

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

Number	C-1
Reviewed	July 2009
Effective	July 2008
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Subject: CARE AND USE OF COMMODITY FOODS

For Action By: FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE ADMINISTRATORS,
DEPARTMENT OF FOOD AND NUTRITION

DEFINITIONS

Federal commodities are food items that are distributed by the United States Department of Agriculture to various school districts in order to supplement the school lunch and breakfast programs. These commodities may not be sold or traded, and may not be disposed of without the consent of the authorized representative of the federal, state or local health department.

TRANSFERS

To transfer commodities from one school to another, use the Transfer Report [FM-0934](#). See Procedure C-9. Certain commodity items may be transferred to the Family and Consumer Sciences Departments within Miami-Dade County Public Schools. Please refer to the list of approved items. These items may be transferred directly out of current school inventory, or they may be added to your regular commodity food service orders upon the request of the Family and Consumer Sciences teacher. The teacher must sign the transfer report. The transfer report should be distributed as follows:

- A. Food Service Accounting, #9999, Room 652
- B. Sending Food Service Manager file
- C. Family and Consumer Sciences Teacher
- D. Department of Food and Nutrition, #9025 Attention: Food and Menu Management

ALLOCATION OF COMMODITIES

The dollar value of commodities is established by law and is based on a federal appropriation, which is adjusted to the current Consumer Price Index. Commodities are allocated to school districts based on the number of reimbursed lunches and breakfasts served to students as reported on the school food service monthly reports.

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CARE AND USE OF COMMODITY FOODS (continued)

USE OF COMMODITIES

Commodities should be received, stored, utilized, inventoried and accounted for very carefully and accurately. USDA requires that the pack date be indicated on all commodities, which have been removed from their original case packaging. USDA products that are delivered without a pack date requires that the delivery date be indicated on case packaging and loose cans. Products should be utilized according to First In, First Out by pack date. Storage temperatures must be recorded daily for all commodity frozen/refrigerated items and dry goods.

Commodities are not to be used in foods consumed away from the school premises. This does not preclude serving food that contains commodities to students participating in school sponsored field trips, summer enrichment programs, etc. Commodities may only be used in reimbursable meals served in schools approved by the State Department of Education for National School Lunch reimbursement. The value of commodities used in a food item does not lower the sale price for adult lunches and individually priced items.

STORAGE

Commodities should be consolidated and stored together separate from purchased foods in locations that allow easy access. Storage facilities must provide reasonable safeguards against theft, deterioration, spoilage and other loss.

ORDERING COMMODITIES

Order commodities for current use only. As a guide in ordering commodities, schools should refer to the current Food Usage Report. Portions planned should be monitored to ensure that excess commodities are not ordered.

If excess quantities of commodities accumulate, the following should occur: school site should revise menu to incorporate excess commodities, utilize recipes that contain commodities and transfer if necessary to a school where products may be used more promptly.

REFUSAL OF COMMODITIES

The Food Service Production Schedule must be followed to determine the last possible date to revise items or portion planned. Refusal of commodities is not allowed at time of delivery unless an extreme emergency has occurred (i.e. refrigeration failure or renovation of facility). The refusal due to the emergency must be authorized by Food and Menu Management.