



March 3, 2021

TO: USDA Foods Recipient Agencies Utilizing Raw Bulk Materials for Further Processed Products

RE: Idaho Raw Bulk Material Carryover Pounds 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 Participation Agreements (SPA), it is the RA's responsibility to order further processed end products from the state contracted distributor, Northwest Distribution, throughout the year to draw down individual inventory levels of raw bulk materials requisitioned through WBSCM.

The State Distributing Agency (SDA) has the responsibility to ensure USDA Foods are used during the school year for which they were intended. When raw bulk material inventory levels are not fully utilized by RAs, the SDA has authority to complete sweeps of the unused inventory by working with brokers and/or food processor representative(s). Entitlement value will **not** be returned for pounds swept from RAs who have not responsibly used the available pounds of raw bulk material(s).

The SDA has discretion on how this policy will be implemented and may choose to conduct sweeps when it is deemed most beneficial for the state as a whole. The process for redistribution of swept pounds is also at SDA discretion and may change without notice. Current options for RA's to keep pounds, may include submission of the *USDA Foods Raw Bulk Material Carryover Extension Request* form and/or reclaiming pounds through the Sweeps Tab of the XChange document located on the USDA Foods & Processing web page. The request 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. Please send questions to USDAFoodsteam@sde.idaho.gov to ensure a prompt reply.

Sincerely,

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

e-signature
Teresa Goodsell, BS, SNS
Coordinator, NSLP and USDA Foods
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