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 6
Region 6 Contact Information

- **US Foods**
  915 East 50th Street
  Lubbock, TX 79404

- **NSLP Coordinator**
  Amy Saenz
  amy.Saenz@usfoods.com
  (806) 767-8382
Region 6 Rate Schedules

Delivery Fees

• Charged on per case rate
• **Orders under 10 cases:** Flat $62.20

• **Pickup Fees:** $1.30 fixed per case rate

<table>
<thead>
<tr>
<th>Number of Cases</th>
<th>SY22 Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9</td>
<td>$62.20 total</td>
</tr>
<tr>
<td>10</td>
<td>6.22</td>
</tr>
<tr>
<td>11-20</td>
<td>5.40</td>
</tr>
<tr>
<td>21-30</td>
<td>5.22</td>
</tr>
<tr>
<td>31-40</td>
<td>5.03</td>
</tr>
<tr>
<td>41-50</td>
<td>4.84</td>
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<tr>
<td>51-60</td>
<td>4.69</td>
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<tr>
<td>61-70</td>
<td>4.54</td>
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<tr>
<td>71-80</td>
<td>4.43</td>
</tr>
<tr>
<td>81-90</td>
<td>4.32</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>2000+</td>
<td>4.01</td>
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</tbody>
</table>
Region 6 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>1.35</td>
</tr>
<tr>
<td>Cooler</td>
<td>1.35</td>
</tr>
<tr>
<td>Freezer</td>
<td>1.35</td>
</tr>
</tbody>
</table>
Region 6 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 + 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
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 45
- **Short Term Storage**: Day 46 to 180
- **Long Term Storage**: Day 181+

- **No charge**
- **Case rate x1**
- **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 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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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No data available

#### 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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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No data available

#### 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 GRND PRZ-LFT FREE-40 LB</td>
<td>E</td>
<td>2019</td>
<td>$99.04</td>
<td>1</td>
</tr>
</tbody>
</table>

[Export To Excel] [Cancel]
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
<table>
<thead>
<tr>
<th>Time Period</th>
<th>Event Details</th>
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<tbody>
<tr>
<td>Late July</td>
<td>First allocations</td>
</tr>
<tr>
<td>December 20-31</td>
<td>Mid Year Count - TX-UNPS Closed</td>
</tr>
<tr>
<td>Late April</td>
<td>Last Deliveries to Warehouse</td>
</tr>
<tr>
<td>Late May and June</td>
<td>Annual Inventory Count - TX-UNPS Closed during week of count</td>
</tr>
</tbody>
</table>
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.
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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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