Agenda

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

- Introduction

REGION 5
Region 5 Contact Information

- **Pro Valley Foods**
  8101 S 23rd St, Suite #3
  McAllen, TX 78503

- **NSLP Coordinator**
  Cesar Chapa
  cchapa@provalleyfoods.com
  (956) 800-4019
## Region 5 Rate Schedules

### Delivery Fees

- Charged on per case rate
- No delivery minimums

### Pickup Fees: $1.50 fixed per case rate

<table>
<thead>
<tr>
<th>Number of Cases</th>
<th>SY22 Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100.00</td>
</tr>
<tr>
<td>2</td>
<td>50.50</td>
</tr>
<tr>
<td>3</td>
<td>34.00</td>
</tr>
<tr>
<td>4</td>
<td>26.00</td>
</tr>
<tr>
<td>5</td>
<td>22.00</td>
</tr>
<tr>
<td>6</td>
<td>20.00</td>
</tr>
<tr>
<td>7</td>
<td>15.00</td>
</tr>
<tr>
<td>8</td>
<td>13.00</td>
</tr>
<tr>
<td>9</td>
<td>12.00</td>
</tr>
<tr>
<td>10</td>
<td>11.00</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>2000+</td>
<td>3.25</td>
</tr>
</tbody>
</table>
Region 5 Rate Schedules

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>$1.25</td>
</tr>
<tr>
<td>Cooler</td>
<td>$1.25</td>
</tr>
<tr>
<td>Freezer</td>
<td>$1.50</td>
</tr>
</tbody>
</table>
Region 5 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

### Shipment Expected into this Warehouse

<table>
<thead>
<tr>
<th>Month</th>
<th>[View Details]</th>
<th>Total Estimated Allocation Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

Last Updated: 04/15/2021

[Buttons: 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
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
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><strong>Permanent</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>► Site and schedule changes during year</td>
</tr>
<tr>
<td>► Coordinated with warehouse</td>
</tr>
<tr>
<td>► <a href="#">Delivery Location template</a></td>
</tr>
<tr>
<td>► TDA adjusts TX-UNPS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>One-Time</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>► School closure, holiday, no storage space, etc.</td>
</tr>
<tr>
<td>► Notify warehouse <strong>AT LEAST 72 hours</strong> before delivery</td>
</tr>
<tr>
<td>► No notice? Delivery fees may apply</td>
</tr>
</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 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 45

- **Short Term Storage**
  - Day 46 to 180

- **Long Term Storage**
  - Day 181+

- **Case rate x1**
  - No charge

- **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

### Summary of Commodities by Storage Type

#### Free Storage
Contracting Entity pay no storage fees for products listed in this section. (45 days of 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>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Short Term Storage
Contracting Entity pay 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>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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>03/07/2019</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 GRNDFRZ-LFT FRIE-40 LB</td>
<td>E</td>
<td>2019</td>
<td>$99.04</td>
<td>1</td>
</tr>
</tbody>
</table>
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
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.
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [How to File a Complaint](#), 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.