

## Super Co-Op Frequently Asked Questions (FAQs)

1. Can I move entitlement \$ in/out of DoD?

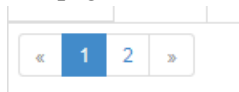
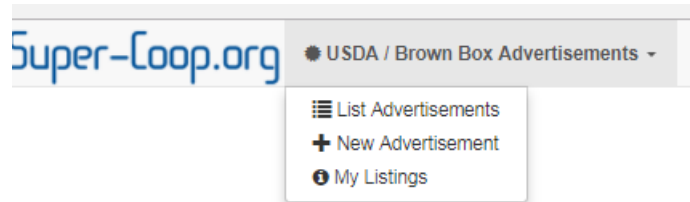
Yes. Determine how much of your entitlement dollars you want to transfer and contact Cynthia Barcelo at the Super Co-Op office for assistance.

Email: [CynthiaBarcelo@Super-Coop.org](mailto:CynthiaBarcelo@Super-Coop.org)

Subject Line: DOD transfer

2. How do I get rid of Brown Box items I don't want?

Log-in to your Super Co-Op website account. In the upper left corner of the Member Dashboard screen look for "USDA/Brown Box Advertisements." Click on "List Advertisements" to view what is available. There may be more than one page so scroll down to the bottom to check.



In the "Ad Status" it will either say In-storage, On order, or Wanted. In-storage means the product is at the Gold Star warehouse. On order means ordered from USDA but has not arrived at Gold Star yet. Wanted means a district is looking for product.

You can click on the green "Details" button on the right side of the screen to see additional information about the load.

To order, click the box on the far left next to the item you want. A green button will appear at the top of the page – click on "Request Selected Item" to order. If you don't want the whole lot, you can request the number of cases you want.

You are responsible for storage charges until the item is transferred to another district by request.

3. Why does my entitlement amount change throughout the year?

Your entitlement changes throughout the year due to a number of reasons:

- An estimated entitlement is allocated in January based on your prior year Total Lunches Served (TLS). Once the prior year TLS is finalized in November, the CDE publishes an updated entitlement list, and we adjust your Processed Entitlement accordingly (up or down).
- USDA occasionally cancels loads of brown box due to market conditions and the corresponding entitlement value will be returned to your account.
- Some years we have excess pounds of USDA Foods remaining at our processing manufacturers at the end of the year and the following year we extend additional entitlement to encourage districts to use more processed pounds.
- We also do bi-annual sweeps within the co-op, per our Governing Rules. At the end of January and March we evaluate how districts are spending their entitlement and redistribute entitlement from members who are not spending enough to those who need more. We want to be sure all entitlement funds are spent each year, as they do not carry over from year to year.

4. How do I validate my (Value Pass Through “VPT” or commodity credit) invoices?

It is important that Member Districts verify each processed commodity purchase and delivery. Each time a processed commodity is received, you should check to be sure the proper discount (NOI, FFS, or rebate) was issued and that entitlement was drawn down correctly.

You need three (3) things to validate your Value Pass Through (VPT) or “commodity credit”:

- (1) Your invoices for processed commodities
- (2) Your distribution bid
- (3) The Super Co-Op Market Basket RFP results (find it at <http://www.super-coop.org/rfp.html> )



When you receive your processed Commodity, it should be accompanied by an invoice. The invoice should have your delivered price listed. Check this with your local distribution bid to be sure the correct price is charged. Your distributor should show the commodity credit separately on the invoice such as in the example below. Check the Super Co-Op Market Basket RFP results to be sure the Fee for Service or Net Off Invoice amounts match.

Example of Fee for Service (FFS):

QUANTITY				DESC	ITEM REF	PACK	UNIT PRICE	EXTENSION
SHIPPED	U/M	B/O	ITEM					
148	CS		800946	PRODUCE CMDY SL APPLES 100/2 OZ FRESH INNOVATIONS	130220	OZ	13.25	1,961.00
			FFS	Fee for Service			2.65	392.20
				<b>PRODUCE SubTotal 148 Cases</b>				<b>2,353.20</b>

Your cost for delivery from your distribution bid. (Might be included unit price)

Fee for Service price from Super Co-Op Market Basket RFP Results

Example of Net Off invoice (NOI)

QUANTITY				DESCRIPTION	ITEM XREF	PACK SIZE	UNIT PRICE	EXTENSION
SHIPPED	U/M	B/O	ITEM					
31	CS		404683	<b>FROZEN</b> WG KRISPY KRUNCH TENDERS TYSON	003859-0928	31.86LB	55.48	1,719.88
			700017	Cmdy - Chicken LG Dark Chill			-6.86	-212.66
			700018	Cmdy - Chicken LG White Chill			-10.28	-318.68
				<b>FROZEN SubTotal</b>				<b>1,188.54</b>

Commercial price from Super Co-Op Market Basket RFP Results plus your distributor mark-up

USDA Foods Value per case (column N) from Super Co-Op Market Basket RFP Results

# Super Co-Op Market Basket RFP Results

Super Co-Op - Santa Clarita Valley School Food Services Agency  
RFP No. 1801 - Processed USDA Foods Products and Commercial Products - Valents  
Results - Market Basket - 2018-19

USDA Foods End Products SEPDS Information													Pricing Information		Commercial Products		Valents			
Manufacturer	Line No.	End Product Description	Product Category	Manufacturer Item Code	Meats USDA Buy American Fraction T-Yr	Max Weight Per Case (Lbs.)	Standard Pkg Case	Max Weight per Carton (oz.)	WESCH USDA Foods Material Code	WESCH USDA Foods Material Description	USDA Foods Inventory Description per case	USDA Foods Value per Case	USDA Foods Value per Case	Max Off Invoice Discount off Commercial Price	Case Price	Quantity	Commercial Item Manufacturer Code	Meats USDA Buy American Fraction T-Yr	Case Price	Quantity
Tyson	25	FC White Grain Bread 4 Dark Meat Chicken Breast	CHICKEN	024973-0923	Y	35.0	142.00	4.00	90993	CHICKEN LARGE CHILLED-BULK	41,900	\$ 0.997	\$ 37,820	\$ 37.92	70.00	\$0.00	024973-0923	Y	\$ 507.52	\$0.00
Tyson	26	FC White Grain Bread 4 Dark Meat Chicken Breast 4 Dark Meat Chicken Breast (General Use) 24.5oz	CHICKEN	024974-0923	Y	35.0	142.00	4.00	90993	CHICKEN LARGE CHILLED-BULK	41,900	\$ 0.997	\$ 37,820	\$ 37.92	70.00	\$0.00	024974-0923	Y	\$ 507.52	\$0.00
Tyson	27	Fully Cooked Chicken Breast 4 Dark Meat Chicken Breast	CHICKEN	024439-0923	Y	30	95.00	3.75-Lb. Case	90993	CHICKEN LARGE CHILLED-BULK	29,200	\$ 0.997	\$ 22,450	\$ 22.19	90.00	\$0.00	024439-0923	Y	\$ 72.78	\$0.00
Tyson	28	Fully Cooked Marquette Brand Chicken Breast	CHICKEN	024431-0923	Y	30	95.00	3.75-Lb. Case	90993	CHICKEN LARGE CHILLED-BULK	29,200	\$ 0.997	\$ 22,740	\$ 22.74	90.00	\$0.00	024431-0923	Y	\$ 72.64	\$0.00
Tyson	29	FC White Grain Bread 4, Marquette Chicken Breast	CHICKEN	024974-0923	Y	30.25	112.00	4.30	90993	CHICKEN LARGE CHILLED-BULK	32,600	\$ 0.997	\$ 24,410	\$ 24.41	71.63	\$0.00	024974-0923	Y	\$ 305.69	\$0.00

USDA Foods Value per case (column N)

Fee for Service Price (column O)

Commercial price (column U)

If the numbers don't match, contact your distributor.

## 5. What are these storage charges for?

When you leave your brown box at the Gold Star Foods warehouse more than 30 days after they receive the product, you will be charged storage fees (an amount per case each month) per our current contract until you take delivery.

## 6. How are state fees for processing calculated?

Per the Super Co-Op Governing Rules, state fees for processing are calculated using this process:

Processed USDA Foods State Administrative Fees shall be billed on a quarterly basis.

Member Districts shall be billed their fair share of the State Administrative Fees of USDA Foods delivered to processors during the quarter, based on each district's entitlement allocated to processing. So to do the calculation, we take the entitlement dollars you have allocated and determine what percent of the entire co-op you are; we multiply that times the fair market value of all the truckloads of USDA Foods that were delivered to processors during that quarter.

## 7. Why are the state fees for DoD not billed in the same year that DoD was ordered?

The CDE sends the Super Co-Op an annual bill for DoD, usually in July of the following school year after all orders are delivered.

## 8. Why am I being charged state fees for brown box when I haven't received them yet?

State fees for brown box are billed monthly to member districts when the product arrives at Gold star Foods, not when you take delivery to your school site. See Question 34 to learn how to determine when the brown box arrived at Gold Star Foods.

## 9. Why are the brown box amounts on my survey different from the amount of cases that are in my inventory?

The Co-Op must order all products in full truckloads, which are about 1,000 cases each. After you fill out your survey in February/March we add up all the items each district wants and make them into full truckloads. Sometimes we have to add or subtract a few cases per district to make the full truckloads.

10. Why does the brown box for multiple months all come in at the same time?

The Co-Op must order all products in full truckloads, which are about 1,000 cases each. Sometimes there are not enough orders to get a truck each month so we have to combine some orders.

11. Under the entitlement survey I see 50 cases requested for Oct and November. Why am I getting it in January?

See Question 10.

12. Why am I not getting commodity credit?

In order for you to get commodity credit, the following things have to be correct:

- ★ Have entitlement in your account
- ★ Manufacturer has the correct raw product
- ★ Item you want to buy must be listed on Market Basket RFP
- ★ Distributor identified correctly in K-12 Foodservice or ProcessorLink

If all of these things are correct and you are still not getting your discount, contact your distributor and ask why. (See Question 4 for more info)

13. What is this bill for? (Happens when Quarterly State Fee invoices are sent)

See Question 6, 7 & 8.

14. Does the % on my Dashboard mean what I have left or what I have spent?

It's what you have left or the remaining amount.

15. How do I know if I'll have enough money at the end of the year?

If your school year starts in mid-August and ends in mid-June, you can use these percentages as a rough guide: End of October = 30%, end of January = 55%, end of March = 70%

16. How do I spend all my entitlement?

If you don't spend all of your entitlement this year, take a look at your menu and try to add more brown box or processed items for your menu next year. Sometimes it takes a couple of years of practice to get a good mix of commodity vs. commercial items that your customers will like. Another way to use your entitlement is to set some aside for DoD produce. You can transfer your entitlement back and forth between DoD and processing during the year. See Question 1 for how to do that.

17. What is the Unprocessed Fruit and Vegetable Pilot Program? How do I participate? Should I participate?

The Pilot program is not taking new applicants at this time. When the USDA is taking new applications, the CDE will send out an email notice. To participate, you set aside an amount of your entitlements funds to use to purchase fruits and vegetables from approved vendors. It works well for some of our members, but not for others. If you are interested the next time they take new members, I can put you in touch with some of our Co-Op member districts that use the program and you can ask them for pros and cons on the program.

18. I put in a request online for Brown Box Advertisement and never heard anything back – did I get the item or not?

When you make a request, you should get an automatic email telling you we received your request. Within a week, you should get a personal email from Cynthia Barcelo letting you know if you did or did not get the item requested.

19. Why can't Brown Box Advertisement be automatic?

It costs quite a bit to re-work the code on the website to make it automatic and we don't feel it's worth the investment at this time.

20. Where does Cynthia Barcelo work? Who pays for her salary?

Cynthia is the USDA Foods Program Manager at Gold Star Foods. She works at the Ontario warehouse office. Gold Star Foods pays her salary. Gold Star Foods is the Super Co-Op Administrator by contract (through a formal bid process) and the co-op membership fund pays a monthly fee to Gold Star for specific management duties related to the Super Co-Op.

21. How do I read the Super Coop RFP – what do the different columns mean?

This RFP established pricing from the manufacturer (processor) to your distributor. Your distributor will add on a fee or percent to cover their receiving and delivery costs. See the response to Question 4 for an overview of the most important columns on the spreadsheet and how to use them.

21. What is DF?

“DF” stands for “Donated Food” or raw commodity product.

23. How do I fill out my entitlement survey?

There is a recorded webinar on the Super Co-Op website at [www.super-coop.org](http://www.super-coop.org) – the Home page.



Click on the link to start.

24. What is the difference between NOI and FFS?

Fee for Service (FFS) is the price of the product net the commodity value.

Net Off invoice (NOI) is the commercial price less the commodity value.

25. Do I have to purchase from Gold Star Foods if I am a member of Super Coop?

Gold Star Foods won the bid and is the current distributor for USDA Foods Direct Delivery (aka brown box), so all of those items have to be delivered by Gold Star. You should be using local procurement methods (your own bid) to determine a distributor for processed USDA Foods (processed commodity) and other commercial products.

26. How do I know if I'm getting my commodity credit? How do I verify this with my distributor?

See Question 4.

27. When do entitlement sweeps happen?

The Lead Agency and/or Administrator will reassign unused entitlement using the following schedule:

January 31 – Member Districts with more than 60% remaining entitlement will have the excess funds removed (“swept”) and given to districts with less than 60% remaining.

March 30 – Member Districts with more than 30% remaining entitlement will have the excess funds removed (“swept”) and given to districts with less than 30% remaining.

28. What percentage entitlement can I overspend?

We usually give 10%.

29. Does entitlement carryover?

No, you need to use your entitlement in the year it is received.

30. Is there a fee to be part of the Super Coop?

There is an annual membership fee that is 0.3% of your annual entitlement, billed in July by the Lead agency (Santa Clarita Valley School Food Services Agency).

31. Can I use entitlement dollars to pay for Brown Box Storage? Why not?

Entitlement dollars are “in-kind” funds we receive from the federal government and not real cash that can be used as monetary exchange.

32. What do I spend my entitlement dollars on?

You can spend your entitlement on USDA Direct Delivery (aka brown box), processed end products, DoD Fresh Produce, or the Unprocessed Fresh Fruit and Vegetable Pilot. If you have extra entitlement in the spring, you can move entitlement from processing to DoD (Also see Questions 1 and 16).

33. What is live inventory vs Entitlement usage?

Your live inventory is the brown box you currently have in stock at Gold Star Foods (on the Gold Star Foods website). Your entitlement usage is the entitlement dollar value of the USDA Foods you have received during the year (on the Super Co-Op website).

34. Where is my current commodity Brown Box inventory?

You can find your current brown box inventory on the Gold Star Foods website. Go to [www.goldstarfoods.com](http://www.goldstarfoods.com) and click on “Order online.” Log-in to your account (For username and password setup, please contact [HelpDesk@GoldStarFoods.com](mailto:HelpDesk@GoldStarFoods.com)). On the left side of the screen, scroll down to “Reports.” The “USDA Live Inventory” tab will show you what you have in stock. For additional

information, click on “USDA Inventory by Lot” and you will be able to see the date the items were received and when storage charges will begin if you don’t ship before that date.



35. Who is my representative on the Governing Council and how do I contact them?

<b>Regional Group</b>	<b>Director / Contact</b>	<b>District / Agency</b>	<b>Phone</b>	<b>Email</b>
Lead Agency	Lynnelle Grumbles	Santa Clarita Valley School Food Services Agency	(661) 295-1574 x103	lgrumbles@scvsfsa.net
Region 1	Monique Stovall	San Juan Unified SD	(916)277-6539	monique.stovall@sanjuan.edu
Region 2	Andrew Soliz	San Mateo-Foster City SD	(650) 312-1968	asoliz@smfc.k12.ca.us
Region 3	Open			
Region 4	Stephanie Gillenberg	Oxnard Union High SD	(805) 385-5749	Stephanie.Gillenberg@ouhsd.k12.ca.us
Region 5	Léna Agee	Manhattan Beach Unified SD	(310) 318-7345 x5031	LAgee@manhattan.k12.ca.us
Region 6	Michelle Curry	South Pasadena Unified SD	(626) 441-5820 x2950	mcurry@spusd.net
Region 7	Liz Brown-Smith	Whittier Union High SD	562-698-8121 x1092	Liz.Brown-Smith@wuhd.org
Region 8	Daryl Hickey	Pomona Unified SD	(909) 397-4711 x21100	Daryl.Hickey@pomona.k12.ca.us
Region 9	Stephanie Bruce	Palm Springs Unified SD	(760)322-4117	sbruce@psusd.us

## Regional Group List for SY2018-19

Region 1	Region 3 (continued)	Region 7
Brittan Elementary School District	Madera Unified School District	ABC Unified School District
Buckeye Union Elementary School District	Mariposa County Unified School District	Anaheim Union High School District
Corning Union Elementary School District	McSwain Union Elementary School District	Brea-Olinda Unified School District
Dixon Unified School District	Mendota Unified School District	Buena Park Elementary School District
East Nicolaus Joint Union High School District	Modesto City Elementary School District	Central Union Elementary School District
Hamilton Unified School District	Monson Sultana Joint Union Elementary School Dist	Cypress Elementary School District
Lodi Unified School District	Parlier Unified School District	Downey Unified School District
Marcum Illinois Union Elementary School District	Pioneer Union Elementary School District	East Whittier City Elementary School District
Natomos Unified School District	Pitxley Union School District	El Rancho Unified School District
Oroville Union High School District	Porterville Unified School District	Fullerton Elementary School District
Paradise Unified School District	Raymond-Knowles Union Elementary School District	Huntington Beach Union High School District
Plumas Lake Elementary School District	Reef Sunset Unified School District.	Irvine Unified School District
Red Bluff Union Elementary School District	Riverdale Joint Unified School District	La Habra City Elementary School District
Rescue Union Elementary School District	Sanger Unified School District	Little Lake City School District
Roseville Joint Union High School District	Selma Unified School District	Los Alamitos Unified School District
<i>San Juan Unified School District</i>	Sierra Unified School District	Lowell Joint School District
Thermalito Union Elementary School District	Terra Bella Union Elementary School District	Magnolia Elementary School District
Washington Unified School District	Tipton Elementary School District	Newport-Mesa Unified School District
<b>Region 2</b>	Tulare City School District	Norwalk-La Mirada Unified School District
Acalanes Union High School District	Tulare Joint Union High School District	Ocean View School District
Alameda Unified School District	Visalia Unified School District	Orange County Department of Education
Albany City Unified School District	Woodlake Unified School District	Orange Unified School District
Antioch Unified School District	Woodville Union Elementary School District	Placentia-Yorba Linda Unified School District
Aromas-San Juan Unified School District	Yosemite Union School District	Saddleback Valley Unified School District
Brentwood Union Elementary School District	<b>Region 4</b>	Santa Ana Unified School District
Byron Union Elementary School District	Coast Unified School District	South Whittier Elementary School District
Campbell Union High School District	Granada Hills Charter High School	Tustin Unified School District
Castro Valley Unified School District	Hueneme Elementary School District	Walnut Valley Unified School District
Cupertino Union School District	Las Virgenes Unified School District	Westminster School District
Fremont Unified School District	Lompoc Unified School District	Whittier City Elementary School District
Hollister School District	Moorpark Unified School District	<i>Whittier Union High School District</i>
Live Oak Elementary School District	Oak Park Unified School District	<b>Region 8</b>
Monterey Peninsula Unified School District	Ojai Unified School District	Alta Loma Elementary School District
Morgan Hill School District	Orcutt Union Elementary School District	Alvord Unified School District
North County Jt Union School District	Oxnard School District	Bonita Unified School District
Novato Unified School District	<i>Oxnard Union High School District</i>	Central Elementary School District
Pajaro Valley Unified School District	Paso Robles Joint Unified School District	Chaffey Joint Union High School District
Petaluma Joint Union High School District	San Luis Coastal Unified School District	Chino Valley Unified School District
Salinas City Elementary School District	<i>Santa Clarita Valley School Food SA</i>	Claremont Unified School District
San Benito High School District	Santa Maria-Bonita School District	Colton Joint Unified School District
San Lorenzo Unified School District	Simi Valley Unified School District	Corona-Norco Unified School District
<i>San Mateo-Foster City School District</i>	Ventura Unified School District	Cucamonga Elementary School District
San Rafael City Elementary School District	<b>Region 5</b>	Fontana Unified School District
Santa Clara County Probation Department	Bellflower Unified School District	Jurupa Unified School District
Santa Cruz City Elementary School District	Compton Unified School District	Moreno Valley Unified School District
Santa Rita Union School District	Culver City Unified School District	Mountain View School District
Sonoma Valley Unified School District	El Segundo Unified School District	<i>Pomona Unified School District</i>
South San Francisco Unified School District	Hawthorne School District	Rialto Unified School District
Tracy Joint Unified School District	Inglewood Unified School District	Riverside Unified School District
<b>Region 3</b>	Lawndale Elementary School District	San Bernardino City Unified School District
Alvord-Dairyland Union Elementary School District	Lennox School District	Upland Unified School District
Armona Union Elementary School District	Lynwood Unified School District	Val Verde Unified School District
Atwater Elementary School District	<i>Manhattan Beach Unified School District</i>	<b>Region 9</b>
Bass Lake Joint Union Elementary School District	Palos Verdes Peninsula Unified School District	Banning Unified School District
Caruthers Unified School District	Redondo Beach Unified School District	Barstow Unified School District
Central Unified School District	Santa Monica-Malibu Unified School District	Bear Valley Unified School District
Ceres Unified School District	Torrance Unified School District	Beaumont Unified School District
Chowchilla Elementary School District	<b>Region 6</b>	Coachella Valley Unified School District
Chowchilla Union High School District	Alhambra Unified School District	Coronado Unified School District
Clovis Unified School District	Arcadia Unified School District	Escondido Union High School District
Coalinga-Huron Unified School District	Azusa Unified School District	Hesperia Unified School District
Corcoran Joint Unified School District	Baldwin Park Unified School District	Inland Leaders Charter School
Cutler-Orosi Joint Unified School District	Bassett Unified School District	Lake Elsinore Unified School District
Dinuba Unified School District	Burbank Unified School District	Lemon Grove School District
Exeter Union School District	Charter Oak Unified School District	Menifee Union Elementary School District
Fowler Unified School District	Covina Valley Unified School District	Morongo Unified School District
Golden Plains Unified School District	Duarte Unified School District	Murrieta Valley Unified School District
Golden Valley Unified School District	El Monte City School District	National School District
Gustine Unified School District	El Monte Union High School District	Oro Grande Elementary School District
Hanford Elementary School District	Garvey Elementary School District	<i>Palm Springs Unified School District</i>
Hanford High School District	Glendale Unified School District	Palo Verde Unified School District
Kerman Unified School District	Glendora Unified School District	Perris Elementary School District
Kern High School District	Hacienda La Puente Unified School District	Perris Union High School District
King City Union School District	Monrovia Unified School District	Redlands Unified School District
King Canyon Joint Unified School District	Mountain View Elementary School District	Romoland Elementary School District
Kings River Hardwich Union Elementary School Dist	Pasadena Unified School District	South Bay Union School District
Kingsburg Elementary Charter School District	Rosemead Elementary School District	Sweetwater Union High School District
Laton Joint Unified School District	Rowland Unified School District	Temecula Valley School District
Lemoore Union Elementary School District	San Gabriel Unified School District	Victor Valley Union High School District
Lemoore Union High School District	San Marino Unified School District	Vista Unified School District
Lindsay Unified School District	<i>South Pasadena Unified School Dist</i>	Yucaipa Calimesa Joint Unified School District
Los Banos Unified School District	Temple City Unified School District	
Region 3 - continued next column	West Covina Unified School District	



36. How do I join the Super Co-Op?

Membership is granted to districts by vote of the Governing Council. There is an Application for Membership that must be received by the Super Co-Op by mid November to be considered for membership for the following school year. The Governing Council typically meets the last week of November to consider new district memberships; districts will be notified of the results by December 10th. Districts should be prepared to complete an Assignment of USDA Foods contract immediately after approval for membership. The application packet is posted at [www.super-coop.org](http://www.super-coop.org) in September of each year.

No action is required for agencies electing to continue to participate through their current method.

37. What is the difference between the State Coop and Super Coop? Why should I be in one vs. the other?

At the end of this document is a 2 page chart published by the CDE Food Distribution Program titled AVENUES FOR RECEIVING U.S. DEPARTMENT OF AGRICULTURE (USDA) FOODS that may assist you in making this decision.

Additionally, the FDP has posted a recorded Webinar titled CDE Food Distribution Program: Avenues of Participation, located on the YouTube CDE Nutrition Program Web page at <https://www.youtube.com/watch?v=qKELfrbsd40> . This Webinar provides an overview of the three different avenues for receiving USDA Foods in California.