



Illinois State Board of Education
Nutrition Programs Division
Food Distribution Program

Instructions for Placing Annual Commodity Order School Year 2013

The Illinois Commodity System (ICS) website will be activated to accept orders for school year (SY) 2013 on Thursday, December 15, 2011.

To access the ICS login screen, go to the Food Distribution Program website at <http://www.isbe.net/business.htm>, scroll down to the center of the page, and click on *Illinois Commodity System (ICS)*. This will link you to the ICS Login screen.

The Illinois State Board of Education (ISBE) recommends the instructions below be followed in the order presented when placing an annual order.

Step 1 Update the contact information for your agency

- A. Select *Annual Order Forms* in the menu bar, scroll down and click on *Agency Info*.
- B. Fill in any missing contact information. If any current information needs updated, highlight it, type in the updated information, then click *save* in the bottom right corner to save all changes.

Step 2 Update the Participating Delivery Site(s)

- A. Select *Annual Order Forms* in the menu bar, scroll down and click on *Participating Delivery Sites*.
- B. Verify that *Program = School* and *Program Year = 2013*, then click *Next*.
- C. Verify the *Distribution Percentage* of all your delivery sites and make sure they add up to 100 percent. Make sure all delivery sites you want to receive commodities have a status of *Approved*. If any site you want delivery to is not in *Approved* status, contact Food Distribution Program staff at 800-545-7892.
- D. Click on *Edit* at the right of the site you wish you view. (Please review all sites listed.) You can only make changes (if needed) to the *Contact Information* section. All other changes to participating delivery sites need to be made on the ICS Delivery Site Change Form located on the FDP website. You need to print, complete, and fax this form to our office.

Step 3 Diverting Commodities for Processing (Optional)

Before placing orders for diverting commodities to a processor, you need to access the *Approved End Products Report* for processed items. The *Approved End Products Reports* are located under *Reports* on the main menu bar.

To prepare a report, select *Fee for Service*, *Net Off Invoice (NOI)*, or *Rebate*. You may then generate a report (report will be at least 100 pages) showing all approved end products or limit the size of the report by selecting a specific product type, processor, or donated food category.

Using the end product information from the report and your menu demand, you can calculate the pounds you need to divert for processing. As these orders are placed, your PAL dollars are set aside to fill these orders.

There is a helpful document called *Processing Basics* located on the Food Distribution Program's website (<http://www.isbe.net/business.htm>) that will assist you in placing your processing order and determining the pounds you need to divert.

If the processor you want to use is not listed under any of the report options (*Fee for Service*, *NOI*, or *Rebates*), they may not have put their information on our website. You will need to contact them directly to get the information.

Reminder—the value of commodities diverted for processing cannot exceed your Beginning Balance. Verify with your distributor that they carry the end product you want **before** you place your diversions on the ICS if you are using NOI or Rebate. If they do not carry it, do not divert the raw commodity! We will not be able to distribute the end product to you.

To divert commodities for processing:

- A. Select *Annual Order Forms* from the main menu bar and then select *Diversion to Processor*.
- B. Verify the correct *Program Year (2013)* is displayed and select *Next*.
- C. Click *Add* to create a new diversion. A new, empty row will appear.
- D. Select the *Processor* you wish to use from the drop-down list.
- E. Next select the *Donated Food* category of the commodity you wish to divert from the drop-down list. Make sure the donated food for the end product you want to order matches the donated food listed on the *Approved End Products Report*. We do not ask for the end product, only the raw commodity you are diverting. The donated foods available in this drop-down list will vary depending on the processor selected.
- F. Enter the *Pounds* of commodity you wish to divert. With chicken, turkey, pork, beef, and eggs, you must divert at least 100 pounds.
- G. Click *Save* to commit to your diversions.
- H. Repeat steps C through G for additional diversions.

NOTE: You cannot delete a saved row. If you decide you do not want to divert a commodity you already entered, put a zero in the *Pounds* column and save again.

Step 4 Department of Defense Fresh Fruit and Vegetable Program

If your school is eligible for this program, *DoD Fresh Fruits and Vegetables Participation* is an option under the *Annual Order Form* menu. All eligible schools' participation has been set to *Yes*. Schools currently active in the program, and utilizing it, will continue to be included. Schools not currently eligible for the DoD's Fresh Fruit and Vegetable Program may request to be placed on a waiting list.

If you are eligible, but do not wish to participate in the DoD Fresh Fruits and Vegetables Program, you must do the following:

- A. On the main menu bar, select *Annual Order Forms* then *DoD Fresh Fruits and Vegetables Participation*.
- B. Verify the correct *Program Year (2013)* is displayed and select *Next*.
- C. Click *No* next to the *Participate* option.
- D. Click *Save*.

NOTE: The value you are eligible for will be reflected in the account status section and deducted from your beginning balance. This will not be updated as you spend your dollars in this program. Your actual usage will be reported at the end of the school year. If you are eligible but do not wish to participate, it is very important that you change your participation to *No*. This allows the dollars originally allocated for this program to be made available for PAL commodities.

Step 5 Place Your PAL and Bonus Requests

To place your PAL requests:

- A. Select *Annual Order Forms* from the main menu bar. You then need to select the *Annual Order Form* option. Verify that *Program = School* and *Program Year = 2013*.
- B. Commodities are divided into five categories: dairy/grains/nuts/oils, meats/meat alternates, poultry/eggs, vegetables, and fruits. Therefore, the drop-down list for *Product Category* will have all five options. Select the category you want and then click *Next*.
- C. For each commodity you want to order, click on the *Accepted* box. In the *Requested* column, enter the maximum number of cases you want to receive for the entire year. If the *Accepted* box is not checked, you will not receive this commodity. Click on *Save*. For more detailed information on a particular commodity, click on the magnifying glass at the end of the row.
- D. Use the drop-down box underneath your PAL dollar summary to navigate between the product categories. Repeat step C for each commodity you wish to request.

NOTE: Historically, commodities that fall in the dairy/grains/nuts/oils category are available on a regular basis; the other categories generally are not. Some may not become available at all. Because of this, we recommend you order in total enough different items that you spend more than your *Available for PAL Request* amount. To assist you, your PAL dollar information is summarized in the upper right corner of all request screens. The amounts listed in this section will change as you place orders and click the *Save* button. We recommend you continue ordering PAL items until the bottom line is about 25–30 percent larger than the line above it. We ask that you stay within these recommended guidelines. Excessive ordering by the schools can in turn cause us to over order from the USDA!

Bonus requests are placed in the same manner as PAL requests. When the *Bonus* tab (located above the list of commodities) is selected, a list of items that **may be offered** as bonus will appear. What the USDA will offer as bonus from year to year will vary. It is important that you fill out the bonus order form in the event that the USDA offers us bonus commodities during the school year. We base what we order from the USDA on requests from schools. It is very important to order bonus commodities as well as PAL commodities if you can use them. We like to take advantage of all bonus offers, but we need to utilize a full truck if we order one. Sometimes we have a very short timeframe to respond, so we need to be able to access those figures quickly. If you are allocated Bonus commodities, the value is not deducted from your PAL dollars. If ordering the same item as both PAL and Bonus, there is an outside chance the USDA may offer both. If you order both, you will have to accept the quantities allocated to you.

NOTE: It is helpful to compare your annual order to the Anticipated Commodities Chart once it becomes available. It indicates if the commodity is going to be offered as a PAL or Bonus commodity. Do not base your order solely on the chart. The USDA can always cancel orders or offer new products throughout the year. The chart is updated to represent these changes, so check the website frequently for the most current version. Annual Orders can be changed throughout the year to maximize your dollars, with the exception of processing.

The deadline for placing orders for SY 2013 is Tuesday, January 17, 2012. If you participate in processing, it is very important that you continue to check the message board throughout January for important processing updates.

Do not hesitate to contact our office if you encounter any problems. **PLEASE DO NOT WAIT UNTIL THE CUT-OFF DATE TO CONTACT US IF YOU ARE EXPERIENCING PROBLEMS!** It is crucial to meet the cut-off date due to USDA ordering requirements. If you have questions, please call Food Distribution Program staff at 800-545-7892.

Definitions

BONUS COMMODITY—Food item donated to the state by the USDA and not charged against the recipient agency's PAL.

COMMODITY—Food item donated to the state for use in a federal nutrition program.

PAL—Planned Assistance Level (entitlement amount) assigned to a recipient agency for a particular year. This calculation is based on the number of school lunches claimed in the National School Lunch Program by that recipient agency. Calculations are based on the most recent year for which claim numbers are available.

PROCESSING (REPROCESSING)—Repackaging or conversion of a donated commodity into a finished end product.