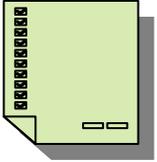


# Commodity Shelf Newsletter

July 2011

## Order Forms

The first [Open Order](#) form for SY 2011 – 2012, as well as all of the Monthly Processed Order Forms, is available on the [DESE – SFS Monthly Order Forms](#) website. Please remember Open Orders are filled out for delivery the **next** month (Ex. Open Orders submitted by July 15 will be delivered with your August Donated Foods). The Monthly Processed Order Forms are filled out for delivery in **two months** (Ex. Processed Orders submitted by July 15 will be delivered with your September DF).



Also remember:

1. Include your Agreement Number with **HYPHEN** on every form (Ex. 999-555)
2. Processed Order Forms need a delivery date
3. Digital Signatures are **OPTIONAL** on Monthly Processed Order Forms
4. All Monthly Order Forms must be **E-MAILED** to [donatedfoods@dese.mo.gov](mailto:donatedfoods@dese.mo.gov). Please save and attach the file to the E-Mail, **DO NOT SCAN**.
  - Include the LEA's 6-digit Agreement Number in the subject line of the E-Mail
5. Order Forms are due on the 15<sup>th</sup> of each month, unless the 15<sup>th</sup> falls on a weekend, then Order Forms are due the next business day.

The Open Order Form will be available by the 1st of each month prior to the delivery period. All items on the Open Order are **EXPECTED** to be in the warehouse and available for delivery; however if circumstances arise that delay the arrival of the commodity, **ALL** orders for the delayed commodity will either be **DELAYED** until the next month's distribution or **DELETED**. An update will be in the next Commodity Shelf Newsletter explaining. For items that are generally available all year, expect the orders to be **DELETED**. Items offered once a year can expect to be **DELAYED**. This process will allow DESE – SFS to save money on storage fees

accrued on each case every month and will allow LEAs to receive products with longer shelf lives.

## Procurement

Each year during this time DESE – SFS receives many questions regarding the proper procurement Local Education Agencies (LEAs) should follow when procuring the goods and services necessary for the upcoming school year. Below are some general Questions and Answers (Q & As) to remember when procuring goods and services for your Child Nutrition Program. The following Q & As are by no means all inclusive:



### **Q1. Do I have to follow procurement regulations?**

**A1.** If you plan to purchase services, supplies or property which exceeds the small purchase threshold then you must formally procure your planned purchase, more commonly known as “bidding”.

### **Q2. What is the small purchase threshold?**

**A2.** You will have to confirm with your district/school to determine your specific small purchase threshold because you must follow the strictest guidelines. If your district/school does not have an established small purchase threshold, then public schools must follow the Missouri threshold for small purchases which is \$3,000 or non-public's must follow the Federal small purchase threshold of \$100,000.

### **Q3. What if my purchase is below the small purchase threshold?**

**A3.** Regulation states: “If small purchase procedures are used (informal procurement), price or rate quotations shall be obtained from an adequate number of qualified sources.” (7 CFR Part 3016.36)

If you have any questions about procurement there is additional information on the [DESE – SFS Website](#) under the tab [USDA Guidance Policies](#).

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## Delivery Shortages – Paying Invoices

DESE – SFS monitors all delivery receipts for shorted items throughout the school year. All shortages are documented and DESE – SFS tracks the resolution of all shortages until final deliveries are received in April. If shortages are not marked on the Bill of Lading, DESE – SFS has no documentation an item was shorted.

In mid-May a physical inventory was taken by DESE – SFS at the contracted warehouse, Food Distribution Associates (FDA), and all shortages **not** resolved during the school year will be corrected. DESE – SFS works with FDA to send LEAs the items they were shorted, but in the event the exact item is not available, a comparable item with a greater value may be substituted. Any LEA shorted product during SY 10-11 not resolved on a later delivery, will receive an E-mail from School Food Commodities later this summer with a breakdown of the items shorted, and the make-up items to be shipped with the first deliveries in August.

Because DESE – SFS verifies all shortages are rectified or more valuable DFs are received instead, LEAs need to pay their invoices to processors when they are issued. The processor has completed their obligation by delivering the product to FDA, and it is then DESE – SFS and FDA's responsibility to deliver the product to each LEA. **PLEASE PAY YOUR INVOICES!!**

## Rebate Program SY 11-12

[Rebate Forms](#) for SY 11-12 have been posted for: Schwan's, Bosco's, ConAgra, J.O.Y Food, Don Lee, Smucker's, Land O Lakes, and Nardone Bros. The Rebate Program is available to **ALL** MO LEAs (even if you processed cheese via the Processing Packet). If you currently purchase any items from the before mentioned processors via your commercial distributor, make sure you check out the discounts/rebates. Times are tough....don't leave money on the table.

Please submit all rebate forms in a timely manner because all balances of USDA Donated Foods at processors participating in the Rebate Program are **first come, first serve**. If the State of MO runs out of lbs with any of the participating processors, rebates will no longer be available for the remainder of the school year until additional USDA Donated Foods can be ordered against the next school year's entitlement. Feel free to contact our office, 573-751-2646, with any questions you may have about the Rebate Program.

## Open Order Item Number Changes

USDA recently replaced the Electronic Commodity Ordering System (ECOS) with a new ordering system called Web Based Supply Chain Management (WBSCM). There are a few changes LEAs will notice by this upgrade. The most obvious is the Commodity Code for each item. ECOS used a letter and number combination for items, and WBSCM will use a 6 digit number for all items. For example, the ECOS code for Green Beans was A061, and the new WBSCM code for Green Beans is 100307. A [comparison chart of ECOS codes vs. WBSCM codes](#) can be found on the DESE – SFS, Commodities Web Page.

Commodity Fact Sheets provided by USDA have not been updated with the new WBSCM codes. Please use the comparison chart as a reference if you need to find a fact sheet. The PDF document can be searched using the WBSCM code number.

**SY 11-12 ANTICIPATED Open Order Items and Quantities are available [HERE](#)**

<http://dese.mo.gov/divadm/food/documents/OpenOrderPLANNEDSY11-12-Randi2.pdf>

## Mrs. Clark's Short Shelf Life

Mrs. Clark's has previously offered items with only a 90 day shelf life from the date of production, and these items will **no longer be offered** via DESE – SFS in SY 11-12. There were too many complaints received regarding short shelf life upon receipt, so the decision was made to no longer offer them via DESE distribution. LEAs interested in the products no longer available via Mrs Clark's can check with commercial distributors for availability or reference the [Ott's Order Form](#) for similar items utilizing USDA DF.

## Shredded Cheddar Cheese (100012)

DESE – SFS received a shipment of Reduced Fat Shredded Cheddar Cheese – 100012 in March with a sell by date of July 25, 2011. April orders did not deplete the entire shipment; therefore the remaining inventory was placed in the freezer for summer storage. The carryover inventory (about 850 cases) will be the first cases delivered by FDA in August. Fresh 100012 will be received in July to fulfill remaining orders in August. As a reminder, the sell by date is not an expiration date. Visit the [Best if Used by Guidance](#) on the DESE – SFS, Commodities Web Page for more information.

## Prorated Donated Foods SY 11-12

Com Code	Delivery Period	DF Value
100158	September 2011	TBD
100098	September 2011	TBD
100158	November 2011	TBD
100258	November 2011	TBD
100158	January 2012	TBD
100098	January 2012	TBD
100158	March 2012	TBD

There will only be three (3) Prorated Items for SY 11-12. The three items **will not** be sent to everyone, they will **only** be sent to the schools who elected to receive them via their Processing Packet for SY 11-12. The items are:

- [100158](#) – Ground Beef, Frozen, 4/10 lb
- [100098](#) – Chicken, 8 pc Cut-up
- [100258](#) – Apple Slices, Frozen, 30 lb

Values will be updated on future Commodity Shelf Newsletters after the items are purchased. 100158 – Ground Beef will be offered four (4) times in SY 11-12; therefore 25% of a schools allocation will be received each of the four delivery periods. 100098 – Cut-up Chicken will be delivered two (2) times in SY 11-12; therefore 50% of a schools allocation will be received each delivery period. 100258 – Apples will only be delivered one (1) time in SY 11-12; therefore 100% of a schools allocation will be received in November.

## National School Lunch Week Oct 10-14, 2011

“School Lunch – Let’s Grow Healthy” is the theme for the School Nutrition Association’s National School Lunch Week which will be celebrated October 10 – 14, 2011.



Make plans now to make NSLW a big success for your LEA. Visit the [SNA – NSLW Web Page](#) for ideas, presentations, and merchandise to prepare for NSLW.

## Unit Value of Donated Food SY 10-11

The [unit value of Donated Foods](#) is posted to the DESE – SFS, Commodities Web Page for SY 10-11. The unit value is the average price USDA charged MO’s entitlement for each of the items. The unit value (multiplied by quantity received) will be used to determine the Value of Commodities Distributed document which will be posted in late July or early August. Certain programs run through June 30 and reports must be obtained to compile the documents.

## USDA My Plate

On June 2, 2011, First Lady Michelle Obama and Agriculture Secretary Tom Vilsack unveiled the federal government’s new food icon, *MyPlate*, to serve as a reminder to help consumers make healthier food choices. *MyPlate* is a new generation icon with the intent to prompt consumers to think about building a healthy plate at meal times and to seek more information to help them do that by going to [www.ChooseMyPlate.gov](http://www.ChooseMyPlate.gov). The new *MyPlate* icon emphasizes the fruit, vegetable, grains, protein and dairy food groups.

[www.ChooseMyPlate.gov](http://www.ChooseMyPlate.gov)

provides practical information to individuals, health professionals, nutrition educators, and the food industry to help consumers build healthier diets with resources and tools for dietary assessment, nutrition education, and other user-friendly nutrition information.



## Quotes for the Month

***“For the one who continues, failure becomes impossible, and winning becomes inevitable”*** – Mike Dooley

***“Celebration of your achievement is as important as your achievement because success builds on success.”*** – John Powers



***“To be yourself in a world that is constantly trying to make you something else is the greatest accomplishment.”*** – Ralph Waldo Emerson

***“Failure is an important process. It tells us one way that will not work.”*** – R. Kent Hughes

## DESE – SFS Commodity Section Contacts

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**Kilson, DeeDee:** 573-751-1706,  
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**Monthly Orders** should be submitted to:  
[donatedfoods@dese.mo.gov](mailto:donatedfoods@dese.mo.gov)

**FDA (Karen Fry):**  
866-473-9700 or 816-833-2000