



USDA SOUP KITCHEN PROGRAM

NCDA&CS-Food Distribution Division

USDA SOUP KITCHEN PROGRAM

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- Inventory Procedures
- Food Safety & Temperature Monitoring Requirements
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History of TEFAP & USDA Soup Kitchen Program



- The Temporary Food Assistance Program was first authorized in 1981 with a goal of reducing a national surplus of food through distribution to low-income households.
- Surplus foods included butter, cheese, dry milk, & rice



History of TEFAP & USDA Soup Kitchen Program



The Emergency Food Assistance Program (TEFAP)

- By 1988, the national surplus of food was beginning to deplete
- Hunger Prevention Act of 1988 authorized funds to be appropriated for the purchase of USDA foods specifically for the Temporary Emergency Food Assistance Program
- 1990 Farm Bill formally named the program The Emergency Food Assistance Program
- TEFAP continues to be amended & reauthorized through farm bills

The Emergency Food Assistance Program continues to provide appropriated funding for USDA procured food as well as USDA bonus foods

- TEFAP Foods for Household Distribution



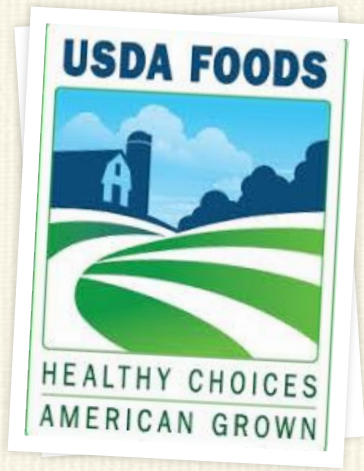
- USDA Soup Kitchen Program for Congregate Meals



How much TEFAP cost?



- In FY 2020, Congress appropriated \$397.1 million for TEFAP to procure food and provide administrative support
- In addition to USDA foods purchased with appropriated funds, TEFAP distributes “bonus foods” purchased by USDA to support agriculture markets. In FY 2018, \$403.2 million of such foods were made available to TEFAP.



REQUISITIONING USDA FOODS



A variety of USDA foods are available to agencies who have a USDA Soup Kitchen Agreement with NCDA&CS-FDD



The specific foods available vary according to US growing conditions, market availability & pricing



Approved Soup Kitchen agencies determine the quantity of food to requisition based upon participant participation & frequency of meal services provided



Agencies should plan to requisition only the quantity of USDA foods that can be safely stored and utilized within 6 months of receipt

QUARTERLY SKP PLANNED LEVEL OF ASSISTANCE (PAL) SCHEDULE

Receive Email from NCDA&CS-FDD	QUARTER	RECEIPT ACCORDING TO INVOICE
December	January-February- March	February
March	April-May-June	May
June	July-August- September	August
September	October-November- December	November

Requisitioning USDA Foods

Soup Kitchen agencies can
requisition USDA foods 4 times
per year



Requisitioning USDA Foods

- Agencies are given the opportunity to requisition USDA foods in March, June, September & December of each year.



▲ QUARTERLY SKP PAL

RA CODE 0- SKP
 AGENCY NAME: _____
 CONTACT PERSON: _____
 PHONE #: _____ EMAIL ADDRESS: _____

Please enter the number of cases your agency can use for the quarter.

MEMORANDUM

TO: ADMINISTRATORS OF SOUP KITCHENS
FROM: GARY W. GAY *GWG*
DATE: September 18, 2020
SUBJECT: QUARTERLY REQUEST FOR FOOD (SKP-PAL)

Attached is your quarterly request for USDA Foods (SKP-PAL) for the October, November and December 2020 quarter. It is vital you complete this SKP-PAL and return it to this office by Friday, October 2, 2020. If we do not receive your SKP-PAL, your agency will not receive any USDA food for this quarter.

Please return the SKP-PAL by fax or email to jamie.steele@ncagr.gov. Remember to enter your agency code and name on the attached SKP-PAL order form.

If you have any questions or concerns, contact Melissa Ayscove, Household Program Administrator at (919) 575-4490.

Your support and cooperation are greatly appreciated.

GWG/ma

MATERIAL	Commodity	Pack Size	OCT-NOV-DEC 2020
100046B	Eggs Whole Ex	6 / 5 lb. Ctn	
111280B	Fish Ak Pollock Nuggets	20 / 2 lb. bag	
100211B	Fruit Mixed Canned	24 / 15 oz.	
100897B	Juice Orange	8 / 64 oz. Flas Btl	
111140B	Peanut Butter Jar	12 / 16 oz.	
111040B	Pork Taco Filling Ckd. Ex	20 / 2 lb.	
100337B	Potatoes Deby	12 / 1 lb.	
110903B	Turkey Breast Del Sliced Ex	20 / 2 lb.	
TRADE MITIGATION PRODUCTS			
100127B	Beef Can	24 / 24 oz.	
100001B	Butter 36	36 / 1 lb. Ctn	
110940B	Chicken Can	24 / 12.5 oz.	
110921B	Chicken Fillets Unbrd Ex	30-lb Ctn	
100117B	Chicken Fajita Strips	30 lb. Ctn.	
110380B	Pork Chops Brkd Ex	40 / 1 lb.	

All orders are to be returned by October 2, 2020

Email SKP PAL Food Orders to Jamie Steele at jamie.steele@ncagr.gov or by Fax to 919-575-4143

NCDA&CS Food Distribution Division
 PO Box 639
 Buxton, NC 27509

Requisitioning USDA Foods

Chicken, Fillet, Unbreaded, Frozen



- WBSCM ID: 110921
- 30 lb. case
- Approximately 160-178 fillets per case
- This product is made from whole muscle chicken breast that is precooked. This product has grill marks on the fillet.

- Be sure to submit requisition request (PAL) by date due
- Make sure you understand the quantity of food you are requisitioning. Look at how many units are in each case, & the total pounds/case. Also consider existing storage, menu, & client participation, & the availability of preparation equipment, staff & volunteers
- Consider how many servings a case will yield. Refer to USDA Food Fact Sheets for yield information or contact your NCDA&CS-FDD Field Services Representative if you have questions or need assistance.

USDA INVOICES & DELIVERIES

- USDA Foods are delivered to Soup Kitchen agencies in February, May, August & November according to invoice
- Invoices (Delivery notices) are emailed to agencies approximately two weeks in advance of the delivery date. If there are any changes needed, notify NCDA&CS-FDD immediately.
- The invoice will list the number of cases to be delivered, the pack size per case, unit value per case, and the extended value of cases requisitioned.
- The invoice will also identify the storage code for each product – dry, refrigerated or frozen
- An invoice number, along with the specific date and time of delivery will also appear on the invoice

USDA INVOICES & DELIVERIES

- Agencies should always plan to be at the designated pick-up location at least 15 minutes prior to the delivery time noted on the invoice. Once delivery is complete, invoices will be emailed to Soup Kitchen agencies.



PERPETUAL INVENTORY SYSTEM

Continuous
inventory



REQUIRED INVENTORY PROCEDURES

Once USDA food is received, it is required that each food received be placed in a perpetual inventory.

REQUIRED INVENTORY PROCEDURES

- Remember that the maintenance of a perpetual inventory that is reconciled with a monthly physical inventory is **required** for all USDA foods in storage
- All records must be maintained for 5 calendar years. Once a food has depleted, all inventory records must remain on file.
- It is a “Best Practice” to indicate the BIUB date on the perpetual inventory sheet as a reminder that all USDA foods must be used before this date indicated by the manufacturer.



Food Safety & Temperature Monitoring Requirements

- USDA foods should always be stored at recommended temperatures.
- Food storage temperatures must be monitored and recorded 7/7 days per week.
- Food storage temperatures should be read from a working thermometer located inside the refrigerated unit.
- Remote temperature monitoring systems are now approved for use to monitor temperatures during agency closures.

NCD-09
8/17

FOOD STORAGE TEMPERATURE CHART

AGENCY _____

Dry Storage Area – Recommended Temperature 50° F - 70° F
Cooler Storage Area – Recommended Temperature 35° F - 39° F
Freezer Storage Area – Recommended Temperature -10° F - 0° F

Circle One Refrigerator, Freezer or Dry Storage			Circle One Refrigerator, Freezer or Dry Storage						
Month	Day	Year	Temperature	Checked By	Month	Day	Year	Temperature	Checked By
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
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31					31				

If temperatures are not within recommended range take immediate corrective action to avoid food loss.

Food Safety & Temperature Monitoring Requirements



Facilities should be maintained in a clean, sanitary, and organized manner.

All facilities must have an effective preventive pest control program in place. Monthly pest control services by a licensed pest control company is recommended.

USDA foods should be clearly identified and stored separately from other privately donated or procured foods.

Follow "First-in, First-Out" storage practices.

Record the BIUB date on each case as it is placed into storage. If BIUB date is not noted, record the pack date.

Allow for adequate ventilation in storage, especially in freezers and refrigerators. Store all food 6" off floor, 6" away from walls, & two feet away from ceiling.

Food Safety & Temperature Monitoring Requirements

- It is a “best practice for the Person-In-Charge (PIC) of the Soup Kitchen Program to complete a certified Food Protection Manager Course such as SERV-SAFE or SAFE PLATES. Many courses are now available on-line.
- USDA Soup Kitchens are encouraged to offer food safety training for all staff and volunteers assisting in the preparation and service of meal



USDA FOOD FACT SHEETS

Need some tips or ideas how to use USDA foods? USDA FOOD FACT SHEETS are available for most USDA foods offered in the USDA Soup Kitchen Program.

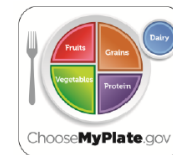
<https://www.fns.usda.gov/usda-foods/household-product-information-sheets-and-recipes>



United States Department of Agriculture

USDA
Foods

Spaghetti, Whole-Grain, Dry
MyPlate Food Group: **Grain**



USDA FOOD TRANSFERS

**Facing an unforeseen agency closure? Over ordered USDA food?
Have USDA food not moving in inventory?**

A transfer of USDA food to another authorized USDA Soup Kitchen Program may be possible if foods have been safely stored & are within date. Any USDA food that has exceeded the BIUB date or an Expiration date, if applicable, must be discarded.

All USDA Soup Kitchen food transfers must be approved by NCDA&CS-FDD.
Contact your Field Services Representative for assistance.



USDA FOOD LOSSES

USDA Food losses that exceed \$500 due to negligence may require the Soup Kitchen Agency to refund USDA for the value of the USDA food lost. Losses that exceed \$500 must be reported to NCDA&CS-FDD.

- Examples of negligence may include failure to monitor and record food storage temperatures
- Storing food in unsecure locations
- Not addressing active pest control issues
- Letting food remain in inventory after the expiration date or BIUB date has passed.




ANNUALLY REQUIRED TRAINING

- Civil Rights training is required for all staff and volunteers who have direct contact with Soup Kitchen participants every year
- New volunteers should complete training before they begin work
- A written roster of all those completing the training must be kept on file & be available during a USDA compliance review
- Be sure the “And Justice for All” poster is on display in clear view of participants
- Faith-Based Soup Kitchen Agencies must also display the Written Notice of Beneficiary Rights poster

<http://www.ncagr.gov/fooddist/training.htm>

CURRENT CIVIL RIGHTS POSTERS





North Carolina Department of Agriculture and Consumer Services
Food Distribution Division
Gary Gay, Director

The Emergency Food Assistance Program (TEFAP)
Written Notice of Beneficiary Rights

Steven W. Troxler
 COMMISSIONER

Name of Organization: _____

Contact Information for Program Staff: Name: _____
 Phone Number: _____
 Email Address: _____

Because TEFAP is supported in whole or in part by financial assistance from the Federal Government, we are required to let you know that:

- We may not discriminate against you on the basis of religion or religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;
- We may not require you to attend or participate in any explicitly religious activities that are offered by us, and any participation by you in these activities must be purely voluntary;
- We must separate in time or location any privately funded explicitly religious activities from activities supported with USDA direct assistance;
- If you object to the religious character of our organization, we must make reasonable efforts to identify and refer you to an alternate provider to which you have no objection. We cannot guarantee, however, that in every instance, an alternate provider will be available; and
- You may report violations of these protections (including denials of services or benefits) by an organization to the State agency (<http://www.fns.usda.gov/fdd/food-distribution-contacts>). The State agency will respond to the complaint and report the alleged violations to their respective USDA FNS Regional Office (<http://www.fns.usda.gov/fns-regional-offices>).

We must provide you with this written notice before you enroll in TEFAP or receive services from TEFAP, as required by 7 CFR part 16.

This institution is an equal opportunity provider.

NCA-TEFAP- Written Notice of Beneficiary Rights Poster
July 2016

Soup Kitchen Handbook

**SOUP KITCHENS
(SKP)**

**FOOD DISTRIBUTION PROGRAM
HANDBOOK
2016**

**NORTH CAROLINA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FOOD DISTRIBUTION DIVISION
P O BOX 659
BUTNER, NC 27509-0659**

(919) 575-4490 Fax (919) 575-4143
Food Recovery Hotline: 1-888-498-3449
TTY: 1-800-735-2962 Voice: 1-877-735-8200
An Equal Opportunity Employer

Gary W. Gay, Director
e-mail address - gary.gay@ncagr.gov - web page - <http://www.ncagr.gov/fooddist/>

Steven Troxler, Commissioner

Revised 4/2016

- Currently under revision
- http://www.ncagr.gov/fooddist/handbook/documents/SKPHandbook2016_000.pdf



USDA SOUP KITCHEN REMINDERS

- USDA Soup Kitchen food can only be used in the preparation and service of congregate meals.
- USDA Soup Kitchen food **cannot** be used as received for household distribution.
- USDA food **cannot** be sold or used during fund-raising events.
- USDA foods **cannot** be transferred without the authorization of NCDA&CS-FDD.
- If a USDA food transfer is being considered, notify NCDA&CS-FDD well before the food's BIUB date or expiration date approaches.
- When ordering USDA food each quarter, plan to use the food that is requisitioned within 6 months of receipt.

USDA SOUP KITCHEN REMINDERS

- Record the usage of USDA foods in the perpetual inventory **as it occurs**.
- Conduct, document, and reconcile the USDA perpetual inventory with a **monthly** physical inventory.
- Check the Soup Kitchen invoice as soon as it arrives. If any changes are necessary, notify NCDA&CS-FDD immediately (919-575-4490)
- Store USDA food securely to prevent loss or theft, and separately from privately donated or other agency procured foods.
- All USDA Soup Kitchen records must remain on file for 5 years. This includes temperature charts, invoices, perpetual inventory sheets, any records of transfers/losses & training rosters.
- Monitor and Record food storage temperatures daily.



Thank you for providing nourishing meals to those in need in your community. You are appreciated!

NCDA&CS-FDD CONTACTS

- Melissa Ayscue, Program Administrator 919-575-4490
- Vicky Cox, Administrator of Field Services 919-575-4490
- Jan Holt, SE and Central Piedmont Field Services 910-880-0305

