Department of Education and Cultural Affairs

SUBJECT: Storage Space and Cost
NSLP – 61

TO: Authorized Representatives
National School Lunch Programs

FROM: Sandra M. Kangas, Director
Child and Adult Nutrition Services

It is recommended that freezer and cooler space for each local agency be evaluated. Frozen food product has increased dramatically since many schools were built. To ensure efficient food purchases, an ability to receive one's fair share of USDA donated food, and to ensure safe and proper holding of cold and frozen foods, an evaluation of local requirements for the future would be prudent.

Storage facilities for commodities and purchased food need to be evaluated in the following ways:

A. When outside storage is used or purchased by the agency, a contract is strongly recommended but not required. Food losses which would occur under a no-contract situation would be deemed the responsibility of the local agency;

B. A review of storage facilities, both on- and off-site, must be made at least annually and reported to the State Agency on its prescribed form;

C. Disposition of damaged or out-of-condition foods shall be made in accordance with instructions of the State Agency;

D. The inventory level of any USDA donated food may not exceed a six-month supply unless justification for additional inventory has been requested and received from the State Agency; and

E. The year-end physical inventory must be reconciled with perpetual inventories.

Specific instruction forms regarding these items are included in the June 1990 white South Dakota Commodity Distribution Manual.