USDA Foods/IDOE Food Distribution Program Checklist

It is vital for all parties to take positive steps to good stewardship over USDA Foods, inventory management and procurement.

	Yes	No	N/A
Does your school participate in the USDA Foods Program?			
Do you have your school's CNPweb login information? Do you need Food Distribution Program (FDP) access in CNPweb? Please reach out to your SFA's local administrator for approval and access. If you are unsure of who the local administrator is for your SFA, please email ACierzniewski1@doe.in.gov.			

Instructions for Navigating CNPweb in the Food Distribution Section	**Status**
Update/Verify the FDP contact information under the Applications tab is correct.	
Check the Entitlement tab to see how much entitlement your school received this year. Note*- If there is a Special pre-allocation (Ex. Spec123456), that means there was entitlement spent toward the USDA Department of Defense (DoD) Fresh Fruit and Vegetable program. Click the view link to see the DoD Fresh details.	
The Surveys tab will show USDA Foods products and their quantities requested during the annual pre-order forecast survey for the school year. This is also where you complete the survey which usually opens in January.	
Check the Allocations tab weekly to see if product has been allocated to your school's inventory. Note* - Allocations begin in late September to early October. Allocations end for the school year in April.	
Check the Inventory tab to see which products are currently in your inventory, but still residing at your state assigned warehouse and need to be ordered by your SFA for delivery to your school.	

Check the expire dates and close dates for all inventory. The expire date is the last date a product can remain at the state contracted warehouse	
before excess storage fees are charged to your school. The close date is latest date the product can remain in your school's inventory before it is redistributed to another school.	
Check the Orders tab to see if delivery periods are available. Note* - Delivery periods are uploaded by the warehouse usually by the beginning of September.	
Check Invoicing tab to see if Invoice Credits are available for the school year. Invoice credits are only run when funds are available and they offset the cost of administrative fees.	
Check the following commodity tracking websites http://www.k12foodservice.com/ and https://www.processorlink.com/ to see if there are Direct Diverted USDA Foods pound balances at any processor for your school. For the list of Processing Brokers and the company they represent, click here.	

Important Information and Resources

Calendar of Due Dates	https://docs.google.com/document/d/1gQejacWaNHaz_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit
USDA Foods Training and Webinars	https://www.in.gov/doe/nutrition/training-and-webinars/
Food Distribution Handbook	https://www.in.gov/doe/files/USDA-Foods-Distribution-Handbook-Updated-10-12-2022-v2.pdf
USDA DoD Fresh Fruit and Vegetable Program	https://www.in.gov/doe/nutrition/dod-fresh-fruit-andvegetable-program/