



May 1, 2019

TO: USDA Foods Recipient Agencies Utilizing Processed Diversion Materials

RE: Idaho Diversion Carryover Pound Sweep Policy

USDA purchases and delivers bulk USDA Foods to a designated processing location when ordered by Idaho Recipient Agencies (RA) utilizing the Web-Based Supply Chain Management system (WBSCM).

Using the State Processing Agreements (SPA), it is the RA's responsibility to order end products from the state contracted distributor, Northwest Distribution, throughout the year to draw down individual inventory levels.

The State agency has the responsibility to ensure USDA Foods are used during the school year for which they were intended. When bulk pound inventory levels are not fully utilized, the SA has the authority to complete sweeps by working with brokers and/or a representative of each food processor. Entitlement value will **not** be returned for pounds swept.

The State agency has the discretion to provide an additional opportunity for RA's to keep pounds. In order to receive consideration for this opportunity, complete the *USDA Foods Diversion Carryover Extension Request* form. This form will only be accepted via e-mail sent to USDAFoodsteam@sde.idaho.gov. All sections must be completed including reason for carryover extension request and usage plan.

If you have any questions, please e-mail USDAFoodsteam@sde.idaho.gov and we will get back to you as soon as possible.

Sincerely,

A handwritten signature in blue ink that reads "Teresa Goodsell".

Teresa Goodsell, BS, SNS
Coordinator, NSLP and USDA Foods
(208) 332-6820
tgoodsell@sde.idaho.gov

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