

## **Illinois Food Distribution Program Instructions for Placing Annual Commodity Order School Year 2009-2010**

The Illinois Commodity System (ICS) website was activated to accept orders for school year (SY) 2010 on January 2, 2009. If you are a new ICS user, please contact Food Distribution Program staff (800-545-7892) and ask for assistance to be set up as a user.

To access the ICS logon screen, go to the Food Distribution homepage at <http://www.isbe.net/business.htm>, scroll down to the center of the page and click on *Illinois Commodity System (ICS)*.

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

### **Step 1 Update Your Participating Delivery Site and Contact Information**

- A. Select *Annual Order Form* in the menu bar, scroll down and click on *Participating Delivery Sites*.
- B. Verify *Program = School* and *Program Year = 2010*, click *Next*.
- C. Click on *Edit* at the right of the location you wish you review. Please review all locations listed.
  - i. **You should only make changes (if needed) to the *Contact Information* section and the *Distribution Percentage* of allocation (if applicable). *Non-Contact Information* changes for SY2010 must be called in to Food Distribution Program staff at 800-545-7892.**
  - ii. Verify the *Distribution Percentage* of all your delivery sites adds up to 100 and all delivery sites you want to receive commodities have a status of *Approved*. If any sites you want delivery to DO NOT have *Approved* status, contact Food Distribution Program staff at 800-545-7892.
  - iii. Throughout the year, check this section to ensure the contact information is kept up-to-date.
- D. Click on *Annual Order Form* in the menu bar, scroll down and click on *Agency Information*.
  - i. Verify contact information is correct.
  - ii. Throughout the year, check this section to ensure the contact information is kept up-to-date.

### **Step 2 Diverting Commodities for Processing (Optional)**

Reminder—You cannot divert more commodities for processing than you have beginning Planned Assistance Level (PAL) dollars.

Before placing orders for diverting commodities to a processor, you will 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 showing all approved end products (this report will be at least 100 pages) or limit the size of the report by selecting a specific product type, processor, or diverted 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 for 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.

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* is displayed and select *Next*.
- C. Click *Add* to create a new diversion. A new, empty row will appear.
- D. Select the *Donated Food* category of the commodity you wish to divert from the drop-down list.
- E. Select the *Processor* you wish to use from the next drop-down list. The processors available in this drop-down list will vary depending on the *Category* selected in step 3.
- 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 2 through 6 for additional diversions.

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

NOTE: Fruit commodities will only be processed if they are offered as a *bonus* product from the USDA. Therefore, if you divert any fruit product, you will not get it unless the USDA offers this product as a bonus.

### **Step 3 Department of Defense Fresh Fruit and Vegetable Program**

If your school is eligible, *Fresh Fruit and Vegetable 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 enrolled in the Department of Defense's Fresh Fruit and Vegetable Program will be placed on a waiting list.

If you do not wish to participate in the Fresh Fruit and Vegetable Program, you must do the following:

- A. On the main menu bar, select *Annual Order Forms* then *Fresh Fruits and Vegetables Participation*.
- B. Then select the correct *Program Type* and *Program Year*.
- C. Click *No* next to the *Participate* option.
- D. Click *Save*.
- E. A *Save Was Successful* message will appear.

### **Step 4 Place Your B PAL and Bonus Requests (There is no B bonus at this time.)**

Reminder—Group B requests are actual orders and as you place them your PAL dollars are being used. Therefore, you cannot order more Group B items than you have beginning PAL dollars less item ordered for processing.

You will need to place your orders for Group B commodities to be delivered in the quantities and delivery month you indicate. (Commodities ordered on this form are not being diverted for processing.)

To place your Group B PAL request:

- A. Select *Annual Order Forms* from the *Main Menu*. Program should default to *School* and year should default to *2010*. Then select *Group B—All* from the *Product Category* drop-down list. Then click *Next*.
- B. A list will appear with all the Group B items we are offering this year. If you want to order any of these items, click on the *Select* option at the right of each listed item.
- C. A list of school year 2010 delivery months will appear. Enter the number of cases you want to receive each month in the requested box. Click on *Save*.
- D. Click on the *Previous* button to go back to the Group B list and repeat steps 2 and 3 for each Group B item you wish to request.

NOTE: You will notice when placing your requests, on the left side of the screen under *Commodity Requests* there is a tab for *PAL* and a tab for *Bonus*. Also at the right side of the screen at the same level are two drop-down menus. Please pay close attention to the tabs and drop-down menus at all times while placing your orders. The drop-down menu on the left should always be *2010—School (A)* and the right drop-down should be the *Product Category/Type* you are ordering.

### Step 5 Place Your A PAL and Bonus Requests

To place your Group A PAL request:

- A. Select *Annual Order Forms* from the main menu bar. You then need to select the *Annual Order Form* option. Program should default to *School* and year should default to *2010*. Group A products are divided into four categories: meats/meat alternates, poultry/eggs, vegetables, and fruits. Therefore, the drop-down list for *Product Category* will have all four options. Select the *Group A* category you want and then click *Next*.
- B. For each commodity you want to order, click on the *Accepted* box and enter the maximum number of cases (in the *Requested* column) you want to receive for the entire year. Click on *Save*. For more detailed information on a particular commodity, click on the magnifying glass at the end of the row.
- C. Click on the *Save* button to save your additions and use the drop-down box underneath your PAL dollar summary to navigate between the Group A Product Categories. Repeat steps 2 and 3 for each Group A item you wish to request.

NOTE: Maximum number of cases of a specific item should reflect your annual need. However, keep in mind most of these items will not be available on a regular basis, and some may not be available at all. Because of this, we recommend you order in total enough different items that you spend 25 percent more than your *Available for A 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 Group A items until the bottom line is about 25 percent larger than the line above it. If you order too much, the system will warn you.

**Bonus requests** are placed in the same manner as PAL requests. Notice when placing your PAL requests, on the left side of the screen under *Commodity Requests* is a *PAL* tab and a *Bonus* tab. When the *Bonus* tab 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. We put items on the Bonus list that were offered in the past as bonus. 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 you ordered.

NOTE: Orders for Group A items can be changed throughout the year. Depending on product availability, you will need to change your order in order to maximize your PAL dollars.

**The deadline for placing orders for school year 2009-2010 is February 1, 2009.** If you participated in processing, you need to monitor the ICS Message Board the week of **February 9, 2009**, to see which processors will be receiving commodities and instructions on what to do if your processor will not be receiving commodities.

If you still have questions after reading these instructions, please call Food Distribution Program staff at 800-545-7892.

## Definitions

**Bonus Commodity**—Food item not charged against entitlement (PAL) dollars.

**Group A Commodities**—Fruits, vegetables, meat, poultry, and fish products purchased when American farmers produce more food than the normal commercial market needs. Placing orders on ICS in January is not an actual order, but more of a *wish list*. ISBE does not know which products will actually be available until the USDA makes an offer. This process is usually completed during the summer, and in August, a list of Anticipated Commodities will be available on the Food Distribution Program's website.

**Group B Commodities**—Grain, dairy, peanut, and oil products purchased under price-support legislation to assist American farmers. These products are purchased in a consistent manner and availability is always known. Placing orders for these products is an actual order and specific quantities can be ordered for specific months of delivery. Therefore, the value of the Group B order is subtracted from your available PAL dollars at the time the order is placed.

**Processing (Reprocessing)**—Repackaging or conversion of a donated commodity into a finished end product. At ordering time, the approximate commodity is ordered to be diverted to a processing company. Therefore, the value of the diverted commodity is subtracted from the available PAL dollars at the time the order is placed. (Bonus commodities processed will not subtract from available PAL dollars.) Processors who have schools order enough product to make at least one truckload are issued contracts by ISBE to process commodities. ISBE will not grant contracts to processors who have less than a truckload of product ordered.