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School Nutrition Programs Newsletter from the Indiana Department of Education



Indiana Department of Education sent this bulletin at 12/18/2024 04:00 PM EST



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.



Happy holidays from IDOE's School and Community Nutrition Team!

Tip of the Week

October Claim Deadline

The October claim deadline is Monday, December 30. With many people off for the winter holidays, please ensure the October claim for reimbursement is filed before the deadline. Claims with "approved" status have been fully submitted. See the claims due date list [here](#).

Important Updates

New Email Newsletter Provider Beginning in 2025

The state of Indiana will be transitioning its newsletters from GovDelivery to Salesforce Marketing Cloud effective January 1, 2025. Current subscribers to IDOE newsletters, including the School Nutrition Programs Newsletter, do not need to take any action, as subscribers will carry over to the new platform. For new users or future sign-ups, a new subscription page will be available once the transition is complete. We look forward to continuing to share important updates and information in the future via Marketing Cloud. Contact IDOE's [Office of Communications](#) with additional questions.

Office Closures During the Holidays

State of Indiana government offices will be closed on Tuesday, December 24, Wednesday, December 25, and Wednesday, January 1, 2025. Weekly newsletters from the School and Community Nutrition Team will resume on Wednesday, January 8.

New Translated Model School Meals Applications

FNS has released [10 new foreign language translations of the Prototype Application for Free and Reduced Price School Meals](#). They are provided as a template in serving households where English is not the primary language. FNS anticipates releasing the next batch of translations in early 2025.

Equipment Assistance Grants: Installation Expenditures Memo

Sponsors that received National School Lunch Program Equipment Assistance Grants, should review the following memo, [SP 06-2025](#), which clarifies allowable costs for approved equipment listed on the contract.

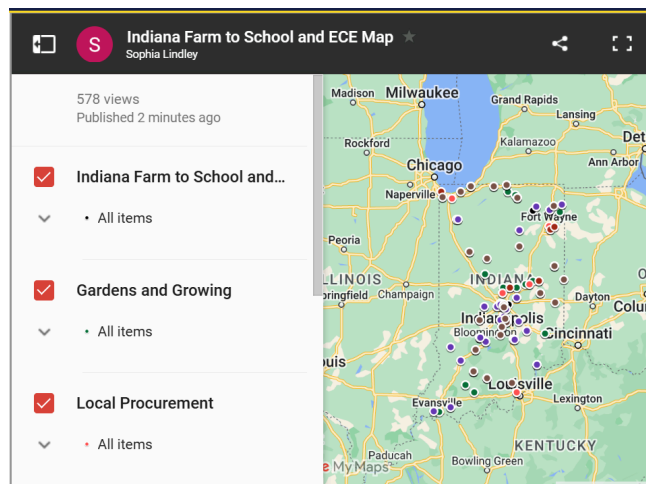
Please remember that for all other equipment purchases that are over \$10,000, and not listed on the [IDOE Pre-Approved Kitchen Equipment](#), you will need to complete the equipment request form and send it to: scnprocurement@doe.in.gov for approval (For renovations, you will need to complete the equipment request form). For more information, visit IDOE's webpage on [Procurement Guidance and Procedures](#).

Contact scnfinance@doe.in.gov or scnprocurement@doe.in.gov with any questions. Be sure to include your sponsor number in the subject line.

Farm to School

Farm to School and ECE Map Now Available

View our [website](#) to see a map of Indiana Farm to School programs throughout the state. Can't find your program? Enter your information [here](#). Schools will be added to the map once a week.



Schools in the News

Bethany Christian School was recently featured for their impressive farm-to-school efforts. Their program includes a 13-head chicken coop, greenhouse, garden beds, pear trees, and more. You can read the full article [here](#).

LaPorte Community School Corporation's participation in Local Foods to Schools was also featured in their local county paper for their work with a variety of farmers to provide local fruits, vegetables and meats. View the article [here](#).

Indiana Grown for Schools (INGFS) Monthly Newsletter

Find the December newsletter INGFS [here](#). Every month, INGFS releases a newsletter packed with upcoming events and webinars, school highlights, grant information, and more! If you want to receive this directly to your inbox, sign up for our listserv on our [website](#).

FY 2025 Farm to School Grant Office Hours

The USDA Farm to School team is offering one final office hours session on Tuesday, January 7, from 2 to 3 p.m. ET to answer questions from applicants and provide technical assistance on the [FY 2025 Farm to School Grant](#). Register for the session [here](#). Applications must be submitted by Friday, January 10, 2025.

USDA Foods

Department of Defense (DoD) Fresh Fruits and Vegetables Allocation Request Deadline Has Passed

The window to allocate entitlement funds to the DoD has closed for school year 2025-2026.

USDA Foods Orders and Deliveries

Please remember to cross-reference all USDA Foods deliveries/orders with your school and personal calendars and have school staff available to inspect, verify and accept all deliveries.

Menu, Menu, Menu!

This is a reminder to complete your school's menu early and evaluate it often!

Remember to Receipt in FFAVORS

USDA has decreased the number of days to receipt in FFAVORS. Schools should receipt their DoD produce receipts into FFAVORS within two calendar days after the produce delivery instead of the five days previously stated.

USDA Foods Recipes

Use your USDA Foods fresh apples, [canned](#) or [frozen apple slices](#), [canned applesauce](#) and [frozen blueberries](#) to prepare this variation of [blueberry applesauce](#). This recipe must be adjusted to serving sizes and meal patterns.



Training and Webinar Opportunities

Forward Contracting for Local Procurement Webinar

Forward contracting is the principle of committing to a product prior to purchase. In local procurement, these conversations typically happen in the winter or spring of the previous year, so the producer can plant according to the products you are requesting. Come and learn how this practice is used in different schools and organizations of all sizes. The webinar will be on Wednesday, January 22, at 2:30 p.m. ET. Register [here](#).

Direct Certification (DC) Basics Webinar

Join us on Tuesday, January 28, at 10 a.m. ET for a refresher on the basics of DC. Those new to the process and those who didn't join the webinar at the beginning of the school year are encouraged to attend. Register [here](#).

LEAD to Succeed Training

We are excited to announce that we will be hosting two virtual LEAD (Learn, Educate, Advance, Develop) to Succeed training this winter in partnership with the [School Nutrition Foundation](#). These trainings are for food service directors, kitchen managers, and those in similar roles.

Conflict Style Inventory, Thursday, January 23, from 2 to 3 p.m. ET. Register [here](#).

Conflict is common in the workplace and is something many of us look to avoid but having the proper tools to deal with conflict can make all the difference when it eventually arises. This training explores five different conflict management styles and how each is used to approach difficult conversations with coworkers and/or stakeholders. This training will provide participants with effective tools to approach conflict in the workplace to achieve more positive outcomes.

The Power of Emotional Intelligence, Thursday, January 30, from 2 to 3 p.m. ET. Register [here](#).

Leading with empathy and high emotional intelligence can help grow leadership skills and relationships within a team. This training explores emotional intelligence and how it impacts and informs leadership abilities. Learn to respond to conflict by following the four domains of emotional intelligence. Participants will complete assessments and receive tools to incorporate emotional intelligence into leadership practices.

Verification Summary Report Recorded Webinar

If you missed our VSR webinar on Tuesday, December 3, find the recording [here](#) and slides [here](#).

Reminders

School Food Authority (SFAs) Claims Submission

As a reminder, SFAs submit claims in CNPweb, not the Food Service Management Company (FSMC). The following can be found on the [Claims Information and Instructions document](#): SFAs that have contracted with FSMCs must retain signature authority on claims within CNPweb. Therefore, FSMC and vendor employees must not be responsible for or have access to submit claims in CNPweb. The SFA employee responsible for submitting claims in CNPweb, must be designated on the Responsibility Contact Form each year and submitted to IDOE as part of the FSMC contract award or renewal.

Per 7 CFR 210.16(a)(5)& (6) school food authorities must retain signature authority on the state agency-school food authority agreement, free and reduced price policy statement and claims and must retain control of the quality, extent, and general nature of its food service, and the prices to be charged the children for meals.

Indirect Cost Rate Change

IDOE's Office of School Finance recently provided guidance stating that the 10% de minimis indirect cost rate for unrestricted grants is not applicable for school corporations, public or non-public. This modified understanding has been confirmed by the U.S. Department of Education.

Because of this updated guidance and due the fact that the original indirect cost rate request deadline has passed, public school corporations that originally requested to use the de minimis indirect cost rate for unrestricted grants that submit bi-annual Form 9 data will be given the opportunity to request a calculated, certified unrestricted rate.

The simplified application process, specifically for this situation, is:

- Submission of a signed FY 2025 Delegation Agreement
- Submission of an organizational chart

Since non-public schools do not have a data source reported to the Office of School Finance, unrestricted indirect cost rate cannot be calculated. As a result, the School Nutrition Team and ESSER program area are no longer able to approve indirect cost reimbursements for non-public schools. Contact the [Indirect Cost Rate team](#) with any questions.

Updates from Our Partners

New Recipes in the Child Nutrition Recipe Box

Team Nutrition has added 15 standardized recipes to the [Child Nutrition Recipe Box](#), seven of which are existing favorites that have been revised to reflect updates from the final rule, "[Child Nutrition Programs: Meal Patterns Consistent With the 2020–2025 Dietary Guidelines for Americans](#)," and eight new recipes that provide additional ideas for breakfast and lunch menus. The eight new recipes include Whole Wheat Pancakes, Cauliflower Rice, Chicken Salad, Griddle Corn Cakes, Breakfast Bowl, Taco Salad, Sweet Potato Hummus, and Quinoa Bowl. The seven revised recipes are Pumpkin Bread, Oatmeal Muffin Squares, Kati Kati Chicken, Jerk Fish Wrap, Orange Glazed Carrots, Orange Glazed Sweet Potatoes, and Vegetable Frittata.

Kosher and Halal Foods in Child Nutrition Programs Webinar Recording Available

The USDA webinar that took place on November 14, is now available [here](#) as a recording, along with slides.

Upcoming Dates



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| Tuesday, December 24, and Wednesday, December 25 | State of Indiana government offices closed |
| Monday, December 30 | October claim deadline |
| Wednesday, January 1 | State of Indiana government offices closed |
| Tuesday, January 7, from 2 to 3 p.m. ET | USDA FY 2025 Farm to School Grant office hours: register here |
| Friday, January 10 | Application deadline for FY 2025 Farm to School Grants |

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| Wednesday, January 22, at 2:30 p.m. ET | Forward Contracting for Local Procurement webinar, register here . |
| Thursday, January 23, from 2 to 3 p.m. ET | LEAD to Succeed Training: Conflict Style Inventory. Register here . |
| Tuesday, January 28, at 10 a.m. ET | DC basics webinar, register here . |
| Thursday, January 30, from 2 to 3 p.m. ET | LEAD to Succeed Training: The Power of Emotional Intelligence. Register here . |

Additional Resources

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

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Department News

- 12/12/2024 Ripley County Teacher Surprised with \$25,000 Milken Educator Award
- 12/11/2024 New Indiana Diploma Requirements Approved with Unanimous Support

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