

Policy on Commodity Management and Reconciliation

Waco ISD will require that USDA commodities are handled and stored within a manner that meets local and state health and safety standards.

Waco ISD will account for the inventory of USDA commodities on hand monthly and at the end of the entitlement fiscal year of June 30, each calendar year.

Waco ISD will ensure that ordering and planning of USDA foods are done within coordination between the FSMC and the District representative for Child Nutrition to include processing and planning of USDA commodity entitlement.

Waco ISD will ensure that the FSMC will credit the amount of USDA Foods received during the invoice period and must be indicated on the FSMC's invoice. The FSMC will credit for all USDA foods received within that month, monthly on invoice. Credits are based on USDA Commodities received and not used or total entitlement allocated to the district, as per the RFP and the Administrative Reference Manual.

- Waco ISD will conduct a reconciliation at least annually to ensure all credits were given to the district based on documents of received USDA Commodities
 - Source documents will include TXUPS Weekly Commodity Bulletin, K-12 Processor link, DoD, etc. for received commodities, noting that there is a delay in reporting of processed commodities between poundage released from TDA to the processor and the processor reported received of the finished product to the warehouse on the weekly bulletin from month to month.
 - Waco ISD representative for Child Nutrition will review and sign off on monthly credits and annual reconciliation of USDA Commodities.
 - Waco ISD will retain all documentation related to USDA Commodities.
 - Waco ISD will refer to Section 18 of the Texas Department of Agriculture's Administrative Reference Manual in providing reference to this process.