



# USDA FOODS UPDATE

January/February 2012 Issue



## Yearly Pre-Preference Survey 2012-2013

Schools are required to complete the **yearly pre-preference survey** in the FNP system. This survey will display all commodities that will be available from USDA during the next school year. This survey will display months August through April. Schools will complete the survey utilizing their entire PAL amount. Once the monthly ordering begins for 2012-2013, schools will see on the first preference survey for August that PAL will be back to its original amount.

**When completing the yearly pre-preference survey, keep in mind that this is not actual customer orders for 2012-2013.** Schools are not locked into the amounts that are filled in. Information from this survey represents demand from schools and will be used to order for the entire year from USDA. We will do our best to purchase what you want, when you want it. Remember...if you do not complete the yearly pre-preference survey, your demand for the school year will not be counted. This can affect the overall ordering for the entire state. That is why it is so important that **ALL** schools complete this yearly pre-survey in the FNP system.

Watch for the yearly pre-preference survey to be available in February 2012.

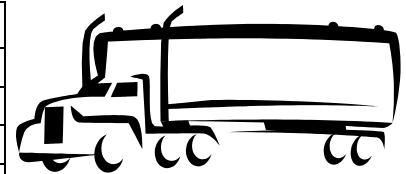
## Complaint Corner



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

## Monthly Commodity Delivery Schedule for 2012

<u>Route A</u>	<u>Route B</u>	<u>Route C</u>
January 9-13	January 9-13	January 23-27
February 13-17	February 20-24	February 27-Mar 2
March 12-16	March 19-23	March 26-30
April 9-13	April 16-20	April 23-27



If there are any changes in delivery dates and/or preference survey dates, your school will be notified via e-mail.

Please direct all your questions to Rene Gonzalez by e-mail or telephone at 1-888-338-3663. To see what route your school district is on, go to: <http://www.dpi.state.nd.us/child/fdp/routes.pdf>

\*\*\*The current fuel surcharge is 21%. This charge changes monthly

*CNFD Website for more USDA Foods information:*

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

Click on Programs, then Food Distribution Programs, then under Resources click on Resources for School USDA Food Programs

## **Please ensure all kitchen personnel read the following:**

This 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.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.