
Subject: **ADMINISTRATIVE PROCESS FOR DETERMINING FEE FOR SERVICE/NET-OFF INVOICE PROCEDURES FOR ALLOCATED USDA COMMODITY FOODS AND PRODUCT REBATES**

PURPOSE

The purpose of this procedure is to explain the administrative process for Fee for Service/Net-Off Invoice and obtaining a rebate.

PROCEDURE

Fee for Service/Net-Off Invoice

- A. Obtain list of processors approved to be used by Florida recipient agencies (RA) and issue a Commodity Processing Bid for procurement use.
- B. Based on this list, determine which processors we are currently using.
- C. Through the Commodity Processing Bid, determine if net-off invoice or Free for Service (FFS) is available. If so, this will be the purchase price of the item.
- D. Verify pricing from distribution with bid prices.

Obtaining a Rebate

- A. Utilize rebate programs offered by manufacturers and processors.
- B. Obtain a distribution report for the month from distributor indicating item usage.
- C. Complete the appropriate request per manufacturer.
- D. Have Director of Food and Menu Program sign and verify information.
- E. Send copies to vendor (keep copy in pending folder for that vendor).
- F. Upon receipt of memo and copy of check, verify amount is correct, and file.
- G. Submit check to "Treasury Management".

**FOOD AND NUTRITION
PROCEDURES**
Miami-Dade County Public Schools



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For Action By: Food Service Administration

Refer Questions to: Department of Food and Nutrition

Revised: November 2005, July 2007, July 2010, July 2022

Reviewed: July 2024