



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

FD # 02-08

MEMORANDUM

TO: National School Lunch Administrators
Commodity Contacts

Original Signed

FROM: Tina Herzog, Program Director
Food Distribution Program

SUBJECT: Welcome Packet – School Year 2008

The enclosed materials are for the 2007-2008 school year. It is important that you carefully read the entire memo.

Below is a list of items attached to this memo or the web addresses where they can be found:

- **SY 08 Calendar for Group A & B commodities.** *These are only **estimated** arrival dates, which are updated monthly and located on our website at <http://www.ade.az.gov/health-safety/cnp/fdp/calendar.asp>*
- **Food Distribution Training Schedule**
- **Storage Self Evaluation Form** – *This must be completed at the beginning of each school year and **kept in your files**. This document will be reviewed by your Specialist on your NSLP review.*
- **Temperature Chart** – *to be posted for all storage areas.*
- **Commodity Fact Sheets** (with Commodity Codes) – *The fact sheets are available on USDA's website: (<http://www.fns.usda.gov/fdd/schfacts/>).*
- **Commodity Values** – *No copy is attached. Please visit the Food Distribution web page (<http://www.ade.az.gov/health-safety/cnp/fdp/>) and click on Commodity Prices to get this year's commodity price list.*
- **Warehouse Order Placement Schedule (U.S. Foodservice)**
- **Delivery Information Application** – *A copy is attached to use if you have any changes. Please send an updated one anytime you have updated personnel or contact information.*
- **Contact List for ADE and U.S. Foodservice**

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Food Distribution “Overview” Training Opportunities

Food Distribution Overview will teach you how to participate in the commodities program. This workshop is different from the Internet training classes. This is an all-encompassing workshop covering the entire Program of Food Distribution. The Overview training is done in conjunction with the NSLP’s A+ School Lunch training. Commodities training will be included in Day Two of this workshop. If you have questions about the other topics covered in this NSLP training, please contact Crystal Kalahar @ (520) 628-6777 or go to the NSLP website, <http://www.ade.az.gov/health-safety/cnp/nslp/NSLPseminars.asp> . **Registration can be done on-line at www.ade.az.gov/online/registration. There is no charge for this training.** Attached is a list of all training dates, times and locations.

Commodity Training and Ordering on the Internet

The Food Distribution Program is operating 100% on-line. You will need to have access to the Internet to be able to order/refuse commodities or view entitlement.

In order for schools to access allocated commodities, place refusals and commodity orders, all schools need to be registered for access on the CNP2000 Commodity Ordering System. **If you are not currently registered or have not attended training, you need to register immediately.** You must take the Commodity Ordering Web-based Training to learn how to use the Food Distribution CNP2000 Internet program. Enclosed you will find a list of training dates and locations. To register for one of these trainings, please go to <http://www.ade.az.gov/online/registration/> and choose Food Distribution, then select the date and location you would like. For your convenience, “Internet” training classes have been set-up in Phoenix, Tucson and Flagstaff. There is no charge for this training. **Space is limited and classes fill up fast.**

Allocations will be posted on-line for those who have attended training and have a user ID and password. If you are a new Food Service Director and are using a previous director’s ID and password, **STOP!** Everyone on-line must have his or her own password. We will be turning off all passwords of Director’s that have left their current position. **Remember employees of Food Service Management Companies (FSMC) cannot have a login. You must be an employee of the school in order to get a login and access the CNP2000 system. You will be required to show proof of your employment at the time of training.**

ADE will post the allocations on Tuesdays and Thursdays depending on new shipment arrivals at US Foodservice. Therefore, you can view new allocations on Wednesdays and Fridays. *It is suggested that you develop an internal office policy to check for new allocations at least once a week.* You will **not** receive an alert or other notification when a new allocation has been posted to the Internet, so it is important that you check for new allocations on CNP2000 weekly.

A sponsor, that has Internet capabilities and is logged into the system, will be able to receive all allocations on-line. Commodity orders are entered online and go directly to the distributor, therefore expediting your order and reducing your paperwork. **Since U.S. Foodservice requires a 72-hour prior notice for all orders, they have provided an “Order Placement Schedule” for your convenience** (included in this packet).

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Commodity Distributor/Delivery Prices/Administrative Fee

The Arizona Department of Education (ADE) has renewed the contract with U.S. Foodservice (Contract # ED04-0055) to continue distribution of the USDA commodities for School Year 2007-2008. Please note the new delivery fees listed below, which will be effective beginning September 10, 2007 (delivery fees prior to that date will be the same as last year plus the increased administrative fee (10¢ more)).

<i>Prep Site</i>	\$3.43 per case (10 case minimum – ADP of 250 or less) (20 case minimum – ADP of 251 or more)
<i>Warehouse</i>	\$3.28 per case (100 case minimum, exchangeable pallets & Forklift required)
<i>Pick Up</i>	\$2.24 per case (100 case minimum, exchangeable pallets & refrigerated truck required)

The above delivery fees include the new administrative fee of 25¢ for the 2007-2008 school year, which is an increase of 10¢ from the 2006-2007 school year and any increase in delivery charges negotiated between ADE and U.S. Foodservice. The excess storage and private storage fees will remain \$1.10 per case for the upcoming year.

Excess Storage Charges

ADE will invoice all schools for Excess Storage charges of \$1.10 per case on cases allocated that are not refused by the refusal date or ordered out by the close date. **This fee will be applied to ALL allocations**, including NOA's for A & B commodities, Group B products not ordered out in the month identified on your Planned Usage Request Form, Surplus requests, and Special requests. You will not only be charged the fee but the items will also be removed from your allocation. Invoices are due net 30 days. **If we still have not received payment after 60 days, you will be subject to a late charge and your reimbursement claims will be held until payment has been received.** To avoid any confusion, be sure to identify the invoice number you are paying on the check/warrant.

Delivery Window

The delivery window for all commodity deliveries by U.S. Foodservice is 6:00 a.m. to 2:30 p.m. If a delivery is refused during these hours, you will be subject to a re-stocking fee of \$0.80 per case with a \$10.00 minimum charge. Many sponsors have been requesting specific delivery times for their school. However, there are approximately 340 sponsors receiving commodities at over 4000 delivery sites. It is not possible for U.S. Foodservice to accommodate delivery time requests.

If you have a problem with a specific delivery day or time, please call Linda Thompson at U.S. Foodservice. If you continue to experience delivery problems, i.e. drivers delivering outside the required time, you need to contact a member of the Food Distribution team immediately. Unless we hear from you with delivery problems, we assume that everything is going smoothly.

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School Closures

If your school will be closed for an early release day or holiday and you have placed an order for that day, it is **your responsibility** to have someone **readily available** at the school to accept the delivery. You must notify U.S. Foodservice of any school closures that will affect your delivery. Linda Thompson is your contact. You will receive an invoice from U.S. Foodservice for a restocking fee of \$0.80 per case (\$10.00 minimum) if no one is available to receive an order placed by your district. **Best Advice:** Be aware of your school calendar and order accordingly.

Inventory Management – Single Inventory, Losses and Transfers

In order to make the single inventory system possible, USDA has granted State Distributing Agencies, Department of Education, two voluntary waivers for all schools **not using a Food Service Management Company**: 1) 7 CFR Part 250.14(e) that requires State Distribution Agencies to take an annual physical inventory of USDA commodity foods during the annual sponsor reviews; and 2) 7 CFR Part 250.16(a)(2) that requires sponsors to maintain an accurate and complete inventory of USDA commodity foods. **This waiver does not apply to Food Service Management Companies.**

The Arizona Department of Education has implemented the single inventory record keeping system for eligible schools, but stresses that good inventory management and control practices must be maintained where purchased and commodity foods are inventoried together. Due to implementation of this single inventory system *sponsors not using a management company* **WILL NOT** be required to submit an annual commodity inventory report to ADE at the end of the school year. **Schools using Food Service Management Companies are required to submit the inventory form at the end of each school year, usually by the middle of July.** Even though sponsors that are **not** using a Food Service Management Company will no longer be required to keep a separate inventory of USDA commodity foods, they must treat and safeguard commodities just as they do purchased foods. Schools will still be audited and must show how inventory movement occurred. Therefore, keep documentation of all losses or transfers on file.

Those same sponsors will no longer be required to report loss, damaged or out-of condition commodities to ADE unless the value of the loss exceeds \$2,500. Sponsors will treat the loss in the same manner as you treat purchased food losses, though all losses of USDA commodities should be replaced with like product and documentation should be kept on file at the school. If you have a loss of commodities that exceeds \$2,500, please contact Danielle Daugherty to make a claim.

Finally, arrangements for transfers of commodities to other schools will be done at the local level and is not required to go through ADE. Sponsors may use commodity foods across programs (NSLP, SBP and SFSP) as long as all income accrues to the nonprofit food service account. Sponsors are responsible for ensuring that all food resources are used properly. Misuse of food service commodities is subject to criminal prosecution under Section 12(g) of the National School Lunch Act.

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Transferring Commodities

If you have any commodities that you are trying to transfer, or if you are looking for a specific commodity and need assistance, you can contact any Food Distribution staff. Commodities can be transferred between sponsors operating on the NSLP or SFSP with the completion of the proper transfer form, which is located on the ADE Food Distribution web page. Transfer forms must be kept on hand by the sponsor in case of an audit. Please contact a member of the Food Distribution team if you have any questions.

Commercial Labels

USDA will continue to purchase commodities using commercial labels. This is optional for vendors so you may receive both commercial labels as well as USDA labels.

Processing Commodities

In conjunction with the SNAAZ (School Nutrition Association of Arizona) Fall Conference being held in September, ADE will be conducting an introductory processing workshop, which will focus on how to prepare for processing commodities and some best practices for processing. Attendance at this workshop is highly encouraged for any sponsors that are interested in beginning to process commodities. As details are finalized between SNAAZ and ADE, sponsors will be notified.

Surplus Commodities

Surplus is available to any school district the entire year. The surplus list is a great way to supplement your current allocations. You can request items from the surplus list to meet your minimum case count, instead of waiting for the next allocation and potentially letting items go past their close date. The list is updated continually as people refuse commodities. You may request a surplus list once a week.

If you are interested in obtaining an updated surplus list, you can call Danielle Daugherty. She will fax you the list to complete and then you can fax back to Barbara Lado so she can allocate your request. Barbara will allocate items from the surplus list by fair share, which means you may not receive all the items or quantities you requested. Surplus allocations only have **one week** from the allocation date until the close date, so you will need to place the items on an order as soon as possible after getting the allocation. **It is your responsibility to put the surplus allocation on an order form.** If the allocation goes past the close date, you will lose the commodities and be charged a storage fee as well.

If there is anything the Food Distribution staff can do to assist you during the school year, please do not hesitate to call any one of the Food Distribution Team. We are here to assist you in any way we can to help ensure a successful Food Distribution Program.

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*** NEW * - CNP2000 Enhancements for SY07-08**

You will notice a few changes on the CNP2000 web-based ordering system. Here are a few:

- Delivery and Contact Information must now be updated online instead of submitting a Delivery Information Application (DIA) at the beginning of the year. Once you have been approved for Food Distribution, you will have to submit a DIA to us for any information changes, since sponsors with an Active status cannot make changes. Please review the memo ([FD Memo 01-08](#)) regarding this enhancement and instructions on how to update your information.
- E-mail functionality is now available in CNP2000. We now have the ability to send e-mail messages via the CNP2000 program. These messages will include food alerts/recalls, memos, updates, deadlines, etc. It is important that you have e-mail addresses listed in CNP2000 in order to get any messages sent. Please review the memo regarding the CNP2000 e-mail function ([FD Memo 03-08](#)) for information on how to retrieve and acknowledge system e-mails.
- The Processing Catalog is now separated into individual processors on the CNP2000 website, which allows you to view a particular processor to see their approved products. Click on the Proc. Catalog link in CNP2000 to see all processors.

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CALENDAR FOR "A" AND "A" BONUS COMMODITIES SY 2008

ITEM DESCRIPTION	COMM CODE	PACK SIZE	July		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL	
			01-15	16-31	01-15	16-31	01-15	16-30	01-15	16-31	01-15	16-31	01-15	16-30	01-15	16-31	01-15	16-31	01-15	16-31	01-15	16-31
Almonds Roasted 2	A263	12/2 lb.					ETA															
Apples Fresh	A343	37/40 LB CTN							ETA			ETA						ETA				
Apples Slices	A345	6#10											ETA									
Applesauce Cnd	A350	6#10				ETA			ETA			ETA		ETA		ETA		ETA		ETA		
Apricots 10	A360	6#10 cans				ETA																
Apricots Cup Frz. 4.5	A449	96/4.5 oz. cup				ETA																
Apricots Diced 10	A382	6#10 cans						ETA				ETA				ETA						
Beans Green Cnd	A061	6#10																ETA				
Beans Green FRZ	A070	30 lb. CTN																				
Beans R Kidney Cnd	A086	6#10 cans											ETA									
Beans Pinto Cnd	A079	6#10																				
Beans Refried Cnd	A085	6#10																				
Beans Veg Cnd	A091	6#10																				
Beef Crumb SPP	A717	4/10 lb. Cntr					ETA					ETA				ETA						
Beef Ground Frz	A608	1/40#					ETA															
Beef Patties (All Beef) Frz	A626	1/40#																				
Beef Patties Lean 40	A627	40 lb. ctn					ETA															
BF Spp Pty Ckdhysy 40	A706	40 lb. ctn																				
Blueberry Dry C 10	A309	10 lb.																				
Carrots 10 (canned)	A100	6#10 Cans																				
Cherries, Dried	A293	4/4 lb.																				
Cherries Red 10	A363	6#10 Cans																				
Chicken, Cnd 50	A507	12/50 oz. cans																				
Chicken Cut Up Frz	A515	1/40#																				
Chicken Breaded 7pc.	A526	1/30#																				
Chicken Diced Frz	A517	1/40#																				
Chicken Fajita Frz	A563	1/30#																				
Corn Liq Cnd	A110	6#10																				
Corn Cob Frz	A129	96-Ear																				
Corn Frz	A130	1/30#																				
Cranberry Dried 5	A291	5/5 lb.																				
Cranberry Sauce 10	A288	6/10#																				
D-ANJOU Fresh	A441	45 lb. ctn																				
Eggs, Whole 5	A568	6/5 lb. ctn																				
Fruit Mix 10	A470	6#10 cans																				
FRT-Nut Mix 5	A261	5/5 lb.																				
Ham Ckd Frz SLC	A726	8/5 LB. PKG.																				
Ham Ckd Frz Cube	A727	4/10 LB. PKG																				

ETA = EST TIME OF ARRIVAL
 CAN = CANCELED
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CALENDAR FOR "A" AND "A" BONUS COMMODITIES SY 2008

ITEM DESCRIPTION	COMM CODE	PACK SIZE	July		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL	
			01-15	16-31	01-15	16-31	01-15	16-30	01-15	16-31	01-15	16-31	01-15	16-30	01-15	16-31	01-15	16-29	01-15	16-31	01-15	16-30
Ham (Pork) Water Added	A693	4/10#																				
Mixed Fruit Cnd	A470	6#10																				
Oranges	A357	34-39 lb. CTN.																				
Orange Juice Sngl	A299	70/40Z																				
Peaches Clng Slc Cnd	A408	6#10			ETA																	
Peaches Clng Diced Cnd	A409	6#10			ETA																	
Peaches Cup 4.4	A416	96/4.4 oz. cup																				
Pears Halves Cnd	A431	6#10																				
Pears Sliced Cnd	A433	6#10																				
Pears Diced Cnd	A434	6#10																				
Peas Cnd	A140	6#10																				
Peas, Frz.	A160	30 lb. CTN																				
Pineapple Tidbits Cnd	A443	6#10																				
Pineapple Chunks Cnd	A448	6#10																				
Pork Sloppy J Ckd.	A712	4/10 LB. CTN.			ETA																	
Pork Snd Pty Ckd. 1.2	A708	40 lb. ctn			ETA																	
Potatoes Wedges Frz	A174	6/5#			ETA																	
Potatoes Rounds Frz	A204	6/5#			ETA																	
Potatoes Oven Fries Frz	A210	6/5#			ETA																	
Raisins 144	A504	144/1.3 oz. box																				
Salsa Cnd	A237	6#10			ETA																	
Spaghetti Sauce Cnd	A243	6#10			ETA																	
Strawberry Cup 4.5	A417	96/4.5 oz. cup			ETA																	
Strawberries Slc	A380	30 lb. CTN																				
Sweet Potatoes	A220	6#10 cans																				
Sweet Potatoes M	A222	6#10																				
Tomato Sauce Cnd	A239	6#10																				
Tomatoes Diced Cnd	A241	6#10			ETA																	
Turkey Roasts	A537	32-48#			ETA																	
Turkey Hams	A548	1/40#																				
Turkey Breast Deli	A549	1/40#																				
Turkey Breast Deli Smk	A550	1/40#																				
Turkey Taco Filling	A565	1/30#																				
Tuna 66.5	A742	6/66.5 OZ CNS																				

* Bonus

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 TBA = TO BE ANNOUNCED

CALENDAR FOR "B" AND "B" BONUS COMMODITIES SY 2008

COMM CODE	ITEM DESCRIPTION	PACK SIZE	AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL	
			01-15	16-31	01-15	16-30	01-15	16-31	01-15	16-30	01-15	16-31	01-15	16-31	01-15	16-29	01-15	16-31	01-15	16-30
B028	Cheese Ched RD Ft Shed W	6/5#	ETA								ETA									
B031	Cheddar Shred Y	6/5 #	ETA		ETA		ETA		ETA		ETA		ETA		ETA					
B032	Cheddar Shred W	6/5#	ETA																	
B034	Cheese Ched RD Ft Yellow	4/10#	ETA								ETA		ETA							
B035	Cheese Mozz Lt Shred Frz	1/30#	ETA					ETA					ETA							
B037	Mozz LMPS SD 30	30 # BOX	ETA		ETA			ETA		ETA		ETA		ETA						
B042	MOZZARELLA 6 FRZ	8/6 LB LV			ETA															
B064	CHEESE 30 LVS	6/5LB LV			ETA															
B065	Cheese Sliced Yellow	6/5#		ETA				ETA		ETA		ETA		ETA						
B119	Cheese Blend Slc	6/5#	ETA					ETA				ETA								
B133	Cheese Blend Slc W	6/5#			ETA															
B183	Flour All Purpose	4/10#	ETA								ETA									
B233	Flour Bread	4/10#			ETA															
B351	Flour WW 40	4/10#		ETA																
B368	Flour Mix Biscuit LoFat	6/5#			ETA															
B428	Whole Grain Rotini	1/20#				ETA														
B430	Pasta Macaroni	1/20#	ETA										ETA							
B435	Pasta Macaroni Rotini	1/20#		ETA										ETA						
B473	Peanut Butter Smooth	6/5#	ETA					ETA				ETA								
B505	Rice Long Grain	1/25#	ETA																	
B545	Rice B 25	1/25#	ETA																	
B670	Vegetable Oil	6/1 Gal	ETA																	
B685	Vegetable Shortening Liq	6/1 Gal		ETA																
B720	Vegetable Shortening	12/3#																		
B836	Whole Grain Spaghetti	1/20#			ETA															
B840	Pasta Spaghetti	1/20#	ETA																	ETA

* Bonus

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Commodity Ordering Web-Based Training

Come join us for a training session and learn how to manage your commodities via the Internet. Not only will you learn about allocations, how to refuse and order commodities, but we will also discuss surveys and how to submit them online. **This session is REQUIRED for new sponsors and new Food Service Directors participating in the program.**

Phoenix

ADE 2005 N. Central Avenue

DATE	Time
August 15, 2007	9:00-12:00
August 16, 2007	1:00-4:00
August 30, 2007	9:00-12:00
August 30, 2007	1:00-4:00
September 13, 2007	9:00-12:00
September 13, 2007	1:00-4:00
October 10, 2007	9:00-12:00
November 29, 2007	1:00-4:00
January 18, 2008	9:00-12:00
January 29, 2008	9:00-12:00
February 6, 2008	1:00-4:00
February 15, 2008	9:00-12:00
February 18, 2008	1:00-4:00
March 7, 2008	9:00-12:00

Tucson

2025 E. Winsett Street

DATE	Time
September 6, 2007	10:00-1:00
September 7, 2007	12:00-3:00
October 4, 2007	10:00-1:00
January 17, 2008	10:00-1:00

Flagstaff

3285 E. Sparrow Avenue

DATE	Time
August 23, 2007	10:00-1:00
August 24, 2007	10:00-1:00
September 20, 2007	10:00-1:00
October 19, 2007	10:00-1:00
February 21, 2008	10:00-1:00

All Registration is done on Line: www.ade.az.gov/onlineregistration

NSLP

SFSP

Storage Facility Self-Evaluation Form

Name of Recipient Agency: _____ CTD _____

Address: _____

Date: _____

(A) FACILITY REVIEW

YES NO

- | | | |
|---|--------------------------|--------------------------|
| 1. Does storage space appear to be adequate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is storage space in good repair? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are USDA commodities of any kind stacked together to permit easy identification and provide accountability? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are USDA commodities stacked off the floor and on pallets or shelves to allow for proper ventilation and easy inventory? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are USDA commodities stacked at least 18 inches from any walls and at least two feet from the ceiling?
<u>Exception:</u> Non-warehouse sites such as small storage rooms are allowed a one-inch separation from the wall. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are USDA commodities stacked to prevent damage from excess weight on bottom layers? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are out-of-condition foods stored separately? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are foods stored separately from pesticides, herbicides, cleaning supplies, and other materials that could contaminate foods in storage? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are safeguards taken to prevent donated foods from theft? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is your storage area maintained in a way that prevents accidents? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is your storage area free from rodent, bird, insect and other animal infestation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are required local/state health inspection certificates on file? | <input type="checkbox"/> | <input type="checkbox"/> |

(B) COMMODITY UTILIZATION

1. Is the agency utilizing USDA commodities on a first-in first-out basis?
2. Are commodities requested and accepted only in such quantities that can be used without waste?
3. Identify all commodities that exceed a six-month usage.

<u>Commodity</u>	<u>Date Received</u>	<u>Amount in Excess</u>	<u>Will Increase Usage</u>	<u>Request A Transfer</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(C) TEMPERATURE CONTROL REVIEW

- | | <u>YES</u> | <u>NO</u> |
|--|--------------------------|--------------------------|
| 1. Are daily temperature readings recorded for all storage facilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are dry storage areas maintained between 50°F and 70°F? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are refrigerated storage areas maintained at a temperature between 35°F and 41°F? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are the freezer storage areas at a temperature of 0°F or below? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are all perishable items stored at the temperature listed on the commodity case? | <input type="checkbox"/> | <input type="checkbox"/> |

(D) INVENTORY RECORDS REVIEW

1. Is your site maintaining a perpetual inventory system?
 If no, explain: _____

COMMENTS

Keep this document in your files for future Site Review. It is not necessary to return a copy to our office.

I have read and understand the questions on this survey. My answers are correct and complete to the best of my knowledge.

**Print or Type Name of
Authorized Representative**

Signature

Dated

Value of Order

Code	Commodity	Cases Ordered	Cost per Case	Total Value
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

Total: \$

Shipping Cost: \$

U.S. FOODSERVICE ORDER PLACEMENT SCHEDULE

USDA Commodity Deliveries

The "Submit Order By" day is the last day an order may be submitted to U.S. Foodservice for delivery to occur on the next scheduled delivery day.

Orders may be submitted at any time before the "Submit Order By" day.

Submit Order By	For Delivery On
Tuesday	Monday
Wednesday	Tuesday
Thursday	Wednesday
Friday	Thursday
Monday	Friday

Internet orders are continually processed from the ADE website by U.S. Foodservice personnel. Product add-ons may be added to an order that is in open status.

To avoid minimum case charge, please review your order for the amount of cases. Minimum case charges are **PER** order. Please keep this in mind when placing orders. If you do not know your minimum case requirements, contact ADE or Pam Bowers 602-352-3439 or Linda Thompson 602-352-3441 or call U.S Foodservice at 1-800-451-6638 and ask for Pam or Linda.

**Arizona Department of Education
School Nutrition Programs Application
Food Distribution Program Delivery Information
2007 - 2008**

Instructions: Complete this form to receive commodities. If sponsor has more than four delivery locations, duplicate this form prior to completing and continue delivery locations on the second form. **Reminder:** The delivery times for commodities are between **6:00 a.m. and 2:30 p.m.** You must have staff available during this time to accept deliveries.

1. Sponsoring Organization: _____ **CTD#:** _____

<p>2. Commodity Contact</p> <p>Name: _____ Address: _____ City: _____ St: _____ Zip: _____ Phone: (____) _____ - _____ ext. _____ Fax: (____) _____ - _____ E-mail: _____</p>	<p>3. Commodity Billing Contact:</p> <p>Name: _____ Address: _____ City: _____ St: _____ Zip: _____ Phone: (____) _____ - _____ ext. _____ Fax: (____) _____ - _____ E-mail: _____</p>
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4. Daily Student Participation Estimate - Complete if new sponsor only: _____

5. Delivery Locations:

Site Name: _____
 Contact: _____ Phone: (____) _____ - _____ Ext. _____

 Street Address _____ Fax: (____) _____ - _____

 E-mail: _____
 City: _____ St: _____ Zip: _____ County: _____
Delivery Option - Select one: Prep-site Warehouse* Pick-up at Distributor**

Site Name: _____
 Contact: _____ Phone: (____) _____ - _____ Ext. _____

 Street Address _____ Fax: (____) _____ - _____

 E-mail: _____
 City: _____ St: _____ Zip: _____ County: _____
Delivery Option - Select one: Prep-site Warehouse* Pick-up at Distributor**

Site Name: _____
 Contact: _____ Phone: (____) _____ - _____ Ext. _____

 Street Address _____ Fax: (____) _____ - _____

 E-mail: _____
 City: _____ St: _____ Zip: _____ County: _____
Delivery Option - Select one: Prep-site Warehouse* Pick-up at Distributor**

Site Name: _____
 Contact: _____ Phone: (____) _____ - _____ Ext. _____

 Street Address _____ Fax: (____) _____ - _____

 E-mail: _____
 City: _____ St: _____ Zip: _____ County: _____
Delivery Option - Select one: Prep-site Warehouse* Pick-up at Distributor**

* Must have a minimum of 100 cases per order and exchangeable pallets.

** Requires 100 case minimum per order, exchangeable pallets, fork-lift and refrigerated truck.

**Arizona Department of Education Food Distribution Program
Contact Information Sheet**

Physical Address: 2005 North Central Avenue - 3rd Floor
Phoenix Arizona 85004

Mailing Address: 1535 West Jefferson St. Bin 7
Phoenix Arizona 85007

Phone Number - Receptionist: (602) 542-8700
Fax Number: (602) 542-6978 (FD direct) or (602) 542-1531

Tina Herzog, Food Distribution Program Director
Phone Number: (602) 542-8781
E-Mail: tina.herzog@azed.gov

Leona Benally, Processing Specialist
Phone Number: (602) 364-1965
E-Mail: leona.benally@azed.gov

Dawn Irvine, Processing Specialist
Phone Number: (602) 364-0714
E-Mail: dawn.irvine@azed.gov

Barbara Lado, Program/Project Specialist
Phone Number: (602) 542-8721
E-Mail: barbara.lado@azed.gov

Danielle Daugherty, Administrative Assistant
Phone Number: (602) 542-8729
E-Mail: danielle.daugherty@azed.gov

**US Foodservice
State Contracted Warehouse & Product Delivery Service**

Physical Address: 4650 West Buckeye Road
Phoenix Arizona 85043

Phone Number - Mail Line: (602) 269-7241
Phone Number - Toll Free: (800) 451-6638

Linda Thompson, USDA Commodity Coordinator
Phone Number: (602) 352-3441
E-Mail: Linda.Thompson@USFOOD.com

Pam Bowers, USDA Commodity Coordinator
Phoenix Number: (602) 352-3439
E-Mail: Pam.Bowers@USFOOD.com