

We only use cookies that are necessary for this site to function to provide you with the best experience. The controller of this site may choose to place supplementary cookies to support additional functionality such as support analytics, and has an obligation to disclose these cookies. [Learn more in our Cookie Statement.](#)

Subscribe to updates from Indiana Department of Education



INDIANA  
DEPARTMENT of  
EDUCATION

Email Address  e.g.  
name@example.com

Share Bulletin

## School Nutrition Programs Newsletter from the Indiana Department of Education



Indiana Department of Education sent this bulletin at 10/02/2024 04:00 PM EDT



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## School Nutrition Programs

This weekly newsletter from the Indiana Department of Education (IDOE) is dedicated to providing education, training, and technical assistance opportunities to school nutrition professionals, helping to ensure seamless operations for those participating in the U.S. Department of Agriculture's (USDA's) Child Nutrition Programs. If you are the food service contact for your school or facility, please be certain that everyone on your team has access to this important information.

### Tip of the Week

#### Annual Financial Report (AFR) is Now Open

The 2024 AFR is now open in CNPweb and is due by Friday, November 1. Significant changes have been made to the AFR this year, and a weekly webinar series will walk through changes, required information, errors vs. warnings, helpful resources, and much more. IDOE will also offer drop-in help sessions where SCN Finance specialists are available to answer any questions and work through the AFR with you. Webinar and drop-in session dates and times can be found below under "Training and Webinar Opportunities."

Please review the [step-by-step AFR Instructions](#) for more information about the report. Contact [SCNFinance@doe.in.gov](mailto:SCNFinance@doe.in.gov) with questions. Please include your sponsor number in the subject line.

### Important Update

#### Civil Rights Updates

Revisions have been made to the **Child Nutrition Programs Civil Rights Requirements for All Institutions policy**. Specifically, revisions have been made to the deadline for institutions to forward IDOE any civil rights complaints received, and the requirements of IDOE once the complaint is received. View the document [here](#) where changes are highlighted in blue.

Changes were also made to the **Civil Rights Complaint Procedure Template for Child Nutrition Programs**, specifically to the provision outlining that complainants have the option to file a complaint with the sponsor, IDOE, or directly with USDA. View the updated document [here](#).

### Farm to School

#### Funding Opportunity for Garden Projects

The SeedMoney Challenge is an annual crowdfunding challenge for school and community gardens across the U.S. If selected, the grants range from \$100 to \$1000, and the school receives 100% of money they raise. Find more information [here](#). The application closes on Tuesday, November 12.

### USDA Foods

#### Introducing the New USDA Foods Forecasting Page

IDOE has a new Forecasting webpage to assist SFAs with forecasting USDA Foods. The new page consists of processing company commodity calculators, a forecasting video, and links to the Food Buying Guide, production record examples, and USDA's Food Cost Analysis Tool. To visit the page, click [here](#).

---

## Direct Delivered (Brown Box) Update

Direct Delivered (Brown Box) USDA Potato Wedges 100355 scheduled for delivery for October have been delayed by USDA. The expected delivery to the state assigned warehouses, Dilgard Frozen Foods and Stanz-Troyers is now November 2024.

---

## Recertifying the Food Distribution Program (FDP) and USDA Foods

Login to [CNPweb](#) and navigate to FDP.

- Read the update and message screen, then scroll to the bottom and click "continue."
- Click "Program Year 2025" in the upper-right corner.
- Go to the applications tab and click the "Edit" link.
- Verify and/or update the address and contact information.
- Ensure that a 24-hour access phone number (such as a mobile phone number) is entered.
- Scroll down to box 29 in the verification section and place a checkmark in the box.
- Click the submit button, and your account should be pending approval.
- IDOE will approve your account if all requirements are met.

If your account has the following message, "You do not currently have a NSLP information sheet for Program Year 2025 in a Pending Approval or Approved status. You must complete the enrollment process for the National School Lunch Program before your FDP information sheet can be Certified and Approved," your school still has tasks that need to be completed under SNP.

---

## Placing USDA Foods Orders

Direct delivered (Brown Box) USDA Foods orders must be placed in [CNPweb](#). Click [here](#) for the link to the direct delivered USDA Foods ordering instructions. USDA Foods for processing must be ordered via a distributor and must be monitored and managed through the [K12 Foodservice](#) and [Processorlink](#) commodity tracking systems. DoD Fresh Fruits and Vegetables Program orders must be placed, and funds must be managed and monitored in [FFAVORS](#).

---

## USDA Foods Recipes

Use your USDA [Chicken, Diced, Cooked](#) and [Shredded Cheddar Cheese](#) for this variation of [Saucy Creole Enchilada Bowl](#). This recipe must be adjusted to meet serving sizes and meal patterns.



## Training and Webinar Opportunities

### Fall Culinary Skills for School Meals Webinar Series

Chef Cathy Powers and her team will be offering free, interactive culinary education for all K-12 school nutrition professionals. Virtual training is provided from 2 to 3 p.m. ET, featuring live chef demonstrations of practical recipes, efficient techniques, and important nutritional insights. Each class earns one Continuing Education Unit (CEU) and includes great giveaways. Click the title of the sessions below to see more details and to register.

- Thursday, October 10 - [Knife Skills - Basics](#)
- Thursday, October 17 - [Knife Skills - Cutting Vegetables](#)
- Thursday, October 24 - [Knife Skills - Cutting Fruit](#)
- Thursday, October 31 - [Cooking Whole Grains - Techniques for Hot Dishes](#)
- Thursday, November 7 - [Cooking Whole Grains - Techniques for Chilled Dishes](#)
- Thursday, November 14 - [Super Simple Sauces](#)

Did you miss any of the previous Culinary Skills for School Meals Webinars from earlier this year? Click any of the links [here](#) to view the recording.

---

## Verification Webinar Series

- **Direct Verification (DV):** This webinar will review the purpose of DV and how to use the DV feature properly within CNPweb.
    - Thursday, October 3, at 10 a.m. ET. [Register here.](#)
  - **Verification Processing:** Review how to analyze and process the documentation you receive from households that were selected for verification. This is the final webinar in this series.
    - Thursday, October 10, at 10 a.m. ET. [Register here.](#)
-

## AFR Training

Significant changes have been made to the AFR this year, and a weekly webinar series will walk through changes, required information, errors vs. warnings, helpful resources, and much more.

### Upcoming Webinars:

- Thursday, October 3, at 1 p.m. ET. Register [here](#).
- Monday, October 7, at 10 a.m. ET. Register [here](#).
- Wednesday, October 16, at 1 p.m. ET. Register [here](#).

In addition to the webinar series, drop-in help sessions will be offered where SCN Finance specialists are available to answer any questions and work through the AFR with you. There will not be a presentation during these meetings.

### Help Session Dates:

- Friday, October 4, from 11 a.m. to noon. ET. Join [here](#).
- Wednesday, October 9, from 1 p.m. to 2 p.m. ET. Join [here](#).
- Friday, October 11, from 11 a.m. to noon ET. Join [here](#).
- Tuesday, October 15, from 11 a.m. to noon ET. Join [here](#).

More help session dates will be released as needed.

## Reminders

### CNPweb Program Year (PY) 2025 Application

If you have not already done so, please complete your sponsor sheet and site sheets in CNPweb for PY 2025 and provide the appropriate documentation under the checklist tab. We will not be able to review your application until it is in "Pending Approval." Each sponsor must complete the application annually. Instructions for completing the application can be found [here](#).

### Edit Check for Claims in CNPweb

There is a new edit check in place this year to ensure the average daily attendance is within 10% of total eligible students. To help with potential errors, here is guidance on determining the values for the Average Daily Attendance and Total Eligible Students in the Site Claim.

**Average Daily Attendance** (Line 7 on the Site Claim) – the total number of students in attendance for the month (count only students who have access to the school meal programs) divided by the number of operating days for the month.

#### Example:

- **Day 1:** 100 students in attendance
- **Day 2:** 98 students in attendance
- **Day 3:** 101 students in attendance
- **Day 4:** 99 students in attendance

TOTAL month's attendance =  $100 + 98 + 101 + 99 = 398$

Divided by the operating days for the month (4) =  $398/4 = 99.5$  rounded to 100

(The Average Daily Attendance should be calculated for lunch, breakfast, snack and special milk if applicable).

**Total Eligible Students** (Lines 8-11 on the Site Claim) the number of enrolled students for the month who have access to the school meal program by category, paid, reduced, and free. Since enrollment can vary throughout the month, sites should use the highest number in each eligibility category for that month.

#### Example:

- **Day 1:** 103 students enrolled and eligible (52 paid, 40 free, 11 reduced)
- **Day 2:** 103 students enrolled and eligible (52 paid, 40 free, 11 reduced)
- **Day 3:** 105 students enrolled and eligible (53 paid, 41 free, 11 reduced)
- **Day 4:** 104 students enrolled and eligible (52 paid, 40 free, 10 reduced)

\* Highest enrolled and eligible day was 105 (53 paid, 41 free, 11 reduced) which should be the total for lines 8-11 on the Site Claim.

Please reach out to [SCNFinance@doe.in.gov](mailto:SCNFinance@doe.in.gov) with questions.

### National School Lunch Week

The National School Lunch Program (NSLP) serves nearly 30 million children every school day. President John F. Kennedy created National School Lunch Week (NSLW) in 1962 to promote the importance of a

healthy school lunch in a child's life and the impact it has inside and outside of the classroom. #NSLW24, "School Lunch Pirates - Find Your Treasure!" will be celebrated Monday, October 14, through Friday, October 18. Access activity guides, coloring pages, marketing and community resources, and playlists [here](#).

## Updates from Our Partners

### America's Healthiest Schools

Alliance for Healthier Generation has released their [annual list](#) of America's Healthiest Schools for 2023-2024 school year. These schools are recognized for their achievements in advancing the physical, mental and social-emotional health of students, staff and families. Congratulations to these Indiana school nutrition program sponsors for making the list!

- Indianapolis Public Schools: George W. Julian Elementary, William Penn Middle School
- MSD of Pike Township: Central Elementary, College Park Elementary, Deer Run Elementary, Eagle Creek Elementary, Eastbrook Elementary, Fishback Creek Public Academy, Guion Creek Elementary, Guion Creek Middle School, Snacks Crossing Elementary
- Tippecanoe School Corporation: East Tipp Middle School

### Indiana School Nutrition Association (ISNA) 2024 Annual Conference

Register today for the 2024 ISNA Annual Conference! This year's conference will be held Wednesday, November 6, through Friday, November 8, at the Century Center in South Bend. ISNA has a great lineup of presenters and looks forward to reconnecting in person with colleagues from across the state. To view the agenda and register, visit the [ISNA conference website](#). Early bird registration ends Friday, September 20.

### Culinary Institute of Child Nutrition: Using the USDA's Recipe Analysis Workbook (RAW)

The USDA's Recipe Analysis Workbook (RAW) is an essential tool for school nutrition professionals, designed to help you determine the meal pattern contribution of your standardized recipes. Register [here](#) for the webinar on Thursday, October 3, at 3 p.m. ET, where we will guide you through the RAW on the Food Buying Guide for Child Nutrition Programs Interactive Web-based tool, providing a comprehensive, step-by-step demonstration of how to input and manage recipe data efficiently.

### Institute of Child Nutrition Virtual Instructor-Led Trainings 2024 Fall Sessions

The Institute of Child Nutrition (ICN) is offering Virtual Instructor-Led Trainings (VILTs) for fall 2024. There are topics available for school nutrition professionals and Child and Adult Food Care Program (CACFP) operators. Many topics are scheduled for new child nutrition directors and the list also includes lessons from Introduction to School Nutrition Leadership (ISNL).

More information on specific topics, dates and registration can be found [here](#).

## Upcoming Dates



Thursday, October 3, at 10 a.m. ET	<a href="#">Direct Verification webinar</a>
Thursday, October 3, at 1 p.m. ET	<a href="#">AFR training webinar</a>
Thursday, October 3, at 3 p.m. ET	<a href="#">RAW and FBG webinar</a>
Friday, October 4, 11 a.m. to noon ET	<a href="#">AFR help session</a>
Monday, October 7, at 10 a.m. ET	<a href="#">AFR training webinar</a>
Wednesday, October 9, from 1 to 2 p.m. ET	<a href="#">AFR help session</a>
Friday, October 11, from 11 a.m. to noon ET	<a href="#">AFR help session</a>

Thursday, October 10, at 10 a.m. ET	<a href="#">Verification Processing webinar</a>
Thursday, October 10, from 2 to 3 p.m. ET	Culinary Skills for School Meals webinar series: <a href="#">Knife Skills - Basics</a>
Monday, October 14, through Friday, October 18	National School Lunch Week
Tuesday, October 15, from 11 a.m. to noon ET	<a href="#">AFR help session</a>
Wednesday, October 16, at 1 p.m. ET	<a href="#">AFR training webinar</a>
Thursday, October 17, from 2 to 3 p.m. ET	Culinary Skills for School Meals webinar series: <a href="#">Knife Skills - Cutting Vegetables</a>
Thursday, October 24, from 2 to 3 p.m. ET	Culinary Skills for School Meals webinar series: <a href="#">Knife Skills - Cutting Fruit</a>
Thursday, October 31, from 2 to 3 p.m. ET	Culinary Skills for School Meals webinar series: <a href="#">Cooking Whole Grains - Techniques for Hot Dishes</a>
Friday, November 1	AFR Due
Wednesday, November 6, through Friday, November 8	<a href="#">ISNA Annual Conference</a>
Thursday, November 7, from 2 to 3 p.m. ET	Culinary Skills for School Meals webinar series: <a href="#">Cooking Whole Grains - Techniques for Chilled Dishes</a>
Tuesday, November 12	Application deadline for the <a href="#">SeedMoney Challenge</a>
Thursday, November 14, from 2 to 3 p.m. ET	Culinary Skills for School Meals webinar series: <a href="#">Super Simple Sauces</a>

## Additional Resources

- [School Nutrition Programs Calendar](#)
- [IDOE's Nutrition webpage](#)
- [CNPweb](#)

This institution is an equal opportunity provider.



## Department News

- 10/2/24 Indiana Launches Early Childhood Education Registered Teacher Apprenticeship Program
- 09/27/24 Indiana Names 2025 Teacher of the Year
- 09/25/24 Indiana Honors Schools Meeting the State's 95% Literacy Goal
- 09/24/24 Sixteen Indiana Schools Named 2024 National Blue Ribbon Schools

- 09/19/24 More Students Have Access to a High-Quality Special Education Teacher Following Strategic Investments in Indiana's Educator Pipeline

Stay Connected with Indiana Department of Education:



If you recently contacted the IDOE, [please complete this survey](#) to share your experience.

SUBSCRIBER SERVICES:

[Manage Subscriptions](#) | [Unsubscribe All](#) | [Help](#)

Powered by



[Privacy Policy](#) | [Cookie Statement](#) | [Help](#)