



Illinois State Board of Education
Nutrition Programs Division
Food Distribution Program

Excess Inventory at Processors

United States Department of Agriculture regulations require commodity inventories held at further processors be monitored. The regulations require no more than a six-month inventory level be maintained based on the processor's average monthly usage. To ensure this requirement is met, the inventory level procedures below were implemented.

For any given school year:

- Any processor inventory balance rolled over from the previous school year by a school must be used by December 31.
- On January 15-Any prior year inventory not used by December 31 will be removed from the school's account and transferred to a State of Illinois account.
- Schools can access the ICS to claim the inventory balance(s) transferred to the State of Illinois account.
- On a monthly basis, ISBE will provide to the processors a list of inventories claimed by schools.
- No credit will be given to the school forfeiting the inventory and nothing will be charged to the school claiming the inventory.

To claim pounds from the excess inventory listing:

The excess inventory module is located under the *Annual Order Forms* main menu option on the ICS and is called *Excess Processing*.

Any excess inventory listed by a processor can be claimed by any school that does not have excess inventory at processors. The inventory will be offered on a first come first served basis. Those schools claiming pounds should be familiar with commodity processing procedures and end product distribution. Verify with your distributor that they carry the end product you want **before** you claim excess inventory. If they do not carry it, do not divert the raw commodity! We will not be able to distribute the end product to you.

Excess inventory from processors could come at any time so we advise checking the list on a weekly, if not daily, basis as we anticipate any inventory that comes along will be claimed quickly.