



# **ADMINISTRATIVE PROCEDURE**

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5525

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CATEGORY: **Support Services, Food Services**

EFFECTIVE: **1-29-62**

SUBJECT: **Federal Surplus Food Commodity Program**

REVISED: **7-12-2002**

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## **A. PURPOSE AND SCOPE**

1. To outline administrative, state, and federal regulations for obtaining and using federal surplus food commodities in district cafeterias.

## **B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: G-6000, H-7210; Education Code Section 12114.

## **C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Food Services Department, Logistics Division, Business Operations Branch.
2. **Definition. Federal surplus food commodities:** Commodities offered to the district by the federal USDA food distribution program. May include dry stores, canned goods, frozen meat and poultry, fruit or vegetables, dairy products, fresh fruit, or completely processed food products.
3. **Federal Surplus Food Commodity Distribution by the State**
  - a. An “offering” of such commodities is made ad hoc by the State Department of Education Office of Surplus Property, Sacramento, California. Advance order forecasts may be required for designated items.
  - b. Quantity of surplus food that a district can order is determined by a “commodity factor” set by the state surplus agency and based on the total number of reimbursable lunches served during the previous year.
  - c. Cost to the district is a service and handling charge.
4. **Federal Regulations on Use of Commodities in School Districts**
  - a. **Storage facilities.** Facilities for proper storage, handling and preparation of foods must be available, subject to inspection by the state agency or U.S. Department of Agriculture.

- b. **Ordering quantities and consolidation of orders.** Quantities ordered should be such that foods received can be used in a reasonable period of time. Foods should be used on a “first in, first out” basis. Orders must be consolidated and placed through the Food Services Department.
- c. **Limitations on use.** Commodity foods must be used in accordance with current USDA regulations. Surplus commodities may be used at after-school affairs for students if the program is sponsored by the school primarily for students.
- Note:** Programs to which parents/guardians or other adults are invited do *not* qualify.
- d. **Damaged or defective shipments.** Any federal surplus food commodities determined to be received in a defective, damaged, or otherwise unusable condition due to shipment, faulty processing, or other causes, must be reported to the state agency immediately by telephone or letter. (All district communication shall be via the Food Services Department.) The state agency instructs on disposal; all foods involved must be held pending such instructions. In case of contamination or infestation, action should be taken to prevent spreading of the condition.
- e. **Loss or damage after receipt.** A detailed written report should be submitted on a form provided by the State Department of Education Nutrition Services Division prior to filing an insurance claim. The school or district is liable for the fair market value if loss or damage is due to improper storage or handling.

#### **D. IMPLEMENTATION**

#### **E. FORMS AND AUXILIARY REFERENCES**

1. Inventory Report, OSPIC-F-003

#### **F. REPORTS AND RECORDS**

1. Inventory of all foods, from cafeteria managers to Food Services Accounting on last workday of each month.
2. Report of unusable commodities (C.4.d.).
3. Report of loss or damage after receipt (C.4.e.).

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4. Annual inventory of all foods stored by the district.
5. Books and records pertaining to receipt and use of commodities are kept for a minimum period of three years after close of the fiscal year in which commodities are used, subject to audit by the state agency and/ or U.S. Department of Agriculture.

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education