**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_