



November 2011

Dear State Agency Representative:

The Processing Committee announces the posting of the following prototypes and forms on the ACDA website at: <http://www.commodityfoods.org/processing.php4>

1. State Participation Agreement (SPA) for the National Processing Agreement (NPA). SPA has language for Hold/Recall emergency contact information. SPA's are valid for five (5) years and this updated version is only for new processors or for processors whose SPA is expiring this contract year.
2. Letter of Renewal. Note: This document is used only by State Distributing Agencies (SDA's) who need a formal renewal document each year.
3. End Product Data Schedules (EPDS) and Summary End Product Data Schedules (SEPDS)
4. NPA Resource Materials for States, Processors and Recipient Agencies
5. Monthly Performance Reports (MPR's)
6. Changes to USDA requirements for receipting USDA Foods in Web Supply Chain Management (WBSCM). The FNS -7 is no longer required. As a result of the USDA changes, Receiving Agencies are required to enter all shipment receipts in WBSCM within three business days using the WBSCM Shipment Receipt Function.
7. Delivery Verification Form. Has been removed from the website because it is no longer needed.
8. ACDA Processing Committee October Meeting minutes are on the ACDA website in the "Members Only" section.

If multi-State processors are participating in National Processing, you will need to initiate the suggested SPA for their use. The SPA has been developed by ACDA in conjunction with USDA and should not be changed; Article 11 has been designated to include State-specific requirements. Additionally, please do not include items addressed in the NPA approved by the USDA.

If a State changes the language contained in the prototypes, the ACDA footnote on that page should be deleted and processors should be notified of modifications in a cover letter. States should also be reminded that changes made that do not satisfy regulatory requirements may result in failure to collect on a claim.

Finally, the Processing Committee has created resource material documents for States, Processors and Recipient Agencies participating in National Processing. Please review these documents carefully before you initiate your SY 2012 agreement materials and also share this information with processors.

Sincerely,

Michael Birkmeyer  
President