

# Delivery of USDA Foods by Midwest Perishable, Inc.

## Delivery Checklist

Below is a list of delivery responsibilities for Receiving Agency and Midwest Perishable, Inc. (MPI) for the delivery of USDA Foods. Completion of this form is not required. This is an optional tool to use to document the delivery experience. This checklist can be completed for each MPI delivery and attached to the signed printed Monthly Order. If you would like to send DPI feedback, go to the link under Resources below.

### Before Delivery Day

- MPI gave agency 48 hours advanced notice of delivery day.
- Order printed from WI DPI Order System and given to receiving staff before delivery day.

### During Delivery, while MPI driver is still on site

- Agency staff was ready to offload truck when truck arrived.
- Agency staff had printed Order Form in hand to verify order during delivery.
- MPI driver queued up cases to tailgate (or side door).
- Agency staff had proper equipment to off load truck. If no, enter equipment needed \_\_\_\_\_
- If any available, agency returned pallets to MPI driver.
- Driver allowed agency staff time to verify products and count before departing.
- Driver made any corrections for shortages, if possible, and any overages were returned to driver.
- If shortages could not be corrected, driver and staff marked both driver's and agency's Order Forms with actual case count received; and driver and staff signed bottom of Order Form.
- If damaged product is found at delivery, agency keeps damaged cases, driver and staff marked both driver's and agency's Order Form with damages; initialed mark ups and signed at bottom by staff and driver.

### After Delivery

- For any damaged product, agency takes pictures of damage and packaging (including lot codes, dates) and emails to DPI (for TEFAP -email the ERA primary contact). Agency keeps product, separate from useable product, until approved for disposal is given by DPI (or for TEFAP - Dept of Health Services).
- If delivery had shortages, overages, or damages, by the 10<sup>th</sup> of the next month, agency submitted discrepancy in the WI USDA Foods Ordering System ([wi.cnpus.com/fdp/login.aspx](http://wi.cnpus.com/fdp/login.aspx)), under "Orders" tab, "Discrep" hyperlink.

### Resources

Instructions for viewing and printing Order from WI USDA Foods Ordering System

<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/how-to-look-up-your-monthly-order-list.pdf>

To submit "Feedback about Delivery to WI DPI", cut and paste this URL into your browser

<https://forms.gle/RnrsqzGLSR8RrT5K9>. We encourage positive and negative feedback.

### Contacts

Midwest Perishable, Inc., Brian Wilson or John Hogg, 608-273-8000

WI DPI USDA Foods Food Distribution, Laura Paella, [laura.paella@dpi.wi.gov](mailto:laura.paella@dpi.wi.gov), 608-267-4598



This institution is an equal opportunity provider.