November 18, 2012

MEMORANDUM

TO: All School Food Authorities

FROM: Mack B. Williams, Director
Food Distribution Division

SUBJECT: USDA Commodity Order for SY 2013-2014

It’s time to order commodities for school year 2013-2014. The information and forms contained in this packet will allow you to coordinate and order all of your commodities at one time.

A couple of things to remember:

1. It is totally based on estimates: estimated meals, estimated values, estimated shipping periods and an estimated per meal rate. Nothing is exact, but it should be close.

2. When orders are placed with USDA many things can happen that may affect the actual delivery of commodities. At times, products may not be purchased or the delivery dates may be delayed.

This packet includes the following:

1. An instruction page detailing how to complete each section of the order form. (Attachment 1)

2. The Summary Commodity Order Form with your School Food Authority name, your Planned Assistance Level (PAL), and the options that you have to utilize the PAL. (Attachment 2)
November 18, 2012

3. A Fresh Produce form to complete if you wish to participate in the DOD Program AND did not do so in SY 12-13. If you are currently participating, you do not need to complete this form. (Attachment 3)

4. A Tentative Order Form for Group B commodities. (Attachment 4)

5. A form to calculate the total value of Commodities Diverted for Processing. (Attachment 5)

6. An order form to request canned fruit, vegetables and bulk meat commodities for direct allocation to your school district. (Section 32 Order Form) (Attachment 6)

In preparing for the new school lunch regulations, new product offerings are necessary. Suggestions gathered at area meetings for supervisors and directors were compiled. We are happy to introduce five new items to the Section 32 and Group B order forms. These items are Frozen Broccoli, Great Northern Beans, Navy Beans, Pinto Beans, Reduced Fat Shredded Cheese, and Parboiled Brown Rice. Any input about future products that you would like to be offered is welcomed and will be considered. Also, as always, the demand for a product will indicate if it will be ordered because of the restraints of ordering by a full truck.

Your ordering information which includes the Summary Order Form, DOD Request form if applicable, Tentative Order Form, Section 32 Order Form and Commodities Diverted for Processing form, if applicable, must be returned to our office no later than MARCH 4, 2013.

If there are items you would like to see added to our list, let me know. For a complete list of POSSIBLE options please visit the USDA website at www.commodityfoods.usda.gov. This site also contains fact sheets for all items.

If you have any questions, comments or suggestions I hope you will share them with me.

Thanks for allowing me the opportunity to serve you.
ATTACHMENT 1

INSTRUCTIONS FOR ORDERING COMMODITIES FOR SCHOOL YEAR 2012-2013

1. Department of Defense Fresh Produce Program (DOD) - Indicate here the amount of your PAL that you would like to allocate to this program. The minimum amount that can be requested for this program is $200.00. If you do not want to participate in the DOD program, then put $0 in this space. If you want to participate in SY 13-14 and have not participated in the past, then you need to complete attachment 3 and submit the completed form.

2. Tentative Order Form – This is something you are all familiar with. Complete the form as you usually do and put the total value of commodities requested as indicated. If the requests do not justify ordering this commodity, then you will be so advised. NOTE-do not include requests for diversion of any of these commodities on this form.

3. Diversion Requests – This is always the tricky one. In this section you will need to The pounds requested for each commodity must equal the pounds that will be submitted or has been submitted on the “Request for Truckload” forms which are also due in our office by MARCH 4, 2013. If you do not participate in the diverted processing program, then put $0 in this space.

4. Section 32 Order Form - Canned Fruits, Vegetables and Frozen Bulk Meat – This form is used to order Group A items. Each product has an estimated case value and at least one estimated delivery month. Your job is to indicate how many cases of each item you would like to be allocated to you in the month(s) indicated. Then calculate the value of each item and put in the Total Estimated Value column. Meat items have no delivery months indicated because we do not have control of the delivery periods for those items purchased by USDA. You can request the total number of cases for each meat item you would like to receive for the year and calculate the total value for each item.

5. Total Value – At this point you have determined your requested commodity order for all items available for the SY 13-14. Now add all the categories and compare the total with your PAL at the top of the Summary Order Form. The amount requested can not exceed your PAL.

Check your math, sign it and send the entire packet to me at the address on the bottom of the Summary page no later than MARCH 4, 2013.
SUMMARY COMMODITY ORDER FORM 2013-2014
FIRST LINE SCHOOLS
PAL $75,921.30

1. Department of Defense (must be at least $200.00)
   Fresh Produce Program
   $0

2. Group B Tentative Order
   $15,713.68

3. Commodities Diverted for Processing
   $0

4. Section 32 Order Form
   $60,204.20

5. Total Value of Commodities Requested
   $75,917.88

DUE MARCH 4, 2013
RETURN TO:
Louisiana Department of Agriculture & Forestry
Food Distribution Division
P.O. Box 3481
Baton Rouge LA 70821-3481

FAX NUMBER (225)237-5819
OR Scan & email
jgoodale@ldaf.state.la.us

DATE
2/23/13

Signature of Authorized Representative
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Date

**Commodity Order of USDA**

Baton Rouge, Louisiana 70821-3411

Post Office Box 3411
LA Department of Agriculture and Forestry
Food Distribution

SC-TO

ATTACHMENT 4

SUPERVISOR:__

FIELD:__

POSTED:__

FOR OFFICE USE:__
ATTACHMENT 3

DEPARTMENT OF DEFENSE FRESH FRUITS AND VEGETABLES
SCHOOL YEAR 2012-2013

FOR NEW PARTICIPANTS ONLY

The following information is needed if you wish to participate in the DOD Fresh Fruit and Vegetable Program.

1. Name of school district  
   FirstLine Schools, Inc

2. Email address of contact person  ecalvin@firstlineschools.org

In order to ensure that all of our dollars are allocated, I need you to return this survey to our office no later than MARCH 4, 2013.

Signature  

Date  

2/26/13

Additional information that will help the Department of Defense meet your particular needs.

A. How many sites do you want deliveries made to? Please attach a list along with the physical address, email, contact person, and phone number and fax number if available for each site. Also, if more than 1 person will be responsible for placing orders, list their information along with the site.

B. List your delivery day preference. (1-5 with 1 being first choice, 2 second choice, etc.). Monday deliveries are not easily accommodated, but every effort will be made to meet your needs.

   4  Monday  2  Tuesday  1  Wednesday  3  Thursday  5  Friday
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<th>COMMODITY ITEM</th>
<th>POUNDS</th>
<th>VALUE PER POUND</th>
<th>POUNDS REQUESTED</th>
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TOTAL VALUE OF DIVERSION REQUESTS: ..........................

DUE MARCH 4, 2013

Signature: [Signature]

Date: 2/23/13
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<th>COMMODITY ITEM</th>
<th>UNIT SIZE</th>
<th>ESTIMATED COST/CASE</th>
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<th>NUMBER OF CASES REQUESTED</th>
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<tr>
<td>Potato Wedges</td>
<td>6/5#/ Pkg</td>
<td>$16.30</td>
<td>October</td>
<td>50</td>
<td>856.00</td>
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<tr>
<td>Potato Wedges</td>
<td>6/5#/ Pkg</td>
<td>$16.30</td>
<td>February</td>
<td>40</td>
<td>652.00</td>
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<tr>
<td>Applesauce</td>
<td>6/#10 Cans</td>
<td>$30.08</td>
<td>December</td>
<td>40</td>
<td>652.00</td>
</tr>
<tr>
<td>Potato Rounds</td>
<td>6/5#/ Pkg</td>
<td>$14.60</td>
<td>December</td>
<td></td>
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</tr>
<tr>
<td>Potato Rounds</td>
<td>6/5#/ Pkg</td>
<td>$14.60</td>
<td>March</td>
<td>40</td>
<td>584.00</td>
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<tr>
<td>Spaghetti Sauce</td>
<td>6/106 Oz Pouch</td>
<td>$13.78</td>
<td>December</td>
<td>40</td>
<td>584.00</td>
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<tr>
<td>Green Beans</td>
<td>6/#10 Cans</td>
<td>$14.32</td>
<td>October</td>
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<tr>
<td>Green Beans</td>
<td>6/#10 Cans</td>
<td>$14.32</td>
<td>March</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apple Slices</td>
<td>6/#10 Cans</td>
<td>$32.50</td>
<td>January</td>
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<td>Vég Beans</td>
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<td>$15.64</td>
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<td>Red Beans</td>
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<td>January</td>
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<td>Turkey Taco Fill</td>
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<td>Ham Ckd Frz Sliced</td>
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<tr>
<td>Ham Ckd Frz Cubed</td>
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TOTAL SECTION 32 ORDERS $60,304.20

Signature: [Signature]
Date: 2/23/13