



State of Arizona
Department of Education

HNS# 14-2015

MEMORANDUM

TO: USDA Foods Program Sponsors

FROM: Mary Szafranski, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services Division

Ellen Pimental, Director
Arizona Department of Education, School Food Programs

DATE: June 5, 2015

SUBJECT: Administrative and Delivery Fees for School Year 2015-2016 (SY16)

Original Signed

SY16 is quickly approaching and the Arizona Department of Education (ADE) would like to take this opportunity to update sponsors regarding USDA Foods Program administrative fees scheduled for the upcoming school year. ADE will be implementing a “fair share” model for USDA Foods administrative fees by applying a fee to diverted pounds for processing just as we currently apply a fee to brown box USDA Foods. The USDA Foods State Distribution and Assessment Fees document released by USDA in May 2015 shows that a number of states have various administrative fee models. (*This document is located in CNP2000 in the “document” section.*) Arizona is comparable to the national average for delivery and administrative fees.

Sponsors will be charged two cents (\$0.02) per pound administrative fee for all USDA Foods diverted to a Processor for processed end products. ADE will be sending invoices to sponsors beginning September 2015 and payment will be due by October 2015. For USDA Foods brown box items, the administrative fees will remain at \$0.25 per case for SY16.

If you have any questions or concerns, please contact Ellen Pimental at Ellen.Pimental@azed.gov or 602-542-6208 or Mary Szafranski at Mary.Szafranski@azed.gov or 602-542-8700.



1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-8700 •

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