

# STATE OF NEW HAMPSHIRE

## Department of Administrative Services

To: Recipients of USDA Commodity Foods    Date: April 15, 2011

From: Amy O'Hara  
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Office: Surplus Distribution  
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Subject: Out-of-Date Food

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With the recent food safety concerns in, specifically out-of-date foods, we would like to take this opportunity to inform our customers of our policies and procedures concerning USDA Commodity Foods.

The New Hampshire state warehouse uses the First-In, First-Out method of distributing the commodities. Currently eleven (11) delivery cycles throughout the school year are used. Our policy is to order foods as close to the delivery periods as possible to ensure foods are not being stored for long periods of time. Monthly cycle counts are done to further ensure that foods are being distributed using the First-In, First-Out method as well as to identify products that are moving slowly through the distribution process. **Please note, it is the policy of Surplus Distribution to send out commodities before their best used by date.**

We strongly suggest each recipient agency to review their inventory and storage areas to ensure that foods, both USDA commodities and all other foods are being used in a timely manner. Also when ordering excess commodities check existing inventory and usage reports to ensure that orders are not in excess of actual or anticipated usage.

Thank you.

Cc: Policy and Procedures Manual