

May 23, 2023

TO: USDA Foods Recipient Agencies

RE: 60-Day Dwell Time Policy

Recipient Agencies (RA) forecast need for USDA Foods Direct Delivery products each year and enter requisitions for desired items in the Web-Based Supply Chain Management system (WBSCM). Recipient agencies are expected to request delivery, to their specified delivery location, of all USDA Foods Direct Delivery products that have arrived at the state contracted warehouse within 60 days of arrival.

The State Distributing Agency (SDA) has the responsibility to ensure USDA Foods are used during the school year for which they were intended. When inventory levels at the warehouse exceed capacity, the SDA has authorized the state contracted warehouse to notify RAs regarding product that has exceeded the allowable 60-day dwell time and, if necessary, place those items on order for delivery to that RAs designated delivery location. Dwell/Storage begin date is identified on the *USDA Inventory by Lot Report* found in the Gold Star Foods (GSF) Inventory Release Software System (IRSS).

The SDA has discretion on how this policy will be implemented and may choose to assess a per case storage fee for RAs who consistently exceed the allowable storage dwell time. Individual circumstances will be considered and 30 days' notice will be provided prior to any additional fee assessment.

If dwell time fees, as mutually agreed between SDA and the state contracted warehouse are warranted, those fees will be invoiced to RAs directly.

If extenuating circumstances arise, RAs must notify the SDA immediately via e-mail sent to [USDAFoodsteam@sde.idaho.gov](mailto:USDAFoodsteam@sde.idaho.gov). Please send questions regarding this policy directly to [USDAFoodsteam@sde.idaho.gov](mailto:USDAFoodsteam@sde.idaho.gov) to ensure a prompt reply.

Sincerely,



e-signature  
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