



COMMODITY SUPPLEMENTAL FOOD PROGRAM
POLICY AND PROCEDURE MANUAL

SUBJECT:	Direct Shipment Ordering and Receiving	Chapter:	5
		Section:	5.2
REFERENCES:	7 CFR 247	Page:	1 of 2
		Revised:	4-2014

PURPOSE: To outline the process for ordering and receiving direct shipments for the Commodity Supplemental Food Program in Missouri.

POLICY: The State agency manages the direct shipment food ordering process for the Commodity Supplemental Food Program. The local agencies receive and warehouse the foods.

PROCEDURES:

- A. The State receives offering information from USDA-MPRO and through the Web Based Commodity Supply Chain Management (WBSCM) system. The State agency monitors items offered and quantities ordered by all contractors through the multi-food warehouse with the intent to utilize direct shipments when possible. Direct shipments may be split between as many as three locations, but the minimum delivery to any location is 25% of a truckload.
- B. The State prepares the food order plan projecting out several quarters using the master FNS 153s to establish baseline inventories. The local agencies receiving direct shipments are provided information about the plan electronically to review and comment.
- C. The local agency notifies the State agency via email by the designated deadline if additions or deletions to the direct delivery plan are desired. The State enters and tracks direct shipment orders in WBSCM.
- D. The truck driver will contact the local agency to schedule deliveries. The local agency must follow the instructions in the USDA publication “Receipting for USDA Commodities, Direct Shipment Version (Shipments to State Facilities)” dated September 2001.
- E. The local agency must enter all receipts into ECOS within three (3) business days of receipt. If overages, shortages or damage are noted, the local agency must complete FNS Form 57 in accordance with the USDA publication sited in F above and fax to the State with supporting documentation.
- F. The State tracks all receipts on the food order plan and the master FNS 153 to USDA.
- G. The State notifies local agencies if receipts are not entered into WBSCM or if there are questions.



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- H. USDA notifies the State if shipments are delayed or cancelled. The State notifies the local agencies and works to resolve any possible shortages that might impact food package distributions.
- I. When necessary and practical the State may coordinate transfers between local agencies to assured adequate supplies are available to distribute full food packages.