



# The Lunch Line

Bureau of Nutrition, Health and Transportation Services

The Iowa Department of Education

Please route to:

<input type="checkbox"/> Food Service Director	<input type="checkbox"/> Record Keeper	<input type="checkbox"/> Superintendent
<input type="checkbox"/> Kitchen Staff	<input type="checkbox"/> Principal	<input type="checkbox"/> _____

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## The First Line of Defense

The cool, crisp air of autumn is here and gone are the long, lazy days of summer. The good news is holidays and time to get together with family and friends. The not so good news; with the drop in temperature comes the sneezes, fever, headaches, cough and colds. Like making an annual appointment to change the battery in smoke detectors, it is time to revisit the food safety and sanitation checklist and conduct a systemic and thorough review of your foodservice operation. The goal is to serve safe and healthy food to the school community.

*The food service staff is truly the first line of defense against hazards in the food service environment –*  
 United States Department of Agriculture (USDA)

Students and staff consume millions of meals at schools each year. By minimizing the risk of food borne illness, schools can avoid lawsuits and the loss of reputation.

This article will provide you with a baseline checklist. Depending on the size of your foodservice operation, your food safety and sanitation plans may be simple or complex. Information on the many excellent resources will be provided. Some districts may be aware and familiar with most of these and for others these may be new.

The most important food safety problem is microbial illness. All those who handle food have a responsibility to keep food as safe as possible.

*A school district has a responsibility to determine that product is coming from a clean storage facility –*  
 First Choice: Purchasing Manual for School Food Service

A safe food environment is so critical that these recommendations are elements of the *Dietary Guidelines for Americans 2005*.

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All School Food Authorities (SFA) and schools that participate in the National School Lunch Program (NSLP) or the School Breakfast Program (SBP) must implement a food safety program that complies with the USDA program requirements.

The district's food safety plan should start before the food reaches the district.

❖ Start by visiting the warehouse facilities of the distributor and evaluating their operating procedures. Use the HACCP Supplier Checklist and the Physical Audit Form available in the *First Choice: A Purchasing Manual for School Food Service, 2<sup>nd</sup> Edition*.

Appendix 1: Review of the potential distributor vendor

Appendix 23: Food Safety Audit of Manufacturer

❖ A school district's food safety plan is an evolving process. The plan should be assessed, implemented, and evaluated annually. Use the tools at the National Coalition for Food-Safe Schools to conduct a needs assessment of the school's food safety plan. Some questions to consider are:

- Does the school have written policies and procedures on food safety?
- Is the food received and stored at the right temperature?
- Is the food storage area kept clean and free of pests?
- Is the food prepared and served at the right temperature?
- What are the procedures to ensure the safety of foods brought from home?
- What are the procedures to ensure safety of foods during field trips, at fundraising events, and school stores?
- Does the school have a list of all food service equipment? Is there a daily, weekly, or monthly schedule for cleaning the equipment?
- Is food service equipment functioning properly?
- Has the school developed standard operating procedures to address the receiving, storage, preparation and serving of food; personnel dress and hygiene; temperature of refrigerator, freezer and milk cooler; food handling, sick employees, cleaning and sanitizing, garbage storage and disposal, and pest control? Are standard operating and corrective action plans followed?
- Do food service staff persons receive annual training on Food Safety? How many food service staff members are certified in ServSafe® or other food safety certification?

❖ Use the New Employee Orientation Standard Operating Procedure and the New Food Service Employee Orientation Food Safety checklist at the Iowa State University Extension website.

- Does the school request two health inspections during the school year?

- Are recipes standardized with critical control points indicated?
- Is there a designated hand washing available in the foodservice area?

Establish the following steps:

1. Develop Standard Operating Procedures
2. Use the Process Approach to HACCP for all foods served in school.
3. Monitor the Process. Use the food safety checklist developed by the National Food Safety Management Institute.
4. Develop Corrective Action Plans
5. Keep records.

## Food Safety Resources

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles – USDA June 2005

<http://www.fns.usda.gov/cnd/CNLabeling/Food-Safety/HACCPGuidance.pdf>

Developing a School Food Safety Program Participants Workbook. U.S. Department of Agriculture, Food and Nutrition Service, and National Food Service Management Institute. 2006.

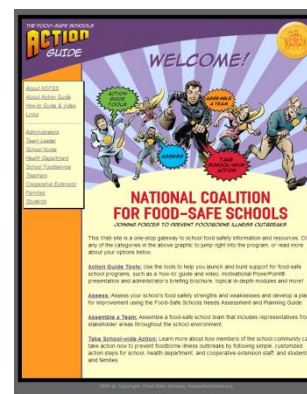
The National Coalition for Food-Safe Schools  
[www.foodsafeschools.org](http://www.foodsafeschools.org)

This website is a one-stop gateway to school food safety information and resources.

First Choice: A Purchasing Manual for School Food Service, 2<sup>nd</sup> Edition. National Food Service Management Institute and U.S. Department of Agriculture, Food and Nutrition Service  
[www.nfsmi.org](http://www.nfsmi.org)

Iowa State University Extension  
[www.extension.iastate.edu/foodsafety](http://www.extension.iastate.edu/foodsafety)  
[www.schoolhaccp.org](http://www.schoolhaccp.org)

Food Safety. Food and Nutrition Service, USDA.  
[http://www.fns.usda.gov/fns/food\\_safety.htm](http://www.fns.usda.gov/fns/food_safety.htm)



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Food Safety Resources (Continued from Page 2)

USDA Recipes for School Food Service.  
[www.nfsmi.org](http://www.nfsmi.org)

## Food Safety Checklist

<http://nfsmi.org/documentlibraryfiles/PDF/20080212013418.pdf>

Iowa Food Code 2005. Iowa Department of Inspections and Appeals. <http://www.dia.iowa.gov>



2009 H1N1 Guidance for Schools in Statewide Outbreak Situations. October 26, 2009. Iowa Department of Public Health and Iowa Department of Education.

[http://www.idph.state.ia.us/h1n1/common/pdf/statewide\\_outbreak\\_guidance\\_final.pdf](http://www.idph.state.ia.us/h1n1/common/pdf/statewide_outbreak_guidance_final.pdf)

Fight the Flu – Remember the 3 Cs.

[http://www.idph.state.ia.us/h1n1/common/pdf/flu\\_campaign\\_poster.pdf](http://www.idph.state.ia.us/h1n1/common/pdf/flu_campaign_poster.pdf)

## Food Safety Inspection Requirement

USDA requires each school/site that participates in the National School Lunch Program to have two Food Safety inspections covering the period July 1 to June 30. It is important that the LEA request from the local inspection authority that two inspections be completed prior to the end of the school year.

The LEA cannot control whether or not the two inspections are completed, but can and must document that the LEA has attempted to get the two required inspections. A copy of a letter or a note placed in a file, indicating a call was made to this person on this date requesting the inspections, would be considered documentation. Some LEAs have received a notice from the local health department indicating only one inspection will be completed due to financial or personnel constraints. This notice fulfills the requirement and the LEA does not need to contact the health department and request a second inspection. Copies of either the inspections or the documentation must be on file at the school or LEA central office for the State Agency to review. As part of this legislation **schools are**

**also required to have posted in a publicly visible location a copy of the most recent inspection.**

### How and when to report:

LEAs are to report the food safety/health inspection data under the Health Inspection section of the CNP 2000 system at: <https://www.edinfo.state.ia.us/cnp/security.asp> and must complete the report prior to the end of school or June 30. A login and password are required to access the CNP 2000 system. On the green navigational bar select "Health Inspections". On the next screen, click on "Health Inspection", click on Program Year 2010, click on "select", and complete the report. If you are not responsible for the food safety/health inspections, please forward to appropriate individual. Questions may be directed to your area consultant or Patti Harding at 515-281-4754 or [patti.harding@iowa.gov](mailto:patti.harding@iowa.gov)

## Sharing Eligibility Information

SFAs may share in a confidential manner benefit eligibility information about children between themselves without specific authorization from the household adult. For example, Johnny's old school may provide Johnny's benefit information to his new school when his family moves. This helps ensure that Johnny continues to receive meal benefits for the school year without his parents needing to fill out a new application.

ANY CNP is allowed to share benefit eligibility information with another CNP. The local CACFP day care center may be provided information about children who attend their center.

You are not required to share with other CNPs and you are not required to accept information from other CNPs, but sharing information helps kids and families and helps you get benefits to eligible kids as quickly as possible. Here are some reminders about how the process works:

- Both the request for information and the answer must be in writing and must be for specific children. It is not OK for a school to provide the entire list of all students enrolled to a day care and allow the day care to pick out the names of the children in their care. The day care must ask in writing that the information be provided for Mary, Susie, and Billy for example. The request and response should be on letterhead, dated, and signed.
- It is OK to provide a copy of the application or letter of direct certification to another CNP who asks for the information.
- A written list with appropriate documentation is as good as an application. File the paper with your applications and treat it the same as an application.

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Sharing Eligibility Information (Continued from Page 3)

- If you receive an application and notice errors on it, you **MUST** notify the household and correct the benefit level. You are not required to notify the CNP that gave you the information, but may choose to do so.
- If you notice that you have made a mistake on an application you have shared, you are not obligated to notify the CNP you shared with, but may choose to do so.

If you have questions contact your area consultant or Nancy Christensen at [nancy.christensen@iowa.gov](mailto:nancy.christensen@iowa.gov) or 515-281-5663.

## 2009-10 Verification Information

Verification is the confirmation of eligibility for free and reduced price meals under the National School Lunch Program and the School Breakfast Program. Verification is to be completed by School Food Authorities (LEAs) participating in the National School Lunch Program. Residential Child Care Institutions that **have day students** must complete verification on applications submitted by the day students. Residential Child Care Institutions that do not have day students and schools participating only in the Special Milk Program are exempt. Verification is not conducted when students are Directly Certified.

Verification must include confirmation of Iowa Eligibility Applications for:

- income as reported on the Iowa Eligibility Application OR
- the child(ren) inclusion in a household currently participating in the Food Assistance program OR
- that the child(ren) receives FIP (Family Investment Program) benefits.

**DUE DATES FOR  
SCHOOL YEAR 2009-10**

**October 1, 2009:** Verification sample size must be determined. See "Sample Selection," below.

**November 15, 2009:** Verification activities must be completed. Verification of an individual application is complete when a household's eligibility is verified, or changed to a higher benefit level, or a letter of adverse action has been sent informing the household those benefits will be reduced or terminated.

**December 1, 2009:** Verification Summary Report will be available on the CNP 2000 system.

**January 15, 2010:** Verification Summary Report must be completed on the CNP 2000 system. The December and

subsequent claims for reimbursement will be held if the Verification Summary Report is not completed on the CNP 2000 system by this date.

Information on how to perform verification is located in the Form Download section of the CNP2000 system and is referenced as NSLP028. Contact your area consultant or Nancy Christensen for assistance.

## Healthy Choices – Healthy Students

### A Culinary Approach to School Wellness



Iowa Department of Education's Team Nutrition and Iowa Team Fitness, a Carol M. White Physical Education Program Grant have partnered to bring school foodservice an exciting training opportunity!

A training DVD, "Healthy Choices – Healthy Students" was produced to assist Iowa school foodservice programs to prepare, serve and market nutritious, appealing, attractive foods that students will choose to eat. Focus areas included in this training DVD are: legumes, whole grains, fruits and vegetables.

Providing healthy and appealing school meals when food prices are increasing can be a major challenge. Savvy school foodservice directors can manage tight food budgets and provide nutritious meals to their students, while working to implement the *2005 Dietary Guidelines for Americans*. The DVD highlights what school food service managers can do to meet these challenges:

- Maximizing use of available commodities
- Purchasing foods in season
- Focusing on lower-cost foods
- Increasing participation in school meal programs

The DVD was made with the assistance of Executive Chef Benjamin Whitmore, who demonstrates the food preparation of several healthy recipes. Cathy Strohbehn, Iowa State University Extension Specialist discusses the importance of food safety and how to incorporate locally grown foods. LaRae Doll, Johnston Community School District Food Service Director shares tips in her cafeteria on how she is making healthy menu changes.

Three Johnston high school students share their thoughts and insights regarding making healthy food choices at school. **Watch for "Healthy Choices – Healthy Students" training DVD to be available early in 2010.**

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Healthy Choices-Healthy Students (Continued from Page 4)  
Contact Team Nutrition Project Co-Directors Patti Delger ([patti.delger@iowa.gov](mailto:patti.delger@iowa.gov) or 281-5676) or Carrie Scheidel ([carrie.scheidel@iowa.gov](mailto:carrie.scheidel@iowa.gov) or 281-4758) for more information.

## Healthy Kids Act Training Opportunities



The Iowa Department of Education website, at <http://tinyurl.com/lowa-HKA> will provide additional information regarding regional Healthy Kids Act face-to-face trainings being planned at six locations around the state during **February, 2010**, designed for school wellness committees. This webpage will also hold nutrition related frequently asked questions, physical activity contract, nutrition content flyer, legislative report, a nutrition calculator tool, and other resources as they are developed.

Watch the website for an upcoming Action for Healthy Kids webinar on **January 12<sup>th</sup>** regarding their Wellness Policy Tracker Tool to help schools reexamine and evaluate their school wellness policies. For questions regarding the Healthy Kids Act ICN content or future training opportunities, contact Jennifer Neal, Healthy Kids Act Co-Project Director, at [jenny.neal@iowa.gov](mailto:jenny.neal@iowa.gov) or 515-281-6192.

## Are You Ready for Farm to School?

Have you been thinking that using some local foods in your school food service sounds like a good idea, but don't know where to start? Now is the time to be thinking about the possibilities for the next growing season.

One way to start using local foods may be to grow your own. That doesn't mean food service has to do it. Is there a teacher, parent group, or Master Gardener who is willing to help children learn about growing food? Does the FFA have a greenhouse? Do you have a Summer Food Service Program? If keeping the garden over the summer doesn't seem feasible, are there early spring foods that you could use in school meals like lettuce, radishes, or green onions? The first year it may just be a few foods for the salad bar, but you need to let the growers know how much and what you might be able to use. That is, you need to let them know the specifications for the products you could use.

It is also important to plan ahead if you are thinking of purchasing from a local farmer. Iowa fruit or vegetable growers may need to change their planting decisions to have enough produce available to supply a school. Awarding the contract before the planting season allows them to make those decisions. The *Local Procurement and Processing Clarifications* on page 6 of this newsletter may also help clarify what can be purchased locally.

As with all procurement, there needs to be fair and open competition for your local food purchases. All local growers need to have an equal opportunity to be your supplier of local produce. This could be through an informal or formal bid process depending on the size of the purchase and the procurement policies of your school district. You need to define what you will consider as "local." You need to write specifications for the amount and varieties of produce that you could use. You need to request a letter describing the food safety practices of the producer just as you do for all vendors as part of your Food Safety plan. Good Agricultural Practices is a common description of what is expected from fresh produce growers. More information on purchasing local foods is available at [www.iastatelocalfoods.org](http://www.iastatelocalfoods.org).

If you plan ahead, shortening the distance between the growers and your cafeteria can be accomplished and may lead to increased interest in fruits and vegetables by the students you serve.

### USDA Nondiscrimination Statement

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TDD).

USDA is an equal opportunity provider and employer.

## Iowa Department of Education Nondiscrimination Statement

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act.

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## Local Procurement and Processing Clarifications

**Q:** The Joint Explanatory Statement accompanying the new Farm Bill legislation states that de minimis handling and preparation might be necessary to present an agricultural product to a school food authority in a useable form, such as washing vegetables, bagging greens, butchering livestock and poultry, pasteurizing milk, and putting eggs in a carton. Additionally, consistent with FNS guidance, geographic preference may only be applied to the procurement of unprocessed agricultural products which are locally grown and locally raised, and that have not been cooked, seasoned, frozen, canned, or combined with any other products. Does produce that has been chopped or cut fall into the category of “minimal handling and preparation necessary to present in a useable form?”

**A:** Unprocessed agricultural products that have been chopped, cut, sliced, diced, or shucked do meet the parameters of unprocessed as used in the Farm Bill. Therefore, SFAs and other service institutions may use a geographic preference when procuring those agricultural products. See SP-01-2010 for more information.

**Q:** If local foods are purchased that have been chopped, cut, sliced, diced, or shucked, do they need to be processed in a licensed processing facility?

**A:** Iowa Department of Inspections and Appeals indicates that if cutting into usable portion of product, then the processing facility needs to be a licensed processing facility.

**Q:** Is processing meat into a hamburger patty allowed under this rule?

**A:** No. Grinding meat into a hamburger is considered “processing” and therefore geographic preference may not be applied to this product. Livestock and poultry can only be butchered in order to still be considered “unprocessed.”

## Fresh Fruits and Vegetables and Nutrition Education

For too many children, the fresh produce they see in school might be their first exposure to fresh fruits and vegetables, and the only ones they will see that day. That is why nutrition education is critical to the program’s success.

How can you incorporate nutrition education during the promotion of fresh fruit and vegetables?

- Use free resources and education materials from the following websites:
  - [www.teamnutrition.usda.gov](http://www.teamnutrition.usda.gov)
  - [www.mypyramid.gov](http://www.mypyramid.gov)
  - [www.idph.state.ia.us/pickabettersnack/](http://www.idph.state.ia.us/pickabettersnack/)
- Have students create fruit and vegetable theme posters to decorate their classroom and serving area.
- Use student address systems and student broadcasts to share educational information about the importance of healthy eating.
- Promote fresh fruits and vegetables that are served on monthly menus that are sent home to parents.
- Create a bulletin board that addresses nutrition education and the benefits of fresh fruits and vegetables. Include the students by having them create the messages that are displayed.

## Julia's Tidbits

### 2010 Federal Funding

Although the scheduled 2009 reauthorization of the USDA Child Nutrition and WIC Programs has not yet occurred, a couple of changes in the programs were included with the passage of the Federal Fiscal Year 2010 Appropriations Act. Some highlights include:

- **School Food Service Equipment Grants - \$25 million nationally (this is not ARRA funding)**
- **School Community Garden – pilot program \$1 million**
- **Team Nutrition – increased funding to support the HealthierUS School Challenge (HUSC) initiative**
- **Summer Food Service Program – pilot projects and evaluation - \$85 million nationally**
- **Direct Certification – technology grants and technical assistance - \$22 million nationally**
- **Targeted outreach efforts to reduced childhood hunger in approximately 10 states.**

It is expected USDA will be issuing guidance in the next few months regarding these items

### Recommendations for Meal Pattern Changes

October 20<sup>th</sup>, the Institute of Medicine (IOM) of the National Academies released the report of its expert panel, commissioned by USDA, to develop recommendations on improvements to the National School Lunch and School Breakfast Programs to align them with the latest Dietary Guidelines for Americans (DGA). The IOM panel recommended that USDA adopt standards for menu planning that:

- **Increase the amount and variety of fruits, vegetables and whole grains;**
- **Set a minimum and maximum level of calories; and**
- **Increase the focus on reducing the amounts of saturated fat and sodium provided.**

As part of the changes, the panel recommended a single approach to menu planning. To support the changes being made for alignment with the DGA, the meal pattern would include specific types and amounts of food. These changes would include such things as increasing the total servings of fruits and vegetables, requiring certain amounts of dark green and orange vegetables and legumes and limiting starchy vegetables, requiring at least half of the grains be whole grain-rich, etc.

The recommended changes would result in meals that are nutrient-rich, but moderate in calories. USDA is studying the recommendations included within the report and has not set a specific time table for issuing a proposed regulation in response to the report.

Many of the recommendations are very similar to the current standards for the HUSC and USDA encourages schools to make changes now to meet the HUSC standards. For a complete copy of the IOM report check out [www.iom.edu/schoolmeals](http://www.iom.edu/schoolmeals).

## A Big Thank You to the 2009 SFSP Sponsors

The children of Iowa and the State Agency owe you a really big THANK YOU for sponsoring the Summer Food Service Program in 2009. Returning sponsors have done so in spite of knowing the challenges; and new sponsors have started in spite of many “unknowns.”

Iowa is proud of the overwhelmingly support of SFSP sponsors year-after-year, as well as the continuous increase in the number of new sponsors and the number of children served.

The 2009 SFSP has shown record growth in the number of all types of sponsoring organizations, but especially school food services and you are to be commended for that achievement.

Many Thanks!



# Commodity News

## 2009-2010 Warehouses

Iowa will use two (2) commercial warehouses to store and deliver commodities to each school this year. They are:

Des Moines Cold Storage  
Contact: Krista Atwood  
4770 NE 17<sup>th</sup> Court  
Des Moines, IA 50303-0781  
515-262-6560

Mason City Cold Storage  
Contact: Eldon Reinhart  
633 15<sup>th</sup> Street SE  
Mason City, IA 50401  
641-424-8369

## **Deliveries Short/Damaged**

When commodities arrive at your school, the product unloaded should be carefully counted and checked to make sure you are receiving the correct amounts. If you discover a shortage or any damage, make sure the driver makes a note on the warehouse release and initials it. You must have a driver's signature indicating a problem on your delivery, before an adjustment can be made on your billing.

**Commodity Values and the New Processing Fact Booklet for 2009-2010 can be found at the following website: [www.iowa.gov/educate](http://www.iowa.gov/educate)**

Deletions for 10B included; diced chicken, chicken fajita, and some ground beef.

Deletions for 10C included; ground beef and raisins. Hope to offer for 10D.

**Mailing update: if you have been ordering by Internet, you will no longer receive the paper copy unless requested. Be sure that we have your current email address so you may be kept up-to-date with the commodity food program. The commodity newsletter will now also be available on-line instead of mailed to all schools. The commodity newsletter is found at [www.iowa.gov/educate/](http://www.iowa.gov/educate/)**

## **UPDATED-Iowa Commodity Distribution Plan**

During the 2009-10 school year, the Iowa Food Distribution System will make six deliveries by Keck, Inc. Keck, Inc. will usually call a school at least 24 hours ahead of the planned delivery. **The beginning date you see**

**below** is just the planned beginning of the 5-week cycle. You may be delivered at any time within that 5-week cycle. The first delivery period is called 0A, the second is 0B, the third is 0C, etc. If you have any questions call the State Agency at 515-281-4032.

- The 0B (October) delivery, currently being distributed, will finish about November 30th.
- The 0C (Nov/Dec.) delivery will start about Dec. 7<sup>th</sup> and finish around January 15th.
- The 0D (January) delivery will start about January 26<sup>th</sup> and finish around February 26th.
- The 0E (March) delivery will start about March 5<sup>th</sup> and finish about April 9<sup>th</sup>.
- The 0F (April) delivery will start about April 13<sup>th</sup> and finish around May 14<sup>th</sup>.

0	A	8/24/09	Ordering done
0	B	10/5/09	Ordering done
0	C	11/16/09	Ordering done
0	D	1/4/10	(On the web by Dec. 4)
0	E	2/15/10	(On the web by Jan. 15)
0	F	3/29/10	(On the web by Mar. 5)

## **Items to Note**

When you are paying your commodity foods bill from Keck, Inc. be sure to make the checks payable to **Keck, Inc.** and send it with your invoice to Keck's new address at: **Keck, Inc., Patty Johnson, 501 SW 7<sup>th</sup> St., Suite D, Des Moines, IA 50309**

The Fresh Fruit and Vegetable Ordering and Receipting System (FFAVORS): DOD wants to remind those schools participating in the DOD fresh fruit and vegetable program to go back into FFAVORS after your delivery has arrived and enter a "receipt" for that order. The few minutes that it takes to go into "Edit Receipts," will ensure correct billing and funds tracking. This is only for those schools in the Department of Defense fresh fruit and vegetable program. Iowa has about 40 schools in this program.

School districts that are interested in participating in NOI next year should watch their e-mails for information about regional workshops in January. Brokers will be available at these meetings to help you calculate your allocation requests for the different processors. For more information about NOI, read the document, "Further Processed Commodities" on our website <http://www.tinyurl.com/iowa-usdafoods>.