Illinois State Board of Education
Nutrition and Wellness Programs

Processing in Illinois

Schools determine which processing companies they would like to divert commodities. This is done annually. Schools must access the Illinois Commodity System (ICS) in January/February to place their USDA Foods order for the following school year. This is the only time of the year they are able to divert USDA Foods to a processing company.

At the end of the annual ordering period, The Illinois State Board of Education staff will tally up all processing diversions; making adjustments up or down within 20% if needed to fill a truckload.

At this time, if your company has received enough requests to make a minimum of one truckload, then we will request a State Participation Agreement and SEPDS.

Guidelines for Processing in Illinois

- It’s imperative to go to the Food Distribution Program’s (FDP) website for more information about processing in Illinois. [www.isbe.net/business.htm](http://www.isbe.net/business.htm)

- If you do not already have a user name and password for the Illinois Commodity System (ICS), please fill out an ICS new user registration form (this can be found on the Food Distribution Program’s website). Fax or email the registration form to Angela Hancock 217-782-4550 or ahancock@isbe.net.

- Processing companies need to access ICS to enter End Product Data information before the school’s annual ordering begins. Instructions for adding and updating information on the ICS will be available on the FDP webpage. This is a tool schools use in determining who they will process with and how many pounds of USDA Foods they will divert.

- Processors must be a USDA approved national processor to process USDA Foods in Illinois.

- Processors will not be allowed to backhaul USDA Foods 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 a Notice of Processed Shipment (NPS) to ISBE before the product is shipped to the schools.

For more information on USDA Foods Processing in Illinois go to [www.isbe.net/business.htm](http://www.isbe.net/business.htm)

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