Fields of Opportunities

STATE OF IOWA

TERRY BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JASON E. GLASS, DIRECTOR

DATE: May, 2011

TO: Authorized Representative/Food Service Director

FROM: Dean Flaws, Food Distribution Consultant

SUBJECT: 12A (Aug/Sept) Release & End of Year (10-11) Report

PLEASE ROUTE TO FOOD SERVICE DIRECTOR

1. . **12A Order Form.** Enclosed in this mailing you will find the first Commodity Order form for the next school year. The first shipment of commodities 2011-2012 school year is being planned to start the week of August 29th. The delivery cycle takes approx. 5 weeks.

2. **Internet Ordering** is available for 12A. Go to the Internet address: www.edinfo.state.ia.us, and enter your ID and password on the screen. Then click the submit button. CLICK Commodities on the Application menu screen. Now you have two options: General Information or Commodity Order Form. Select Commodity Order Form and click the GO button. Instruction booklets and videos are available by calling this office.

3. **Anticipated Dates when Commodity order form will be up and on the web:**

		(Delivery Cycle)	(On Web)	(Approx. Beginning Delivery Date)
12	A	Aug/Sept. Delivery	May 13	Aug. 29, 2011
12	B	October Delivery	Sept. 2	Oct. 10, 2011
12	C	Nov./Dec. Delivery	Oct. 14	Nov. 21, 2011
12	D	January Delivery	Dec. 2	Jan.16 , 2012
12	E	Feb./ Mar. Delivery	Jan 13	Feb. 20, 2012
12	F	April Delivery	March 9	April 2, 2012

4. **The printout of commodities received in 2010-2011 has been included in a separate mailing.** The school auditor may want the total value of commodities received during the 2010-2011 school year. Note the last line, district totals, column, and commodity value.

   You should carefully compare this printout with your warehouse releases. There have been some deletions/ additions to various orders and it may be necessary in your district to adjust the final total. It is not necessary to send the state a copy of your adjustments. If you need to adjust the totals, do so before you submit it to your administrative office.

5. **The "Single Inventory Method" guidance** booklet, which includes basic guidelines and some questions and answers, may be obtained by calling this office. This is the same information booklet we have issued the past four to five years. This would be information for new Food Service managers.

Grimes State Office Building - 400 E 14th St - Des Moines IA 50319-0146
PHONE (515) 281-5294 FAX (515) 242-5988
www.iowa.gov/educate

6. **Iowa Food and Distribution Program**. If you need additional information, commodity values, or forms for the USDA Food Distribution programs, please visit our web site at: http://www.iowa.gov/educate/

7. **All commodity values** for this school year (2010-11) will be found on the Bureau web page. We will put in new 2011-2012 values as soon as we get them updated.

8. **Processed USDA Food Items for 2011-2012**. All food items coded 2500 or above are processed food items and is an extra cost to your school district. You will be allocated one (1) of each item for all processed foods coded 2500 or above. If you ***do not*** want this product, you must put a "0" in the amount wanted column. You ***do not*** have to take these processed food items. Please note that there is a difference between the commodity value and the price of each item. The commodity value is the amount in each unit of product that is deducted from your school entitlement, unless it is a bonus commodity. The price of each item is the cost of the finished processed product. The school cost does not include the per case shipping and handling fee charged by Keck, Inc. for each case of product shipped. These are all optional products. The costs will be included in the amount you pay Keck. Inc. There will be ***no*** separate billings for processed products. Updated 2011-12 Commodity Fact Booklets will be available at the state SNAI Conference in Council Bluffs in June 27 and 28, 2011.

9. **Debarment/Suspension**. Debarment is an action taken by a Federal agency to exclude a person or other entity from participating in any transaction involving Federal funds or other assistance. Suspension is an action taken to immediately exclude a person/entity from such transactions for a temporary period pending the completion of a debarment or other legal action.

   Persons or entities that are debarred or suspended by a Federal agency are, with a few exceptions, to be excluded from financial and non-financial assistance and benefits under other Federal non-procurement programs and activities. A contractor or other entity must certify that it has not been debarred or suspended by a Federal agency before it can enter into a covered contract or agreement. In accordance with 7 CFR Part 3017, covered transactions include procurement contracts for goods or services valued at or in excess of $100,000, and procurement contracts for federally required audit services, regardless of amount.

   The required certification form, USDA Form AD-1048, *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tiered Transactions* may be obtained by contacting Dean Flaws at the Iowa Department of Education at (515) 281-4032. This form should be completed by the entity with which you contract, with one copy forwarded to the Iowa Department of Education and one copy maintained at your agency.

10. **Find out what's new in the USDA's Food Distribution Program for schools at the following website: http://www.fns.usda.gov/fdd/news**

11. **New Processed Products for the 2011-12 school year.**
    Several new items will be added to next year's commodity order form list. They include:

    1) Unbreaded Turkey Burger, Advance/Pierre
    2) Spaghetti Sauce, Red Gold
    3) Breakfast Wrap, Cargill
    4) Cheese Omelet, Cargill
    5) Egg Patties, Cargill
    6) French Toast Sticks, Cargill
    7) Cheese Filled Breadstick, Schwans

12. **Non-Delivery Dates** form is enclosed in your regular mail or by email attachment. **Please return this form to Keck, Inc. They need to know when your school is not in session**. If your school starts later then Aug. 29 and you don't want deliveries that early be sure to put this information down on the form.

13. **School Freezers**: Have you worked out plans to have someone check your freezers on a daily basis during the summer months? Don't take a chance to have a break-down and lose any products. Make someone responsible for checking all of your storage areas when school is not in session.

14. **If you have an email address, let us know and we will put you** on our group "Commodity Club" email list.

15. **The commodity assistance rate has not yet been determined**. This information will be published in the federal register after July 1, 2011. We anticipate the rate to be approximately $ .21 for FY 2012. We'll set your 1st rates at $.21 per meal and adjust when we know for sure what the rate will be.

16. **Your current entitlement dollars are figured using October, 2010 thru March, 2011** claiming for reimbursement data. The ADP (average daily participation) is the number of students who participated in your school lunch program on the average for each of the six months mentioned.

17. If you are a 2011 Summer Food Service Program (SFSP) and receiving commodities, this is just a reminder that these commodities are being shipped with your April/May commodity school deliveries from Keck.

18. **Council Members Complete Terms**

The Bureau of Nutrition, Health, & School Transportation wishes to thank the following individuals as they have completed a three-year term on the Commodity Advisory Council this school year.

Donna Becker, Perry CSD
Donna Sevenich, Dallas Center-Grimes CSD
Diana Weber, Nevada CSD
Allison Ketter, Oskaloosa CSD

And also a special thanks to Judi Olson, Harlan CSD who did a one year term.

The 2010-2011 council was instrumental in helping with the selection of new processed commodity food items that are lower in sugars, fats, and salt and the addition of several whole grain foods. Thank you for devoting your time for Iowa's food Distribution Program. If anyone is interested in serving on this council, please contact Jane Heikenen @ (515)-281-4753.

19. **Reminders/Checklist:**

A. Rotate Stock
B. Check freezer and refrigeration each day this summer.
C. Fill-out paperwork on "Delivery Dates Not Available" and send them to Keck.
D. Forward your end of the year report on "Commodities received in 2010-2011 to your business manager or person who does your school's financial reports.
E. Get your 12A (Aug/.Sept.) **Commodity orders back to us by Friday, May 20!!**

20. RECALLS.GOV

The best way for anyone to get email notification of all food recalls is by signing up for free email updates from www.recalls.gov. Four easy steps include:

1. Log on to www.recalls.gov.
2. Click on the Food tab at the top.
3. Click on "Sign Up for Free Recall Updates by Email"
4. This takes you to the Dept. of Health and Human Services Sign up page where you will enter your email address, check the box titled "Food Safety.Gov Updates" section.

21. CHANGING PASSWORDS

Just a reminder that your password to order commodities needs to be set every 6 months, so you may want to reset it before you leave for the summer.

Sincerely,

Dean Flaws, Commodities Consultant (515)-281-4032
Jane Heikenen, Commodities Consultant (515)-281-4753
Bureau of Nutrition, Health, & Transportation

Enclosures/Attachments