USDA regulations require USDA Foods 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 October 31.
- Any prior year inventory not used by October 31 will be removed from schools accounts and transferred to the State of Illinois account. In some cases, if there is no usage by a school, pounds may be swept sooner.
- Inventory in the State Account will be available on a first come first served basis.
- Those schools claiming pounds should be familiar with USDA Foods processing procedures and end product distribution. Before diverting USDA Foods, verify with your distributor that they carry the end products you are interested in. Check your balances on K-12 and ProcessorLink if you have processed in previous years. DO NOT divert if you have large balances, low usage or your distributor does not carry the end products!
- Schools must contact processors/brokers on an individual basis to claim the inventory transferred to the State of Illinois account.
- No credit will be given to the school forfeiting the inventory and nothing will be charged to the school claiming the inventory.