



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY
MIKE STRAIN DVM
COMMISSIONER



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)

Agricultural &
Environmental
Sciences
P.O. Box 3596
Baton Rouge,
LA 70821
(225) 925-3770
Fax: 925-3760

Agro-Consumer
Services
P.O. Box 3098
Baton Rouge,
LA 70821
(225) 922-1341
Fax: 923-4877

Animal Health
& Food Safety
P.O. Box 1951
Baton Rouge,
LA 70821
(225) 925-3962
Fax: 925-4103

Forestry
P.O. Box 1628
Baton Rouge,
LA 70821
(225) 925-4500
Fax: 922-1356

Management
& Finance
P.O. Box 3481
Baton Rouge,
LA 70821
(225) 922-1255
Fax: 925-6012

Soil & Water
Conservation
P.O. Box 3554
Baton Rouge,
LA 70821
(225) 922-1269
Fax: 922-2577

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**.

Attachment 2

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 | <u>Ø</u> |
| 2. Group B Tentative Order | <u>\$15,713.68</u> |
| 3. Commodities Diverted
for Processing | <u>Ø</u> |
| 4. Section 32 Order Form | <u>\$60,204.20</u> |
| 5. Total Value of Commodities Requested | <u>\$75,917.88</u> |

Signature of Authorized Representative

DATE

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

ATTACHMENT 4
SCH. TO

FOOD DISTRIBUTION
LA DEPARTMENT OF AGRICULTURE AND FORESTRY
POST OFFICE BOX 3481
BATON ROUGE, LOUISIANA 70821-3481
(225) 922-1319

FOR OFFICE USE
POSTED
FIELD SUPERVISOR

TENTATIVE ORDER OF USDA DONATED FOOD COMMODITIES

Please complete in entirety and return by **MARCH 4, 2013** or the donated food commodity items listed will NOT be ordered for your program. This is a tentative order and NOT an Order Acknowledgement. Commodities CANNOT be picked up with this notice.

After this tentative order has been completed and returned to the State Office, commodities for your agency will be allocated monthly.

The Louisiana Department of Agriculture and Forestry will order from the USDA the following items for your program to be allocated the months of August 2013 - April 2014 based on the number of units you can use and store without waste (unit size indicated below).

COMMODITY ITEM	UNIT SIZE	ESTIMATED PRICE	NUMBER OF UNITS REQUESTED												TOTAL CASES	TOTAL VALUE	
			AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.						
1. Flour, AP	8/5 Lb Bag	\$12.29															
2. Rice, White	25 Lb Bag	\$7.70															
3. Vegetable Oil	6/1 Gal Ons.	\$31.65															
4. Flour, WW	8/5 Lb Bag	\$11.98															
5. Cheese, Process	6/5 Lb Case	\$63.71															
6. Cheese, Sliced LF	6/5 Lb Case	\$57.22															
7. Cheese, Mozz LT Shr	30 Lb Box	\$66.14															
8. RF Shredded Cheddar	6/5 Lb Case	\$65.06															
9. Rice Brown	25 Lb Bag	\$8.22															
10. Rotini, Whole Grain	20 Lb Bag	\$9.27															
11. Spaghetti, Whole Grain	20 Lb Bag	\$8.62															
12. Parboiled Brown Rice	25 Lb Bag	\$12.94															
TOTAL VALUE OF ALL GROUP B ITEMS													\$ 2,937.38				
													\$ 15,713.68				

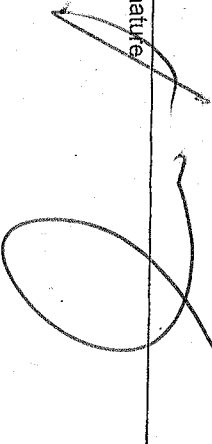
I have completed the "Tentative Order of USDA Commodities" according to the amount of donated food that can be used and stored without waste for our program. I understand that these items will be allocated according to our PAL balance for these commodities. In addition, I also understand that the quantities ordered may be subject to change due to limitations of quantities made available by USDA, availability in the warehouse and storage capabilities of the Department of Agriculture and Forestry.

FirstLine Schools, Inc
School Food Authority/Recipient Agency

Signature

Date

2/22/13



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] _____ 2/26/13 _____
Signature Date

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

RECIPIENT AGENCY

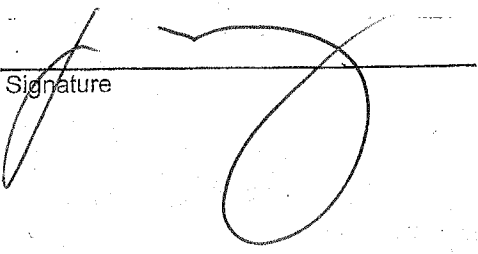
FirstLine Schools, Inc

COMMODITY ITEM	POUNDS	VALUE PER POUND	POUNDS REQUESTED	TOTAL VALUE ASSESSED
A704 Beef Boneless Combo	40,000	\$2.39		
A594 Coarse Ground Beef	42,000	\$2.29		
A518 Chicken, Legs	36,000	\$0.71		
A521 Chicken, Small	36,000	\$0.86		
A522 Chicken, Large	36,000	\$0.75		
A632 Boneless Pork Picnics	40,020	\$1.20		
A734 Pork Roast Bulk	42,000	\$1.38		
A534 Turkey	36,000	\$1.12		
A582 Turkey Thigh Bulk	36,000	\$1.33		
B077 Cheese Mozzarella	40,320	\$1.71		
B049 Barrell Cheese	40,000	\$1.80		
B119 Cheese Blended SLC	39,600	\$1.80		
B071 White Cheddar	39,950	\$1.80		
B072 Yellow Cheddar	39,950	\$1.80		
B065 Cheese Yellow SLC	39,600	\$1.80		
B034 Red Fat Cheddar	39,950	\$1.80		
B030 Cheese Pasturized	39,600	\$1.80		
B672 Veg Oil, Bulk	48,000	\$0.64		
A566 Eggs, Bulk	48,000	\$0.70		
A048 Tomato Paste	39,900	\$0.36		
B198 Flour Bulk	45,000	\$0.24		
A747 Pollock Bulk	39,984	\$1.63		
B539 Rice Brn	42,000	\$0.52		

TOTAL VALUE OF DIVERSION REQUESTS.....

0

DUE MARCH 4, 2013

Signature 

Date 2/23/13

RECIPIENT AGENCY Firstline Schools, Inc

WAREHOUSE NAME Chisesi

COMMODITY ITEM	UNIT SIZE	ESTIMATED COST/CS	PLANNED MONTH OF ALLOCATION	NUMBER OF CASES REQUESTED	ESTIMATED VALUE
Fruit Mix	6/#10 Cans	\$24.66	September		
Fruit Mix	6/#10 Cans	\$24.66	February		
Peaches	6/#10 Cans	\$23.61	August		
Peaches	6/#10 Cans	\$23.61	December		
Peaches	6/#10 Cans	\$23.61	April		
Pears	6/#10 Cans	\$26.63	October		
Pears	6/#10 Cans	\$26.63	March		
Broccoli, Frz	6/5# Pkg	\$28.50	September		
Broccoli, Frz	6/5# Pkg	\$28.50	January		
Great North Beans	25 LBS	\$14.56	October		
Navy Beans	25 LBS	\$10.89	January		
Pinto Beans	25 LBS	\$17.39	March		
Corn	6/#10 Cans	\$16.50	September		
Corn	6/#10 Cans	\$16.50	January		
Corn	6/#10 Cans	\$16.50	April		
Potato FFF	6/5# Pkg	\$14.59	Sept/Oct	40	583.60
Potato FFF	6/5# Pkg	\$14.59	January	40	583.60
Sweet Potatoes	6/#10 Cans	\$24.79	February		
Onion	6/106 Oz Pouch	\$17.16	January		
Potato Wedges	6/5# Pkg	\$16.30	October	50	858.00
Potato Wedges	6/5# Pkg	\$16.30	February	40	652.00
Applesauce	6/#10 Cans	\$30.08	December	40	652.00
Potato Rounds	6/5# Pkg	\$14.60	December		
Potato Rounds	6/5# Pkg	\$14.60	March	40	584.00
Spaghetti Sauce	6/106 Oz Pouch	\$13.78	December	40	584.00
Green Beans	6/#10 Cans	\$14.32	October		
Green Beans	6/#10 Cans	\$14.32	March		
Apple Slices	6/#10 Cans	\$32.50	January		
Veg Beans	6/#10 Cans	\$15.64	February		
Red Beans	6/#10 Cans	\$15.66	January		
Turkey Taco Fill	30# Case	\$53.93	As Available		
Ham Ckd Frz Sliced	8/5# Pkg	\$69.74	As Available	150	\$10,461.00
Ham Ckd Frz Cubed	8/5# Pkg	\$78.96	As Available		
Ground Beef	40# Case	\$89.12	As Available	100	\$8,912.00
Chicken	40# Case	\$40.18	As Available		
Turkey Roast	40# Case	\$79.60	As Available	100	\$7,960.00
Turkey Ham	40# Case	\$49.78	As Available		
Pork Roast	40# Case	\$55.48	As Available		
Spiced Chicken	40# Case	\$94.58	As Available	300	\$28,374.00
Ham Water Added	4/10# Pkg	\$56.08	As Available		
Roasted Chicken	30 Lb Ctn	\$70.95	As Available		

TOTAL SECTION 32 ORDERS \$60,204.20

Signature

Date

2/23/13