

## 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
        - a. How many months
        - b. 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

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not 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 0584-0524. The time required to complete this information collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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 \_\_\_\_\_