

BUSINESS OF NUMBERS & NUTRITION

CHILD NUTRITION DIRECTORS
AND BUSINESS OFFICIALS

**Inventory Management – Regular
USDA Foods & Farm To School**

**Alex Saenz and
Corey DeLeon
*Food Distribution
Specialist***



Program Background

01

USDA Foods

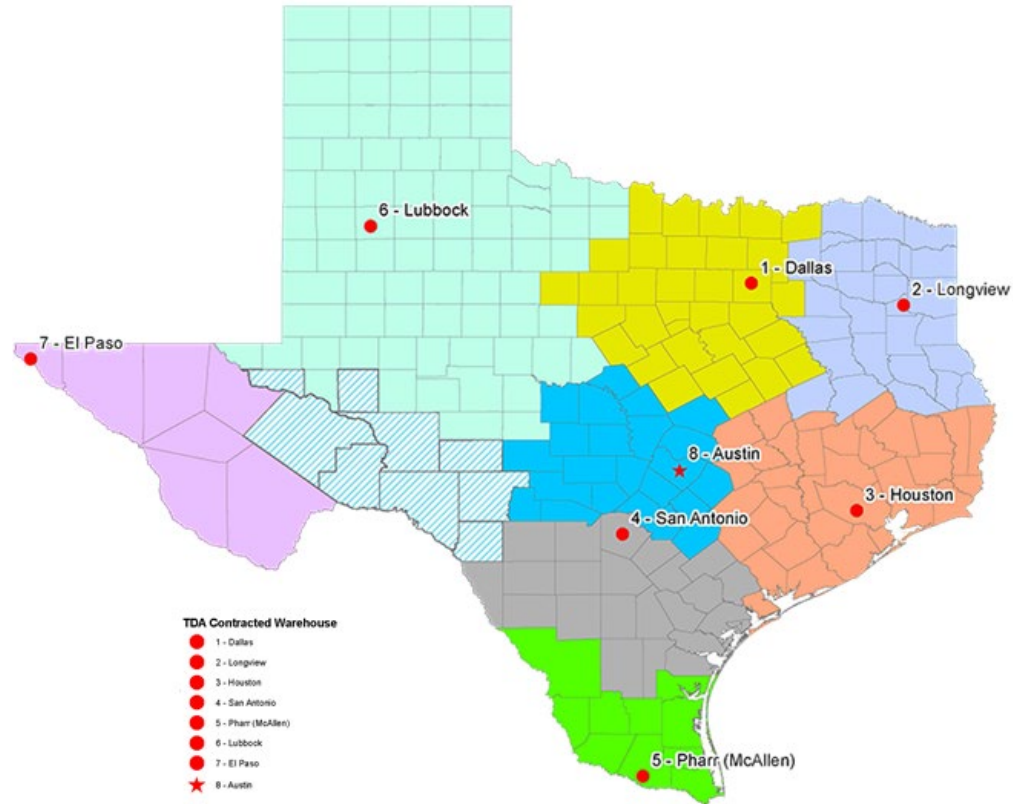
- **Regular USDA Foods**
- **Processed End Products**
- **DoD Farm to School**

USDA Foods Ordering Cycle



TDA Contracted Warehouses

- Procured for storage and delivery
- 8 Regions
- Squaremeals.org



Private Storage Fees

- **Free Storage**
 - 45 days
- **Short term**
 - 46-179 days
- **Long Term**
 - 180 + days
- **[TX-UNPS Weekly Commodity Bulletin](#)**
 - **Reports > Weekly Commodity Bulletin >**

Private Storage Inventory Losses

- **Form 1638- Report of Loss of USDA Foods**
- **TDA determines responsibility and liability**
- **CE reimbursed or product replaced**



Ordering in TX-UNPS

02

Delivery Order Form

- Contracting Entities > Delivery Orders-
CE > Open Orders
- **Confirm CE Name**
- **Create new Delivery Order**

Delivery Order Form

- **Modify existing orders**
 - At least 2 days prior to delivery
- **Surplus**
 - Utilizes entitlement

Short Shelf Life Items

- **Examples**
 - String Cheese
 - Yogurt
 - FTS
- **Added to orders if CE does not add**
- **Contact TDA if you cannot accept**



Inventory Management

- ✓ **Verify product dating**
- ✓ **FIFO or FEFO**
- ✓ **Monitor inventory in storage**
- ✓ **Contact TDA for any inventory concerns**



Deliveries from Warehouses

03

Delivery Schedule

- **Arranged with warehouses**
- **First delivery: per case rate**
- **Subsequent deliveries**
 - <100 miles – 20 case min
 - >100 miles – 40 case min

Delivery Verification

- **Count and inspect orders**
- **Note discrepancies on BOL**
- **Overages, shortages, damages**
- **BOLs and invoices**

Losses After Delivery

- Damages or quality issues
- Report to TDA

Delivery Order Invoices

- Contracting Entities > Invoices
- Click invoice number
- If printing select pdf format

Annual Inventory Count

- **Physical count at each warehouse**
- **Reconcile inventory**
- **Shortages**

Customer Service Survey

- Annual survey to get feedback on warehouses
- Responses are confidential
- Results shared with warehouses

2019 Customer Service Survey

- **Palletization**
- **Late deliveries**
- **Delivery windows**
- **Drop locations**
- **Invoicing**
- **Shortages**

Complaint Process

- **Warehouse complaints**
 - Contact warehouse
 - Unresolved issues contact TDA
- **USDA Foods complaints**
 - Complete complaint form and submit to TDA

Policy Update

- **7 CFR Part 250**
- **Distributors cannot commingle Commercial and FFS**



Questions



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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. **E-Mail:** program.intake@usda.gov.

This institution is an equal opportunity provider.