



Arkansas Department of Human Services

Division of Child Care and Early Childhood Education

Commodity Distribution Unit

Summer Food Service Program

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

AND JUSTICE FOR ALL

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.aphis.usda.gov/sites/default/files/USDA-GASCPR20P-Complaint-Form-0038-0032-0031-1-08-17-027Mkt.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(833) 256-1865 or (202) 690-7442;
email:
program.intake@usda.gov.
This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles. (No todos los prohibidos de discriminación aplican a todos los programas.)

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativa para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center de USDA al (202) 720-2600 (voz y TTY) o comunicación con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea en <https://www.aphis.usda.gov/sites/default/files/USDA-GASCPR20P-Complaint-Form-0038-0032-0031-1-08-17-027Mkt.pdf>, en cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al ASCR. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) por sus siglas en inglés sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o
fax:
(833) 256-1865 o (202) 690-7442;
correo electrónico:
program.intake@usda.gov.
Esta institución ofrece igualdad de oportunidades.



Arkansas Department of Human Services Division of Child Care and Early Childhood Education Commodity Distribution Unit

The Commodity Distribution Unit orders, receives, stores and distributes USDA food in Arkansas.

Main Phone Line 501-371-1400 or Fax 501-371-1410

Jim Ponzini, Program Administrator 501-371-1402
james.ponzini@dhs.arkansas.gov

Diedra Bolden, NSLP Program Manager 501-371-3013
diedra.bolden@dhs.arkansas.gov

Christine Jackson, Program Eligibility Specialist 501-371-1406
christine.r.jackson@dhs.arkansas.gov

Joi Jett, Policy Development Coordinator 501-371-1413
joi.jett@dhs.arkansas.gov

Commodity Program Information Websites

Arkansas Commodity Distribution System (ACDS)

<https://dhs.arkansas.gov/dco/acds/>

Access commodity account to order, review account balance, and delivery invoices.



What is the Summer Food Service Program (SFSP)?

The SFSP is a federally-funded, state-administered program. The SFSP reimburses providers who serve free healthy meals to children and teens in low-income areas during the summer months when school is not in session. Sponsors enter into agreements with State agencies to run the program.

Along with the Summer Food Service Program, your agency can participate in the Department of Defense Fresh Fruits & Vegetables Program that is administered by the Commodity Distribution Unit.

What to expect when enrolled in Summer Food Service Program?

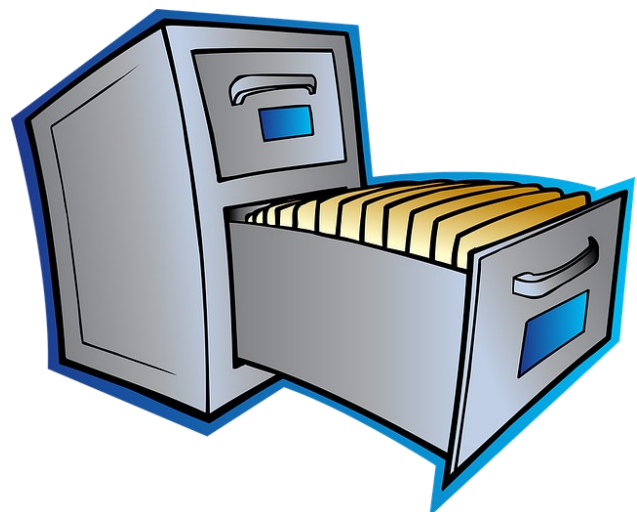
The Commodity Distribution Unit will review and provide technical assistance to Recipient Agencies in key areas of the program:

- Recordkeeping
- Storage procedures and practices
- Utilization of USDA Foods

Recordkeeping

Records must be maintained on-site and retained for (5) years. This includes:

- Agreements
- Health Inspection
- Daily Temperature Logs
- Monthly Pest Inspection Logs
- Commodity Perpetual Inventory
- Food Transfer
- Food Loss
- Invoices

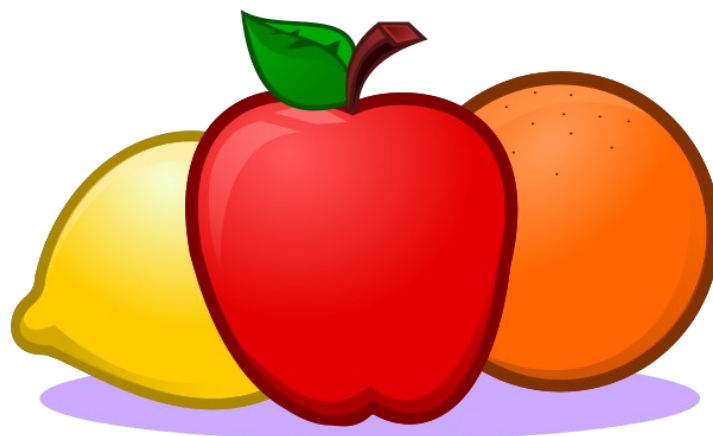




Department of Defense Fresh Fruit & Vegetable Program

The United States Department of Agriculture (USDA) Department of Defense (DoD) allows recipient agencies to use USDA Foods entitlement dollars to buy fresh produce through the contracted vendor. The Child Nutrition Director places weekly orders through USDA web based system.

This program is a great way to get a variety of commodities for your site! If you need assistance to place an order click on the FFAVORS link: [FFAVORS WEB Ordering Manual](#) or access the FFAVORS website click on the website link: [FFAVORS WEB - Home Page](#). DoD Representatives Collen Lang email address Colleen.Lang@dla.mil or phone 267-853-7560.





What will the Commodity Distribution Unit review at my site?

The Commodity Distribution Unit will conduct unannounced reviews of your Summer Food Service Program. In preparation of the Commodity Review of your USDA Foods storage practices; we will review the following:

Health Inspection – it should be posted for public to see

Temperature Logs – taken daily of all USDA Foods (commodities)

Monthly Pest Control Invoice

Invoices of USDA Foods (DoDDFFV) Department of Defense Fresh Fruit and Vegetables

And Justice for All poster – it should be posted in a prominent location

Inventory control – usage of USDA Foods (commodities)

USDA Foods received - identify with the letter “C” and the date received on the boxes

Stock Rotation – First in, First out method

Storage - safeguards against theft, spoilage, and other loss; provide storage of

USDA Foods to allow for adequate ventilation

Food Loss – the Commodity Distribution Unit must be notified within 24 hours

Number of meals prepared and served daily





Regulations for Departments and Agencies

The Code of Federal Regulations (CFR) annual edition is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government produced by the Office of the Federal Register (OFR) and the Government Publishing Office.

Below are the most common regulations the Commodity Distribution Unit uses when conducting reviews:

CFR 250.12 Storage and inventory management at the distributing agency level. (a) *Safe storage and control.* The distributing agency or subdistributing agency (which may include commercial storage facilities under contract with either the distributing agency or subdistributing agency, as applicable), must provide facilities for the storage and control of donated foods that protect against theft, spoilage, damage, or other loss. Accordingly, such storage facilities must maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The distributing agency must ensure that storage facilities comply with all Federal, State, or local requirements relative to food safety and health and procedures for responding to a food recall, as applicable, and obtain all required health inspections.

CFR 250.19 Recordkeeping requirements. (a) *Required records.* Distributing agencies, recipient agencies, and other entities must maintain records of agreements and contracts, reports, audits, and claim actions, funds obtained as an incident of donated food distribution, and other records specifically required in this part or in other Departmental regulations, as applicable.

CFR 250.12 Storage and inventory management at the distributing agency level. (c)(1) *For TEFAP, NSLP and other child nutrition programs, inventories of each category of donated food may not exceed an amount needed for a six-month period, based on an average amount of donated foods utilized in that period.*

CFR 250.12 Storage and inventory management at the distributing agency level. (b) *Inventory management.* The distributing agency must ensure that donated foods at all storage facilities used by the distributing agency (or by a subdistributing agency) are stored in a manner that permits them to be distinguished from other foods, and must ensure that a separate inventory record of donated foods is maintained. The distributing agency's system of inventory management must ensure that donated foods are distributed in a timely manner and in optimal condition. On an annual basis, the distributing agency must conduct a physical review of donated food inventories at all storage facilities used by the distributing agency (or by a subdistributing agency), and must reconcile physical and book inventories of donated foods. The distributing agency must report donated food losses to FNS, and ensure that restitution is made for such losses.



CHECKLIST FOR A SUCCESSFUL REVIEW:

1. Storage

- Are the USDA Foods stored correctly?
- Are the USDA Foods off of the floor?
- Is there adequate circulation for air flow?

2. Records

- Are the records filed and maintained correctly?

3. And Justice For All

- Is at least one And Justice For All poster posted in a prominent area?

4. Inventory Control

- Are all commodities identified with a "C" and the date received?
- Are commodities being utilized?

5. Stock Rotation

- Is the Agency using the First In/First Out method?

6. Temperature Logs

- Are temperatures recorded daily?
- Are the temperatures within the proper temperature ranges?

7. Health Inspection

- Is the Health Inspection posted for the public to see?
- Is Health Inspection current?

8. Pest Inspection

- Are monthly inspections done?

9. Food Loss

- Was the Health Department notified for proper disposal of foods?
- Was the Commodity Distribution Unit notified within 24 hours of a loss and sent necessary documents to complete the food loss?



What if I have a Food Loss?

What is the proper disposal of Out-of-Condition USDA Foods?

If you happen to be new to the SFSP, then you must familiarize yourself with the proper disposal of USDA Foods. Agencies must follow protocol to properly dispose of all out-of-conditioned foods.

Out-of-condition USDA Foods are described as no longer being fit for human consumption as a result of spoilage, contamination, infestation, adulteration, or damaged.

The intent of the Commodity Distribution Unit is to protect innocent people from consuming contaminated food. Damaged or out-of-condition commodities must be inspected and disposed of by local or state Health Authorities, who will provide the Recipient Agency with a Destruction Report, which must be promptly furnished to the Commodity Distribution Unit along with all necessary documents to complete the Food Loss.

Please refrain from throwing out any foods without following the proper procedure!





**If you have any questions or concerns, feel free to contact your
Commodity Specialist!**

**Also, please remember to use our updated forms located on the
DHS ACDS Information Website under the Commodity Forms
tab:**

<https://dhs.arkansas.gov/dco/distribution/Default.aspx>

References

“Summer Food Service Program Training” <https://us02web.zoom.us/j/82824819018> Meeting ID: 828 2481 9018

“USDA Summer Feeding Service Program” <https://www.fns.usda.gov/sfsp/summer-food-service-program>

“Code of Regulations” [https://gov.ecfr.io/cgi-bin/text-idx?
SID=256ffa5826a554239020a404185803de&mc=true&tpl=/ecfrbrowse/Title07/7tab_02.tpl](https://gov.ecfr.io/cgi-bin/text-idx?SID=256ffa5826a554239020a404185803de&mc=true&tpl=/ecfrbrowse/Title07/7tab_02.tpl)