

NATIONAL PROCESSING AGREEMENT (NPA)
STATE PARTICIPATION AGREEMENT (SPA)

This Agreement is subject to the terms and conditions set forth in the National Processing Agreement made by and between the U.S. Department of Agriculture, Food and Nutrition Service and _____ (Processor).

_____ (Processor) duly attests that no alterations have been made to the ACDA Core State Participation Agreement (SPA).

State Distributing Agency

Processor

Federal EIN: _____

Name

Name

Title

Title

Address

Address

City, State, Zip

City, State, Zip

Contact

Contact

Phone _____

Phone _____

Fax _____

Fax _____

E-mail

E-mail

Web Address

Web Address

Signature

Signature

Date _____

Date _____

Period of Agreement: This Agreement shall become effective on July 1, 20____ and will terminate on or before June 30, 20____ pursuant to USDA Policy Memorandum FD-048 (Maximum of 5 years). Additionally, the SPA may be amended as necessary should any of the information change during the agreement period. This Agreement shall not be amended except by a written agreement signed by the parties hereto.

Agreement Termination: This agreement may be terminated by either party upon 30 days written notice. Disposition of the USDA Foods inventory shall be in accordance with Article 20 of the National Processing Agreement.

Hold/Recall Contact Information: At a minimum, the State and processor must provide each other with the following hold and recall contact information:

Primary point of contact

- Name
- Telephone number
- Mobile phone number
- Fax number
- Email address

A back-up contact if the primary is unavailable

- Name
- Telephone number
- Mobile phone number
- Fax number
- Email address

1. Value Pass Through Systems. State Agency will indicate which value pass through systems are acceptable in their State. Processor will indicate which value pass through systems they desire to use in the State and have been approved by USDA in the NPA (National Processing Agreement).

Permitted By State	Value Pass Through System	Selected by Processor
	Direct Sale	
	Refund to Recipient Agency	
	Net Price Through Distributor (NOI)*	
	Alternate Value Pass Thru System* (requires FNS approval)	
	Fee for Service – billed by processor	
	Fee for Service – billed by distributor	

*Sales Verification Required

If sales verification is required, check one:

State delegates sales verification to the processor [see 7 CFR 250.19(2)(vi)(C)]

Processor should submit their Sales Verification Plan to the State Agency.

State will conduct sales verification

2. Summary End Product Data Schedules (SEPDS). Processor will submit SEPDS to State with the completed State Participation Agreement. The SEPDS contains summary information from approved EPDS and a master SEPDS approved by USDA. Processor may select specific EPDS for processing in a given

State. The State also has the option to accept or reject individual products listed on the SEPDS and, in the case of multiple USDA Foods available for processing, may accept or reject certain USDA Foods for processing. Note: the case weight listed on the SEPDS **MUST** match the label on the finished case.

Do you use a subcontractor for the production of any items covered in this agreement? Yes No

If yes, please identify the subcontractor by name, address, USDA plant number, and each item produced.

Processor must provide written notification to the State Agency of any change(s) to the SEPDS including the nature of the change(s); notification may be made electronically.

3. CN Labeling. Products, which contribute toward the school meal pattern requirements, may qualify for CN labeling. State should check those that apply.

CN Labeling is optional. Recipient Agencies may request CN labeled products.

CN Labeling is required, if applicable, for the processed product.

Submit CN labels with SEPDS.

4. Nutritional Information. Recipient Agencies need nutritional information to comply with USDA regulations. State should check those that apply:

Processor must provide nutrition information to RA upon request.

Processor's nutrition information has been submitted to USDA Database.

Processor's nutrition information is available on their web site.

(Provide the web address) _____

Processor must submit nutrition information with the SEPDS

5. Grading. Red Meat grading will be performed under (check one)

Full Certification per AMS Instruction MGC 640 (formerly known as Option 2 grading)

PCCP per AMS Instruction MGC 638

6. By products. If by products are produced, describe method of valuation and credit.

- 7. List of Eligible Recipient Agencies.** State will provide a list of eligible Recipient Agencies to the processor upon State approval of the State Participation Agreement.
- 8. Backhauling of USDA Foods.** If backhauling is permitted, processor must notify the State before backhauling products. Please check those that apply.

State permits backhauling Yes No

Backhauling permitted from State Warehouse School District

State requires attached form for requesting approval to backhaul Yes No

9. Special Instructions for Delivery of End Product to Designated Delivery Locations:

10. Electronic Receipting for USDA Foods (FD-062)

Processor must register on the USDA's Web Supply Chain Management (WBSCM) or other applicable USDA system(s). Please register immediately after receiving business partner identification number.

Processor is required to enter all shipment receipts within two business days of delivery, using the Web Supply Chain Management (WBSCM) Shipment Receipt Function. (USDA FD Memo-062).

11. Additional State Requirements.

Hold/Recall Contact Information

State Agency: _____

PROCESSOR HOLD AND RECALL CONTACT INFORMATION

Name of Processor: _____

Primary Contact

Name: _____

Office Telephone Number: _____

Mobile Telephone Number: _____

Fax Number: _____

Email Address: _____

Back-up Contact

Name: _____

Office Telephone Number: _____

Mobile Telephone Number: _____

Fax Number: _____

Email Address: _____

**PLEASE COMPLETE AND RETURN ALONG WITH THE SPA AND NOTIFY THE
STATE AGENCY IMMEDIATELY AS CHANGES OCCUR**