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School Nutrition Programs Newsletter from the Indiana Department of Education



Indiana Department of Education sent this bulletin at 09/25/2024 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

Edit Check for Claims in CNPweb

A new edit check is in place this year to ensure the average daily attendance is within 10% of total eligible students. To help with potential errors, below 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, enter the highest enrollment day 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.

Contact SCNfiance@doe.in.gov with any questions.

Important Updates

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](#).

CNPweb July Claims

Sponsors that need to submit a July claim must complete the CNPweb application prior to the July claims due date of Monday, September 30. If your CNPweb application has not yet been approved **and** you will need to submit July claims, please reach out to us in the CNPweb help form found [here](#).

Farm to School

Indiana Grown for Schools All-Network Meeting

Join the Indiana Grown for Schools Network's meeting on Thursday, September 26, from 3 to 4:30 p.m. ET to help shape the future of Farm to School in Indiana. During this session, we will discuss successes, challenges, and priorities for increasing local foods, fostering school gardens, and integrating nutrition and agriculture education in your classrooms and statewide. Learn more and register [here](#).

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](#).

Recertifying the 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 [100243 Frozen Blueberries](#) for this variation of [wild blueberry french toast](#). 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, September 26 - [Indiana Food Day/Farm to School](#)
- 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

- **Verification Preparation:** Join IDOE to review steps of verification prior to Tuesday, October 1, so that you are ready.
 - Repeat session: Thursday, September 26, at 2 p.m. ET. [Register here](#).
- **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](#).

Reminders

Direct Certification - Medicaid

IDOE has received questions regarding students losing their direct certification (DC) status this new school year even though they were previously approved for free or reduced meals due to Medicaid. Beginning April 2023, the Family and Social Services Administration (FSSA) began rolling back Medicaid-coverage due to pandemic-related eligibility provisions. This was a 12-month process. During that time, a household might have been DC at the start of the 2023-2024 school year due to Medicaid, but within the same year, lost their Medicaid coverage or reported updated information on their Medicaid application that no longer met the USDA income guidelines for free and reduced meals. Households should be reminded that they can always complete an income application if they feel they still qualify for benefits. To help communicate how Medicaid works with free and reduced eligibility determinations, refer to Medicaid Frequently Asked Questions for Parents in English and Spanish on IDOE's [Free and Reduced Benefits Fact Sheets & Training webpage](#).

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](#).

Revised Whole Grain Resource

The [Whole Grain Resource for the National School Lunch and School Breakfast Programs](#) has been revised to reflect the Final Rule, "[Child Nutrition Programs: Meal Patterns Consistent with the 2020–2025 Dietary Guidelines for Americans](#)." It is a must-have resource for anyone involved in planning school meals. This important resource provides examples of various grain products often served in schools and walks through the process of determining whether products are whole grain-rich, creditable as enriched, or not creditable. The Spanish-translated version will be available soon.

Updated Crediting Tip Sheets

The Crediting in the Child Nutrition Programs Tip Sheet series has been revised to reflect the changes with the Final Rule, Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans. The Crediting in the Child Nutrition Programs tip sheet series consists of seven tip sheets covering the five meal components: fruits, vegetables, meats/meat alternates, fluid milk, and grains (three separate tip sheets). The revised versions introduce the menu-planning flexibilities beginning July 1, 2024 and changes that will be implemented in the coming school years in a quick-reference format. Find the entire tip sheet series [here](#). Also now in Spanish found [here](#).

Reducing Added Sugars at School Breakfast Guide Updated

Check out the Team Nutrition [Reducing Added Sugars at School Breakfast Guide](#) for additional information on how to identify sources of added sugars, ways to reduce added sugars in school breakfast

meals, and ideas for connecting with families and caregivers about added sugars. This document was recently updated to reflect the meal pattern changes with the Final Rule.

2024 Annual Financial Report (AFR)

The 2024 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.

Updates from Our Partners

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, September 26, at 2 p.m. ET	Verification Preparation webinar
Thursday, September 26, from 2 to 3 p.m. ET	Culinary Skills for School Meals webinar series: Indiana Food Day/Farm to School
Thursday, September 26, from 3 to 4:30 p.m. ET	Indiana Grown for Schools All-Network Meeting
Monday, September 30	July Claims Due
Monday, September 30	Deadline to activate Login.gov account for DoD FFAVORS
Thursday, October 3, at 10 a.m. ET	Direct Verification webinar
Thursday, October 3, at 3 p.m. ET	RAW and FBG webinar
Thursday, October 10, at 10 a.m. ET	Verification Processing webinar

Thursday, October 10, from 2 to 3 p.m. ET	Culinary Skills for School Meals webinar series: Knife Skills - Basics
Monday, October 14, through Friday, October 18	National School Lunch Week
Thursday, October 17, from 2 to 3 p.m. ET	Culinary Skills for School Meals webinar series: Knife Skills - Cutting Vegetables
Thursday, October 24, from 2 to 3 p.m. ET	Culinary Skills for School Meals webinar series: Knife Skills - Cutting Fruit
Thursday, October 31, from 2 to 3 p.m. ET	Culinary Skills for School Meals webinar series: Cooking Whole Grains - Techniques for Hot Dishes
Wednesday, November 6, through Friday, November 8	ISNA Annual Conference
Thursday, November 7, from 2 to 3 p.m. ET	Culinary Skills for School Meals webinar series: Cooking Whole Grains - Techniques for Chilled Dishes
Thursday, November 14, from 2 to 3 p.m. ET	Culinary Skills for School Meals webinar series: Super Simple Sauces

Additional Resources

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

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Department News

- 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
- 09/11/24 Chronic Absenteeism Improves in Indiana for Second Year in a Row, Still Higher than Pre-Pandemic
- 09/06/24 Third Annual Red Carpet Event Celebrates Indiana's Top Schools and Educators
- 09/04/24 Indiana Department of Education Announces Indiana Teacher of the Year Top Three Finalists

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