## Agenda

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

▶ Introduction

REGION 7
Region 7 Contact Information

El Pasoans Fighting Hunger Food Bank
9541 Plaza Circle
El Paso, TX 79927

NSLP Coordinator
Gerardo Diaz
gdiaz@epfhfb.org
(915) 271-2381
## Region 7 Rate Schedules

### Delivery Fees

- Charged on per case rate
- No delivery minimums

- **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>20.00</td>
</tr>
<tr>
<td>2</td>
<td>16.00</td>
</tr>
<tr>
<td>3</td>
<td>12.00</td>
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<tr>
<td>4</td>
<td>9.00</td>
</tr>
<tr>
<td>5</td>
<td>7.00</td>
</tr>
<tr>
<td>6</td>
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<td>9</td>
<td>5.50</td>
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<tr>
<td>10</td>
<td>5.25</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>2000+</td>
<td>3.85</td>
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</tbody>
</table>
Region 7 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>0.90</td>
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<tr>
<td>Cooler</td>
<td>0.95</td>
</tr>
<tr>
<td>Freezer</td>
<td>1.00</td>
</tr>
</tbody>
</table>
Region 7 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: 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 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
- **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
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.
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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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