**SFSP Commodity Procedures**

To be eligible to receive commodities your agency must first be approved by the Pennsylvania Department of Education (PDE). When completing the SFSP Sponsor Application on PEARS, check “yes” when asked if you are interested in receiving USDA commodities.

**Agencies Receiving SFSP Commodities for the First Time:**

If this is your first time requesting commodities, a Pennsylvania Department of Agriculture (PDA) Summer Food Service Program Agreement must be completed and returned to the Bureau. The agreement can be downloaded from the Pennsylvania Department of Education’s PEARS website or on the Pennsylvania Department of Agriculture’s website. *The entire agreement must be completed and submitted*, not just page 5. Please note that this is a permanent agreement and does not need to be completed on a yearly basis.

*Two (2)* completed and signed agreements should be sent to:

PA Department of Agriculture

Bureau of Food Distribution

2301 North Cameron Street, Room 401

Harrisburg, PA 19110-9408

**Agencies that Previously Received SFSP Commodities:**

If you have received commodities in the past, a new agreement does not need to be completed. Please contact the Bureau if you are unsure if you have a permanent agreement on file.

**Commodity Procedure Overview:**

You will receive an allocation sheet from the distributor after commodities are allocated on June 15th. If you do not receive an allocation sheet and have requested commodities, please contact the Bureau as soon as possible. Along with the allocation sheet, you will also receive a Commodity Price list which is used for tracking the value of commodities you receive. The Commodity Price list is a reference tool—it does not mean that these commodities are available to you.

Select the commodities that you wish to receive from the allocation sheet and return it to the distributor. Your agency will only be charged the delivery fee for each case of commodity you accept. Please do not accept any commodities that your agency will not use—this incurs storage fees for the sponsoring school districts. If you do not have a need for a commodity, please notify the distributor of your refusal. You can only refuse commodities that are at the warehouse—you cannot refuse commodities that have already been delivered.

At the conclusion of the summer feeding program season, a Closing Report, which records the receipt, usage and disposition of leftover commodities must be returned to the Bureau. If this report is not returned by the end of September, the agency may be removed from the SFSP program for the following year.