



Net-Off Invoice Program Policy Statement

Schools wishing to participate in the NOI program must adhere to the following guidelines of the program. If at any time, during the program year, a school district does not adhere to the guidelines presented in this policy statement DPI will reserve the right to discontinue the participation of the school district in the NOI program.

State Agency Responsibilities:

1. DPI will purchase USDA food, per the school district's request, to be processed into a finished product. Pounds of USDA food that is allocated to your school district does not belong to the school district until those pounds have actually been processed into a finished product.
2. DPI is responsible for all unused balances at any processor at any given time.
3. DPI will enter into State Participation Agreements with USDA approved processors at the beginning of each program year.
4. DPI will approve items on End Product Data Schedules of USDA approved processors per the request of the school districts participating in the NOI program at the beginning of each program year.

School District Responsibilities:

1. Food Service Director (FSD) or Lead Food Service Worker (LFSW) will provide DPI with the name of the processor (i.e. Pilgrim's Pride, Tyson) and the total amount of pounds needed for the entire school year (i.e. 15,000 lbs chicken), no later than January 10th of each school year.
2. FSD or LFSW will provide an electronic copy of NOI Bid award to DPI no later July 15 of each year .
 - a) NOI Bid award must include all items that the school will be processing, along with the name of the processor.
 - b) Do not include items you purchase, outside of the NOI program, from your local distributors.
 - c) NOI Bid award will include name of distributor(s).
3. FSD or LFSW is responsible for tracking the amount of pounds in K-12 and/or Processor Link, to ensure that there is an adequate amount of pounds available for continued processing at the awarded bid price.
4. FSD or LFSW must notify DPI, in writing, if additional pounds are needed. Pounds will be transferred to the school district account, if available.
5. FSD or LFSW is responsible to verify billing.

6. FSD or LFSW is responsible for tracking the amount of pounds in K-12 and/or Processor Link, to ensure that there is an adequate amount of pounds available for continued processing at the awarded bid price.
7. FSD or LFSW must notify DPI, in writing, if additional pounds are needed. Pounds will be transferred to the school district account, if available.
8. FSD or LFSW is responsible to verify billing.
9. FSD or LFSW is responsible for tracking amount of PAL spent on NOI items, and remaining PAL balances by using the NOI Entitlement Worksheet provided by DPI.
10. If pounds are not being used by the school district, or there is a balance greater than 50% by December 31, pounds will be taken away and distributed to another school district, if needed, or returned to the ND State account. NOTE: If DPI feels the school district is not utilizing the pounds they have been allocated, DPI has the authority to take pounds away at any time.
11. Any balance(s) left over at the end of the school year, will be returned to the ND State account.