

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

C1

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Subject: **CARE AND USE OF COMMODITY FOODS**

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## PURPOSE

The purpose of this procedure is to ensure proper storage, use and distribution of commodity foods.

## PROCEDURE

### 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 Child Nutrition 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, all sites must do the following in TrakNow:

1. Click on order and receiving.
2. Click on transfer.
3. Choose the site where the item is going to be transfer to.
4. Add the items to be transferred.
5. Save and approve.
6. Advise the receiving site of the pending transfer status.

Certain approved commodity items may be transferred to the Family and Consumer Sciences Departments within Miami-Dade County Public Schools. Food service managers/satellite assistants must contact Food & Menu Management for approval of the requested commodity 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.

When completing transfers (see [Procedure C-21](#)) for the Family and Consumer Sciences teacher, the transfer report should be distributed electronically as follows:

- A. Teacher (fill in the date and teacher's name at the bottom of the form)
- B. Food Service Accounting
- C. Food and Menu Management at [cmcastor@dadeschools.net](mailto:cmcastor@dadeschools.net)
- D. Region food service supervisor

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Print a copy and file with the weekly invoices.

## 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.

## 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 (FIFO) by pack date/delivery 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 include serving food that contains commodities for students participating in school sponsored field trips, summer enrichment programs, etc. Commodities may only be used in reimbursable meals approved by the Florida Department of Agriculture and Consumer Services 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 must be marked with the receipt date (month/day/year) and stored using the FIFO method of inventory. When individual units are removed from the case, the individual units must be marked with the receipt date (month/day/year) and stored using the FIFO method of inventory. School sites must also consider dates placed on food products by the manufacturers such as “use-by”, “expiration”, “best-if-used-by”, “sell-by”, and “pack date” when utilizing inventory. Storage facilities must provide reasonable safeguards against theft, deterioration, spoilage and other loss.

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## Ordering Commodities

Commodities should only be ordered for current use. 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 Portions 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.

*For Action By: Food Service Managers and Satellite Assistants*

*Refer Questions to: Department of Food and Nutrition*

*Created:*

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