

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 08/14/2024 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

CNPweb Application Common Issues

- Incorrect adult pricing may not result in an error. Please ensure you are charging enough for adult meals by reviewing the [Meal Pricing for Adults](#) resource. Those not in compliance will be asked to increase the meal price before approval is given.
- To expedite application processing, the Paid Lunch Equity (PLE) tool can be sent to SCNfinance@doe.in.gov for review and approval.
- Community Eligibility Provision (CEP) operators will not be able to put their application into pending approval status and will receive an error message when attempting to submit. When ready, please notify IDOE that your packet is ready for review via the [CNPweb Help Form](#). Select the "CNPweb Error Message" option and state that the sponsor participates in CEP and the packet is ready for review in the text box.

Important Updates

Pre-Kindergarten Meals Policy Reminder

Schools Claiming Meals and Snacks Under the Child and Adult Care Food Program

[Policy 2024-03](#) states that schools participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) must ensure that they do not claim meals or snacks for the same participants under the Child and Adult Care Food Program (CACFP) during the school day.

What does this mean?

Schools operating childcare centers or preschool programs have the option of serving and claiming breakfast and lunch under SBP/NSLP or serving and claiming two meals and a snack under CACFP during the school day.

If our school chooses to claim meals under the SBP/NSLP, can we provide snacks during the day?

Schools that serve and claim childcare/preschool meals under SBP/NSLP cannot also serve and claim CACFP snacks during the school day.

If a school wants to claim snacks during the school day, they must operate a childcare center where the recipient child is enrolled in childcare and all meals and snacks are provided to that child through CACFP. Alternatively, breakfast and lunch can be claimed under NSLP/SBP, and additional snacks can be provided to the children, but not claimed for reimbursement or paid for out of the non-profit school food service account.

After the school day has ended, schools claiming childcare/preschool meals under SBP/NSLP still have the option to claim after-school snacks under the [NSLP After-School Snack Program](#), or the [CACFP At-](#)

[Risk Afterschool Program](#) or [CACFP Outside-School Hours Program](#), so long as they meet the requirements for operating those programs.

Please note, in order to claim meals under NSLP/SBP/CACFP, the school corporation must operate the childcare center/preschool program themselves. If an outside agency is operating the childcare center/preschool program, the school corporation cannot claim those meals. The school food authority (SFA) can vend meals to the outside agency, who may or may not choose to participate in CACFP under their own sponsorship.

Review the policy frequently asked questions [here](#).

PLE Tool Walk Through Webinar

USDA has released a PLE Tool walk through webinar for schools. If you need to complete the tool, please review this helpful presentation. Find it [here](#).

USDA Language Access Webinar

The USDA Food and Nutrition Service (FNS) Civil Rights Division (CRD) is pleased to announce an upcoming language access webinar, "How to Bridge Language and Cultural Barriers with FNS support." This webinar will be hosted on Wednesday, September 4, at 1 p.m. ET and again on Wednesday, September 11, at 1 p.m. ET.

Whether managing, administering, or supporting a federally assisted program, everyone has a role in engaging with all eligible individuals regardless of the language they speak. Overcoming language barriers is essential for effective communication and for ensuring equitable access and equal opportunity in program delivery.

Registration:

- Wednesday, September 4, webinar course, please register [here](#).
- Wednesday, September 11, webinar course, please register [here](#).

Indiana SUN Bucks

Address Change Requests Due by 4 p.m. ET on Friday, August 16

IDOE is working through address change requests as quickly as possible. Please communicate to households that IDOE's team is working through a large volume of requests and will provide customer service responses as they are able. To ensure IDOE is able to process all submitted requests, the [Change of Address request form](#) will close on Friday, August 16, at 4 p.m. ET. After that, no new address change requests will be accepted or processed.

Online Application Closes on Friday, August 16

The deadline to use the [online application](#) to apply for 2024 SUN Bucks is Friday, August 16. The application is for those who were not automatically enrolled. Only children enrolled in an NSLP school last school year (2023-2024) or those who can be directly certified between the ages of seven and 18 at non-NSLP schools can qualify. See the [communications plan for schools](#) for suggestions on how to communicate this deadline with households including translations to Spanish, Burmese, and Haitian Creole.

Farm to School

Indiana Food Day 2024

IDOE is preparing to celebrate Farm to School Month this October by gearing up for Food Day and Apple Crunch. This year we are celebrating pumpkins, so don't forget to [sign up](#) to get access to the recently released Growing Toolkit for Pumpkins! Visit the Apple Crunch website [here](#) and register for stickers and window clings. Supplies are limited, so register today.

USDA Foods

Login.gov Account Required to Access Department of Defense Fresh Fruits and Vegetables Order Receipt System (DoD FFAVORS)

All DoD FFAVORS external users must have a Login.gov account to access FFAVORS before Monday, September 30, per USDA. Access the [Login.gov website](#) and click the "Sign in with LOGIN.GOV" button. If you need assistance, contact the [FFAVORS help desk](#).

DoD Fresh Produce Orders and Receipting

Returning school sponsors that participated in the DoD program in school year 2023-2024 and have allocated funds for school year 2024-2025 can begin placing orders immediately in the FFAVORS. Schools new to DoD in school year 2024-2025 must complete the [eAuthentication](#) process by creating a Login.gov account and await approval from USDA and DoD. IDOE will update sponsors new to DoD once

accounts are approved. SFAs placing orders must receipt in FFAVORS within five days of receiving DoD orders.

K12 Foodservice K12 on Target Forecast and ProcessorLink Commodity Calculator Trainings on Tuesday, August 20

- K12 Foodservice representatives will conduct a virtual training session on their new forecasting tool, K12 on Target, on Tuesday, August 20, from 10 to 11 a.m. ET. This training is designed to train school food professionals with allocated USDA Foods for Processing pounds to K12 Foodservice processors how to navigate and use the tool. Join the meeting [here](#) or call +1 424-269-5281 (PIN: 553773120) to join by phone.
 - ProcessorLink representatives will conduct a virtual training session on their commodity calculator on Tuesday, August 20, from 1 to 2 p.m. ET. This training is designed to train school food professionals with allocated USDA Foods for Processing pounds how to navigate and use the calculator. Join the meeting [here](#) (Meeting ID: 243 637 900 942; Passcode: vbppbf) or call +1 317-552-1674 (PIN 702 580 198#) to join by phone.
-

Administrative and Storage Fees Increase for School Year (SY) 2025

Administrative fees for Direct Delivered (brown box) USDA Foods will increase to \$4.50 per case immediately due to state assigned warehouse (Dilgard Frozen Foods and Stanz-Troyers Foodservice) pricing increases. All SFAs are charged these fees. Storage fees have also increased for freezer, cooler, and dry Direct Delivered USDA Foods stored at the state assigned warehouse. These fees are charged to the SFA on a per case, per month basis when USDA Foods remain at the state assigned warehouse past the expire date listed in CNPweb. USDA Foods program fees can be found [here](#).

- Cooler: \$1.10
 - Dry Goods: \$1.00
 - Frozen: \$1.20
-

Food Service Management Companies (FSMCs) and SFAs

[This video](#) shares information about the roles of FSMCs, SFAs, and their collaboration to use USDA Foods efficiently.

Program Year (PY) 2025 for USDA Foods

PY 2025 has been hidden until the school year opens in July 2024. IDOE will notify schools via this newsletter once available.

USDA Foods for Processing

SFAs that have allocated pounds to processors for school year 2024-2025 should check [K12Foodservice](#) and [ProcessorLink](#) to see if pounds have been uploaded to their accounts. Ordering may begin once pounds are loaded. SFAs should remember to use carryover pounds first once they rollover.

USDA Foods Recipes

Use your USDA diced chicken (100101) for a delicious variation of [Chicken Alfredo with a Twist](#). This recipe must be adjusted to meet serving sizes and meal patterns.



Training and Webinar Opportunities

SY 2024-2025 Reminders and Resources Webinar

Join us for updates, reminders, and resources as we start another school year on Thursday, August 22, at 2 p.m. ET. [Register here](#).

Alternate Income Application Webinar Follow-up

For those unable to attend the alternate income application webinar, slides with speaker notes can be found [here](#). There are three options to choose from to collect alternate income applications this year.

1. Use the [USDA Meal Benefit Application](#). This requires NSLP verification procedures to be followed, and these students will be included in the automatic enrollment process.
2. Use the [IDOE Alternate Income Application](#) with the SUN Bucks signature line included. This requires SUN Bucks verification procedures to be followed, and these students will be included in

the automatic enrollment process.

3. Use the [IDOE Alternate Income Application](#) **without** the SUN Bucks signature line* included. This does not require any verification, and these students will **not** be pulled for automatic enrollment.

Regardless of which application process you choose, directly certified (DC) students will be automatically enrolled as long as they are marked as free and reduced qualifying on the student enrollment report in Data Exchange (DEX).

*Schools may remove the SUN Bucks signature line without prior approval from IDOE. Changes to other parts of the application should be approved prior to use.

Reminders

Monthly Claims: Average Daily Attendance (ADA)

On line seven of each site claim, schools are asked to report the average daily attendance. **This is different from student participation.** If ADA is not reported correctly, you may receive an error message stating that, "the number of Total Eligible Students for lunch should not exceed the Average Daily Attendance by more than 10%."

ADA is figured by taking the total number of students with meal access in attendance each day of the claim month divided by the number of operating days. Reporting this accurately may require cooperation with your business or attendance office.

If you receive the error message, please ensure the ADA is correct. If the error message persists, please reach out to SCNfinance@doe.in.gov and put your sponsor number and "claim error message" in the subject line.

Annual Financial Report (AFR) Updates

AFR is currently under construction in CNPweb for additional updates to the report. **These updates have affected previous years AFRs and will not allow a sponsor to submit an old AFR for approval. Please refrain from editing previous years' AFRs until further notice.** Sponsors are still able to view previous years AFRs using the view function, but please do not select the edit function as this will throw the AFR into error status. Once the system is ready and the 2024 AFR is opened in CNPweb, we will send out additional announcements. If you have any questions regarding the 2024 AFR please email scnfinance@doe.in.gov.

CNPweb PY 2025 Application Now Open

Thank you for your patience as IDOE prepared the CNPweb PY 2025 application. The PY 2025 renewal application is now open. Each sponsor must complete the application annually. Instructions for completing the application can be found [here](#).

Once the sponsor and site information sheets say, "Pending Submission," remember to review the Checklist tab. This year, all sponsors must submit the Ethics Course certificate. Remember to upload your certificate of completion directly on the Checklist tab. Depending on the programs the school operates, there might be additional packet forms to upload or submit. The required items are denoted with a red check mark next to the required document(s).

After the date sent is filled for required packet forms, non-CEP sponsors should see a "submit for state approval button" to submit their application for approval. Click the box so your application moves into "pending approval" status. This informs IDOE that your application is ready for review.

CEP CNPweb Instructions

This year, the cycle year table on the CEP application site is hidden from view until the application has been approved. CEP schools must click *Special Assistance - CEP* next to "Participation" under the National School Lunch Program and School Breakfast Program sections.

When the packet is submitted for approval, the following error may appear: *Unable to find CEP Application record*. If the packet is complete and the sponsor is ready for state approval, notify IDOE that your packet is ready for review via the [CNPweb Help Form](#). Select the CNPweb Error Message radio button and state that the sponsor participates in CEP and the packet is ready for review in the text box. IDOE will then complete the CEP information and submit for final review.

Moodle Certificates

IDOE has received questions regarding Moodle courses and certificates of completion. Only the civil rights and ethics training courses reset annually. Other courses can be taken more than one time, but the certificate will not update with a new date of completion. IDOE can see the new date of completion internally, but the certificate will not update. Please print the certificate and write in the new date of completion.

Upcoming Dates



Friday, August 16	Indiana SUN Bucks Application Closes
Friday, August 16, at 4 p.m. ET	SUN Bucks Address Change Requests Deadline
Tuesday, August 20, 10 to 11 a.m. ET	K12 on Target Forecasting training
Tuesday, August 20, 1 to 2 p.m. ET	ProcessorLink Commodity Calculator training
Thursday, August 22, at 2 p.m. ET	2024-2025 Reminders and Resources Webinar
Tuesday, August 27	Summer EBT Final Rule Comments Extended Deadline
Wednesday, September 4, at 1 p.m. ET	USDA Language Access Webinar
Wednesday, September 11, at 1 p.m. ET	USDA Language Access Webinar
Monday, September 30	Deadline to activate Login.gov account for DoD FFAVORS

Additional Resources

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

This institution is an equal opportunity provider.



Department News

- [08/14/24 Stakeholder Feedback Drives Significant Updates to Second Draft of Indiana Diploma Proposal](#)
- [08/14/24 Indiana's Third Grade Literacy Rates Increase for Third Consecutive Year](#)
- [08/07/24 Indiana Department of Education Announces 2025 Indiana Teacher of the Year Top 10 Finalists](#)

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](#)