

**U.S. DEPARTMENT OF AGRICULTURE**  
FOOD AND NUTRITION SERVICE  
**FOOD DISTRIBUTION**  
**COMMODITY ACCEPTABILITY PROGRESS (CAP)**  
**REPORT**  
(FOR INSTITUTIONS AND HOUSEHOLDS)

**NOTICE:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0293. The time required to complete this information collection is estimated to average 50 hours per response, including the time required by the State Distributing Agency (SDA)/Indian Tribal Organization (ITO) and recipient agencies (RAs)/households (HHS) for: (1) reviewing instructions; (2) searching existing data sources; (3) collecting, consolidating and maintaining the survey data received from RAs/HHS; and (4) submitting this report to the appropriate USDA Regional Office by the specified due date.

**PURPOSE OF REPORT:** The information provided in this report along with nutrition objectives, budgetary factors, and marketing indicators will be used by USDA to: (1) make purchasing decisions regarding the forms and quantities of commodities to procure for program participants for the following school/fiscal year; (2) develop new products desirable to program participants; (3) improve commodity specifications to ensure that USDA commodities are acceptable to RAs and HHs; and (4) provide commodities which will help program participants meet the Dietary Guidelines.

PLEASE COMPLETE THIS REPORT AND RETURN IT TO YOUR FNS REGIONAL OFFICE

**BY APRIL 30**

**PART I - DISTRIBUTING AGENCY (DA)/INDIAN TRIBAL ORGANIZATION (ITO) INFORMATION**

1. STATE NAME	2. DA/ITO 3 DIGIT CODE	
3. REPORT MONTH/YEAR:  <b>APRIL</b> <input type="text"/> <b>CALENDAR YEAR</b>	4. PROGRAM IDENTIFICATION <i>(Place an "X" Next To One Program ONLY)</i>  <input type="checkbox"/> Child & Adult Care Food Program  <input type="checkbox"/> Commodity Supplemental Food Program  <input type="checkbox"/> Food Distribution Program On Indian Reservations  <input type="checkbox"/> National School Lunch Program  <input type="checkbox"/> Nutrition Services Incentive Program	
5A. NUMBER OF ELIGIBLE RAs/HHs  <input type="text"/>	5B. NUMBER OF RAs/HHs SURVEYED  <input type="text"/>	5C. NUMBER OF RESPONDENT RAs/HHs  <input type="text"/>

**PART II - PRODUCT ACCEPTANCE**

6. "TOP 10" MOST HIGHLY ACCEPTABLE PRODUCTS - BY FOOD GROUP. Below is a list of commodities expected to be available in USDA food distribution programs during this reporting period. FOR EACH FOOD GROUP, you may "X" up to TEN commodities receiving the "HIGHEST" evaluation scores by your RAs/HHs for this program. If any of your "Top 10" commodities are not listed, please add the name(s) of the product in the space provided at the end of the appropriate food group. NOTE: The DA/ITO may select fewer than 10 food items if no additional products were mentioned as frequently as the commodities selected for a particular food group. Please see the example given in the instructions on the back of this form. Also, the item Nos. shown below correspond with the commodity names to be used by USDA when tabulating the responses for item 6 ONLY. Also, please note that these item Nos. are NOT the same as the commodity codes printed in the FNS Commodity File Listing and MUST appear exactly as specified below for each " Top 10" item to be included on this report.)

ITEM NO.	MEAT	TOP 10 PRODUCTS ("x")	ITEM NO.	MEAT	TOP 10 PRODUCTS ("x")
101	BEEF 1 FRZ FINE GROUND 1# CHUBS		125	PORK FRZ GROUND 36 # CTN	
102	BEEF 36 FRZ GROUND 36# CTN		126	PORK PATTIES RIB-SHAPED CK-SOC 36 # CTN	
103	BEEF CABBED W/NJ 29 OZ CAN		127	PORK SAUSAGE PATTIES 1.5 OZ 36# CTN	
104	BEEF COARSE GROUND 60# CTN		128	PORK SAUS PATTIES CK 3 OZ 36# CTN	
105	BEEF MEATBALL STEW 15, 24 OZ CANS		129	PORK SAUS PATS CK 1.3 OZ-SOC 36# CTN	
106	BEEF PATS ALL BEEF 36 # CTN		130	PORK SAUS PATS CK 2.6 OZ-SOC 36# CTN	
107	BEEF PATS ALL BEEF COOKED-SOC 36# CTN		131	SALMON NUGGETS MINCED 40# CTN	
108	BEEF PATS LEAN 36 # CTN		132	SALMON PINK 24-48/14.75 OZ CANS	
109	BEEF PATS VPP 36 # CTN		133	TUNA CHK LT/WTR 12.25, 12.5, 66.5 OZ CNS	
110	BEEF PATS VVP COOKED-SOC 36 # CTN		134	TURKEY BURGERS 36 # CTN	
111	BEEF ROASTS SELECT/CHOICE 40# CTN		135	TURKEY GROUND 4/10# CTN	
112	CHICKEN BREADED 30# CTN		136	TURKEY HAMS 95 % FAT FREE 40 # CTN	
113	CHICKEN CANNED 29, 50 OZ CANS		137	TURKEY ROASTS 32, 48# CTN	
114	CHICKEN CUT-UP 40# CTN		138	TURKEY CANNED 24/29 OZ CAN	
115	CHICKEN DICED 40# CTN		139	TURKEY SAUSAGE CHUBS 30# CTN	
116	CHICKEN DRUMSTICKS 40# CTN		140	TURKEY SAUSAGE LINKS-SOC 40# CTN	
117	CHICKEN LEG QTRS 40# CTN		141	TURKEY SAUSAGE PATTIES-SOC 36# CTN	
118	CHICKEN NUGGETS CK-SOC 30# CTN		142	TURKEY WHOLE FRZ 30 , 60 # CTN	
119	CHICKEN PATTIES CK-SOC 30# CTN		143		
120	CHICKEN THIGHS 4/10# CTN		144		
121	HAM COOKED BONELESS 40# CTN		<b>MEAT ALTERNATES</b>		
122	MEAT CND LUNCHEON 24, 30 OZ CANS				
123	PORK CANNED W/NJ 29 OZ CAN		201	BEANS BABY LIMA 6/#10 CAN	
124	PORK BULK COARSE GROUND 60# CTN		202	BEANS BABY LIMA 2, 25, 100# BAGS	

**PART II - PRODUCT ACCEPTANCE**

ITEM NO.	MEAT	TOP 10 PRODUCTS ("x")	ITEM NO.	MEAT	TOP 10 PRODUCTS ("x")
203	BEANS BLACK EYE 6/#10 CAN		230	CHEESE MOZZ FRZ 5.2, 6, 7/5, 203 LVS	
204	BEANS BLACK EYE 2, 25, 100# BAGS		231	CHEESE MOZZ LITE 5.2, 6, 7.5, 20# LVS	
205	BEANS BLACK TURTLE 6/10 CAN		232	CHEESE MOZZ SHRED LITE 15#, 45#	
206	BEANS BLACK TURTLE 2, 25# BAGS		233	CHEESE MOZZ UNFRZ 5.2, 6, 7.5, 20# LVS	
207	BEANS GARBANZO 6/#10 CAN		234	CHEESE PROCESS 6/5# LVS	
208	BEANS GARBANZO 2, 25, 100# BAGS		235	CHEESE PROCESS SLICED 6/5# LV S	
209	BEANS GRT NORTH 6 /#10 CAN		236	EGG MIX 48/6 OZ PKG. 4/10# BAG	
210	BEANS GRT NORTH 2, 25 # BAGS		237	EGGS FROZEN WHOLE 6/5# CTN	
211	BEANS LENTILS 2# BAGS		238	PEANUT BUTTER CHUNKY 6/#10 CAN	
212	BEANS PINK 6/#10 CAN		239	PEANUT BUTTER SMITH 24/2#,6/#10 CANS	
213	BEANS PINK 2, 25, 100# BAGS		240	PEANUT GRANULES 6/#10 CAN	
214	BEANS PINTO 6/10# CAN		241	PEANUTS ROASTED 24/12 OZ CAN	
215	BEANS PINTO 2, 25, 100# BAGS		242	WALNUT PIECES 30# CTN	
216	BEANS NAVY PEA 2, 25, 100# BAGS		243		
217	BEANS RED KID 6/10# CAN		244		
218	BEANS RED KID 2, 25, 100# BAGS		245		
219	BEANS RED KID LT 2, 25, 100# BAGS		<b>FRUITS</b>		
220	BEANS REFRIED 6/#10, #300 CANS				
221	BEANS SMALL RED 6/#10 CAN		301	APPLE JUICE 12/ 46 OZ CAN	
222	BEANS SMALL RED 2, 25, 100# BAGS		302	APPLE SLICES 6/#10 CAN	
223	BEANS SMALL WHITE 2, 25# BAGS		303	APPLESAUCE 6/#10, #303 CANS	
224	BEANS SPLIT PEAS 2, 25# BAGS		304	APPLES FRESH 40 #	
225	BEANS VEGETARIAN 6/#10, #300 CANS		305	APRICOTS 6/#10, 303 CANS	
226	CHEESE CHEDDAR BARREL 500#		306	BLUEBERRIES FRZ 10#, 30# CTN	
227	CHEESE CHEDDAR REGULAR 40# CTN		307	CHERRIES FRZ 30# CTN	
228	CHEESE CHEDDAR REDUCE-FAT 40# CTN		308	CHERRIES IQF 40 # CTN	
229	CHEESE CUT CHEDDAR 4/10# LVS		309	CHERRIES RED 10 WATER PCK 6/# 10 CAN	

**PART II - PRODUCT ACCEPTANCE**

ITEM NO.	FRUIT - CONT'D	TOP 10 PRODUCTS ("x")	ITEM NO.	FRUIT - CONT'D	TOP 10 PRODUCTS ("x")
310	FRUIT COCKTAIL #303 CAN		337	PRUNES PITTED 1# PKG	
311	GRAPE JUICE 12/46 OZ CAN		338	RAISINS 24-48/1# PKG 30# CTN	
312	GRAPEFRUIT JUICE 12/46 OZ CAN		339	STRAWBERRIES EQF FRZ 30# CTN	
313	MIXED FRUIT 6/#10 CAN		340	STRAWBERRIES SLICED FRZ 30# CTN	
314	ORANGE JUICE 12/46 OZ CAN		341		
315	ORANGES FRESH 34, 39# CTN		342		
316	PEACH CUPS FRZ 4 OZ CUP		<b>VEGETABLES</b>		
317	PEACHES CLING CND 6/#10, #2.5, #303 CNS				
318	PEACHES CLING DICED 6/#10 CAN		401	ASPARAGUS CND 24#300 CAN	
319	PEACHES CLING SLICES 6/#10 CAN		402	ASPARAGUS FRZ 6/5# PKG	
320	PEACHES FREE DICED 6/#10 CAN		403	BEANS GRN CND 6/#10,#300,#303 CANS	
321	PEACHES FREE QTRS 6/#10 CAN		404	BEANS GREEN FRZ 30# CAN	
322	PEACHES FREE SLICES 6/#10 CAN		405	CARROT STICKS FRESH 6/5# PKG	
323	PEACHES FRZ SLICES 20# CTN		406	CARROTS CND #300, #303 CAN	
324	PEARS CND 6/#10, #2.5, #303 CANS		407	CARROTS PRE-CUT FRH 6/5# PKG	
325	PEARS CND DICED 6/#10 CAN		408	CORN FRESH YELLOW 48/5INCH EARS	
326	PEARS CND HALVES 6/#10 CAN		409	CORN FRZ 30# CTN	
327	PEARS CND QTRS 6/#10 CAN		410	CORN WHL KERNEL LIQ 6/#10,#300 CANS	
328	PEARS CND SLICES 6/#10 CAN		411	CORN WHL KERNELVAC 6/#10 CAN	
329	PEARS FRESH #45 CTN		412	CORN CRM CND 6/#10,#300,#303 CANS	
330	PINEAPPLE JUICE 12/46 OZ		413	PEAS 6/#10, #300, #303 CANS	
331	PINEAPPLE CND 24/#2, 6/#10 CANS		414	PEAS FRZ 30# CTN	
332	PINEAPPLE CHUNKS 6/#10 CAN		415	POTATO FLAKES DHY 1#, 6/5# PKG	
333	PINEAPPLE TIDBITS 6/#10 CAN		416	POTATO WEDGES 6/5# CTN	
334	PLUMS 6/#10, #303 CANS		417	POTATOES FRESH 50# CTN	
335	PLUMS PITTED 6/#10 CAN		418	POTATOES OVEN FRY 6/5# CTN	
336	PRUNES 1# PKG		419	POTATOES ROUND 6/5# BAG	

**PART II - PRODUCT ACCEPTANCE**

<b>ITEM NO.</b>	<b>VEGETABLES - CONT'D</b>	<b>TOP 10 PRODUCTS ("x")</b>	<b>ITEM NO.</b>	<b>GRAINS/BREADS - CONT'D</b>	<b>TOP 10 PRODUCTS ("x")</b>
420	POTATOES WHOLE #300, #303 CANS		512	FLOUR WHOLE WHEAT 10, 50# BAGS	
421	PUMPKIN CND #300, #303 CANS		513	FORMULA INF LIQ 12-24/13 FL OZ CANS	
422	SPAGHETTI SAUCE MEATLESS 6/#10 CAN		514	FORMULA INF POWDER 6-12/1# PKG	
423	SPINACH #300, #303 CANS		515	FORMULA INF SOY 12-24/13 FL OZ CANS	
424	SWT POTATOES 6/#10,#300,#303 CANS		516	FORMULA INF SOY DRY 6/14 OZ CAN	
425	TOMATO JUICE 12/46 OZ CAN		517	FORMULA INF SOY POWDER 6/#1,12/1# CAN	
426	TOMATO PASTE 6/10#, 55 GAL		518	GRITS CORN 5, 10, 50# BAGS	
427	TOMATO SAUCE 6/10#,#300,#303 CANS		519	MACARONI 24/1#, 20# PKGS	
428	TOMATOES 6/#10,#300,#303 CANS		520	MACARONI AND CHEESE 12/26 OZ PKG	
429	TOMATOES DICED 6/#10 CAN		521	MACARONI ROTINI 20# CTN	
430	TOMATOES FRESH 25# CTN		522	OATS ROLLED 50# BAG	
431			523	RICE BROWN 25, 50# BAGS	
432			524	RICE MILLED 2, 25, 50, 100# BAGS	
433			525	RICE MILLED LNG GRN 50# PKG	
<b>GRAINS/BREADS</b>			526	SPAGHETTI 24/1#, 12/3#, 20# PKG	
			527		
501	CEREAL CORN 16, 17.5 OZ PKG		528		
502	CEREAL OATS 15, 16 OZ PKG		529		
503	CEREAL RICE 12, 17.5 OZ PKG		530		
504	CEREAL WHEAT 16 OZ PKG		<b>OTHER</b>		
505	CEREAL INFA NT RICE 8 OZ PKG				
506	CORNMEAL DEGERMED 5, 10# BAG		601	BUTTER 36/1#	
507	FARINA 14 OZ PKG		602	BUTTER LITE 18/1#, 36/1# QTRS	
508	FLOUR ALL PURPOSE 5, 10, 50# BAGS		603	BUTTER PATTIES 6/5#	
509	FLOUR/BAKERY MIX 5# BAG		604	BUTTER OIL 55 GAL DRUM	
510	FLOUR BREAD 5, 10, 50, 100# BAGS		605	HONEY 6/5# CAN 24 FL OZ BOTTLE	
511	FLOUR MASA YELLOW 50# BAG		606	MILK EVAP 12-48/12 FL OZ CAN	





**PART II - GENERAL**

**8. NEW PRODUCTS - (OPTIONAL).** List up to FIVE products NOT currently offered by USDA which your RAs/HHs would be interested in receiving especially those that might help them meet the FEDERAL DIETARY GUIDELINES. Please list and rank the items in 1-2-3 priority order with "1" representing the product "MOST" preferred by program participants. (NOTE: The DA/ITO should review the current FNS Commodity File Listing before completing the following to make sure, for example, a particular product or pack size is not ALREADY being offered by USDA.)

COMMODITY/CODE	PREFERRED FORM / PACK SIZE	PLANNED USAGE OF REQUESTED NEW PRODUCT		NUMBER OF RESPONDENTS REQUESTING THIS PRODUCT
		1 - ENTREE ITEM	5 - STEWS	
		2 - SANDWICHES	6 - CASSEROLES	
		3 - SOUPS	7 - CONDIMENTS	
		4 - SALADS	8 - OTHER ( <i>Lists</i> )	

9. REMARKS AND GENERAL RECOMMENDATIONS - (OPTIONAL)

10. SIGNATURE OF STATE OFFICIAL

11. FULL TITLE OF STATE OFFICIAL

12. DATE SIGNED



## INSTRUCTIONS

### REPORT SUBMISSION REQUIREMENTS

By April 30 of each, each Distributing Agency (DA) and Indian Tribal Organization (ITO) must submit this report (Form FNS-663) to the appropriate Food and Nutrition Service (FNS) Regional Office, for EACH of the following programs.

- Child and Adult Care Food Program (CACFP)
- Commodity Supplemental Food Program (CSFP)
- Food Distribution Program on Indian Reservations (FDPIR)
- National School Lunch Program (NSLP)
- Nutrition Services Incentive Program (NSIP)

NOTE: This report must be completed at DA/ITO level in coordination with eligible RAs/HHs participating in each of the food distribution programs listed above.

### PART I - DA/ITO INFORMATION

#### ITEM

1. STATE NAME, Self-explanatory.
2. DA/ITO 3-DIGIT CODE, Enter the 3-digit State DA code or the first 3-digits of the ITO code assigned by FNS and used on the FNS-52 or FNS-53 Food Order reports when placing food order requests with the appropriate FNS Regional Office.
3. REPORT MONTH/YEAR, Enter the applicable calendar year next to the pre-printed report month for which the data are being submitted.
4. PROGRAM IDENTIFICATION, Place an "X" in the appropriate block next to the program for which this report is being submitted (i.e., CACFP, CSFP, FDPIR, NSLP or NSIP).  
  
NOTE: Only ONE Program can be checked per report.
- 5A. NUMBER OF ELIGIBLE RAs/HHs, Enter the number of eligible RAs/HHs within the State DA's/ITO's jurisdiction which are authorized to participate in the Program checked under item 4 (Program identification).
- 5B. NUMBER OF RAs/HHs SURVEYED, Enter the number of eligible RAs or HHs which the DA/ITO surveyed before completing this report.
- 5C. NUMBER OF RESPONDENT RAs/HHs, Enter the number, of eligible RAs/HHs which provided responses to the DA's/ ITO' s survey request and were used to complete this report.

NOTE: For each program, the DA's/ITO's response must represent at least 10 percent of the total number of eligible RAs/HHs in the State/ITO, or 100 RAs/HHs, whichever is less.

### PART II - PRODUCT ACCEPTANCE INFORMATION

6. " TOP 10" MOST HIGHLY ACCEPTABLE PRODUCTS - BY FOOD GROUP, in accordance with the instructions given in item 6 of this form. FOR EACH FOOD GROUP, you may select or "X" up to TEN commodities receiving the "HIGHEST" evaluation scores by your RAs/HHs. However, the DA or ITO may select fewer than 10 items if appropriate,. For example, based on a survey of 100 respondents, the results were as follows:

Commodity	Number of RAs/HHs Listing This Product On Their Top 10 Meat List
NUMBER 1	96
NUMBER 2	94
NUMBER 3	90
NUMBER 4	89
NUMBER 5	86
NUMBER 6	85
NUMBER 7	70
ALL OTHER MEATS	(less than 50 each)

In this example, the DA/ITO had only 7 commodities which were the most frequently identified items listed by the 100 RAs/HHs responding to the DA's/ITO's survey request. Therefore, the DA/ITO should only "X" the top 7 commodities for the Meat Food Group. No additional commodities would have to be selected for this Food Group since no other products were mentioned as frequently as the 7 items shown in this example.

7. LEAST ACCEPTABLE PRODUCTS. See instructions provided in item 7 of this form. You may skip this item if your RAs/HHs are generally satisfied with the commodities received during this reporting period.

### PART III - GENERAL INFORMATION

8. NEW PRODUCTS - (OPTIONAL). See instructions in item 8 of this form.  
  
NOTE: The DA or ITO should carefully review all requests for new products BEFORE entering them on this report to be sure that the products or pack sizes being requested are not ALREADY being offered by USDA including: reduced-fat Cheddar Cheese, reduced-fat potatoes wedges, Low - Fat Turkey Ham, which is 95 percent fat-free, smaller and larger pack size for various products, etc.
9. REMARKS & GENERAL RECOMMENDATIONS - (Optional), Enter remarks, if any, and the most frequently made recommendations for improving the USDA commodity program.
10. SIGNATURE OF STATE OFFICIAL. The approving State Official signs the form here to certify that the information provided is representative of the information provided by the RAs/HHs.
11. FULL TITLE OF STATE OFFICIAL. Enter the approving official's full title including the name of his/her DA.
12. DATE SIGNED. Self-explanatory.