

**Illinois State Board of Education
Nutrition Programs Division
Food Distribution Program**

Inventory Level Procedures at Further 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 should be maintained based on the processor's average monthly usage. To ensure this requirement is being met, the inventory level procedures below were implemented.

For the Current (2008–2009) School Year

- December 31, 2008—Any inventory balance not used by this date that was rolled forward from the 2006–2007 or a previous school year will be removed from your account and transferred to a State of Illinois account.
- February 28, 2009—Any inventory balance not used by this date that was rolled over from the 2007–2008 school year will be removed from your account and transferred to the State of Illinois account.
- March 16, 2009—The inventory transferred to the State of Illinois account will be available to all schools through Illinois Commodity System (ICS).
- No limit will be placed on the inventory claimed out of the State of Illinois account. Claims are will be made on a first come, first serve basis.
- Inventory claimed will be transferred from the State of Illinois account to your account.
- No credit will be given to the school forfeiting pounds and nothing will be charged to school claiming pounds.

For the 2009–2010 School Year and Beyond

- Any inventory balance rolled forward from the prior year must be used by December 31 of each year.
- December 31—Any inventory balance rolled forward that was not used by this date each year will be removed from your account and transferred to the State of Illinois account.
- January 16—The inventory transferred to the State of Illinois account will be made available to all schools through the Illinois Commodity System (ICS).
- No limit will be placed on the inventory claimed out of the State of Illinois account. Claims will be made on a first come, first serve basis.
- Inventory claimed will be transferred from the State of Illinois account to your account.
- No credit will be given to the school forfeiting the inventory and nothing will be charged to the school claiming the inventory.