

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 10/09/2024 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

#### On-Site Reviews

Sponsors with more than one site must conduct on-site reviews of each kitchen by February 1 each school year. Sponsors should consider conducting on-site reviews well before the due date to ensure kitchen operations are running smoothly throughout the year. Sponsors must review all sites' lunch operations each year. For those operating breakfast, only half of the sites must be reviewed. The following year, the remaining sites must be reviewed, meaning each site is reviewed at least every other year. Access IDOE's site review monitoring forms [here](#).

### Important Updates

#### Annual Financial Report (AFR) 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 more. IDOE will also offer drop-in help sessions where School and Community Nutrition (SCN) Finance specialists are available to answer any questions. Webinar and drop-in session dates and times can be found below under "Training and Webinar Opportunities."

Review the [step-by-step AFR instructions](#) for more information on the report. Contact [SCNFinance@doe.in.gov](mailto:SCNFinance@doe.in.gov) with questions and include your sponsor number in the subject line.

#### Traditional Verification Period Has Begun

Verification samples are based on the number of approved applications on file as of October 1 each year. Sponsors with a 20% or higher non-response rate the previous year are required to conduct standard (error-prone) verification. Review the [verification method spreadsheet](#) and find your school to see if this verification is required. Sponsors able to select any method can choose any of the three options, including error-prone verification.

View the presentation slides from IDOE's verification webinar series below:

- [Traditional Verification Methods](#)
- [Verification Preparation](#)
- [Direct Verification](#)

For additional tools and resources, review IDOE's [Verification & Direct Verification webpage](#).

\*Sponsors that operate CEP corporation-wide and residential child care institutions that do not have day students are exempt from verification.

## Farm to School

### Farm to School Month Highlights

- **Northwest Hendricks School Corporation**, partnering with Purdue Extension, celebrated Apple Crunch with apples from Beasley's Orchard. They also made their own applesauce in house to serve in their cafeteria!
- **Southeast Fountain School's** second grade classes were visited by their food service department. They learned about the origin of apples, viewed photos of different types of apples, and tried several varieties of apples to celebrate Apple Crunch.
- **Brown County Schools** enjoyed a great local meal on Thursday, October 3 with a local beef and pork taco line, local pork roast, and pumpkins bars with local eggs to celebrate Indiana Food Day.



### 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

### New USDA Foods Forecasting Page

IDOE developed a new [Forecasting webpage](#) to assist school food authorities (SFAs) with forecasting USDA Foods and consists of processing company commodity calculators, a forecasting video, links to the Food Buying Guide, production record examples, and USDA's Food Cost Analysis Tool.

### Recertifying: Food Distribution Program and USDA Foods

Log in to [CNPweb](#) and go to Food Distribution (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 *Revise*.
- Verify and/or update the address and contact information.
- Ensure that a 24-hour access phone number (i.e., 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.

### Placing USDA Foods Orders

Direct delivered (Brown Box USDA Foods) orders must be placed in [CNPweb](#). Ordering instructions can be found [here](#). 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. Department of Defense (DoD) Fresh Fruits and Vegetables Program orders must be placed and funds managed and monitored in the [Fresh Fruits and Vegetables Order Receipt System \(FFAVORS\)](#).



### USDA Foods Recipes

Use your USDA [ground beef](#) or [beef crumbles](#) and [shredded cheddar cheese](#) for this variation of [American Goulash](#). This recipe must be adjusted to meet serving sizes and meal patterns.

## Training & 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 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 link [here](#) to view the recording.

## Verification Webinar Series

Register [here](#) for the Verification Processing Webinar on Thursday, October 10, at 10 a.m. ET. In this webinar, IDOE will review how to analyze and process the documentation you receive from households who were selected for verification. This is the final webinar in this series.

## AFR Training

Register for the upcoming webinar on [Wednesday, October 16, at 1 p.m. ET](#). Drop-in help sessions will also be offered to answer questions and work through the AFR. There will not be a presentation during drop-in help sessions. Join these sessions below:

- [Friday, October 11, from 11 a.m. to noon ET](#)
- [Tuesday, October 15, from 11 a.m. to noon ET](#)

More help session dates will be released, as needed.

## Reminders

### 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 any civil rights complaints received to IDOE and the requirements of IDOE once the complaint is received. View the updates [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.

These revised documents can also be found on IDOE's [School Nutrition Programs webpage](#) under *Policies*, then *Civil Rights*. Civil rights questions and complaints can be sent to [scncr@doe.in.gov](mailto:scncr@doe.in.gov).

### CNPweb Program Year (PY) 2025 Application

Be sure to complete your sponsor sheet and site sheets in CNPweb for PY 2025 and provide the appropriate documentation under the *Checklist* tab. IDOE is not able to review applications until the status is *Pending Approval*. All sponsors must complete the application annually, and instructions can be found [here](#).

### 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

### Lessons in Dairy: Hands-On Learning Experience For Sharing Dairy Nutrition and Farming

Join American Dairy Association Indiana on Wednesday, October 30, from 9 a.m. to 3 p.m. ET at Becks Agricultural Center in Lafayette for an event packed with fun and educational opportunities, including lunch, toolkits, and a tour of a local robotic dairy. More information and registration can be found [here](#).

### Culturally-Inclusive Recipe Toolkit (CIRT)

From the Culinary Institute of Child Nutrition, [this toolkit](#) provides resources and information for school nutrition program operators and the school community to collaborate on the process of identifying, developing, testing, and incorporating culturally-inclusive recipes into school meal programs.

### Institute of Child Nutrition (ICN): Virtual Fall Training Sessions

ICN is offering virtual instructor-led training (VILT) this fall on various topics for school nutrition professionals and Child and Adult Food Care Program (CACFP) operators. Many topics are scheduled for new child nutrition directors and includes lessons from Introduction to School Nutrition Leadership (ISNL). More information on specific topics, dates, and registration can be found [here](#).

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

Register today for the ISNA 2024 Annual Conference from 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. Visit the [ISNA conference website](#) to view the agenda and register.

## Upcoming Due Dates

Thursday, October 10, at 10 a.m. ET	<a href="#">Verification Processing Webinar</a>
Friday, October 11, from 11 a.m. to Noon ET	<a href="#">AFR Drop-In Help Session</a>
Tuesday, October 15, from 11 a.m. to Noon ET	<a href="#">AFR Drop-In Help Session</a>
Wednesday, October 16, at 1 p.m. ET	<a href="#">AFR Training Webinar</a>
Wednesday, October 30	<a href="#">Lessons in Dairy from the American Dairy Association Indiana</a>
Friday, November 1	2024 AFR Due
Wednesday, November 6 - Friday, November 8	<a href="#">Indiana School Nutrition Association 2024 Annual Conference</a>
Tuesday, November 12	<a href="#">SeedMoney Challenge Applications Due</a>

## Additional Resources

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

Stay Connected with Indiana Department of Education:



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

Powered by



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