

Helpful Guide for New Food Service Directors

- The 6 different parts of the Donated Food Program offered at our DESE-SFS Office:
 - i. Processing Packet
 - ii. Monthly Orders
 - iii. Rebates
 - iv. Commodity Order Form (Open Order)
 - v. Net Off Invoice (NOI)
 - vi. Prorated Items

**You are encouraged to take part in ALL of these program options to better suit the needs of your school, budget, and program

➤ Staying in the loop:

The best way to utilize the resources provided for you is to visit our Commodities Website regularly. Here you will find monthly order forms, rebate forms, newsletters, recall information, contact information, and much more!

1. Processing Packet

- a. The processing packet is a HUGE packet that lets us know how each Local Education Agency (LEA) would like to receive certain USDA Donated Food (DF) for the next school year (SY). “Processed” refers to the raw commodity being turned into a *processed* food for your school. Ex: Cut-up Chicken (100098) is *processed* into chicken nuggets by either Tyson or Goldkist.
- b. The Processing Packet is sent out every year in November/December. It is due back by the beginning of February. If you did not receive one this year, please contact the DESE office and make sure your LEA (Local Education Agency) address is updated in our system.
- c. If your Local Education Agency (LEA) chose to receive *un-processed* Ground Beef (100158), Cut-Up Chicken (100098) or Sliced Frozen Apples (100258), then you can plan to receive your allotments on the following schedule: (refer back to your processing packet for your specific lbs)

SY 2011 – 2012 Prorated Schedule:

Sliced Frozen Apples (100258)

- 100% in November 2011

Ground Beef (100158):

- 25% in September 2011
- 25% in November 2011
- 25% in January 2012
- 25% in March 2012

Cut-Up Chicken (100098)

- 50% in September 2011
- 50% in January 2012



d. Depending on your Average Daily Participants (ADP), your school is either sent a STANDARD or OPTIONAL Processing Packet.

vii. If your LEA checked the box to Not Process, then you will receive all three of the *above* items *unprocessed*. If your LEA processed some or all of the above items, then the amount you receive during the above time frames will depend on the selections you made on the Processing Packet. If your LEA completed the OPTIONAL Processing Packet, then the total amount of lbs submitted for each of the above Donated Foods will be divided according to the above schedule. If you have any questions, contact the DESE – SFS office and we will be happy to assist, 573-751-2646. Should your LEA decide they no longer want to receive their elected amounts of the above three Donated Foods, Email donatedfoods@dese.mo.gov and we will remove you from the Distribution Lists.

2. Monthly Orders – Schools are encouraged to use these order forms monthly. These are additional items *not* offered in the Processing Packet. Each school pays the Delivered Cost per Case for each case purchased. You will get billed by the processor-not our office. Deliveries come on your monthly truck which is routed by the Food Distribution Associates (FDA). If there is a discrepancy in your Bill of Lading (BOL), it is YOUR responsibility to mark it at time of delivery. How to fill out Monthly Orders Forms:

a. Pick the processor(s) you would like to use.

- i. Open Order Form
- ii. Horizon Snack Foods dba Cutie Pie (bonus fruit)
- iii. Mrs. Clark's Foods L.C. (margarine, salad dressings, and sauces)
- iv. Ott Food Products LLC (salad dressing and sauces)
- v. Cargill Kitchen Solutions, formerly Sunny Fresh (eggs)
- vi. United Commodity Group (bonus apples, bonus NFD milk)
 1. Order forms due by 15th of each month for delivery 2 months later. (ex: Order form due by Aug 15th and delivery will be in October)
 2. Remember to include 6-digit Agreement Number (ex: 111-333)

b. To E-Mail Order Forms follow these steps:

1. Locate the MONTHLY Order Form to be filled out on the DESE – SFS Website under the Commodities Tab
2. Enter the LEAs information on the Order Form (while still in the Web browser).
3. Save the Order Form to your computer as a **PDF** file.
 - In the top left-hand corner, click on File and from the drop-down box select '**Save As**'.
 - Choose where to save the file by selecting the location from the drop-down box on the '**Save In**' line. (Ex. My documents, Desktop, etc.)
 - Name the file for easy retrieval (renaming the file is not necessary, but is acceptable).
 - Save.
4. Attach the Order Form to an E-Mail addressed to donatedfoods@dese.mo.gov.
 - Open your E-Mail account and begin a new E-Mail.
 - Enter the LEA Agreement Number (6-digit number) in the Subject Line.
 - List the Order Form(s) to be attached after the Agreement Number in the Subject Line.

- Attach the SAVED Order Form(s). Attaching multiple Order Forms to one E-Mail is preferred. To double-check if the correct Order Form(s) are attached, click on the attached file to see if the correct information appears.
5. Send the E-Mail.
 - a. You will receive a confirmation e-mail from our office once we *manually* open the attachment (not immediately after you send in the order)
3. Rebates-These are specific commercial products which contain certain substitutable DF's including: mozzarella cheese, cheddar cheese, and peanut butter. Submit your rebate forms MONTHLY directly to the processor listed on the Rebate form.
- a. You can purchase approved rebate items from commercial distributors
 - i. ****List of approved commercial distributors****
 - b. Rebates are refunded to the LEA after the Rebate Form is completed *and* proof of purchase is sent to processor.
 - c. Return completed Rebate form monthly to distributor.
 - d. Rebate items are in limited quantities, so "First come. First serve."
 - e. Ex: If your LEA currently eats 10 cs. of Bosco's Pizza Sticks (item 1462) per month, and you fill out the Rebate Request Form, you could get **\$128.50** sent back to you just for eating that item! It's just like a rebate you send in for at the grocery store 😊
4. Commodity Order Form (Open Order) - The Open Order Form is updated and posted to the DESE-SFS website by the 1st of each month starting in July (Use current months order form).
- a. Currently, you can view the Open Order Items-Anticipated SY 11-12. This gives a general idea of what to expect on the Open Order Form monthly. After the 15th of each month, when all order forms are due, we will post an Adjusted Quantities Document which lets each LEA know how many of each item they ordered they will actually receive.
 - b. Open Order Deliveries are made the month following order form submission.
 - c. Fill out the Open Order Form the same way you would as the Monthly Order Form.
 - i. Attach your Open Order Form in an e-mail to donatedfoods@dese.mo.gov- DO NOT FAX IN!!
 - d. Your Open Order items also come on the same truck routed from the FDA. It is your responsibility to mark any discrepancies (over or under) on the B.O.L. at time of delivery.
 - i. LEA responsibilities regarding deliveries from FDA***
5. NOI- A value pass through system to utilize your USDA Donated Food Entitlement
- a. Available for:
 - i. Red Gold-Salsa/Tomato Products ; Red Gold Calculator SY 11-12
 - ii. Goldkist-Chicken
 - iii. Tyson-Chicken
 - b. How to set up NOI:
 - i. Contact an approved commercial distributors to initially set up NOI
 - ii. Contact corresponding Food Broker and set up delivery schedule and account
 1. Delegate set amount of lbs for specific processor

2. Set up account on [K12](#) to monitor Tyson and RedGold, and/or [ProcessorLink](#) to monitor Goldkist
- c. How it works:
- i. LEAs determine lbs to send to a processor
 1. Flexibility on items to process (can change during a SY)
 - ii. Purchase your processed items through a [commercial distributor](#)
 1. Check with distributor to make sure they carry your specific items
 - iii. Items are delivered on your schedule-not associated with monthly commodity truck deliveries from our FDA warehouse
 - iv. USDA DF amount is subtracted off invoice total
 - v. Discount is received *until* lbs for the processor reach zero balance

Example>>>

1. For example, using the NOI system, a processor (i.e. Tyson) sells identical commodity and commercial product (i.e. Chicken Nuggets) to its [commercial distributor](#) at a gross commercial price of \$30 per case. The value of donated food contained in one case of chicken nuggets in this example is \$10. The distributor can then sell that product to any of its customers. However, if the distributor sells the product to an approved LEA (i.e. YOU) that has an NOI account set up with the processor, then the distributor would sell the product at a discounted price based on the value of the donated food contained in the finished case of chicken nuggets, or in this instance \$20, plus the distributor's delivery fee.

6. Prorated Items- These commodities are determined by the Processing Packet. They include ground beef, cut-up chicken, and apples.

- a. Quantities
 - i. Ground Beef: 4 lbs/ADP, 2lbs/ADP, or your choice amount from Optional PP
 1. Planned Distribution Months: Sep, Nov, Jan, Mar
 - ii. Cut-Up chicken: 5 lbs/ADP, 2.5 lbs/ADP or your choice amount from Optional PP
 1. Planned Distribution Months: Sep, Jan
 - iii. Apples: .5lbs/ADP or your choice amount from Optional PP
 1. Planned Distribution Month: Nov

For more information on prorated items and help understanding the processing packet, please read instructions on the [STANDARD](#) and [OPTIONAL](#) Survey Forms.

- a. These are both hand outs that were in the processing packet you received last winter. They explain what to expect when ordering prorated items for the SY.

If additional information is needed or you have any further questions, please do not hesitate to contact the office:
573-751-1706. We are here to help!