

Reconciliation of USDA Foods including Department of Defense (DOD) Produce

School Food Authority (SFA) Name: Brookfield Public Schools

Per U.S. Department of Agriculture (USDA) regulations and your contract, the SFA must complete the reconciliation. The food service management company (FSMC) cannot complete this task. Consult your food service director (FSD) to pull the following reports from WebSupply at the end of the year: the "Entitlement/Bonus Summary Report" will also show how much was put aside for DOD and the "Value of Commodities Received Report" will show which USDA Foods were purchased. In addition, ask your FSD to run the "Usage Report" in FFAVORS, which will provide your DOD purchases/dollar value spent.

Note: Refer to page 2 for instructions on completing this form.

1	Total USDA Foods Entitlement + Bonus \$	\$83,301.00
2	<i>Allocated to DOD (produce) \$</i>	\$12,500.00
3	<i>Allocated to USDA Foods (Direct Delivery and Processing) \$</i>	\$70,801.00

Monthly Invoice Received from FSMC		USDA Foods and DOD Credited
4	July	\$0.00
5	August	\$0.00
6	September	\$9,829.64
7	October	\$11,378.30
8	November	\$9,030.29
9	December	\$5,774.28
10	January	\$7,321.70
11	February	\$7,159.15
12	March	\$8,653.14
13	April	\$6,984.50
14	May	\$8,015.73
15	June	\$5,055.62
16	FSMC Monthly Invoice Credit Totals:	\$79,202.35
17	Total USDA Foods Entitlement \$:	\$83,301.00
18	Balance of Entitlement \$ not credited or not purchased:	\$4,098.65

Provide a justification for any balance not credited/purchased over 5% of entitlement:

19	\$1520 Frozen Peaches (100238) order was cancelled
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BROOKFIELD PUBLIC SCHOOLS

School Food Authority

[Signature]

Signature

DIRECTOR OF BUSINESS OPERATIONS

Title

KENNETH J POSE

Printed Name

8/10/23

Date

Instructions

Row 1: Enter the SFA's total USDA Foods Entitlement value noted on the "Entitlement/Bonus Summary Report."

Row 2: Enter the SFA's DOD Allocation noted on the "Entitlement/Bonus Summary Report."

Row 3: Enter the difference when you calculate: Row 1 minus Row 2.

Rows 4-15: Enter the monthly credit received on the your invoice.

Row 16: Enter total for monthly invoice credits.

Row 17: Enter the same number as Row 1.

Row 18: Calculate: Row 17 minus Row 16. (This will tell you if there is a balance that has not been credited or if there is an unused entitlement balance. This should be discussed with the FSMC.) Generally, there is not a zero balance.

Row 19: Provide a justification for any balance not credited/purchased over 5% of entitlement.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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