



Memorandum

2016-17 Distribution Periods

July 2016

To: Food Service Directors (Area K/W)
From: NYS Office of General Services
Food Distribution and Warehousing

The ten monthly distribution periods and the Order Request due dates for School Year 2016-17 are as follows:

Month	Order Request Due Date	Distribution Period
September	08/26/2016	09/06/2016 – 09/16/2016
October	09/16/2016	10/03/2016 – 10/14/2016
November	10/17/2016	11/07/2016 – 11/18/2016
December	11/16/2016	12/05/2016 – 12/16/2016
January	12/16/2016	01/03/2017 – 01/13/2017
February	01/17/2017	02/06/2017 – 02/17/2017
March	02/16/2017	03/06/2017 – 03/17/2017
April	03/16/2017	04/03/2017 – 04/14/2017
May	04/17/2017	05/01/2017 – 05/12/2017
June	05/16/2017	06/05/2017 – 06/09/2017

Order Request due dates are **firm**. You are responsible to ensure that your request is submitted on or before these dates. We do not send out reminder e-mails.

You are also responsible for tracking your entitlement. The ordering system will automatically cut you off once you exceed your entitlement, plus 10%.

If a Recipient Agency utilizes the services of a commercial trucking company, an agreement must be in place stating that the value of USDA foods are insured and clarifying responsibilities if the USDA foods are not going to be delivered on the same day they are picked up from the warehouse. The agreement must include the trucking company’s disclosure regarding how/where the USDA foods are to be stored overnight, prior to delivery to the Recipient Agency, and in addition how they will maintain the safety and integrity of the food. OGS Food Distribution will hold the Recipient Agency responsible for the value of the USDA foods at all times and may subsequently charge the Recipient Agency at any time in which the USDA foods become unwholesome due to improper transportation/storage.

Trucking companies are required to utilize temperature-controlled vehicles when transporting refrigerated or frozen USDA foods. Any contracted trucking company arriving to pick up refrigerated or frozen USDA foods, without refrigerated units, will be rejected.