American Commodity Distribution Association

Food Distribution Program Handbook

850.480.7332
Info@commodityfoods.org
P.O. Box 841
Pensacola, FL 32591

Contents

Welcome

Welcome and congratulations on taking the first step toward earning ACDA Certifications and Food Distribution Specialist Credential. The American Commodity Distribution Association (ACDA) established the Food Distribution Education program in 2020 to promote the highest standards of knowledge and expertise in managing the United States Department of Agriculture (USDA) Food Distribution Programs. The ACDA exams, certified levels and FDS exam are designed to identify professionals who have the knowledge to serve in management, operational or administrative roles within the USDA Food Distribution programs.

By choosing to review this candidate handbook, you have taken the first step toward joining those who have distinguished themselves by earning one of the many Food Distribution program achievements.

Use of the ACDA Food Distribution Program Handbook
This handbook summarizes key aspects of the Food Distribution Program and is intended to help you understand why the program was developed, how it is governed, its policies and procedures, and the steps to earning and maintaining the certifications and FDS credential. The handbook is a useful reference to you as you:
- Decide to earn the 1 or more Competency Area Exams
- Decide to pursue the FDS
- Determine your course of study to meet the eligibility requirements for one of the programs
- Study and prepare for your competency area exam of choice
- Seek to earn, maintain, or recertify an ACDA Certified Level
- Seek to earn, maintain, or recertify the FDS Credential
- Complete the appropriate application

The Food Distribution Program is a new and engaging program. ACDA will continue to refine this program as new policies, regulations, best practices, etc. are presented. This document is not intended to address any potential question, policy detail, or future program change and should be used as a guide to supplement the program information provided on the ACDA website, eligibility information, and continuing education materials.

Purpose Statement:

The purpose of the Food Distribution program is to demonstrate knowledge and expertise in core competency areas related to the USDA Foods Program as outlined by American Commodity Distribution Association (ACDA). These exams, certified levels, and credential are a mark of excellence and reflect one's knowledge, skills, and ability to effectively manage the USDA Foods Programs at various levels. Additionally, the Food Distribution Program:

- Establishes a body of knowledge for professionals working in the USDA Food Distribution Programs
- Assesses an individual's level of knowledge in a reliable manner
- Encourages professional growth and elevation of industry standards
- Formally recognizes individuals who attain a high degree of knowledge in key competency areas

Though it is the intent to identify professionals with expert levels of knowledge in key competency areas, no certification program can guarantee professional competence. Additionally, given frequent changes in regulations, policy guidance and recommended best practices, ACDA cannot guarantee that the exam materials will always reflect the current policies and practices of the industry. ACDA welcomes feedback and suggestions at any time regarding the exam and study materials for any competency area.

ACDA Food Distribution Program

There are six core competency areas available through the program. Each area has its own study guide which contains important information, resources, and sample questions. Interested parties can purchase the study guide or attend an ACDA course offering before sitting for the corresponding exam.

- USDA Foods Overview
- Processing Program
- DoD Fresh
- Direct Delivery
- TEFAP_CSFP
- Procurement and Planning

ACDA Food Distribution Certification

Within the ACDA Certification Program, there are three *certified* levels – Professional, Expert, and Master.

Each individual competency exam is taken separately. Once the required number of competency area exams are complete with a passing score, one may apply for the corresponding certification level. Each certification level requirement is listed below. All certification applications will be available on the ACDA website: www.commodityfoods.org.

Food Distribution Professional – Certified Level 1*

- Complete two competency area exams
- Complete application form/fee for Food Distribution Certified Professional**

Food Distribution Expert – Certified Level 2*

- Complete four competency area exams
- Complete the application form/fee for Food Distribution Certified Expert**

Food Distribution Master – Certified Level 3*

- Complete six competency area exams
- Complete application form for Food Distribution Certified Master**

(*These are not credentials) (**You are not required to apply for the Certified Professional, Expert, Master if you prefer to proceed directly to the FDS Credential)

Core Competency Exam Eligibility

There are no prerequisites for the certification exams. Exams may be taken in any order.

Credential Eligibility

To be eligible to apply for and sit for the Food Distribution Specialist (FDS) credential, applicants must meet one of the following eligibility criteria.

OPTION 1	**ACADEMIC REQUIREMENTS** High School Diploma or General Education Degree (GED)
	ACDA CERTIFICATE REQUIREMENTS Successful completion of all six (6) active ACDA Certificate programs
	WORK EXPERIENCE Five (5) years of relevant work experience in USDA Foods Programs in one of the following settings: • School Nutrition Program (Local/State/Federal) • Household Food Program (Local/State/Federal) • Local/State/National Nutrition Association Staff • State/Community Agency • Trainer/Consultant • Industry/Associate/Agriculture Staff
OPTION 2	**ACADEMIC REQUIREMENTS** 60 College Credits OR Associate Degree
	ACDA CERTIFICATE REQUIREMENTS Successful completion of four (4) active ACDA Certificate programs
	WORK EXPERIENCE Three (3) years of relevant work experience in USDA Foods Programs in one of the following settings: • School Nutrition Program (Local/State/Federal) • Household Food Program (Local/State/Federal) • Local/State/National Nutrition Association Staff • State/Community Agency • Trainer/Consultant • Industry/Associate/Agriculture Staff
OPTION 3	**ACADEMIC REQUIREMENTS** Bachelor's Degree or Higher
	ACDA CERTIFICATE REQUIREMENTS Successful completion of two (2) active ACDA Certificate programs
	WORK EXPERIENCE

	Two (2) years of relevant work experience in USDA Foods Programs in one of the following settings: • School Nutrition Program (Local/State/Federal) • Household Food Program (Local/State/Federal) • Local/State/National Nutrition Association Staff • State/Community Agency • Trainer/Consultant • Industry/Agriculture Staff

Membership

Membership with ACDA is not required to participate in any Food Distribution Program Exam.

Exam Fees

Competency Area Exams:

        ACDA Member: $50
        Non-Member: $75

Credential Exam:

        ACDA Member: $175
        Non-Member: $225

Application Process

Visit the ACDA website at www.commodityfoods.org to view the upcoming exam schedule to take the exam. The exam will be offered in person at the ACDA annual conference. Check our website for upcoming testing opportunities.

Food Distribution Competency Area Exam Process:
There are no prerequisites to complete one of the ACDA certification exams. To complete the exams, head to the ACDA website to purchase the exam and set a date for the exam.

FDS Credential Application Process:
Once you have selected an exam date and location, please submit the following documents to ACDA through the website by the appropriate dateline stated for the exam date:

1. FDS application
2. Academic degree or transcript (unofficial transcript is acceptable)
3. Proof of certificate requirements
4. Payment

Once the application has been reviewed and accepted, ACDA will send an exam confirmation notice via email.

If you do not receive an email within 7-10 business days of submitting your application, please contact the office at 850-480-7332 or info@commodityfoods.org. Applications cannot be approved at the examination site.

Incomplete applications

If an application is submitted and deemed incomplete, ACDA will send an email notification to the candidate listing the missing documentation. Missing documentation must be received by ACDA at least 2 weeks prior to the requested exam date. If the missing document is not submitted in a timely manner, the application will be returned, and the applicant must submit (in writing) a request for a refund minus the exam processing fee.

The application will be deemed incomplete if:
- Information was incomplete
- The exam fee was not paid
- Proper documentation was not included

Ineligible applications

If the candidate fails to provide ACDA with all eligibility documentation or provide any missing/additional documentation as requested, ACDA will send a letter stating the reason for ineligibility. Candidates will receive their application and exam refund minus the processing fee.

The application will be deemed ineligible if:
- Eligibility requirements are not documented
- Eligibility requirements are not met
- Application is not signed
- Information on the application is falsified

Reasonable Exam Accommodations – Americans with Disabilities Act

ACDA complies with the provisions of the Americans with Disabilities Act in accommodating candidates who require reasonable accommodations. Please contact the ACDA staff in writing if you need an accommodation. In your correspondence, provide any needs or modifications at the time of application submission.

Appeal Process for Denial of Eligibility

Candidates who are determined to be ineligible to sit for the exam may appeal the decision to the ACDA FDS Committee.

- The applicant making an appeal must submit the appeal in writing to the Food Distribution Committee within 30 days of the receipt of eligibility determination. The appeal must include documentation to support the applicant's position on eligibility.

- The Food Distribution Committee will meet within 30 days of the notice of appeal to discuss the determination and the appellant's written appeal and documentation. The committee will provide a final determination to the appellant within 15 days of the decision.

Confidentiality

Certification applications and candidates' performance on ACDA Certification examinations and FDS examination shall remain confidential unless otherwise stipulated by the examinee or as required by law. ACDA will release application and pass/fail information only to the applicant and only in writing. The exception to this is the published list of FDS individuals that the Committee makes available to the public.

Exam Requirement and Format

The ACDA Certification exams are made up of an average of 50 multiple-choice questions. Each exam covers the key competency areas mentioned in the exam content section below. Candidates must pass the exam with a proficiency score of eighty (80) percent or higher.

The FDS credential exam is made up of an average of 200 multiple-choice questions. The exam covers six (6) key areas that the candidate should be knowledgeable about to successfully pass the exam. Candidates must pass the exam with a proficiency score of eighty (80) percent or higher.

Taking the Exam

An eligibility approval letter will be sent to the candidate no later than two weeks prior to the exam date. This letter will confirm the candidate's eligibility to sit for the exam as well as information and instructions on where and how to access the exam. The ACDA certificate and credential exams will be proctored by current ACDA professionals and/or ACDA Staff, or an approved remote proctor location.

Day of Exam

The test will be given under strict supervision. You will be required to show photo identification to enter the testing room. Trained proctors will supervise the test. Irregularities observed during the test, such as creating a disturbance, giving, or receiving unauthorized information or aid to or from other examinees, or attempting to remove test materials or notes from the testing room, may be sufficient cause to end your participation in the test or to invalidate your scores. The FDS Committee reserves the right to investigate each incident of misconduct or irregularity.

- Arrive at the exam site no less than 30 minutes prior to the exam start time.

- To be admitted into the exam, bring the following:
  - Registration Confirmation.
  - Current photo ID (i.e., driver's license or passport).
  - Handheld/pocket calculator. Cell phones may not be used as calculators.
  - Two sharpened # 2 pencils with erasers

- Adhere to the following:
  - Books, study materials, scratch paper, translation aids **ARE NOT PERMITTED** in the exam room.
  - Electronic devices and cell phones **MUST BE TURNED OFF.**

- Candidates may bring earplugs if they are sensitive to ambient noise. Earplugs will be subject to examination by the testing center staff.
- In general, food is not allowed at the testing centers. Candidates that require a snack for medical reasons should follow the process to request accommodations.

Testing Appointment Cancellations, Rescheduling, Inclement Weather or No-Show Policy

A candidate may cancel his or her testing session up to four (4) days in advance of his or her testing appointment. The candidate must cancel his or her testing session in writing to info@commodityfoods.org. Provided the cancellation request is made four (4) or more days in advance of the testing appointment, ACDA will charge the candidate a $50 cancellation fee.

A candidate may reschedule his or her testing session up to four (4) days in advance of his or her testing appointment. The candidate must reschedule his or her testing session in writing to info@commodityfoods.org. Provided the cancellation request is made four (4) or more days in advance of the testing appointment, ACDA will charge the candidate a $50 rescheduling fee.

If the cancellation or rescheduling request is made fewer than four (4) days in advance of the testing appointment, the candidate will be considered a no-show, and will not receive a refund.

A candidate who does not appear for his or her testing appointment and has not contacted ACDA to cancel or to reschedule will be considered a no-show. ACDA will bill the candidate for the testing session at which the candidate did not appear.

In the following situations and with appropriate documentation, candidates may cancel their testing appointment with fewer than four (4) days' notice (a cancellation fee will apply, as defined in Section IV). Candidates requesting an emergency cancellation must notify ACDA and provide appropriate documentation no later than 10 business days after the scheduled testing appointment.

i.   Serious illness (either the candidate or an immediate family member)
ii.   Local/State/Federal facility closures due to emergency situations or pandemic
iii.   Death in the immediate family
iv.   Disabling accident
v.   Court appearance
vi.   Jury duty
vii.   Unexpected military call-up

In the event of an emergency or inclement weather on the day of the exam, the proctors at the exam site location will determine whether circumstances warrant the cancellation, and subsequent rescheduling of the exam. The proctors will also notify the exam candidates regarding the cancellation and/or new exam date.

After the Exam

Exam Results

ACDA exam results will be provided no later than 2 weeks following the exam date. Exam results cannot be given by phone. Those who pass the exam will be notified and provided with a certificate.

Those failing to pass the exam with a competency score of 80% or higher will be notified and provided information on how to retake the exam if desired.

Retaking the Exam
Individuals who do not pass the exam are eligible to re-take the exam as early as the next exam date. Candidates must submit a new exam application and payment. There is no limit to the number of times a candidate may re-take the ACDA exam.

Appealing Exam Results
If you do not achieve a passing score on the exam, you may request a review of your exam and answer key up to 30 days after receipt of your results. The review will verify that the candidate's answers were scored against the correct examination answer key to confirm that the candidate's final examination score was reported correctly. Results of the review will be provided to the candidate in writing.

Nondiscrimination Policy
The ACDA Food Distribution Committee does not discriminate against any person on the basis of gender, race, creed, age, sexual orientation, national origin, religion, or disability.

Exam Content

Key Area 1 – USDA Foods Overview

1. Demonstrate an understanding the USDA Foods Program
    1.1. Describe the background of the USDA Foods Program
    1.2. Explain the purpose of the program
    1.3. Describe how the USDA Foods program has changed and what value it brings now
    1.4. Explain the stakeholders who benefit from the USDA Foods program
2. USDA Foods Rules, Regulations and Policy Guidance – the student will be able to:
    2.1. Identify the location of the federal regulations related to the USDA Foods Program
    2.2. Provide a general overview of the program and the requirements
    2.3. Identify and explain the policy guidance documents related to the program
3. Roles and Responsibilities – the student will be able to:
    3.1. Identify and explain the various stakeholders participating in the USDA Foods program
    3.2. Determine each stakeholder's role and responsibilities related to the program
    3.3. Understand how each stakeholder works together to ensure proper utilization of USDA Foods.
4. Web-Based Supply Chain Management – the student will be able to:
    4.1. Explain the purpose of WBSCM
    4.2. Identify the various functions of WBSCM
    4.3. Describe how to create requisitions
    4.4. Describe how to monitor and track requisitions
    4.5. Describe the reporting functionality of WBSCM
5. Food Safety and Recalls – the student will be able to:

5.1. Describe proper food safety protocols, including procedures, receiving methods, storage, and inventory control

5.2. Describe a HACCP-based food safety and sanitation program

5.3. Identify the various food safety certifications (SQF, GFSI, etc.)

5.4. Describe USDA emergency procedures and practices for food recalls and foodborne illnesses

5.5. Explain food safety inspection procedures and ensuring all food safety inspection deficiencies are addressed at each location in which USDA Foods are stored

5.6. Describe safe, effective methods for prevention and control of insects, rodents, and other pest infestations

5.7. Describe the recall requirements

5.8. Explain the process for refunding entitlement for recalled products

6. Cost Analysis & Value – the student will be able to:
   6.1. Explain the importance of a cost analysis /budgeting
   6.2. Explain the process for conducting a cost analysis
   6.3. Explain how to calculate value of USDA Foods
   6.4. Explain the process of obtaining USDA food value from manufacturer/distributor
   6.5. Describe the method for record keeping for value of USDA Foods
   6.6. Describe the method and frequency for auditing value of USDA Foods

7. Processing Agreements – the student will be able to:
   7.1. Explain the regulatory requirements for processor agreements
   7.2. Explain the difference between a National Processing Agreement and a State Processing Agreement
   7.3. Explain the approval process for agreements at the national and state level
   7.4. Describe the requirements/content of the processor agreement
   7.5. Describe the process for contract management for processor agreements

8. CN Labels & Product Formulation Statements – the student will be able to:
   8.1. Define a Child Nutrition (CN) label
   8.2. Explain the elements of a CN label
   8.3. Explain the benefits of using products with a CN label
   8.4. Define a Product Formulation Statement and why they are needed
   8.5. Explain how to obtain a Product Formulation Statement
   8.6. Explain how to read and audit a Product Formulation Statement

9. Substitutions – the student will be able to:
   9.1. Describe a USDA Foods substitution
   9.2. Explain situations in which a substitution would be utilized
   9.3. Describe the process for record-keeping and reporting for substitutions

10. Food Service Management Company (FSMC) – the student will be able to:
    10.1. Describe the role of an FSMC in utilizing USDA Foods
    10.2. Explain the various methods in which an FSMC may utilize USDA Foods
    10.3. Describe proper contract management to ensure utilization of USDA Foods by an FSMC

11. USDA Foods Disaster Assistance- the student will be able to:
    11.1. Describe procedures for USDA Foods Disaster Assistance

Key Area 2 – Processing Program

1. Demonstrate an understanding of the Processing Program – the student will be able to:
    1.1. Describe the background of the USDA Foods Processing Program
    1.2. Explain the purpose of the program
    1.3. Explain the benefits of the USDA Foods Processing Program
    1.4. Identify the sources of USDA food for processing (direct shipment, transfer)
2. USDA Foods Processing Rules, Regulations and Policy Guidance – the student will be able to:
    2.1. Provide a general overview of the program and the requirements.
    2.2. Identify and explain the policy guidance documents related to the program.
    2.3. Explain the difference between multi-state processors and in-state processors.
    2.4. Audit requirements for national and in-state processors
3. Roles and Responsibilities – the student will be able to:
    3.1. Identify and explain the various stakeholders within the USDA Foods Processing Program
    3.2. Determine each stakeholder's role and responsibilities related to the program
    3.3. Understand how each stakeholder works together to ensure proper utilization of USDA Foods
4. USDA Foods and Yields – the student will be able to:
    4.1. Identify which USDA foods may be utilized in the Processing Program.
    4.2. Explain the various yields:
        4.2.1. Standard Yield
        4.2.2. 100% Yield
        4.2.3. Guaranteed Return
5. End Product Data Schedules and Summary End Product Data Schedules – the student will be able to:
    5.1. Describe End Product Data Schedules and Summary End Product Data Schedules
    5.2. Explain the approval process for both EPDS and SEPDS
    5.3. Demonstrate the ability to read and understand the information contained in the EPDS and SEPDS
6. Processing Agreements – the student will be able to:
    6.1. Explain the regulatory requirements for processor agreements
    6.2. Explain the difference between a National Processing Agreement and a State Processing Agreement
    6.3. Explain the approval process for agreements at the national and state level
    6.4. Describe the requirements/content of the processor agreement
    6.5. Describe the requirements of a Processor/Distributor Agreement
7. Monthly Performance Report and Monitoring – the student will be able to:
    7.1. Identify the regulations and rules for Monthly Performance Reporting and Monitoring
    7.2. Explain how to reconcile and verify Monthly Performance Reports
    7.3. Explain the reporting requirements using standardized forms
    7.4. Explain the process for calculating data required on the Monthly Performance Report
    7.5. Explain the process of submitting the Monthly Performance Report
8. Value Pass Through – the student will be able to:
    8.1. Identify the regulations and rules regarding Value Pass (VPT) Through Methods

8.2. Describe the various USDA recognized Value Pass (VPT) Through Methods
- 8.2.1. Refund or Rebate
- 8.2.2. Direct Discount
- 8.2.3. Indirect Discount (Net Off Invoice (NOI))
- 8.2.4. Fee for Service (FFS)
  - 8.2.4.1. Direct Fee for Service
  - 8.2.4.2. Fee for Service Through Distributor (FFSD)
  - 8.2.4.3. Modified Fee for Service (MFFS)
8.3. Explain how to calculate the Value-Pass Through for each method
8.4. Explain the process of providing USDA food value to end user for each VPT method
8.5. Describe the method for record keeping, auditing, and reporting for each VPT method
9. Inventory Management – the student will be able to:
9.1. Explain the requirements for inventory management for processors, state distributing agencies, and recipient agencies
9.2. Define common terminology used in inventory management (FIFO, SKU, etc.)
9.3. Explain how to calculate the six (6) month inventory levels
9.4. Describe the process for "sweeps "
9.5. Explain the reporting process for inventory management
9.6. Identify the required forms for inventory management
9.7. Identify the resources available for inventory management (software, forms, etc.)
9.8. Explain the restitution process for the loss of value of USDA Foods
10. Frontloading and Liability – the student will be able to:
10.1. Define frontloading
10.2. Understand the guidance from USDA and SDAs regarding frontloading
10.3. Explain the process of frontloading and the liability risks association with this process
10.4. Describe the process for record keeping for frontloaded pounds of USDA Foods
10.5. Understand how discounts are provided when frontloading does/does not occur
11. Reconciliation – the student will be able to:
11.1. Identify the regulations and rules regarding reconciliation.
11.2. Describe the process of reconciliation.

Key Area 3 – DoD Fresh

1. Demonstrate an understanding the USDA DoD Fresh Program – the student will be able to:
1.1. Describe the background and history of the USDA DoD Fresh Program.
1.2. Explain the purpose of the program.
1.3. Explain the benefits and challenges of the USDA DoD Fresh Program
1.4. Explain the DoD contracting process through DLA.
2. USDA DoD Fresh Rules, Regulations and Policy Guidance – the student will be able to:
2.1. Identify the location of the federal regulations related to the USDA DoD Fresh Program
2.2. Provide a general overview of the program and the requirements
2.3. Identify and explain the policy guidance documents related to the program
2.4. Audit and recordkeeping requirements for the program

3. Roles and Responsibilities – the student will be able to:
    3.1. Identify and explain the various stakeholders within the USDA DoD Fresh Program
    3.2. Determine each stakeholder's role and responsibilities related to the program
4. Program Administration – the student will be able to:
    4.1. Demonstrate knowledge of the ordering process
    4.2. Understand the functionality of the FFAVORS software
    4.3. Explain entitlement allocation for the program
    4.4. Describe the complaint process through DoD

Key Area 4 – Direct Delivery

1. Demonstrate an understanding USDA Foods Direct Delivery – the student will be able to:
    1.1. Describe Direct Delivery of USDA Foods
2. USDA Foods Procurement
    2.1. Describe each stakeholder's role in procuring USDA Foods
    2.2. Explain the procurement process conducted by USDA
    2.3. Identify the different commodity groups/codes used by USDA for procurement
3. Web-Based Supply Chain Management – the student will be able to:
    3.1. Explain the purpose of WBSCM
    3.2. Identify the various functions of WBSCM
    3.3. Describe how to create requisitions
    3.4. Describe how to monitor and track requisitions
    3.5. Describe the reporting functionality of WBSCM
    3.6. Describe the complaint process for USDA Foods
4. Food Safety and Recalls – the student will be able to:
    4.1. Describe proper food safety protocols, including procedures, receiving methods, storage, and inventory control
    4.2. Explain HACCP
    4.3. Describe USDA emergency procedures and practices for food recalls and foodborne illnesses
    4.4. Explain food safety inspection procedures
    4.5. Explain the requirements of recalls and the process for replacement food
5. Warehousing – the student will be able to:
    5.1. Identify various options for storage/warehousing USDA Foods
    5.2. Describe the benefits and restrictions with each storage/warehouse model
    5.3. Explain the contracting process for storage facilities
    5.4. Explain proper contract management
6. Inventory Management – the student will be able to:
    6.1. Describe receiving procedures to ensure that products received match delivery requirements
    6.2. Describe procedures for inventory control that address the delivery date, storage, and turnover rate of food products and supplies
    6.3. Describe the process for record keeping and reporting for inventory management
    6.4. Explain how proper inventory management controls are utilized in planning and procurement

6.5. Describe how improper inventory management can affect stakeholders throughout the process/chain

Key Area 5 – TEFAP_CSFP

1. Demonstrate an understanding of The Emergency Food Assistance Program and Commodity Supplemental Food Program – the student will be able to:
    1.1. Describe the background of the TEFAP and CSFP Programs
    1.2. Explain the purpose of the programs and how they are different
    1.3. Define terms and acronyms for TEFAP and CSFP
2. TEFAP/CSFP Rules, Regulations and Policy Guidance – the student will be able to:
    2.1. Identify the location of the federal regulations related to the TEFAP and CSFP Program
    2.2. Provide a general overview of the program and the requirements
    2.3. Identify and explain the policy guidance documents related to the program
3. Roles and Responsibilities – the student will be able to:
    3.1. Identify and explain the various stakeholders participating in the programs
    3.2. Determine each stakeholder's role and responsibilities related to the program
4. Web-Based Supply Chain Management – the student will be able to:
    4.1. Explain the purpose of WBSCM.
    4.2. Identify the various functions of WBSCM
    4.3. Describe how to create requisitions
    4.4. Describe how to monitor and track requisitions
    4.5. Describe the reporting functionality of WBSCM
5. Funding and Allocation – the student will be able to:
    5.1. Describe the funding formula applied to states for each program
    5.2. Describe the allocation process to distributing agencies
    5.3. Define the two-tiered priority system for TEFAP
    5.4. Understand the state agency matching requirements for the programs
    5.5. Explain USDA Foods
6. State Distributing Agencies
    6.1. Describe the role of the State Distributing Agency
    6.2. Describe the program responsibilities for State Distributing Agencies
    6.3. Explain the requirements for agreements between a state distributing agency and USDA
    6.4. Describe the requirements for distribution to eligible local distributing agencies
    6.5. Explain the reporting requirements to USDA
7. Local Distributing Agencies
    7.1. Explain the role of local distributing agencies
    7.2. Describe the program responsibilities for local distributing agencies
    7.3. Explain the requirements for agreements between a state distributing agency and a local distributing agency
    7.4. Describe the requirements for distribution to eligible program participants

7.5. Describe the frequency and rate of distribution to eligible participants

7.6. Explain Out of Condition Foods or Damaged Shipments and the process for addressing them

7.7. Describe the reporting requirements for the program

7.8. Explain what allowable costs to the program are

7.9. Describe proper procurement using TEFAP/CSFP funds

8. Food Safety and Recalls – the student will be able to:
    8.1. Describe proper food safety protocols, including procedures, receiving methods, storage, and inventory control
    8.2. Explain HACCP
    8.3. Describe USDA emergency procedures and practices for food recalls and foodborne illnesses
    8.4. Explain food safety inspection procedures
    8.5. Requirements of Recalls
    8.6. Describe the warehouse inspection requirements

9. Inventory Management – the student will be able to:
    9.1. Describe receiving procedures to ensure that products received match delivery requirements
    9.2. Describe procedures for inventory control that address the delivery date, storage, and turnover rate of food products and supplies
    9.3. Describe the process for record keeping and reporting for inventory management
    9.4. Explain how proper inventory management controls are utilized in planning and procurement
    9.5. Demonstrate the use of inventory tracking or inventory management tools (software, forms, etc.)

Key Area 6 – Procurement and Planning

1. Planning and Forecasting – the student will be able to:
    1.1. Explain the importance of planning and forecasting
    1.2. Explain the difference between forecasting and ordering
    1.3. Explain the process for conducting a forecast of USDA Foods
    1.4. Explain how to calculate value of USDA Foods
    1.5. Describe how to develop a budget based on forecasting, including value of USDA Foods products
    1.6. Explain the process of obtaining USDA food value from manufacturer/distributor
    1.7. Describe the method for record keeping for value of USDA Foods
    1.8. Describe the method and frequency for auditing value of USDA Foods

2. Procurement – the student will be able to:
    2.1. Explain the regulatory requirements for procurement
    2.2. Describe effective and compliant procurement procedures. (Micro, Small, Formal, Sole Source, Emergency)
    2.3. Explain the difference between procurement documents (RFP, IFB, etc.)
    2.4. Explain the process for evaluating current purchasing practices to determine effectiveness and compliance with federal, state, and local rules and regulations
    2.5. Describe the elements of a bid document that include product specifications, usages, and special instructions/conditions following federal, state, and local regulations

2.6. Describe the process for conducting taste tests of items

2.7. Describe various purchasing methods (e.g., bid buying, prime vendors, group purchasing)

2.8. Describe the process for developing product specifications to include in procurement documents. (Identify when generic specifications should be used vs. Denoting manufacturer name and "or equal")

2.9. Explain the procurement process (document development, pre-bid conferences, product testing/screening, product comparison/like items, bid opening, bid evaluation, etc.)

2.10. Understand how to evaluate different types of procurement documents (bid vs. RFP, etc.)

2.11. Explain the process for monitoring market conditions (e.g., price, supply, demand)

3. Inventory Management – the student will be able to:

3.1. Describe receiving procedures to ensure that products received match delivery requirements

3.2. Describe procedures for inventory control that address the delivery date, storage, and turnover rate of food products and supplies

3.3. Describe the process for record-keeping and reporting for inventory management

3.4. Explain how proper inventory management controls are utilized in planning and procurement.

3.5. Demonstrate the use of inventory tracking or inventory management tools (software, forms, etc.)

3.6. Describe how improper inventory management can affect stakeholders throughout the process/chain

4. Processing Agreements – the student will be able to: Already discussed in the above section, recommend deletion here

4.1. Explain the regulatory requirements for processor agreements

4.2. Explain the difference between a National Processing Agreement and a State Processing Agreement

4.3. Explain the approval process for agreements at the national and state level

4.4. Describe the requirements/content of the processor agreement

4.5. Describe the process for contract management for processor agreements

5. Contract Management – the student will be able to:

5.1. Describe the methods and steps to conduct proper contract management for all executed agreements

5.2. Explain financial consequences and how they relate to contractor and contracting agency performance

5.3. Demonstrate knowledge of common contract terms and clauses

5.4. Describe the process for documenting contractor performance, including the use of forms or other documentation methods

5.5. Describe the process for contracting with a Contract Management Company and the impact on USDA Foods

Exam Resource List

A study guide is provided for each certification area. Please visit the ACDA website to purchase the resources. Here is a general list of resources that can help you prepare for the exam.

Resource	Link (If Applicable)
ACDA Program Information and Resource Material	www.commodityfoods.org
Institute of Child Nutrition	https://theicn.org/school-nutrition-programs/
(Institute of Child Nutrition website)	https://theicn.org/
(SNA website)	www.schoolnutrition.org
(USDA website)	www.USDA.GOV
State Agency Training Materials	
ACDA Webinars	https://www.commodityfoods.org/Upcoming_Webinars
USDA YouTube Channel	https://www.youtube.com/user/usda
Food Nutrition Services	https://www.fns.usda.gov/
USDA Agricultural Marketing Service	https://www.ams.usda.gov/
USDA DoD Logistics	https://www.dla.mil/TroopSupport/Subsistence/Produce/dodfresh/
ACDA School (RA) Processing Handbook	http://commodityfoods.org/resources/Documents/Resources/Processing/ACDA-Processing-Resource-Handbook-2019.pdf
ACDA Processor Guidance for Further Processing	http://commodityfoods.org/resources/Documents/Member%20Only%20Files/Processor%20Guidance%20for%20Further%20Processing%20of%20USDA%20Foods%20NEW%20DRAFT.pdf
(ACDA website)	www.commodityfoods.org

Renewal Requirements and Frequency

Renewal is not required for individual ACDA competency area exams*. Renewal is required only for the Food Distribution Certified Levels (Professional, Expert, and Master), and the Food Distribution Specialist (FDS) Credential.

*Each individual competency area exam is taken separately. Once the required number of competency area exams are complete with a passing score, one may apply for the corresponding certification level.

Certification maintenance is required for the Food Distribution Professional, Expert, Master, and Specialists to promote the ongoing enhancement of knowledge, to encourage continued learning, and promote professional development within the Food Distribution industry.

ACDA Food Distribution Professional, Expert, and Master Certified Levels:
The ACDA Food Distribution Certified Levels are valid for two years and are renewable for additional two-year periods. Once the certification is earned, you must obtain and retain documentation for the completion of the CEs.

Each Certification Level reaches its first renewal date on the second December 31st following the original certification date. To maintain the certification, one must accumulate a specified number of CEs and submit the required renewal application by December 31st of the expiration year. For renewal, sixty minutes equals one CE credit.

Food Distribution Professional – Certified Level 1* – 5** CEs required for renewal

Food Distribution Expert – Certified Level 2* – 10** CEs required for renewal

Food Distribution Master – Certified Level 3* – 15** CEs required for renewal

(*These are not credentials) (**Sixty minutes equals 1 CE credit)

The following is a list of acceptable forms of documentation for renewal:
- Certificates of Completion
- Copies of Rosters
- College/University Transcripts
- Program Books/Brochures
- Registration Confirmation Letters
- Program Agendas
- Conference Badges
- Payment Receipts

Food Distribution Specialist Credential:
The FDS credential is valid for three years and is renewable for additional three-year periods. Once the credential has been earned, you must obtain and retain documentation for the completion of 30 CEs** and three ACDA programs during the three-year credentialing period.

Each FDS credential reaches its first renewal date on the third December 31st following the original certification date. To maintain the credential, an FDS must accumulate 30 CEs** and submit the required renewal certification application by December 31st of the expiration year.

Credential holders are responsible for maintaining their own CE records. CEs are earned for participating in USDA Food Distribution job-related activities such as state and national conferences, workshops, online courses, webinars, in-service trainings, or other qualifying activities that provide ongoing professional development. At least three of the activities completed during the renewal period must be ACDA sponsored.

(**Sixty minutes equals one CE credit)

The following is a list of acceptable forms of documentation for renewal:
- Certificates of Completion
- Copies of Rosters
- College/University Transcripts
- Program Books/Brochures
- Registration Confirmation Letters
- Program Agendas
- Conference Badges
- Payment Receipts

Use of Food Distribution Credential Title and Initial Designation

Individuals who are currently certified with the credential may use the title "Food Distribution Specialist" and the designation "FDS." The title and designation may not be used to imply that an agency, organization, or company is certified. Use of the title and designation by individuals who have not been awarded the credential, or who have failed to maintain their certification is expressly prohibited.

Renewal Fees

At the time of renewal or by the second December 31st following the original certification date, each certification level must submit a renewal application, CEs requirements**, and the renewal fee listed below to info@commodityfoods.org. (**Sixty minutes equals one CE credit)

Food Distribution Professional – Certified Level 1

- $25 ACDA member
- $50 non-member

Food Distribution Expert – Certified Level 2

- $50 ACDA member
- $75 non-member

Food Distribution Master – Certified Level 3

- $75 ACDA member
- $100 non-member

Food Distribution Specialist – Credential:

- ACDA Member: $100
- Non-Member: $140

How to Earn CEUs

Credit hours for certification renewal may be accumulated by participation in any of the following activities. Please reach out to info@commodityfoods.org if an activity you wish to use for renewal CEs listed as an option. Sixty minutes equals one CE credit.

Qualifying activities for renewal credit include:
- Live conferences, workshops, webinars, or classes, with course material specific to the administration of the USDA Food Distribution Programs, offered by ACDA, USDA, SNA, State Agency personnel, School District personnel, or other qualifying entities.
- College or University courses taken for academic credit in the areas of nutrition, non-profit food distribution, dietetics, mathematics of nutrition science, supply chain management, food distribution, food purchasing/procurement, or other course work relevant to the operations of the Food Distribution programs.

The following is a list of possible ACDA programs that count toward renewal:
- Attend one conference
- Teach an ACDA course at a conference
- Teach a webinar
- Write an article for the ACDA newsletter
- Complete one ACDA sponsored event
- Attend the fall virtual conference
- Serve a minimum of 1-year activity on an ACDA committee

Verification of CE requirements will be conducted by random audit. If audited, it will be the responsibility of the credentialed person to submit documentation to ACDA for verification in accordance with the timelines requested in writing.