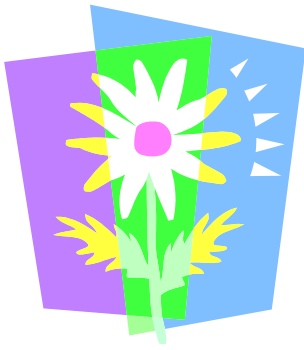


Commodity Update

March/April 2011 Issue



End of the Year – It’s Time to Clean House

As the school year comes to an end, this is the perfect time to do some warehouse, pantry, freezer, and refrigerator cleaning. Check the dates of all USDA foods to ensure that the food you intend to carry over the summer will not be outdated or expired by the time the school year begins in August. If you have food(s) that are nearing their “best-if-used” by date, please donate the food to a local food pantry and/or non-profit agency. To donate any USDA foods, you must complete the form, SFN 52896-Transfer of USDA Foods and get approval from DPI prior to donating the foods. Also, if you currently have expired foods in your inventory, you are required to complete form FSN 9048 –USDA Food Loss Report. To get these forms, please contact Rene Gonzalez at rmgonzalez@nd.gov to have the forms emailed to you.

Complaint Corner

Contact our office if you experience any problems with USDA food. Send a detailed email message along with digital photos to: rmgonzalez@nd.gov. If two or more complaints are filed, a formal complaint will be sent to the USDA for further investigation.



Monthly Commodity Delivery Schedule for 2011

Delivery Schedule for 2011		
Route A	Route B	Route C
August 8-12	August 15-19	August 22-26
September 12-16	September 19-23	September 26-30
October 3-7	October 10-14	October 17-21
October 31-4	November 7-11	November 14-18
December 5-9	December 12-16	December 19-23

If there are any changes in delivery dates your school will be notified by phone call from Booth.

Please direct specific delivery questions to Booth at 701-235-0096.

To see what route your school district is on, go to: <http://www.dpi.state.nd.us/child/fdp/routes.pdf>

****** Please Note: Warehousing and Transportation surcharges are now 17 percent**

Booth says “Goodbye” to one of their own:

Dear School Food Service Workers,

Even though I have enjoyed working with so many of you during the last 12 years, I have decided to move on to bigger and better things. I am changing careers and am looking forward to farming in the Maddock area. I will miss you and wish you well in the years to come. Thanks for making my job an enjoyable one.

Sincerely, Dwayne Klein

CNFD Website for more USDA Commodity information:

<http://www.dpi.state.nd.us/child/>

The information is intended to help provide a better understanding of the preference survey process, ordering process, and shipping process and why we must put deadlines on monthly ordering. Please share this information to everyone within your school that is responsible for USDA food orders.

******Unlike commercial purchases, we are very limited with the time frame in which a survey is to be completed and when orders must be placed. This information hopefully will give you a little insight into this process.******

Preference Surveys:

Surveys are put out each month, usually one to two months prior to delivery. Preference surveys are open for a two-week period. Though there is a preference survey schedule available on our website, this schedule is subject to change. It is important to read your emails to ensure you are completing surveys on time. DPI considers the completed survey your actual order; though we may make changes depending on food availability. Changes and/or additions will not be allowed unless there is an emergency situation. We are required to set a start and ending date.

Ordering of Processed Items:

After a survey is closed, orders are compiled and placed immediately for all processed foods. Additions or deletions cannot be made unless you notify DPI the same day the survey closes. Late orders are not accepted since they do not allow the processors adequate time to make and/or distribute the product to our warehouse. We order only what the schools are requesting and do not order excess processed foods. Processors require a minimum of three weeks turn-around time to get the products made and shipped to our warehouse. These products must be received into our warehouse the week before the warehouse begins staging deliveries for the upcoming month.

Warehouse/Shipping:

The warehouse begins printing manifests, staging, and pulling foods for shipment two weeks prior to the first week of monthly deliveries. No changes can be made to orders once Booth prints the manifests and starts staging the orders; therefore, any changes to orders will not be accepted. Orders must be completed in the system and any adjustments made before the warehouse can begin this process. The warehouse does have a delivery schedule, but is subject to change. The warehouse will notify schools that are affected by such changes. The warehouse is contracted to deliver, Monday-Friday from 7:00 a.m. – 5:00 p.m., so your delivery could happen anytime between those hours during your expected delivery week. Please note: DPI does not control the delivery dates or times, nor can we. If you have questions about your delivery, please contact the warehouse directly at: (701)235-0096.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.