**Distribution Fees associated with USDA Foods**

1. Region
2. State
3. What type of Storage Facility do you have?
	* State contracted commercial warehouse
	* District Co-op contracted commercial warehouse
	* Direct ship to district warehouse
	* State-Run
	* Food Bank
	* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Number of Distribution facilities
	* Broken into how many regions?
5. Distribution Service
	* Delivery
		+ Frequency/Schedule
			1. Weekly
			2. Monthly
				1. How many months
				2. Month range
	* Pick up
6. Distribution Fees
	* Transportation Fees
	* SAE funds
		+ Subsidy to reduce fee
		+ Direct payment of fees
	* Other State funds used
7. Fee Basis
	* Units for Charges
		+ Per case
		+ Per pound
		+ Per cwt
		+ Other
	* Fees by region
		+ Region spaces to report?
8. Additional Charges?
9. Contracted guaranteed minimum cases per warehouse for SY
10. Fuel market clause
11. Minimum drop quantity for delivery
12. Dwell Days
	* Included in initial fee
13. Storage Fees charged for dwell days included in initial fee
	* Units for Charges
14. Admin Fees
15. Admin Fee Basis
	* Direct Ship Fees (fees charged to direct ship districts)
	* Processor Fees
	* DoD Fresh ‘state’ service fee
	* Units for charges
16. Programs
	* NSLP
	* CACFP
	* SFSP
	* TEFAP
	* FDPIR
	* NSIP
	* CSFP
17. Number of RA’s
18. Communication Methods of NOA (how contact RA’s)
19. Approximate time between DF arrival and RA notification
	* Immediate
	* A week
	* A month
	* RA’s can track inbound food in real time
	* Other
20. Billing Source to RA
21. Roll down WBSCM to RA
22. State Ordering System
23. Contact Information
	* Name
	* Title
	* Agency Name
	* Dept
	* Address 1
	* Address 2
	* City
	* State
	* Zip
	* Email
	* Telephone
	* Fax
24. Comments
25. Special circumstances unique for your systems

These questions will be in the comment section for explanation of special circumstances:

* Warehousing and Distribution Systems
* General Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Warehousing and Distribution Costs
* General Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Warehousing
* Warehouse Operating Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Pallet Exchange \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Frequency of Distribution to RA’s and Pick Up by RA’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Specifics of State or State Contracted Warehouse Delivery to RA’s\_\_\_\_\_\_\_\_\_\_\_\_\_
* DA Assessment Fees to RA
	+ Fees Charged \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ All RA’s pay the same fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Frequency fee is reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Structure of fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Basis of fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Breakdown of fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Additional Costs paid directly to Commercial Entities by RA (Non-DA billed costs) \_\_\_\_\_\_\_\_\_\_\_\_
* Processed and Fresh Product Costs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Please provide any additional information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_