MEMO

TO: Commodity Food Distribution Program Participants

FROM: Commodity Food Distribution

DATE: April 11, 2016

SUBJECT: Contract Packet, Delivery Service and Closed Days for School Year 2016-2017

Schools may now plan for commodity food delivery schedule to schools in school year 2016-2017. All schools are required to update contract packet information in the Commodity Allocation Tracking System (CATS). Updates must be completed by Sunday, May 15, at 11:59 p.m.

How to Modify a Food Distribution Program Contract Packet:

- Login with your assigned user ID and password. Then, select Food Distribution Program from the color tiles. This will direct users to the CATS.
- Select Agencies, Contract, then Contract Packet from the blue navigation bar at top of screen. Please confirm that the 2016-2017 Program Year is selected from the dropdown list.
- Enter agency or assigned IRN number. Then, click continue to contract packet.
- To update the amount of monthly deliveries received, select Modify left of FDP Contract. Then, under Agency Entered Data, select 1, 2, or 4 for number of deliveries. There will be no shipping and handling charges in 2016-2017.
- To view or change delivery preferences, select Modify under delivery locations. Then, select Modify Delivery Schedule at top right of page. Select days for each month (August – May) on the NSLP calendar delivery schedule to indicate your monthly, bi-monthly, or weekly delivery preferences. Then, click on Save Changes and Update All Delivery Locations.
- To add or remove a delivery location, please contact the commodity food distribution program staff.
- Days Closed is defined as days a school is not open to receive commodities. To specify days closed, select Days Closed under Delivery Locations. Then, select dates on the NSLP calendar for each month (August – May) that schools are closed. Click Update All Delivery Locations and Finished. Warehouses will schedule commodity food deliveries to schools based on information provided.
As a reminder, there is no case order minimum for 1, 2 or 4 deliveries per month. There is also no additional stop fee for schools that have more than one delivery site. For further guidance, please refer to the CATS 12 Sponsor User’s Guide.

School commodity food orders for 2016-2017 are expected to deliver between August 2016 and May 2017. All schools will have one delivery during the following months: August 2016, December 2016, and May 2017.

If a school fails to select a delivery service preference, delivery service will default to one delivery per site monthly.

Please feel free to contact commodity food distribution staff in the Office for Child Nutrition at 1-877-644-6338 with any questions.

Thank you,

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