



**MEMORANDUM**  
*Division of Food Distribution & Warehousing*

**TO:** All Food Service Directors June 2010  
**FROM:** NYS Office of General Services  
 Food Distribution & Warehousing  
**SUBJECT:** General Information for the 2010 – 2011 School Year

The distribution dates along with the final date that inventory request forms will be accepted are as follows:

<b>DISTRIBUTION DATES</b>		<b>FINAL DATE TO SUBMIT REQUEST FORM</b>
September	09/07/2010 – 09/17/2010	07/16/2010
October	10/04/2010 – 10/15/2010	09/16/2010
November	11/01/2010 – 11/12/2010	10/16/2010
December	12/06/2010 – 12/17/2010	11/16/2010
January	01/03/2011 – 01/14/2011	12/16/2010
February	02/07/2011 – 02/18/2011	01/16/2011
March	03/07/2011 – 03/18/2011	02/16/2011
April	04/04/2011 – 04/15/2011	03/16/2011
May	05/02/2011 – 05/13/2011	04/16/2011
*June	06/06/2011 – 06/10/2011	05/16/2011

\*June distribution is **only** for recipients in the CACF Program and schools that State Education has designated as a 12 month school. If you are unsure of your status, please contact State Education.

Submitting your inventory request forms: These are **firm** dates and you are responsible to ensure that your "Request Forms" are submitted on or before these dates.

**ENTITLEMENT:** Your pick up slips contain your month-to-date and year-to-date totals. Our new system does not add your direct diversion value, so you will need to add this amount each month to your year-to-date total. Your diversion value is a static number that was listed on your direct diversion receipt. We will post this value on our web site along with your entitlement in August. It is very important that you keep track of these two numbers because you will not be allowed to order USDA foods once you exceed your entitlement.

***IMPORTANT:*** *You are responsible for all government commodities stored at your facility over the summer. Proper precautions, such as regular scheduled checks on freezers and coolers must be taken. The checks should be conducted at least three times per week. If failures should occur, a claim action may be taken against you, based on the value of USDA food lost.*