



Memorandum

2018-19 Distribution Periods

July 2018

To: Food Service Directors (Area K/W)
From: NYS Office of General Services
Food Distribution Memo 2018-19 #006

The ten monthly distribution periods and the Order Request due dates for School Year 2018-19 are as follows:

Month	Order Request Due Date	Distribution Period
September	08/17/2018	09/04/2018 – 09/14/2018
October	09/14/2018	10/01/2018 – 10/12/2018
November	10/16/2018	11/05/2018 – 11/16/2018
December	11/16/2018	12/03/2018 – 12/14/2018
January	12/14/2018	01/02/2019 – 01/11/2019
February	01/16/2019	02/04/2019 – 02/15/2019
March	02/15/2019	03/04/2019 – 03/15/2019
April	03/15/2019	04/01/2019 – 04/12/2019
May	04/16/2019	05/06/2019 – 05/17/2019
June	05/15/2019	06/03/2019 – 06/07/2019

Place orders at: <http://ogs.ny.gov/BU/SS/GDF/>

Order Request due dates are **firm**. You are responsible to ensure that your request is submitted on or before these dates. You are also responsible for tracking your entitlement. The ordering system will automatically cut you off once you exceed your entitlement, plus 5%.

Please be reminded that once USDA Foods leave the Downstate Distribution Center (DDC), they become the responsibility of the Recipient Agency (RA). OGS Food Distribution will hold the Recipient Agency responsible for the value of the USDA Foods at all times and may subsequently charge the Recipient Agency if at any time the USDA Foods become unwholesome due to improper transportation or storage.

If a Recipient Agency utilizes the services of a commercial trucking company, an agreement must be in place stating that the value of the USDA Foods are insured and clarifying responsibilities if the USDA Foods are not going to be delivered on the same day they are picked up from the DDC. The agreement must also include the trucking company's disclosure regarding how and where the USDA Foods are to be stored, prior to delivery to the Recipient Agency, and how they will maintain the safety and integrity of the food.

Trucking companies are required to utilize temperature-controlled vehicles while transporting all USDA Foods. Any trucking company arriving to pick up refrigerated or frozen USDA Foods, without refrigerated units, will be rejected.