

# USDA Foods

Illinois State Board of Education  
Nutrition Programs Division  
Food Distribution Program  
800/545-7892 or 217/782-2491  
Fax: 217/782-4550  
[www.isbe.net/business.htm](http://www.isbe.net/business.htm)

October 12, 2011

# Program Overview

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- Participation in the program is automatic with approval in the National School Lunch Program (NSLP).
- A school's Planned Assistance Level (PAL) is determined by multiplying the number of meals claimed in the NSLP by a commodity meal rate (currently \$.26 per meal).

# Program Overview (continued)

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- The State of Illinois receives approximately \$40 million worth of U.S. Department of Agriculture (USDA) commodities annually.
- Commodities distributed by the USDA vary from year to year based on supply and demand.

# ISBE Food Distribution Website

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**[www.isbe.net/business.htm](http://www.isbe.net/business.htm)**

- Bookmark it!
- Link to the Illinois Commodity System (ICS)
- Resources
- Forms, documents, data, etc.
- Starting point for all commodity-related items
  - ICS logon
  - Anticipated commodity chart
  - Delivery schedule
  - Complaint forms
  - USDA links/recipes

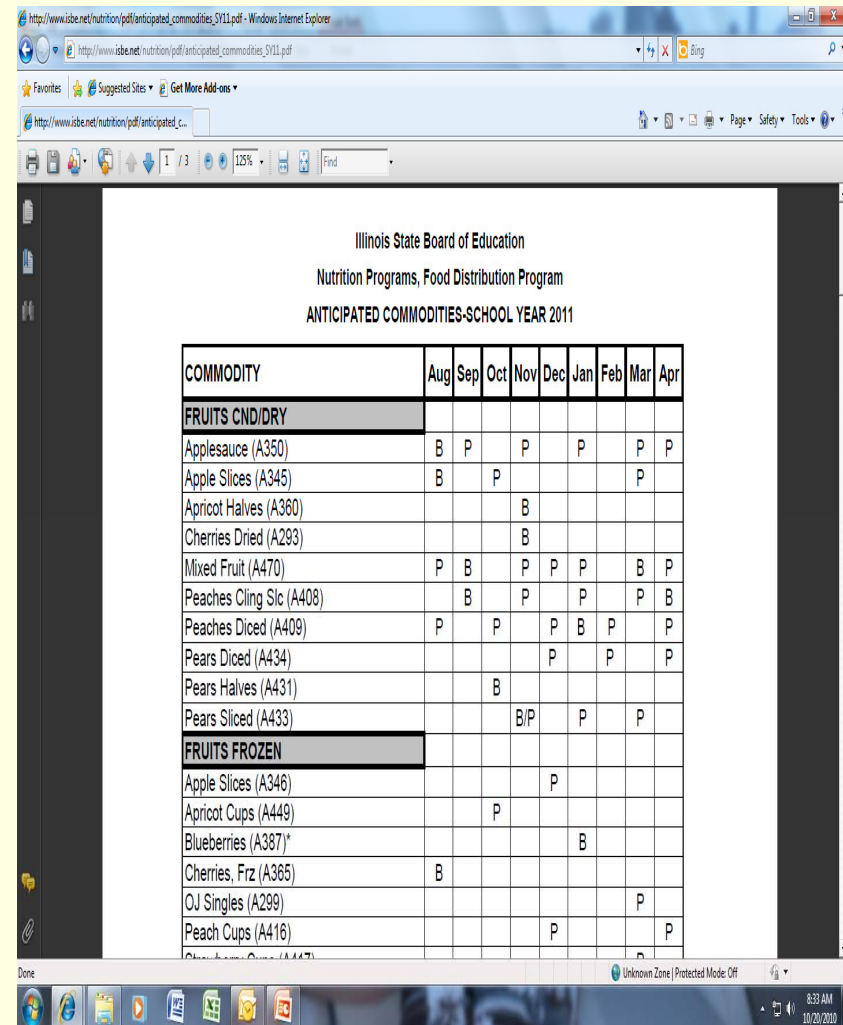
# **Illinois Commodity System (ICS)**

Managing Your Commodities Online

Illinois State Board of Education  
Food Distribution Program

# Anticipated Commodity Chart

- Lists commodities we anticipate receiving for the school year
- Indicates Pal or Bonus commodities
- Updated monthly
- Link available on the FDP and ICS websites

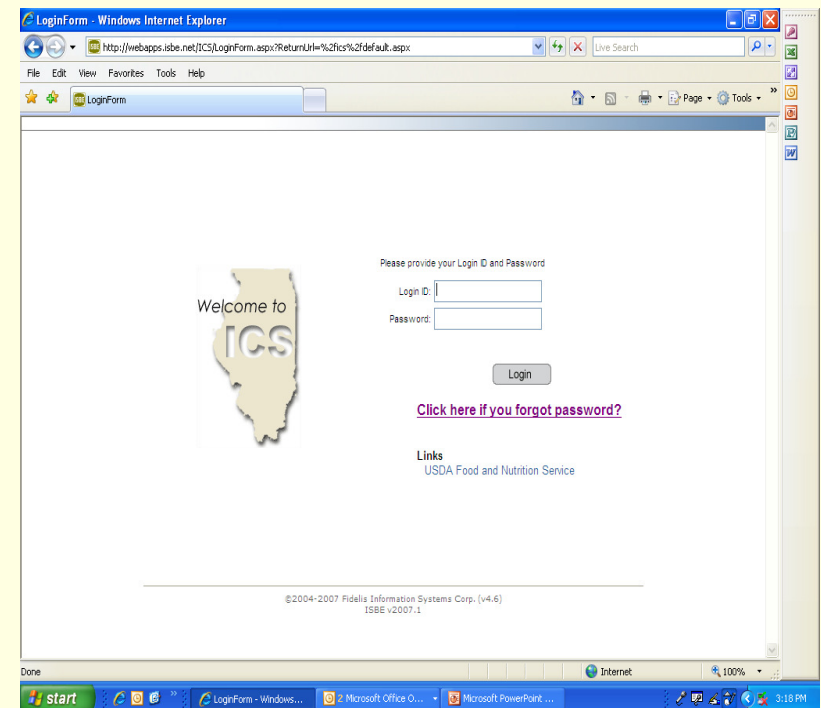


Illinois State Board of Education  
Nutrition Programs, Food Distribution Program  
ANTICIPATED COMMODITIES-SCHOOL YEAR 2011

COMMODITY	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
<b>FRUITS CND/DRY</b>									
Applesauce (A350)	B	P		P		P		P	P
Apple Slices (A345)	B		P					P	
Apricot Halves (A360)				B					
Cherries Dried (A293)				B					
Mixed Fruit (A470)	P	B		P	P	P		B	P
Peaches Cling Slc (A408)		B		P		P		P	B
Peaches Diced (A409)	P		P		P	B	P		P
Pears Diced (A434)					P		P		P
Pears Halves (A431)				B					
Pears Sliced (A433)					B/P	P		P	
<b>FRUITS FROZEN</b>									
Apple Slices (A346)					P				
Apricot Cups (A449)				P					
Blueberries (A387)*						B			
Cherries, Friz (A365)	B								
OJ Singles (A299)								P	
Peach Cups (A416)					P				P

# Access to ICS

- New User Registration form
- Every school should have a *user*
- Limited number of users per school
- Food service management company can be authorized by school to be a *user*, but school needs to have access also



# ICS Message Board

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- Main method of communication
- Topics include new commodities being offered, instructions, workshops, recalls, food alerts, important dates, etc.
- Access weekly

# Annual Order Forms

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- Agency Information
- Participating Delivery Sites
- Diversion to Processor
- Annual Order Form
  - PAL
  - Bonus
- DoD Fresh Fruit and Vegetable Program Participation



# Agency and Participating Delivery Site Screens

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- Update contact information any time on the agency and site screens
- To add or remove a delivery site, access the *ICS Delivery Site Change Form* on the FDP website and fax to ISBE
- Percent of delivery site(s) must equal 100 percent
- Minimum delivery fees apply to each site, each month

# Annual Order Guidelines

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- Annual order is due January 17, 2012 for the 2013 school year.
- Annual order form will be available by December 15, 2011.
- If you participate in processing, complete the Diversion to Processor form first—this is an actual order. You can not spend more in this category than your Beginning Balance

# Annual Order Guidelines (continued)

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- Processing cannot be changed after final cut-off date. All other forms can be modified if the system allows it throughout the year
- Your Beginning Balance will be updated in July when we receive the actual commodity assistance rate from the USDA

# PAL

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- Fruit, meat/meat alternates, poultry/eggs, vegetables, dairy/grains/nuts/oils
- PAL and Bonus forms
- PAL Values are not deducted from beginning balance until they are actually allocated

# PAL (continued)

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- *Value of PAL Requests* should be approximately 25 percent over the *Available for PAL Requests*—not the *Beginning Balance*
- Indicate the maximum number of cases per year
- Changes can be made during the year

# Bonus

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- The value of Bonus commodities is not deducted from your Beginning Balance
- Bonus commodities are foods in extreme surplus
- The variety and quantities vary each year

# Monthly Commodity Bulletin

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- Message area
- Year-to-date account information
- Allocation at the district level
- Lists commodities in private storage (if applicable)

# Delivery Request

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- Changes can be made between the 13<sup>th</sup> and 20<sup>th</sup> of the month prior to the delivery
- You can postpone all or part of delivery
- Move commodities from site to site
- If you do nothing, you get everything
- If you have multiple sites, this will break it down by site

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Call if you have questions  
(800.545.7892)! This is a  
date-sensitive system.



If you wait, it may be too late.





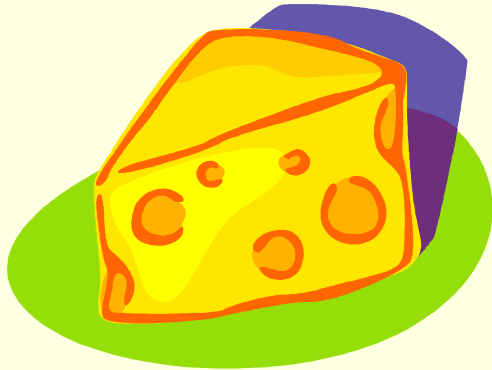
# Commodity Processing Basics

# What is *commodity processing*?

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The conversion of a raw commodity into a finished end product

**cheese**



**pizza**



# How to Participate in Commodity Processing

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- You can only divert commodities for processing one time a year.
- You divert commodities for processing during the Annual Ordering Cycle; December 15, 2011 – January 17, 2012.
- Annual Order Forms, *Diversions to Processor*



# Approved Processors and End Products

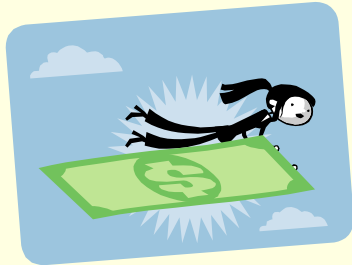
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A list of *processors* and *end products* are available on the Illinois Commodity System (ICS).

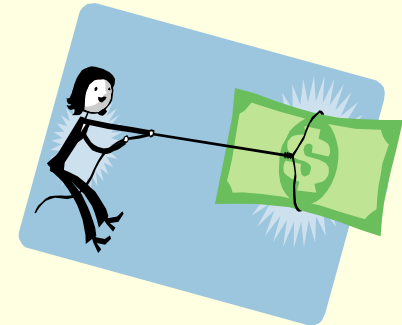
- Log on to ICS
- Go to *Reports*
- Approved *End Products Report*



# How do I receive the value of the commodity?



Commodity  
Value Pass  
Through



NOI  
(Net Off Invoice)  
Through  
Distributor

Fee for Service  
Usually Comes  
Through  
Lanter

Rebate  
Through  
Distributor

# Calculating Pounds for Processing

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*Donated Food*  
*x Cases*  
*Total Pounds*

- Calculate how many cases you would like to receive for the school year
- Use *Approved End Products* report on ICS

# Calculating Pounds for Processing

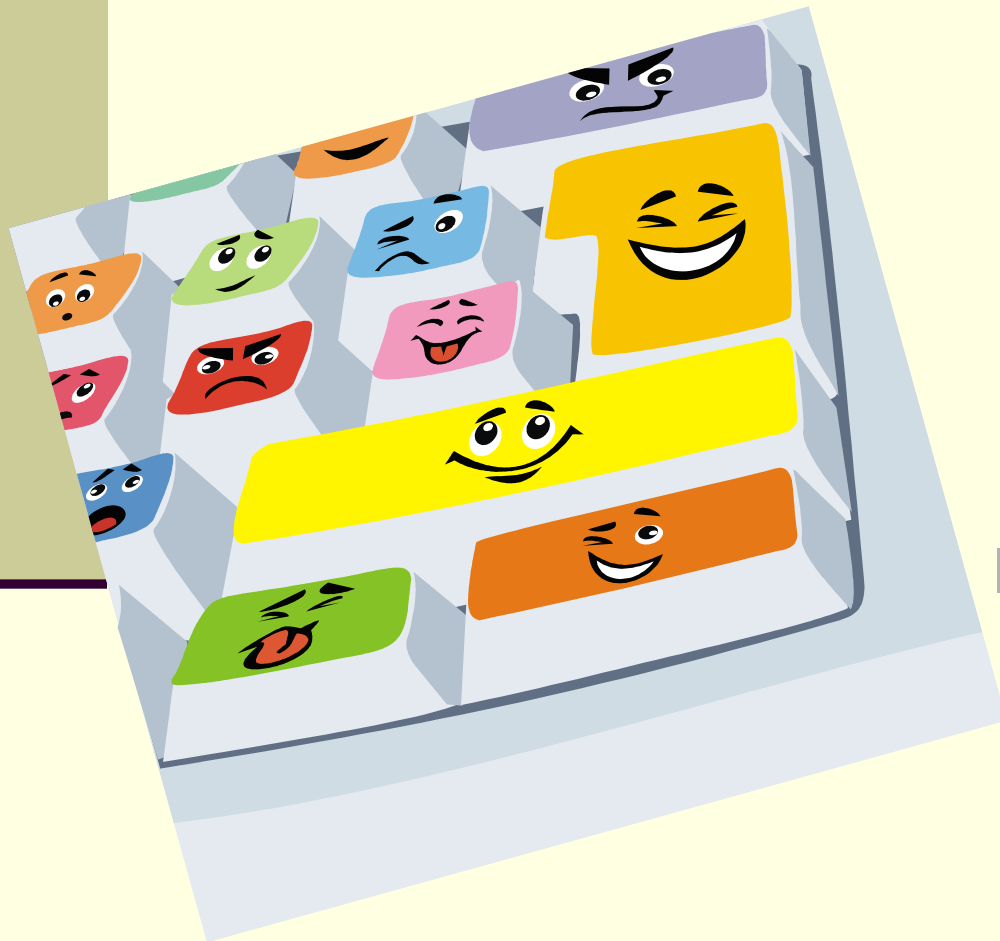
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- Find the number of pounds of donated food (DF) used to make a case
- Pounds to make a case  $\times$  cases needed = number of pounds to make end product
- Refer to the Processing Guide section in the Commodity Processing Basics handout

# After Placing Diversion to Processors

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- The week after the Annual Order deadline, check the ICS message board for important processing information.
- There will be a list of companies that have enough orders to get a truck(s).

# After Placing Diversion to Processors (continued)

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- May pick another company that week.
- Your order could be prorated up to 20 percent up or down to make full-truck loads.
- Check back for actual pounds diverted after proration.

# Processors

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- Processing companies will contact you, for information and your orders.
- If you have not heard from them by the end of the school year, call them.



# Excess Inventory at Processors

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- Check ICS regularly for excess items.
- Know the policy for inventories at processors.
- Items are considered 'bonus' and will not count against your PAL.

# Delivery Contract - Lanter

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- Weekly delivery available if over \$40,000 PAL
- Delivery schedule on ICS & FD website
- 48 hour notice of delivery
- Deliveries are to be made between 7:00am and 2:30pm
- Fuel Surcharge – 1% for every \$0.10 over a base price of \$2.41/gallon (US Energy Information Administration)
- Minimum delivery charge - \$45
- Private storage fee - \$0.30 per case/month

# Questions

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