

MONTHLY RECONCILIATION REPORT FOR USDA FOODS

REQUIREMENT

Federal regulations (7 CFR 250.51) require a food service management company to provide full credits to the school food authority (SFA) for the value of USDA Foods received at the warehouse or processor during the contract year. This form is completed by the SFA to ensure that the SFA has fully received credits. It is highly encouraged that SFAs complete this form monthly for solid procurement records and good inventory management. This form will be requested by Procurement Specialist and is a mandatory part of the procurement review process and/or contract renewal.

INSTRUCTIONS

This form must be completed by the school food authority (SFA), not the Food Service Management Company (FSMC). Please complete this form as soon as the SFA receives this request from the Procurement Specialist for the contract year and before contract renewal is requested. Maintain this record for three years from the final month of the final renewal year of the contract. The IDOE has a [USDA Foods Monthly Reconciliation Breakdown Form](#) to assist SFAs with this form and USDA Foods and Procurement Recordkeeping.

Step 1 – Please enter the requested information into the corresponding box next to it.

Date:	
Contract Year:	
School Food Authority Name:	
SFA Corporation Number:	
Name of SFA Staff Completing the Form:	
Month and Year of Reconciliation:	
Phone number:	
Email:	
Food Service Management Company Name:	

Step 2 – Please enter the values requested below. Add up and write in the total amount of USDA Foods that the SFA has received.

Enter SFA's Beginning Entitlement Value (Entitlement Tab)		
Bonus Foods Received (Entitlement Tab) – Add this amount to the beginning value		
Beginning Brown Box Inventory for Month (Cases) – (Inventory Tab)		
Total Brown Box Monthly Inventory Usage (Orders Tab) - Subtract this amount from the beginning brown box inventory		
End of Month Brown Box Inventory (Cases) Inventory Tab) – This is the amount showing in inventory. Please list this amount in cases and entitlement dollars.	Cases	Entitlement Value
Beginning Inventory Processor (Pounds) (ProcessorLink www.processorlink.com) and K12 Foodservice (www.k12foodservice.com) – This is the amount of pounds your school started with		
Total Monthly Inventory Usage Processor		
End of Month Processor Inventory (Pounds) – This is the total amount showing under Balance # and Balance \$ in K12 Foodservice and under Reports and then Usage by Month in ProcessorLink.	Pounds	Entitlement Value

Please provide a detailed list of excess inventory that exceeds the 6 months limit. Please include plans to reduce excess inventory under the 6 months requirement. *(Use separate sheet as necessary. Please reference if separate sheet)*

*Please save monthly reconciliation report for your records for 3 years plus program year as regulated.

Signature of School Food Authority Staff Member: _____

Date Signed: _____

NOTE: By signing this form, you acknowledge and affirm that a School Food Authority Staff Member has the authority and has completed and signed this form. This form should NOT be signed by the Food Service Management Company.