



COMMODITY SUPPLEMENTAL FOOD PROGRAM
POLICY AND PROCEDURE MANUAL

SUBJECT:	Multi-food Ordering and Receiving	Chapter:	5
		Section:	5.1
REFERENCES:	7 CFR 247	Page:	1 of 2
		Revised:	04-2014

PURPOSE: To outline the Multi-food ordering and receiving process for the Commodity Supplemental Food Program in Missouri.

POLICY: The State agency manages the multi-food ordering process for the Commodity Supplemental Food Program. The local agencies order, receive and warehouse the foods.

PROCEDURES:

- A. Multi-food orders are placed in the Web Based Commodity Supply Chain Management (WBSCM) system. MDHSS-BCFNA is the State Distributing Agency (SDA). Local agencies are referred to in the system as Recipient Agencies (RAs). Level 1 Access to USDA’s eAuthorization system and proper linkage are prerequisites to access WBSCM. At least one person at each local agency must apply for Level 1 Access to USDA eAuthorization. Attachment 5.1 gives three easy steps to create a new WBSCM User.
- B. Each local agency has an established monthly delivery schedule. Orders may be placed beginning on the 30th calendar day prior to the delivery date until the 14th calendar day prior to the delivery date. Orders may be modified at any time during this period. The State provides a schedule with the earliest date orders can be entered, the last date orders can be entered and the delivery date for each location by month.
- C. The local agency completes the multi-food order in WBSCM. The on hand supply of any food type should be enough to make distributions for at least two extra months but may not exceed a five month supply. On rare occasions orders cannot be filled at requested levels. The two month supply is needed to assure that complete packages can be assembled.
- D. The State monitors orders and may direct or submit modifications.
- E. The Multi-food Requisition Report from Reports in WBSCM may be printed and used as a receiving document.
- F. The truck driver will contact the local agency to confirm deliveries and schedule the time. The local agency must follow the instructions in the USDA publication “Receiving for USDA Commodities, Household Consignee Version (Multi-food Shipments from Warehouse)” dated July 2001. Consult the receiving document as food deliveries arrive.



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- G. The local agency must enter all receipts into WBSCM under Operations/Order Processing/Shipment Receipts/Enter Shipment Receipt within three (3) business days of the receipt. If overages, shortages or damage are noted, the local agency must enter all information into WBSCM.

- H. The State tracks all receipts, overages, shortages or damage through WBSCM.