

NPA STARTER KIT

National Processing Agreement (NPA)

What is Commodity Processing?

<http://www.fns.usda.gov/fdd/processing/pfs-processing.pdf>

If you are interested in processing donated food 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 NPA program to process donated food for State & Recipient Agencies. If you are a single state processor, 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>

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/processing/national/>

There you will find:

- NPA agreement
- NPA contacts
- ECOS Information

2. Go to ACDA website, <http://www.commodityfoods.org> to download:

- ACDA forms for End Product Data Schedule (EPDS) & Summary End Product Data Schedule (SEPDS)

3. Download and read:

The State Processing Handbook:

<http://www.fns.usda.gov/fdd/programs/state/state-handbk.pdf>

The Processing Audit Guide:

<http://www.usda.gov/oig/webdocs/27009E.PDF>

Processing Policy Memos:

<http://www.fns.usda.gov/fdd/policy/stateproc-policies.htm>

Program Regulations:

http://www.access.gpo.gov/nara/cfr/waisidx_06/7cfr250_06.html

4. After you have looked at all the documentation, call any staff member of the Processing Initiatives Team (the PITS) from the NPA contacts list, with any questions you might have before filling out the paperwork. 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.

We hope this is helpful to you. Thank you for your interest in the National Processing Agreement (NPA) Demonstration Program.

[The Processing Initiatives Team](#)

<http://www.fns.usda.gov/fdd/processing/national/NPAContacts.pdf>