



State of Arizona  
Department of Education  
Office of Diane M. Douglas  
Superintendent of Public Instruction

**HNS-02-2017**

## MEMORANDUM

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**To:** USDA Foods Program Recipient Agencies

**From:** Melissa Conner, Associate Superintendent  
Julie Shelton, School Food Programs Director  
Arizona Department of Education, Health & Nutrition Services

*Original Signed*

**Date:** February 2, 2017

**RE:** USDA Foods: Invoicing for excess storage fees and auto shipments of surplus

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### Excess Storage Fees

ADE will once again begin invoicing all schools for excess storage fees at \$1.10 per case on all USDA Foods cases allocated that are not scheduled for shipment by the “Must Ship by” date. This fee will be applied to ALL allocation types. Invoices are due net 30 days. If payment is not received after 60 days, your USDA Foods account will be changed to “On Hold” status until payment has been received. When remitting payment, please identify the excess storage fee invoice number on your check/warrant.

### Surplus USDA Foods

ADE will begin auto shipping all surplus requests. Approved surplus requests will be shipped on your next available ship date. Please note: For Recipient Agencies with more than one delivery site, the surplus materials will be shipped to the site listed first in MyFoods. If you would like to change the delivery site you may do so by editing the shipment prior to your delivery date.

Please direct questions to the School Food Programs Team at: [FDP@azed.gov](mailto:FDP@azed.gov) or 602-542-8700.

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