**USDA Food Adjusting Values of Food for Recipient Agencies SOP**

**Implementation Date**: December 2018

**Revised Date**: January 2020

 **Next Review Date**: April 1, 2021

**Purpose**: This procedure is to update the prices in the Maine computer system semi-annually to reflect the values for RAs.

**Applicable Audience**:

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| Office | Division | Section | Position |
| School Finance & Operations | Child Nutrition | USDA Foods |  |
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**Definitions**:

**Statutes, Rules or References**:

250.58 (a)

June 2018 Management Evaluation

**Tasks, Responsibilities and Accountabilities**:

**Procedure**:

1. Print out/electronically saved USDA price rates currently in NEO under reports. Save for documentation and reference on shared drive under USDA/SY XX.
2. Print “Commodity File Report” in WBSCM for March price changes on all food
3. Between April 1st-15th enter into Maine’s computer system the price per case from the report.
4. Print out/electronically save the adjusted USDA price rates for documentation.
5. In NEO under reports new update list will be listed

NOTE: changes to the rates change all prices when RAs order product. Therefore, prices when originally ordered on the annual order will not match the price the RA pays when received. Make note of this for audit purposes.

**Roles**:

|  |  |  |  |
| --- | --- | --- | --- |
| Key Contact | Position | Email | Phone Number |
| Walter Beesley | Child Nutrition Director | Walter.beesley@maine.gov | 624-6875 |
| Terri Fitzgerald | USDA Food Coordinator | Terri.fitzgerald@maine.gov | 624-6882 |

**Document History & Distribution**:

This document will be distributed to Maine DOE staff and posted on the Maine Department of Education Intranet.

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| Version | Revision Log | Date |
| Version 1.0 | Initial Publication | December 2018 |
|  | Revision | October 2019 |
|  | Revision | January 2020 |
|  | Reformat | June 2020 |

Date: April 1, 2020 Manager Signature:

Date: April 1, 2020 Division Director Signature: