanning@safoodbank.org
  (210) 431-8323
Region 4 Rate Schedules

Delivery Fees

- Charged on per case rate
- No delivery minimum on first order
- **Delivery minimum on 2\textsuperscript{nd} order + beyond**
  - 20 Case Minimum - within 100 miles
  - 40 Case Minimum - more than 100 miles
- **Pickup Fees:** $1.40 fixed per case rate

<table>
<thead>
<tr>
<th>Number of Cases</th>
<th>SY22 Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6.41</td>
</tr>
<tr>
<td>2</td>
<td>5.83</td>
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<td>3</td>
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<td>4</td>
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<td>6</td>
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<tr>
<td>7</td>
<td>4.55</td>
</tr>
<tr>
<td>8</td>
<td>4.38</td>
</tr>
<tr>
<td>9</td>
<td>4.38</td>
</tr>
<tr>
<td>10</td>
<td>4.38</td>
</tr>
<tr>
<td>1000+</td>
<td>...</td>
</tr>
<tr>
<td>2000+</td>
<td>3.01</td>
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</table>
Private Storage Fees

- Fixed per case rate
- **Short Term fees:** case rate x1
- **Long Term fees:** case rate x2

<table>
<thead>
<tr>
<th>Storage Type</th>
<th>SY22 Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry</td>
<td>$0.90</td>
</tr>
<tr>
<td>Cooler</td>
<td>$0.95</td>
</tr>
<tr>
<td>Freezer</td>
<td>$1.00</td>
</tr>
</tbody>
</table>
Region 4 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 1st of each month
  - Warehouse sends invoices to CE by 5th 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 (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
Delivery Schedules

- Work with warehouse to set your delivery schedule
- Effective throughout year
- Monday through Friday

Delivery Sites
- addresses + site names
- delivery notes
<table>
<thead>
<tr>
<th>Permanent</th>
<th>One-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Site and schedule changes during year</td>
<td>● School closure, holiday, no storage space, etc.</td>
</tr>
<tr>
<td>● Coordinated with warehouse</td>
<td>● Notify warehouse <strong>AT LEAST 72 hours</strong> before delivery</td>
</tr>
<tr>
<td>● <a href="#">Delivery Location template</a></td>
<td>● No notice? Delivery fees may apply</td>
</tr>
<tr>
<td>● TDA adjusts TX-UNPS</td>
<td></td>
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</tbody>
</table>
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 72 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)**: No charge
- **Free Storage (Day 1 to 45)**: No charge
- **Short Term Storage (Day 46 to 180)**: Case rate x1
- **Long Term Storage (Day 181+)**: Case rate x2
### 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?

**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
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
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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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.

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