

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

## **Processing Calculator**

- Step 1** Generate and review the Approved End Products Report on ICS. Compare end products with your menu needs. Save the report to use in the steps below.
- Step 2** Select the processors and end products that meet your specifications for quality and student acceptability.
- Step 3** Decide if you wish to divert pounds for processing. Compare the total value per serving of processed end products to the commercially purchased equivalents. If the processed end product total cost per serving is less than the commercially purchased equivalent, processing may save you money. If the processed end products are more expensive than commercially purchased equivalents, diverting commodities to a processor is probably not the best use of your PAL dollars. If you cannot commercially purchase a like item, and the processed end product fits your overall food budget, processing could be beneficial.
- Step 4** Calculate your menu needs for each processed end product. Keep in mind that you may not start receiving end products at the beginning of the school year.
- How many servings do you need each time you serve?
- a) \_\_\_\_\_ # of servings needed each time the processed end product is served
- b) \_\_\_\_\_ # of times the processed end product appears on the menu for the year
- c) Multiply (a) x (b) = \_\_\_\_\_ # of servings needed for the year
- Step 5** Determine how many cases you will need. From the Approved End Products Report, identify how many servings are in a case of processed end product.
- d) \_\_\_\_\_ servings per case
- e) Divide (c) / (d) = \_\_\_\_\_ # of cases needed for the year
- Step 6** Determine the # of pounds you will need. From the Approved End Products Report, identify how many pounds of donated food are in a case of processed end product.
- f) \_\_\_\_\_ pounds per case
- g) Multiply (e) x (f) = \_\_\_\_\_ # of pounds needed for the year
- Step 7** Repeat steps 4 through 6 for each processed end product that you wish to receive.

**Step 8** Consolidate the # of pounds needed for the year, for all processed end products using the same commodity and being diverted to the same processor. *The sum of all the pounds entered on line (g) of Step 6, for a single commodity and processor, equals the total # of pounds to divert to that processor.* Total pounds needed must be calculated separately for each processor.

Processor name \_\_\_\_\_

Commodity name and number \_\_\_\_\_

h) Total # of pounds to divert \_\_\_\_\_

**Step 9** Determine the value of commodities to divert for processing, for each processor. From the Approved End Products Report, identify the cost per pound.

i) \$\_\_\_\_\_ cost per pound

j) Multiply (h) x (i) = \$\_\_\_\_\_ total value of commodities for the processor

**Step 10** Repeat Step 9 for each commodity you wish to process.

**Step 11** Add together the total value of commodities for all processors (j).

**Step 12** Compare the Beginning PAL Balance with the total value of commodities for all processors. If the total value of commodities is greater than the Beginning PAL Balance, you must reduce diversions to processor until the total value does not exceed the Beginning PAL Balance.