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
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
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 for complete rate schedule

<table>
<thead>
<tr>
<th>Number of Cases</th>
<th>SY22 Rate</th>
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<tbody>
<tr>
<td>1</td>
<td>7.34</td>
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<tr>
<td>2</td>
<td>6.67</td>
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<td>3</td>
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<td>9</td>
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<td>10</td>
<td>5.01</td>
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<tr>
<td>...</td>
<td>...</td>
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<tr>
<td>2000+</td>
<td>3.43</td>
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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

<table>
<thead>
<tr>
<th>Storage Type</th>
<th>SY22 Rate</th>
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<tbody>
<tr>
<td>Dry</td>
<td>1.00</td>
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<tr>
<td>Cooler</td>
<td>1.20</td>
</tr>
<tr>
<td>Freezer</td>
<td>1.50</td>
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</table>
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 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

<table>
<thead>
<tr>
<th>Month</th>
<th>Calendar</th>
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</thead>
<tbody>
<tr>
<td>October 2020</td>
<td></td>
</tr>
<tr>
<td>November 2020</td>
<td></td>
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<tr>
<td>December 2020</td>
<td></td>
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<tr>
<td>January 2021</td>
<td></td>
</tr>
<tr>
<td>February 2021</td>
<td></td>
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<tr>
<td>March 2021</td>
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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+

- **Case rate x1**
- **Case rate x2**
  - 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

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

**Free Storage**
- Contracting Entity pays no storage fees for products listed in this section.
- (45 days or fewer since allocation date)
- No data available

**Short Term Storage**
- Contracting Entity pays storage fees for products listed in this section.
- (46 through 180 days since allocation date)
- No data available

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

- 02/28/2019 100117  CHICKEN FAJITA STRIPS CTN-30 LB  E  2019  $47.65  1
- 02/07/2019 100220  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
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>Event</th>
<th>Description</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>
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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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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