

Illinois State Board of Education

Nutrition Programs

Operational Practices and Guidelines for Processing in Illinois

Before the annual order period, it is imperative for processing companies to log into the ICS and add or update end product information. If you do not already have a login name and password for the Illinois Commodity System (ICS), please fill out a new user registration form, this can be found on the Food Distribution Program's website www.isbe.net/business.htm. When registering please include a list of the USDA commodities and codes your company processes. Fax or email the registration form to Angela Hancock 217-782-4550 or ahancock@isbe.net. ICS will be available for processors to enter end product information November 1, 2011 through December 1, 2011. **THIS IS AN ABSOLUTE DEADLINE; COMPANIES WILL NOT BE ALLOWED TO ENTER INFORMATION AFTER THIS DATE!** Instructions for adding/ updating information on ICS are available on the FDP webpage.

Annually, schools determine which Processing Companies they would like to divert commodities. Schools must access the Illinois Commodity System (ICS) during the annual order period (12/15/11-1/17/12) and place their commodity order for school year 2013. At the end of the annual ordering period the Illinois State Board of Education staff will tally up all processing diversions; prorating pounds up or down within 20% if needed to fill a truckload. Schools are only able to divert commodities to a processing company during this time. If your company has received enough requests to make a minimum of one truckload then ISBE will request a State Participation Agreement and SEPDS.

- Processors must be a USDA approved national processor to process commodities for schools in Illinois.
- Processors will not be allowed to backhaul commodities for processing.
- Carryover of product from one year to the next needs to be reduced, if not eliminated.
- All processors that have a Fee for Service contract should ensure all end products they process have at least a six-month shelf life. This will allow schools to use the product while it is still *fresh*.
- Processors who have an Indirect Sales Discount (Value Pass Through or Discount) contract or an Indirect Sales Refund (rebate) contract need to ensure they have a distributor who serves a particular school before orders are taken for that school.
- Approved processors, sending product through the state contracted warehouse (Lanter) will be required to electronically submit Notice of Processed Shipments (NPS) to ISBE before the product is shipped.
- Fruit will only be diverted to processors if offered by USDA as a bonus commodity.