December 4, 2023 - Recipient Agency (RA) will receive a notification if processing accounts are under 20% usage. A response with a usage plan is required by January 12, 2024.

**USAGE ANALYSIS GUIDANCE FOR RECIPIENT AGENCIES**

1. **Account Evaluation** - DEC 4, 2023
   - RA Notified of < 20% Usage
   - Usage Plan Required
   - RESPONSE DUE: January 12, 2024

2. **After Notification**
   - Work With Processors
   - Apply Usage Plan
   - Drawdown Inventory

3. **Check List** - JAN 12, 2024
   - Usage Plan Submitted to TDA
   - Orders Placed

4. **No Usage RA Impact** - MAR 30, 2024
   - No Response
   - Balance transferred to State Account
   - May Limit Future Ordering

**DISTRIBUTOR ISSUES? Contact the Processor or Coop Coordinator**

Usage Analysis is conducted annually to alleviate excess inventory levels at the Processors by transferring inventory not being utilized into the state account. This provides opportunities for Recipient Agencies (RAs) meeting the transfer criteria to request these pounds and drawdown immediately.