



December 2009

Dear State Agency Representative:

The Processing Committee announces the posting of the following SY 2011 prototypes and forms on the ACDA website at: <http://www.commodityfoods.org/processing.php4>

1. **An updated SY 2011 State Participation Agreement (SPA) for the National Processing Agreement (NPA). SY 2011 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. **Hold/Recall Emergency Contact Information Form.**
3. Letter of Renewal. Note: This document is used only by State Distributing Agencies (SDA's) who need a formal renewal document each year.
4. Updated End Product Data Schedules (EPDS) and Summary End Product Data Schedules (SEPDS)
5. NPA Resource Materials for States, Processors and Recipient Agencies
6. SY 2011 Monthly Performance Reports (MPR's)
7. Reminder: A FNS 7 needs to be submitted only for processors who have a change in plant designation destination
8. Destination Verification Form. This form is used to collect information on processors' plant location(s). Use this information to complete your FNS-7, submit only if necessary to obtain a new Entity Code for a processor(s). All other information can be transmitted electronically via e-mail.

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 10 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 2011 agreement materials and also share this information with processors.

Sincerely,

Cathy Quick
Processing Committee Co-Chair