



Food Distribution Frequently Asked Questions

Where do I place bulk food processing requests if my bid is not complete?

Enter your request in EDGE and select 5000785 Morgan Produce for the delivery location. When you know the awarded processor, send the information to the Processing Specialists, Gladys Glover, gglover@doe.k12.ga.us and Frank Mullins, fmullins@doe.k12.ga.us. In turn, if the catalog is open, they will work on moving your requests to the processor. Processing Specialists will contact you if they are unable to complete the request.

I've entered all my requests into EDGE, how do I check my status?

Run your Orders Report in EDGE. This report provides the current status of all placed orders that have received a Sales Order number and provides updates on the status as they are received.

How do I find the serving size of USDA Foods?

NSLP USDA Foods Product Information Sheets: <https://www.fns.usda.gov/usda-fis/usda-foods-product-information-sheets>

What do I do with food I cannot use?

Contact your assigned Food Distribution Specialist for your warehouse region so that the food can be reassigned to another recipient agency (RA).

I have a food loss, but I am a single inventory system. What do I do?

As a single inventory state, you only must report USDA food losses over \$2500 to Donovan Smith, dsmith@doe.k12.ga.us.

Why were my USDA Foods canceled?

USDA Foods are sometimes canceled when the FDU Specialists are unable to build a truck or USDA is unable to procure a bid due to various reasons.

How long should items remain in the warehouse after delivery?

USDA Foods should be pulled from the warehouse within 60 days. If they are not removed within that timeframe, they will be subject to reallocation.

Who do I contact to get setup in EDGE/FFAVORS?

Please contact Dr. Suzanne Goebel at 404-663-4208 SGoebel@doe.k12.ga.us about setting up your EDGE account and contact Donovan Smith at 404-657-0550 dsmith@doe.k12.ga.us to get set up in FFAVORS.

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How do I transfer my PAL balance to USDA DoD?

Complete the USDA DoD participation request form and send to aevans@doe.k12.ga.us.

When can I transfer my PAL balance to USDA DoD?

At any time during the school year you have a balance, due to cancellations or other reasons, and you see that you cannot use that balance anywhere else, you can request a transfer at any time by completing the request form.

How do I account for my USDA DoD for inventory purposes?

All USDA DoD needs to be counted as a USDA receivable.

What is the CFDA # for the Equipment Grant as well as the Warehouse Grant?

The Catalog of Federal Domestic Assistance (CFDA) is an assistance program administered by departments of the Federal government. More information can be obtained by visiting the www.CFDA.gov website. Currently, Georgia DOE, School Nutrition supports two CFDA programs. Their respective numbers are: Equipment Grants, 10.579 and Warehouse Storage and Delivery Grant Reimbursement, 10.560.

When faced with a disaster targeting your system, who should local staff contact about any agreement for shelter operations?

Contact your local school superintendent to identify what is in the agreement with the American Red Cross (ARC).

If I use USDA Foods in a shelter operation, will they be reimbursed?

It depends on the circumstances:

First Situation - If the American Red Cross is operating the shelter, and your agreement reads that you will be reimbursed for all food cost, non-food cost and labor, then the answer is yes. You will include purchased food as well as the value of USDA Foods into the cost of food.

Second Situation - A local school principal asks that a shelter be opened, and a Presidential Declaration of Emergency has not been declared, then, no reimbursement will be obtained. As the local guardian of your USDA Foods, you have the authorization from the state agency to use the foods in this situation, just note that no reimbursement will be received.