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

Indiana Department of Education sent this bulletin at 07/24/2024 04:00 PM EDT



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## School Nutrition Programs

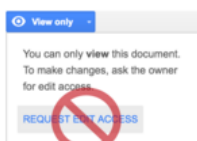
This weekly newsletter from the Indiana Department of Education (IDOE) is dedicated to providing education, training, and technical assistance opportunities to school nutrition professionals, helping to ensure seamless operations for those participating in the U.S. Department of Agriculture's (USDA's) 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

#### Using IDOE Templates

IDOE has many templates available for use. Please be aware that IDOE will not grant editing access to these documents. Users need to either make a copy of the document to their personal drives or download the document in their preferred format.

To make a copy:

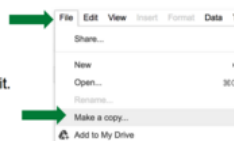


#### How to use this template:

This is a view-only file and cannot be edited.

Create your own copy of this template to edit.

In the menu, click **File > Make a copy...**



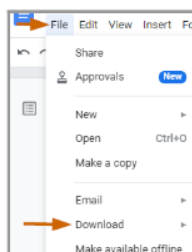
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### Important Updates

#### Reimbursement Rates

The USDA released the program year 2025 reimbursement rates. Updated rates can be found [here](#). IDOE has also updated the [Adult Meal Pricing Guidance](#) to reflect the change in rates.

## Community Eligibility Provision (CEP) Free and Reduced Data Collection Information

We have been working with IDOE data and Title/Grants teams regarding the need to report free and reduced information correctly within the Data Exchange (DEX). We have a few requests of you at this time:

- We are working to get an alternate income application approved by the State Board of Accounts (SBOA). This application will be used in place of the curricular materials application of the past several years and be used by Title/Grants as well as our office. It will look similar to the meal benefit application but adds signature lines in relation to the use of the information. When that application is approved, we will push the template to all CEP sponsors. **It would be a benefit to all CEP operators claiming corporation-wide CEP to wait to provide an income application to households until this template is approved by SBOA.**
  - Please be aware with the addition of SUN Bucks (Summer EBT), there are some Child Nutrition Program-specific requirements related to the collection of data via alternate income application for the purpose of automatic enrollment of students for SUN Bucks. Before using the application and allowing signature opt-in for SUN Bucks, it will be important to know the requirements.
- IDOE's Office of School and Community Nutrition will host a webinar for CEP sponsors to discuss the alternate income application and requirements for data collection using that application as it pertains to SUN Bucks.
  - Wednesday, July 31, at 10 a.m. ET: [Register Here](#)

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## Annual Financial Report Updates

The 2024 Annual Financial Report (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](mailto:scnfinance@doe.in.gov).

## Indiana SUN Bucks

### SUN Bucks Updates

#### Automatic Eligibility

- Students who were individually approved for free or reduced meals during the 2023-2024 school year should have received their SUN Bucks cards by now.
- Cards were shipped to "auto-enrolled" students beginning Wednesday, May 15.
- Households expecting to receive a card that did not might have had an issue with the data or address on file.

#### Address Updates

- Address change submissions are being processed in the order they were received.
- IDOE's School Nutrition team is currently processing submissions from early June.
- Households can expect their card to arrive three to four weeks after their address has been updated.
- IDOE is working to automate this process to increase efficiency.

#### Applications

- IDOE's School Nutrition team is processing applications. Households can expect their card(s) to arrive three to four weeks after their application has been approved.

## USDA Foods

### 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 school food authorities (SFAs) are charged these fees. Also, storage fees have 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
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## K12 Foodservice K12 on Target Forecast Training

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.

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## USDA Foods Year at-a-Glance

Need to know which USDA Foods activities are upcoming? Click [here](#) for an overview of important dates.

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## Food Service Management Companies (FSMCs) and School Food Authorities (SFAs)

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

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## Department of Defense (DoD) Fresh 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 Fresh Fruits and Vegetables Order Receipt System (FFAVORS). Schools new to DoD in school year 2024-2025 must await approval from USDA/DoD. IDOE will update sponsors new to DoD once accounts are approved.

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## 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 when it is available.

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## 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.

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## USDA Foods Recipes

Use your USDA [chicken fajita meat 100117](#) or [diced chicken 100101](#) for a delicious variation of [Chicken Fajita Rice Bowl](#). This recipe must be adjusted to meet serving sizes and meal patterns.



## Training and Webinar Opportunities

### Free and Reduced Training Series

Free and reduced meal benefits processors must be trained annually. The following training series will meet the requirement for processors:

- [Verification for Cause](#) - Tuesday, July 30, at 10 a.m. ET.
- [Processing Possible DC Matches](#) - Thursday, August 1, at 11 a.m. ET.
- [DC Basics](#) (Repeat) - Tuesday, August 6, at 10 a.m. ET.
- [Processing Free and Reduced Applications](#) (Repeat) - Wednesday, August 7, at 2 p.m. ET.

## Reminders

### Direct Certification (DC) Now Open

CNPweb program year 2025 is now open for Direct Certification only. Sponsors can begin to pull DC matches for the upcoming school year. See IDOE's [DC Webpage](#) for updated instructions. The PY 2025 renewal application is not yet open. Your patience is appreciated as the system is updated.

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### Equipment Grant Update

Thank you to everyone who applied for IDOE's 2023 Equipment Grant. Funding was not available for every project requesting support. Schools will be notified whether or not they have been awarded the grant by Friday, July 26. USDA recently announced their 2024 equipment grant information. Additional details will be announced this fall and more information is available [here](#). Other equipment grant opportunities may be available through [No Kid Hungry \(NKH\)](#) and [American Dairy Association](#). Contact [SCNfinance@doe.in.gov](mailto:SCNfinance@doe.in.gov) with any questions. Please include your sponsor number and Equipment Grant in the subject line.

## Upcoming Dates



Tuesday, July 30, at 10 a.m. ET	<a href="#">Verification for Cause</a>
Thursday, August 1, at 11 a.m. ET	<a href="#">Processing Possible DC Matches</a>
Tuesday, August 6, at 10 a.m. ET	<a href="#">DC Basics</a> (repeat)
Wednesday, August 7, at 2 p.m. ET	<a href="#">Processing Free and Reduced Applications</a> (repeat)
Tuesday, August 27	<a href="#">Summer EBT Final Rule Comments Extended Deadline</a>

## Additional Resources

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

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## Department News

- 07/18/24 Indiana Leaders Share More About Ongoing, Collaborative Work to Develop New Diploma Seals
- 07/17/24 2024 ILEARN Results Released

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