

SECTION 3

CSFP Food Package and Ordering

USDA FOODS AVAILABLE FOR 2010*
COMMODITY SUPPLEMENTAL FOOD PROGRAM

CSFP COMMODITY	PACK SIZE	CSFP COMMODITY	PACK SIZE
<i>GROUP (A)</i>			
VEGETABLES **		FRUITS	
Beans, Green (A059)	24/15.5 oz cans	Apricots (A353)	24/15.5 oz cans
Beans, Vegetarian (A090)	24/15.5 oz cans	Applesauce (A351)	24/15.5 oz cans
Carrots (A098)	24/15.5 oz cans	Mixed Fruit (A404)	24/15.5 oz cans
Corn, Whole Kernel (A119)	24/15.5 oz cans	Peaches (A411)	24/15.5 oz cans
Mixed Vegetables (A057)	24/15.5 oz cans	Pears (A437)	24/15.5 oz cans
Peas (A144)	24/15.5 oz cans	Plums (A464)	24/15.5 oz cans
Spinach (A167)	24/15.5 oz cans		
Potatoes, Sliced (A170)	24/15.5 oz cans	MEATS	
Sweet Potatoes (A223)	24/15.5 oz cans	Beef, Canned (A721)	24/24 oz cans
Tomatoes (A240)	24/15.5 oz cans	Beef Stew, Canned (A590)	24/24 oz cans
Tomatoes, Diced (A234)	24/15.5 oz cans	Chicken, Canned (A532)	48/12.5 oz cans
		Beef Chili without Beans, Canned (A702)	24/24 oz cans
		Salmon, Canned (A802)	24/14.75 oz cans
JUICES			
Apple Juice (A274)	8/64 oz bottles	DRY BEANS	
Grape Juice (A269)	8/64 oz bottles	Beans, Light Kidney (A920)	12/2 lb packages
Orange Juice (A271)	8/64 oz bottles	Beans, Great Northern (A917)	12/2 lb packages
Tomato Juice (A270)	8/64 oz bottles	Beans, Pinto (A914)	12/2 lb packages

USDA CSFP FOODS AVAILABLE FOR 2010*
COMMODITY SUPPLEMENTAL FOOD PROGRAM

CSFP COMMODITY	PACK SIZE	CSFP COMMODITY	PACK SIZE
<i>GROUP (B)</i>			
DAIRY		READY TO EAT CEREALS	
Cheese, Reduced Fat (B007)	12/2 lb loaves	Cereal WB Flakes 14 (B876)	14/17.3 oz boxes
Evaporated Milk (B117)	24/12 fl oz cans	Cereal WHT Bran 17.3 C (B803)	14/17.3 oz boxes
Instant Nonfat Dry Milk (B095)	12/25.6 oz packages	Cereal WB 18 oz (B829)	14/18 oz boxes
OILS		Cereal CRN Flakes 18 (B802)	12/18 oz boxes
Peanut Butter (B474)	12/18 oz jars	Cereal CRN FLK 18 (B879)	12/18 oz boxes
INFANT PRODUCTS		Cereal Corn 18 oz (B832)	8/18 oz boxes
Formula, Infant Powdered (B417)	6/12.9 oz cans	Cereal CRN & Rice 12 (B855)	14/12 oz boxes
Cereal, Infant Rice (B146)	8/8 oz cartons	Cereal CRN Rice 12 (B801)	14/12 oz boxes
GRAINS		Cereal Oats 14 Ounce (B804)	12/14 oz boxes
Farina (B160)	24/14 oz packages	Cereal Oats 14 oz (B805)	12/14 oz boxes
Grits, White Corn (B382)	8/5 lb bags	Cereal Oats 18 oz (B831)	10/18 oz boxes
Macaroni (B425)	24/1 lb packages	Cereal Rice Crisp 12 (B833)	16/12 oz boxes
Oats (B445)	12/3 lb packages	Cereal Rice RTE 12 (B845)	16/12 oz boxes
Rice M 2 (B517)	24/2 lb packages	Cereal Rice 18 oz (B830)	8/18 oz boxes
Rice L 2 (B518)	24/2 lb packages		
Rice M 30/2 (B527)	30/2 lb packages		
Rice L 30/2 (B528)	30/2 lb packages		
Spaghetti (B835)	12/2 lb bags		
Whole Grain Rotini (B423)	20/1 lb packages		

**Purchases are subject to market conditions. This list does not include bonus commodities.*

*** A ll canned vegetables are low-sodium (140 milligrams of sodium or less per serving).*



APR 27 2009

United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

SUBJECT: Commodity Supplemental Food Program (CSFP): Revised Food Package
Maximum Monthly Distribution Rates and Potential Impact of Juices in
Plastic Containers

TO: Regional Directors Regional Director
Special Nutrition Programs Office of Field Operations
MARO, MPRO, MWRO, WRO
NERO, SERO, and SWRO

State Directors
CSFP State Agencies
All Participating States

CSFP Distribution Rates

The attached CSFP Maximum Monthly Distribution Rates revise those previously issued by the Food and Nutrition Service (FNS) on October 30, 1998. These updated distribution rates are to be used in conjunction with FNS Instruction 835-1, Rev. 1. This revision does not make changes to the distribution quantities for items already offered in CSFP. Rather, this revision is necessary to reflect multiple changes in food offerings which have occurred since 1998. It should be noted that we have separated the maximum monthly distribution rate tables for nonbreastfeeding/postpartum women and the elderly. This revision enables FNS to adjust the distribution rates for these two distinctly different population groups on an individual basis should the need arise.

Although the attached distribution rates establish maximum quantities, State agency tailoring of the CSFP food package below the maximum quantities is permitted in only very limited circumstances. Per FNS Instruction 835-1, Rev. 1, such tailoring must be based on nutritional rationale and policy. CSFP State agency requests for nutritional tailoring of the food package must be submitted in writing to FNS for review and approval prior to implementation. See Section (V)(C) of the Instruction for further details.

We plan to continue to periodically eliminate some of the more expensive choices within CSFP food package categories. This practice allows us to reduce overall costs, while still making a full food package and variety available to participants. In addition, some foods may be unavailable due to changing agricultural market conditions. Both of these factors may impact the choices listed on the attached maximum monthly distribution rate tables.

Potential Impact - Juices in Plastic Containers

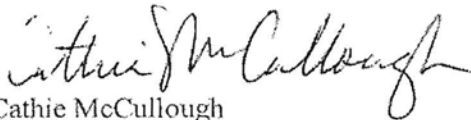
Regarding the juices, FNS is in discussions with the Agricultural Marketing Service to convert to 64-ounce plastic containers for CSFP. The plastic containers are more widely available commercially, and should be easier for participants to use. We have been informed that all of the juices currently offered in cans should be available in plastic containers. The plastic containers would be stacked two high, similar to the cans. The distribution rates for the plastic containers are provided on the attached, should they be offered in CSFP.

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Due to container size, the monthly distribution rates would vary based on whether participants are issued plastic containers or the cans. The distribution rates for the 46-ounce cans would remain the same. Regarding the plastic containers, for most participants, particularly seniors, slightly less total product would be offered. However, the difference in Vitamin C and calories provided by the total CSFP food package would be insignificant. Although less Vitamin C may be offered to other participants taking the plastic containers, including infants, children, and pregnant and breastfeeding women, the sugar content of the food package would be reduced as well. Moderation of the consumption in sugar is supported by both the Dietary Guidelines and the National Advisory Council for Maternal, Infant, and Fetal Nutrition.

We will keep you apprised with regard to potential implementation of the plastic containers, which could happen as early as fiscal year 2010. We welcome your comments on this topic. However, please keep in mind that the agricultural market may dictate if this change occurs, and when it occurs as well. Furthermore, should plastic containers be implemented, we do not intend to increase the amount of juice provided in CSFP beyond what is currently offered.

State agency staff may contact their respective Regional Offices with any comments or questions. Regional Office staff may in turn contact Dana Rasmussen at (703) 305-2662.



Cathie McCullough
Director
Food Distribution Division

Attachment

April 2009

**COMMODITY SUPPLEMENTAL FOOD PROGRAM
MAXIMUM MONTHLY DISTRIBUTION RATES**

Infants

Food Item	Package Size	Packages/Month	Amount/Month
Infants: 0-3 Months			
Powdered Infant Formula	12 oz pkg	10	120 oz
	or	or	
	12.9 oz pkg	10	129 oz
	or	or	
	14.3 oz pkg	9	128.7 oz
or	or		
	25.7 oz pkg	5	128.5 oz
Infants: 4-12 Months			
Powdered Infant Formula	12 oz pkg	10	120 oz
	or	or	
	12.9 oz pkg	10	129 oz
	or	or	
	14.3 oz pkg	9	128.7 oz
or	or		
	25.7 oz pkg	5	128.5 oz
Cereal, Infant Rice	8 oz pkg	4 pkg	32 oz
Juice 1/	46 oz can	2 cans	92 oz
	or	or	
	64 oz container	1 container	64 oz

1/ Tomato juice should not be issued to infants.

April 2009

**COMMODITY SUPPLEMENTAL FOOD PROGRAM
MAXIMUM MONTHLY DISTRIBUTION RATES**

Children (1- 6 Years)

Food Item	Package Size	Packages/Month	Amount/Month
Cereal, Dry Ready-to-Eat 1/ or Farina 1/ or Rolled Oats or Grits 2/	12-18 oz pkg 14 oz pkg 3 lb pkg 5 lb pkg	2 or 2 or 1 pkg or 1 pkg every other month	24-36 oz 28 oz 48 oz 40 oz
Juice	46 oz can 64 oz container	5 cans or 3 containers	230 oz 192 oz
Beef or Beef Stew or Chili or Chicken 3/ or Tuna 3/ or Salmon 3/ or Egg Mix, Dry 3/	24 oz can 24 oz can 24 oz can 12.5 oz can 12 oz can 14.75 oz can 6 oz pkg	1 can or 1 can or 2 cans or 2 cans or 2 cans or 2 pkg	24 oz 24 oz 24 oz 25 oz 24 oz 29.5 oz 12 oz
Evaporated Milk 4/, 5/ or Evaporated Milk 4/, 5/ and Instant Nonfat Dry Milk 4/, 5/	12 oz can 12 oz can 25.6 oz pkg	33 cans or 5 cans and 1 pkg every other month	396 oz 60 oz 12.8 oz (128 oz reconstituted)
Peanut Butter or Dry Beans/Peas	18 oz pkg 2 lb pkg	1 pkg or 1 pkg	18 oz 32 oz
Dehydrated Potatoes or Pasta or Rice or Grits 2/	1 lb pkg 1 lb pkg 2 lb pkg 2 lb pkg 5 lb pkg	1 pkg or 2 pkg or 1 pkg or 1 pkg or 1 pkg every other month	16 oz 32 oz 32 oz 32 oz 40 oz
Cheese	2 lb pkg	1 pkg	32 oz
Fruits	15-16 oz can	2 cans	30-32 oz
Vegetables	15-16 oz can	4 cans	60-64 oz

Children (1- 6 Years)

- 1 A combination of 1 package of dry ready-to-eat cereal and 1 package of farina may be provided.
- 2 The distribution rate for grits is 5 pounds every other month as either a cereal or side dish substitute.
- 3 Participants can select two items per month from the following food items: chicken, tuna, salmon, and egg mix. For example, participants can select two cans of tuna **or** any one of the following combinations each month:

one can of tuna and one can of chicken
or
one can of tuna and one can of salmon
or
one can of tuna and one package of egg mix

- 4 Children 1 year through 2 years of age may receive: 33 12-oz cans of evaporated milk; **or** a combination of 5 12-oz cans of evaporated milk each month and 1 25.6-oz package of instant nonfat dry milk every other month.
- 5 Children 3 years through 5 years of age may receive a combination of 5 12-oz cans of evaporated milk each month and 1 25.6-oz package of instant nonfat dry milk every other month.

April 2009

**COMMODITY SUPPLEMENTAL FOOD PROGRAM
MAXIMUM MONTHLY DISTRIBUTION RATES**

Pregnant/Breastfeeding Women

Food Item	Package Size	Packages/Month	Amount/Month
Cereal, Dry Ready-to-Eat 1/ or Farina 1/ or Rolled Oats or Grits 2/	12-18 oz pkg 14 oz pkg 3 lb pkg 5 lb pkg	2 or 2 or 1 pkg or 1 pkg every other month	24-36 oz 28 oz 48 oz 40 oz
Juice	46 oz can 64 oz container	5 cans or 3 containers	230 oz 192 oz
Beef or Beef Stew or Chili or Chicken 3/ or Tuna 3/ or Salmon 3/ or Egg Mix, Dry 3/	24 oz can 24 oz can 24 oz can 12.5 oz can 12 oz can 14.75 oz can 6 oz pkg	1 can or 1 can or 2 cans or 2 cans or 2 cans or 2 pkg	24 oz 24 oz 24 oz 25 oz 24 oz 29.5 oz 12 oz
Evaporated Milk and Instant Nonfat Dry Milk	12 oz can 25.6 oz pkg	11 cans and 1 pkg every other month	132 oz 12.8 oz (128 oz reconstituted)
Peanut Butter or Dry Beans/Peas	18 oz pkg 2 lb pkg	1 pkg or 1 pkg	18 oz pkg 32 oz
Dehydrated Potatoes or Pasta or Rice or Grits 2/	1 lb pkg 1 lb pkg 2 lb pkg 2 lb pkg 5 lb pkg	1 pkg or 2 pkg or 1 pkg or 1 pkg or 1 pkg every other month	16 oz 32 oz 32 oz 32 oz 40 oz
Cheese	2 lb pkg	1 pkg	32 oz
Fruits	15-16 oz can	4 cans	60-64 oz
Vegetables	15-16 oz can	6 cans	90-96 oz

Pregnant/Breastfeeding Women

- 1 A combination of 1 package of dry ready-to-eat cereal and 1 package of farina may be provided.
- 2 The distribution rate for grits is 5 pounds every other month as either a cereal or side dish substitute.
- 3 Participants can select two items per month from the following food items: chicken, tuna, salmon, and egg mix. For example, participants can select two cans of tuna or any one of the following combinations each month:

one can of tuna and one can of chicken
or
one can of tuna and one can of salmon
or
one can of tuna and one package of egg mix

April 2009

**COMMODITY SUPPLEMENTAL FOOD PROGRAM
MAXIMUM MONTHLY DISTRIBUTION RATES**

Nonbreastfeeding/Postpartum Women

Food Item	Package Size	Packages/Month	Amount/Month
Cereal, Dry Ready-to-Eat 1/ or Farina 1/ or Rolled Oats or Grits 2/	12-18 oz pkg 14 oz pkg 3 lb pkg 5 lb pkg	2 or 2 or 1 pkg or 1 pkg every other month	24-36 oz 28 oz 48 oz 40 oz
Juice	46 oz can 64 oz container	3 cans or 2 containers	138 oz 128 oz
Beef or Beef Stew or Chili or Chicken 3/ or Tuna 3/ or Salmon 3/ or Egg Mix, Dry 3/	24 oz can 24 oz can 24 oz can 12.5 oz can 12 oz can 14.75 oz can 6 oz pkg	1 can or 1 can or 2 cans or 2 cans or 2 cans or 2 pkg	24 oz 24 oz 24 oz 25 oz 24 oz 29.5 oz 12 oz
Evaporated Milk and Instant Nonfat Dry Milk	12 oz can 25.6 oz pkg	3 cans and 1 pkg every other month	36 oz 12.8 oz (128 oz reconstituted)
Peanut Butter or Dry Beans/Peas	18 oz pkg 2 lb pkg	1 pkg or 1 pkg	18 oz 32 oz
Dehydrated Potatoes or Pasta or Rice or Grits 2/	1 lb pkg 1 lb pkg 2 lb pkg 2 lb pkg 5 lb pkg	1 pkg or 2 pkg or 1 pkg or 1 pkg or 1 pkg every other month	16 oz 32 oz 32 oz 32 oz 40 oz
Cheese	2 lb pkg	1 pkg	32 oz
Fruits	15-16 oz can	2 cans	30-32 oz
Vegetables	15-16 oz can	4 cans	60-64 oz

Nonbreastfeeding/Postpartum Women

- 1 A combination of 1 package of dry ready-to-eat cereal and 1 package of farina may be provided.
- 2 The distribution rate for grits is 5 pounds every other month as either a cereal or side dish substitute.
- 3 Participants can select two items per month from the following food items: chicken, tuna, salmon, and egg mix. For example, participants can select two cans of tuna **or** any one of the following combinations each month:

one can of tuna and one can of chicken

or

one can of tuna and one can of salmon

or

one can of tuna and one package of egg mix

April 2009

**COMMODITY SUPPLEMENTAL FOOD PROGRAM
MAXIMUM MONTHLY DISTRIBUTION RATES**

Elderly

Food Item	Package Size	Packages/Month	Amount/Month
Cereal, Dry Ready-to-Eat 1/ or Farina 1/ or Rolled Oats or Grits 2/	12-18 oz pkg 14 oz pkg 3 lb pkg 5 lb pkg	2 or 2 or 1 pkg or 1 pkg every other month	24-36 oz 28 oz 48 oz 40 oz
Juice	46 oz can 64 oz container	3 cans or 2 containers	138 oz 128 oz
Beef or Beef Stew or Chili or Chicken 3/ or Tuna 3/ or Salmon 3/ or Egg Mix, Dry 3/	24 oz can 24 oz can 24 oz can 12.5 oz can 12 oz can 14.75 oz can 6 oz pkg	1 can or 1 can or 2 cans or 2 cans or 2 cans or 2 pkg	24 oz 24 oz 24 oz 25 oz 24 oz 29.5 oz 12 oz
Evaporated Milk and Instant Nonfat Dry Milk	12 oz can 25.6 oz pkg	3 cans and 1 pkg every other month	36 oz 12.8 oz (128 oz reconstituted)
Peanut Butter or Dry Beans/Peas	18 oz pkg 2 lb pkg	1 pkg or 1 pkg	18 oz 32 oz
Dehydrated Potatoes or Pasta or Rice or Grits 2/	1 lb pkg 1 lb pkg 2 lb pkg 2 lb pkg 5 lb pkg	1 pkg or 2 pkg or 1 pkg or 1 pkg or 1 pkg every other month	16 oz 32 oz 32 oz 32 oz 40 oz
Cheese	2 lb pkg	1 pkg	32 oz
Fruits	15-16 oz can	2 cans	30-32 oz
Vegetables	15-16 oz can	4 cans	60-64 oz

Elderly

- 1 A combination of 1 package of dry ready-to-eat cereal and 1 package of farina may be provided.
- 2 The distribution rate for grits is 5 pounds every other month as either a cereal or side dish substitute.
- 3 Participants can select two items per month from the following food items: chicken, tuna, salmon, and egg mix. For example, participants can select two cans of tuna **or** any one of the following combinations each month:

one can of tuna and one can of chicken

or

one can of tuna and one can of salmon

or

one can of tuna and one package of egg mix

April 2009

**COMMODITY SUPPLEMENTAL FOOD PROGRAM
MAXIMUM MONTHLY DISTRIBUTION RATES – SUMMARY TABLE 1/**

Food Item	Size	Infants		Children		Women	NonBreastfeeding/ Postpartum	Elderly 60+ Years
		0-3 Mos.	4-12 Mos.	1-2 Years	3-5 Years	Pregnant/ Breastfeeding		
Infant Formula or	12 oz	10 or	10 or					
Infant Formula or	12.9 oz	10 or	10 or					
Infant Formula or	14.3 oz	9 or	9 or					
Infant Formula or	25.7 oz	5	5					
Infant Rice Cereal	8 oz		4					
Cereal, RTE or	12-18 oz			2 or	2 or	2 or	2 or	2 or
Farina or	14 oz			2 or	2 or	2 or	2 or	2 or
Rolled Oats or	3 lb			1 or	1 or	1 or	1 or	1 or
Grits	5 lb			1 every other mo.	1 every other mo.	1 every other mo.	1 every other mo.	1 every other mo.
Juice, Can or	46 oz		2 or	5 or	5 or	5 or	3 or	3 or
Juice, Plastic Cont.	64 oz		1	3	3	3	2	2
Beef or	24 oz			1 or	1 or	1 or	1 or	1 or
Beef Stew or	24 oz			1 or	1 or	1 or	1 or	1 or
Chili or	24 oz			1 or	1 or	1 or	1 or	1 or
Chicken or	12.5 oz			2 or	2 or	2 or	2 or	2 or
Tuna or	12 oz			2 or	2 or	2 or	2 or	2 or
Salmon or	14.75 oz			2 or	2 or	2 or	2 or	2 or
Egg Mix, Dry	6 oz			2	2	2	2	2
Evap. Milk and/or	12 oz			33 or	5 every mo. and	11 every mo. and	3 every mo. and	3 every mo. and
Inst. Nonfat Dry Milk	25.6 oz			1 every other mo.	1 every other mo.	1 every other mo.	1 every other mo.	1 every other mo.
Peanut Butter or	18 oz			1 or	1 or	1 or	1 or	1 or
Dry Beans/Peas	2 lb			1	1	1	1	1
Dehy. Potatoes or	1 lb			1 or	1 or	1 or	1 or	1 or
Pasta or	1 lb			2 or	2 or	2 or	2 or	2 or
	2 lb			1 or	1 or	1 or	1 or	1 or
Rice or	2 lb			1 or	1 or	1 or	1 or	1 or
Grits	5 lb			1 every other mo.	1 every other mo.	1 every other mo.	1 every other mo.	1 every other mo.
Cheese	2 lb			1	1	1	1	1
Fruits	15-16 oz			2	2	4	2	2
Vegetables	15-16 oz			4	4	6	4	4

1/ See Maximum Monthly Distribution Rates by category for appropriate substitutions and/or combinations.



APR 13 2009

United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

SUBJECT: Commodity Supplemental Food Program (CSFP): Temporary Food Package Changes and the Addition of Whole Grain Rotini

TO: Regional Directors Regional Director
Special Nutrition Programs Office of Field Operations
MARO, MPRO, MWRO, WRO
NERO, SERO, and SWRO

This memorandum confirms continuation of the policy which discontinues some of the more expensive choices within food package categories in order to reduce the overall food package cost, while still making a full food package and variety available to all CSFP participants. This action generates savings for the program, permitting maximum use of limited available resources to the benefit of participants. This cost savings also permits the Food and Nutrition Service (FNS) to introduce whole grain rotini in CSFP. Based on our cost and nutritional analyses, those items temporarily eliminated from the CSFP food package are listed below:

1. Cranapple Juice;
2. Dehydrated Potatoes;
3. Blackeye Peas/Beans, Dry;
4. Baby Lima Beans, Dry;
5. Short Grain Rice;
6. Pumpkin; and
7. Egg Mix.

As provided above, FNS is pleased to announce the addition of whole grain rotini to CSFP. The whole grain rotini (B423) is already offered in The Emergency Food Assistance Program and the Food Distribution Program on Indian Reservations (FDPIR), and by providing it in CSFP we hope to positively impact participants and at the same time garner greater economies of scale. This may in turn lead to further cost savings. Whole grain rotini offers a healthy alternative to CSFP's other pasta and rice products, and further brings the food package in line with the Dietary Guidelines. We expect the whole grain rotini to be available as early as October 2009. Because the whole grain rotini will be offered in a one pound package, the distribution rate will be two packages per month. In the grains category, we plan to continue offering macaroni, spaghetti, medium and long grain rice, oats, farina, and grits.

In the proteins category, we plan to continue offering canned chili, beef, beef stew, chicken, and tuna. In addition, salmon will continue to be available to the program, but in the future only for direct shipment. The take rate for this food item has been relatively low from the multi-food warehouses, and the space is needed to store food items which are in higher demand. Like other food items which are shipped directly from the vendor, salmon will be available for split shipments between locations. It should be noted that States should continue to order salmon from the multi-food warehouses until inventories are depleted.

AN EQUAL OPPORTUNITY EMPLOYER

CSFP Temporary Food Package Changes
Page 2

With regard to the juices, we plan to continue offering apple juice, orange juice, grape juice, and tomato juice. Pineapple juice is unavailable regardless of cost due to the lack of domestic vendors. We will notify States should circumstances change.

Regarding the canned fruits, we plan to continue offering applesauce, apricots, mixed fruit, peaches, and pears. Plums are again available to the program as well. However, canned pineapples continue to be unavailable to the CSFP, regardless of cost. There continues to be no domestic vendor for this food item. Similar to the pineapple juice, we will notify States should circumstances change.

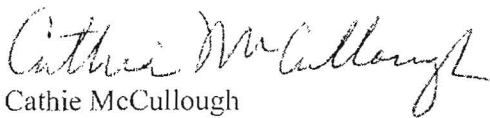
Regarding the canned vegetables, we plan to continue offering green beans, vegetarian beans, carrots, corn, mixed vegetables, peas, spinach, sliced potatoes, sweet potatoes, and tomatoes. In the near future, we plan to add diced tomatoes (A234) to CSFP. This will be the only tomato product offered in the multi-food warehouses in order to match what is being offered in FDPIR. This creates further efficiency in the multi-food warehouses. Regular tomatoes (A240) will continue to be offered in the future in CSFP via direct and/or split shipment, similar to the salmon. States should continue to order the regular tomatoes (A240) from the multi-food warehouses until inventories are depleted.

Because it is cost prohibitive, asparagus is generally only offered when available as a surplus item. We do not expect this food item to be available as a surplus item this year; thus, we cannot offer it at this time.

Regarding dry beans, we plan to continue offering great northern and pinto beans. Kidney beans are available as well. Peanut butter will continue to be offered as well as a substitute to the dry beans. We plan to offer all other items normally offered in the CSFP food package.

Please advise your respective CSFP State agencies of these changes. States may continue to distribute any of the temporarily discontinued food items which remain in inventory. We plan to periodically revisit this issue to determine if any adjustments should be made. Should you have any questions, please contact Dana Rasmussen at (703) 305-1628 or Lauren King-Dillon at (703) 305-2663.

Thank you for your assistance involving this matter.



Cathie McCullough
Director
Food Distribution Division

U.S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE DESTINATION DATA FOR DELIVERY OF DONATED FOODS FNS Instruction 709 -5 SEE INSTRUCTIONS ON REVERSE	TYPE OF ACTION <input type="checkbox"/> NEW <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE
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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it display a valid OMB control number. The valid OMB control number for this information collection is 0584-0293. The time required to complete this information collection is estimated to average .5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

1. NAME OF STATE DISTRIBUTING AGENCY	2. DESTINATION (CITY) RECEIVING POINT	3. STATE IN WHICH DISTRIBUTING AGENCY IS LOCATED
4. CONSIGN TO ENTITY NO.	5. CARE OF (Please provide Fax No. and E-mail address if available)	
6. DELIVER TO (Street address, team track, warehouse, etc. Please provide Fax and E-Mail address if available)		
A. FOR RAIL DELIVERY	LIMITATIONS	
B. FOR TRUCK DELIVERY	LIMITATIONS	
7. SHIP BY (Shipment may be made by rail or truck unless one of the following is checked) <input type="checkbox"/> RAIL ONLY <input type="checkbox"/> TRUCK ONLY	EXPLANATION OF NEED FOR THE RESTRICTION SHOWN	
8. TITLE AND ADDRESS ONLY OF PERSON TO WHOM THE FORWARDING NOTICE AND DISTRIBUTION AGENCY CONSIGNEE RECEIPT (Form MP-209A) SHOULD BE SENT	9. TITLE AND ADDRESS ONLY OF PERSON TO WHOM THE NOTICE OF SHIPMENT SHOULD BE SENT	
10. OUTLET(S) SERVED		
<input type="checkbox"/> NUTRITION PROGRAM FOR THE ELDERLY (NPE) <input type="checkbox"/> CHARITABLE INSTITUTIONS <input type="checkbox"/> CHILD AND ADULT CARE FOOD PROGRAM (CACFP) <input type="checkbox"/> SUMMER CAMPS <input type="checkbox"/> SCHOOLS <input type="checkbox"/> COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP) <input type="checkbox"/> SUMMER FOOD SERVICE PROGRAM <input type="checkbox"/> FOOD DIST. PRGM. ON INDIAN RESERVATIONS (FDPIR) <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)		
IF DESTINATION IS A WAREHOUSE, COMPLETE ITEMS 11 THROUGH 14		
11. TYPE OF WAREHOUSE <input type="checkbox"/> STATE OWNED AND OPERATED <input type="checkbox"/> COMMERCIAL	12. IF COMMERCIAL WAREHOUSE DELIVERY ACCEPTABLE BY <input type="checkbox"/> TRANSFER OF TITLE <input type="checkbox"/> LOCAL PICKUP	
13. TYPE(S) OF STORAGE PROVIDED <input type="checkbox"/> DRY <input type="checkbox"/> REFRIGERATED <input type="checkbox"/> FREEZER	14. HANDLING OF PERISHABLE FOODS (Check one) <input type="checkbox"/> SHIPMENT ALWAYS ENTIRELY UNLOADED AND PLACED IN STORAGE <input type="checkbox"/> PART OF SHIPMENT ALWAYS OR SOMETIMES DISTRIBUTED FROM CAR OR WAREHOUSE PLATFORM	
The above information is true and correct to the best of my knowledge and belief.		
15. DATE	16. SIGNATURE OF AGENCY REPRESENTATIVE	

DESTINATION

DISTRIBUTING AGENCY

- Send a fax/copy to the Food and Nutrition Service Regional Office.

FNS REGIONAL OFFICE

- Send a fax/copy to the Kansas City Commodity Office.

INSTRUCTIONS

It is important that a separate form be prepared for each destination (item 2) when delivery conditions require changes in elements of information in items 5, 6, 7, 8, or 9.

In the "Type of Action" entry, check one box only indicating whether the form is to provide data for: (1) a New destination, (2) notification of CHANGE in data for an existing receiving point, or (3) DELETION of a destination receiving point.

ITEM

- 1 Self-explanatory.
- 2 Name of the city to which shipment is to be made. Show State only if different from item 3.
- 3 Self-explanatory.
- 4 Enter the title of the Distributing Agency's representative who is accountable for distribution of donated foods. Names are not to be shown unless essential to the Distributing Agency's operation. The Entity Number is the code designation assigned by USDA for a destination receiving point and will be filled in by the Distribution Agency each time the form is submitted. *(Prior to submitting the form for establishment of a new destination receiving point, the Distributing Agency will contact the FNS Regional Office and obtain an Entity Number.)*
- 5 If delivery at destination is to be accepted by the Distributing Agency's representative (shown in item 4), enter "Same as item 4." If delivery at destination is to be accepted by someone other than the representative shown in item 4, that person's title is inserted here. Names are not being shown unless essential to the Distributing Agency's operation.
- 6 This item is used jointly with item 7 since the information to be supplied is dependent upon the method of shipment indicated in item 7.

A. For Rail Delivery - No entry is to be made unless delivery to a specific location is essential to program operations; e.g., the receiving warehouse is located on a rail siding. When an entry is necessary, the address shown shall include the specific location at which the car is to be placed for unloading. When reciprocal switching is not in

effect at the point of delivery, the name of the railroad which serves this location shall be shown. For example: "Blank's Warehouse, ACL," or "Industrial siding, PPP." Where reciprocal switching is in effect at the point of delivery, no delivering carrier shall be specified. If delivery is to be made on a team track, the name of a specific team track shall not be shown unless it is essential to program requirements.

Limitations. Show limiting conditions, if any, at the destination point; e.g., "Cannot handle care over maximum length of 53 feet."

B. For Truck Delivery. Show exact street address for location at which delivery will be accepted. If same as for "Rail Delivery," enter "Same as for rail delivery."

- 7 It is desirable that shippers be allowed to make shipment by either rail or truck so that the means of transportation can be selected which will result in least transportation costs. Distributing agencies may restrict the method of shipment only when necessary to their program operations. If a specific mode of transportation is shown, an explanation must be made of the need for the restriction.
- 8 If this person is the same as the one to whom the Notice of Shipment is sent, enter "Same as item 9." Names are not to be shown unless essential to the Distributing Agency's operations.
- 9 Self-explanatory. Names are not to be shown unless essential to the Distributing Agency's operations.
- 10 Indicate the outlet(s) to which distributions are made from this destination point.
- 11 12, 13, and 14 self-explanatory.
- 15 & 16 The Distributing Agency's representative (item 4) will complete these entries.

General Instructions

The spreadsheets can be completed in Excel or printed and completed by hand. The documents are formatted to print on a single page of 8 1/2 x 11 inch paper in landscape format.

Special Formatting

Phone number formats are defined in the data entry fields. To enter a number type the digits (ex. 1112223333) and it will display in a standard phone number format (ex. (111) 222-3333). If the phone number requires an extension the phone number format must be entered (ex. (111) 222-3333 ext. 444).

Drop Down Lists

Standardized responses are provided in many fields by way of dropdown lists associated with the data entry area. Data entry fields with dropdown lists will not permit free form text. If the selections provided are not suitable include the information in the comments area and reference the question that applies to the response.

To display the dropdown list of values, place the cursor in the data entry field and click on the down arrow on the right

To select the desired information from the list, click on the value displayed on the list

Comment Fields

To enter initial information in the comment boxes click on the box and type the information. To enter a line feed / carriage return press the Alt and Enter keys.

To exit the comment box data entry click on another area of the spreadsheet or click on another tab.

To add information to a comment box which already contains information double click on the box and position the cursor at the desired location in the comment box such as the end of the line or within a sentence to insert additional information. If data is accidentally overwritten in the comment box, click on the toolbar undo arrow or select Edit, Undo Typing from the menu bar.

			Program Director			
Program Name	Telephone	Fax	Last Name	First Name	Telephone	email
			Warehouse Contact			
			Last Name	First Name	Telephone	email

		Mailing Address			
Address 1	Address 2	Address 3	City	State	Zip

		Delivery Address			
Address 1	Address 2	Address 3	City	State	Zip

Answering Machine/Service?	24 Hour Emergency Number?	Include Emergency Number In Profile?	Emergency Contact Name
		Emergency Number	

Additional Information / Directions to Delivery Location

Program Name:									
Computer Available?	Computer Type	Computer Operating System	CPU (Processor) Type	Available Memory	Internet Access Available	Method of Internet Connection	Internet Service Provider (ISP)	Type of Browser	Browser Version
	If "Other" Computer List Type	If "Other" Operating System List Type	If "Other" CPU List Type	If "Other" Memory List Quantity		If "Other" Internet Connection List Type	If "Other" ISP List Name		
							KVNET		

Additional Computer & Internet Information

Program Name:							
Hours of Operation		Preferred Delivery Periods		Non-Delivery Dates	Split Shipments		
Hours (ex. 7:00 AM - 5:00 PM)	Days (ex. Mon - Fri; Mon, Tue; or Mon, Wed, Fri)	Hours (ex. 7:00 AM - 5:00 PM)	Days (ex. Mon - Fri; Mon, Tue; or Mon, Wed, Fri)	(Holidays, Other Dates)	Accept Split Shipments?	Estimated Number of Pallets	Coordinating Split Shipments with Following Programs

Delivery Frequency		
Dry	Cooler	Frozen
If "Other" Frequency List Type	If "Other" Frequency List Type	If "Other" Frequency List Type

Additional Delivery Information

Program Name:

Loading Dock		Forklifts		Pallet Jacks		Additional Warehouse Equipment
Loading Dock?	Dock Unload Height (ft', in")	Forklifts Available?	Forklift Quantity	Pallet Jacks Available?	Pallet Jack Quantity	
			3			
		If no forklifts describe unload method				

Unloading Help		Semi Waiting		
Need to Arrange for Unloading Help?	Notice Required (days)	Space Available for Semi to wait?	Semi Waiting Permitted?	How Many Semis Waiting?

Days Notice for Delivery (days)

Additional Warehouse Equipment Information Please include photographs of your unloading dock.

General Lists

Yes/No

Yes

No

Computer & Internet Lists

Computer	OS	Processor	Memory	Connection	ISP	Browser
PC Desktop	Mac OS 8	286	64 MB	Cable	Adelphia	Explorer
PC Laptop	Mac OS 9	386	128 MB	Dial-up	AOL	Firefox
eMac	Mac OS X 10.x	486	256 MB	DSL	Bellsouth	Netscape
iMac	Windows 95	Pentium	512 MB	Satellite	Comcast	Other
Macintosh	Windows 98	Pentium II	1 GB	Other	Cox	
iBook	Windows Me	Pentium III	2 GB		Dish	
Powerbook	Windows 2000	Pentium 4	Other		Earthlink	
Other	Windows NT	G3			MSN	
	Windows XP Home	G4			Qwest	
	Windows XP Professional	G5			SBC	
	Other	Other			Verizon	
					Other	

Delivery Lists

Holidays	Frequency	Pallets	Lead Times
Federal Holidays	Daily	1-3	1
	Weekly	1-5	2
	Monthly	5-10	3
	Bi-Monthly	10-15	4
	Bi-Weekly	15-25	5
	Other	25-50	6
		>50	7
			>7

Warehouse Equipment Lists

Commodity Multi-Food National Contract

Roles and Responsibilities

Recipient Organizations

1. Negotiate delivery schedules with assigned warehouse
2. Participate in ECOS multi-food ordering training
3. Place multi-food orders in ECOS as required
4. Acknowledge receipt of multi-food shipments in ECOS
5. Maintain organization information and User IDs in ECOS

Warehouse

1. Negotiate delivery schedules with assigned Recipient Organizations
 - Update delivery schedules in ECOS
2. Receive initial inventory stock
 - Update ECOS inventory with receipt acknowledgement function
3. Initiate operations for multi-food fulfillment support
4. Obtain order information from ECOS
5. Provide updated inventory information (loss, damage, etc.) to HQ staff and FSA for ECOS inventory adjustments
6. Support FNS disaster feeding, commodity hold/recall and commodity complaint functions as required.

Regional Office

1. Participate in ECOS multi-food ordering training
2. Train Recipient Organizations on ECOS multi-food ordering in lecture style environment
3. Provide assistance reviewing negotiated delivery schedules for reasonableness
4. Provide ongoing project support as contact for Recipient Organization questions or issues
5. Monitor ordering patterns to ensure reasonableness and efficiency

FNS Headquarters

1. Provide training materials and support
2. Conduct Internet collaboration training
3. Order or move inventory stock for new warehouse(s)
4. Monitor inventory levels and submit replenishment orders
5. Set up Recipient Organizations in ECOS for training and ordering
6. Review the negotiated schedules for reasonableness
7. Monitor ordering patterns to ensure reasonableness and efficiency

Farm Service Agency

1. Manage National Warehouse contract (contract modifications, invoices)
2. Monitor vendor performance
3. Manage service and delivery complaints

Establish ECOS access

Organizations that currently **do not use ECOS** will need to provide initial user information so they may be set up for ordering. Attachment A – Initial User Setup describes the information required for this step

Establishing the Ordering Organization

If SDAs decide to allow RAs to place orders, contact the ECOS Help Desk for guidance on creating the RA in ECOS.

Identify the Scheduling Contact

The vendor will be contacting organization-specified staff members to negotiate the multi-food delivery schedules. FNS Regional Offices will coordinate collecting and validating this information so it may be provided to the vendors for contract modifications.

Assess delivery schedules

One way program dollars can be maximized and efficiencies realized is by coordinating delivery schedules. Assess whether delivery locations can schedule shipments for the same days and allow the vendor to load for multi-stop deliveries and maximize full truckload use.

Determine a reasonable delivery schedule that will ensure adequate inventory is available but doesn't require excessive numbers of deliveries or frequent schedule adjustments.

Assess startup inventory needs

Determine inventory needs to prepare food packages based on caseload. Recommended inventory levels are 2.5 months.

Contact information:

ECOS-HELPDESK@FNS.USDA.GOV

Attachment A – Initial User Setup

Field Name	Data
Organization Name	
First Name	
Last Name	
User ID desired (May change if already defined in ECOS for another user)	
Email (optional)	
Business Address 1	
Business Address 2 (optional)	
Business Address 3 (optional)	
City	
State	
Phone	
Program(s) (CSFP or FDPIR)	
Commodity Recall Contact Information Specify the device type (phone, fax, email or text messaging) and the specific contact data such as phone number. The order specified is the contact sequence. If notification is not successful on Device #1 then contact will be attempted on Device #2 A minimum of 2 devices are required and a maximum of 3 allowed.	
EXAMPLE	
Contact Device #1	Phone
Device #1 Information	111-222-3333
Contact Device #1	
Device #1 Information	
Contact Device #2	
Device #1 Information	
Contact Device #3	
Device #1 Information	

Notes

This person will receive Organization Administration and System Administration roles. This person will be responsible for creating additional user IDs for their organization if desired.

The Recall Contact information will be used by FNS to notify the user in the event of a food safety or security issue. Organizations receiving multi-food deliveries will coordinate closely with FNS and the National Warehouse distributors to identify affected product.

USDA Food and Nutrition Service

Electronic Commodity Ordering System (ECOS)

Reference Card for Multi Food - FNS, ITOs, SDAs and RAs

This card provides general information for Multi-food ITO, SDA and RA users of ECOS. Specific instructions for system use are found on each Web page.

Overview

Multi-food orders are placed by the ITO/CSFP organization against inventory at the National Warehouse. The order can contain multiple commodities that do not necessarily need to equal one truckload. Each ITO/CSFP organization will be assigned one warehouse to draw inventory from and there will be one delivery date per order.

Both the SDA and RA levels of the organization will be able to place multi-food requisitions. There is no approval functionality required at the SDA level for RA multi-food requisitions; direct ship orders will still continue through an approval (as required) and rollout process. The SDA determines which RAs can place multi-food orders by selecting the allowed catalogs options on the RA Profile page.

User High Level Multi-Food Functionality

USDA FNS Headquarters:

- Create National Warehouse

- View National Warehouse Delivery Schedules
- View/Edit National Warehouse Thresholds
- Update National Warehouse Inventory
- Review/Submit Automated Replenishment Requisitions

State Distributing Agency (SDA):

- Create a RA as a Warehouse
- Edit/Assign Delivery Locations
- Create/View a New RO Warehouse
- View/Edit National Warehouse Delivery Schedule (update non-delivery dates only)
- Set Access to Catalog Types for RAs
- Place Multi-Food Requisitions; Receive Shipments

Recipient Agency (RA):

- View My Organization Profile
- View Warehouse Profile
- Place Multi-Food Requisitions; Receive Shipments

As well, all users can run some reports.

Web Site Functionality

The following section describes the general site layout for the ECOS application.

Functionality available is dependent upon the RA role within the hierarchy and the ID used to access the system.

The **Site Map** link will display all functions available based on the user ID role that accessed the system.

All users of the system can personalize their profile information. Org Admins can create links to other Web sites. USDA links to web sites for all ECOS users are available and a USDA e-mail contact capability is also provided.

Site navigation is accomplished by way of the menu bar near the top of the screen.

This menu will guide you to the five major functional areas of the site: *Administration, My Account, Product Catalog, Reports, and Current Requisition.*

The site also contains a “bread crumb” functionality that displays the pages processed to arrive at the current page. Each entry on the “bread crumb” may be selected as a short cut jump to the selected page.

The **Home** link will display messages concerning orders that are due, informational messages under What’s New, information about USDA recalls, and information about state/local recalls. There is also a **For Your Reference** section with links to adjustment codes and descriptions; apple standard remark codes and descriptions; delivery years and descriptions; program codes and descriptions; status codes and descriptions; summary end product data schedules; requisition status codes and descriptions; group B section of public law; download Adobe Reader; ECOS guidance, modifications and enhancements; and important commodity complaint reminders.

The **Links** link will display USDA links for all ECOS users as well as individual organization links.

The **Training** link will open a window displaying links to the organization’s and sub-organization’s user manuals. These should be consulted for details on all areas of processing. A online training course for multi-food ordering is also available. Each of these links is also found at the bottom of each page.

Functional Areas

Administration

The Administration area consists of the following sections:

- Organization
- Messaging

The **Organization** section allows the authorized user to do the following:

- Administer user IDs
- Administer the organization profile
- View delivery schedules
- Update inventory thresholds

The **Messaging** section allows the administration of broadcast messages.

My Account

The My Account area consists of the following sections:

- Worklist
- Requisition Information
- Profile Information

The **Worklist** section: Requisition roll-up and approvals are not used for multi-food requisitions.

The **Requisition Information** section allows the user to review new and saved requisitions, as well as modify them within a certain timeframe.

The **Profile Information** section allows the user to perform the following:

- Maintain or view their individual user profile information such as:
 - Contact information
 - View authorizations and roles
 - Change password
- View organization information such as:
 - General organization information
 - Entitlement information

Product Catalog

The Multi-Food Product Catalog shows the available quantity of commodities located at

your organization's associated national warehouse. Authorized users can select items from the multi-food catalog to order. The catalog is divided into commodity groups. Each of the groups contains entries for the commodity items available by program.

Once the user places a multi-food requisition, the inventory for that commodity is reduced by the ordering amount. The user specifies a delivery location and the delivery date from a set of agreed upon dates. The requisition can be submitted upon completion or saved for future modification.

Reports

Several management reports are available on the system.

The reports containing multi-food information are:

- Delivery Schedule Report: lists delivery and non-delivery dates for multi-food delivery locations.
- Multi-Food Trend Report: provides historical information about warehouse orders.
- Multi-Food Requisition Report: lists all multi-food requisitions.
- Multi-Food Shipment Notification Report: lists all multi-food shipment receipts.
- National Warehouse Current Inventory Report: shows current inventory at each warehouse.
- Value of Commodities Received Report: lists the value of all received requisitions.
- Bill of Lading Report: provides a snapshot of the requisition activity for a warehouse.
- Inventory Reconciliation Report: provides detail regarding monthly inventory figures.

Reports may be viewed online as PDF files with Adobe Reader or saved as CSV files for viewing in an Excel spreadsheet.

Current Requisition

The Current Requisition area allows the user to view the current requisition being processed. From there, the user can choose to modify, save, cancel or place the requisition.

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