

USDA Foods Processor Starter Kit

What is USDA Foods Processing?

- ❖ [About USDA Foods Processing](#)
- ❖ [Commodity Processing Fact Sheet](#)
- ❖ USDA Food: Processing 101: Register for free training about processing on the National Food Service Management website: www.nfsmi.org. After you register, go to online courses under school nutrition, scroll down to find: “USDA Foods: Processing 101” and select the course.

If you are interested in processing USDA Foods for schools in more than one state that would classify your company as a multi-state processor. Multi-state processors are required to apply for National Processing Agreement Program (NPA) to process USDA Foods for State & Recipient Agencies. If you are a single state processor, meaning you only process and do business in only one state, your State Agency can assist you in getting started.

To find State Agency Contacts, go to the following link:

<http://www.fns.usda.gov/fdd/contacts/sdacontacts.htm>

To contact the National Processing Agreement Team email:

NPA@fns.usda.gov

What do you need to get started?

Here is a list of essential tasks that you will need to complete to gain full understanding of the program and acquire all the resources you will need to submit your agreement packet for approval.

1. Go to the NPA Website to obtain a variety of essential documents:
<http://www.fns.usda.gov/fdd/usda-foods-processing-home>
 - NPA
 - NPA contacts
 - WBSCM Information
2. Go to ACDA website, <http://www.commodityfoods.org>, and click on the Processing bar to download:
 - End Product Data Schedule (EPDS)
 - Summary End Product Data Schedule (SEPDS)
 - ACDA Recommended Processor Guidance
3. Download and read:
 - The Processing Audit Guide: <http://www.usda.gov/oig/webdocs/27009E.PDF>
 - Program Regulations: http://www.access.gpo.gov/nara/cfr/waisidx_06/7cfr250_06.html
 - Please review the following link to find an approved surety company for the required bond: http://www.fms.treas.gov/c570/c570_a-z.html. We will inform you of your bond amount.

After you have looked at all the documentation, email NPA@fns.usda.gov to let them know you are interested in becoming a Multi-State Processor. A processing staff member will be in touch with you. We hope this is helpful to you. Thank you for your interest in the National Processing Agreement (NPA) Program.