



School Nutrition Programs

This institution is an equal opportunity provider.

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

Check-in with Your Field Specialist

Did you know that School Nutrition Program field specialists offer bi-weekly check-ins for food service directors and managers? These informative check-ins recap the weekly newsletters, offer critical program reminders, provide helpful resources, give virtual training on timely topics, answer attendees' questions, and share success stories for making improvements in local school nutrition programs. For more information, contact your assigned field specialist.

Important Updates

Emergency Preparedness and Disaster Response Resources

IDOE has developed two new resources to help Child Nutrition Program sponsors prepare for and respond to unexpected disruptions.

The [Emergency Preparedness Fact Sheet](#) provides key planning considerations to help sponsors prepare their foodservice operation before an emergency occurs.

The [Disaster Response Guide](#) outlines available meal service options when normal operations are disrupted, food safety considerations during specific emergencies, and documentation and recovery reminders.

USDA Foods may be available for congregate disaster feeding. In certain disaster, emergency, or qualifying situation of distress, USDA Foods may be used to provide congregate meals to both children and adults affected by the event through an authorized disaster feeding organization. Schools may serve as congregate feeding locations. School Food Authorities (SFAs) interested in using donated USDA Foods for disaster feeding should work with IDOE's Food Distribution Program (FDP). Email fdp@doe.in.gov with any questions.

Annual Nonprogram Food Revenue Requirement

The nonprogram food revenue (NFR) tool for program year (PY) 2027 must be completed by sponsors selling nonprogram foods such as adult meals, a la carte items, and catered foods. SFAs must ensure all nonprogram food revenue goes to the Nonprofit School Food Service Account (NSFSA) and does not subsidize reimbursable meals.

If the NFR tool shows additional funds are needed, nonprogram food prices must be increased or non-federal funds deposited into the account to cover the difference. Administrative reviews can detect incomplete or inaccurate data entered into the NFR tool as well as missing price adjustments or transfers (when required). These findings require immediate corrective action, sometimes including mid-year price increases.

To view the recorded webinar on NPR, click [here](#). Policies and a basic NPR tool can be found here but it is recommended to utilize the [5 Day Reference Period Nonprogram Revenue Tool](#). Contact SCN finance or your field specialist for additional questions or assistance.

PY 2026 Annual Financial Report (AFR)

The PY 2026 AFR is open in CNPweb and is due by Friday, September 4. The AFR must include all financial transactions in the NSFSA from Tuesday, July 1, 2025 through Thursday, June 30. While completing the AFR, you may encounter Errors or Warnings:

- Warnings indicate a description box or required upload. These remain visible even after approval and will display (Warning Only).
- Errors must be corrected before the AFR can be submitted for approval
- Common AFR Errors include:
 - Box 25: Ending Balance must equal Beginning Balance + Income Totals - Expense Totals. Ensure all income and expenses are entered correctly and confirm no percentage function is used for expense lines. Update amounts to match documentation for July 1, 2024, (beginning balance) and June 30, 2025 (ending balance).
 - Box 27: Entitlement Used must match or exceed the amount in the FDP system. There is currently an issue in CNPweb with how this amount is calculated. To correct the issue, copy the FDP dollar amount shown in the error directly into box 27.

Please contact SCNfinance@doe.in.gov with any questions.

Please correct the following errors:

- (25) Ending Balance must equal Beginning Balance + Income Totals - Expense Totals. Balance: **5,535.36**
- (27) Entitlement Used entered must be equal to or greater than what is indicated in the FDP system. If this is an error, please contact your state program coordinator for assistance. FDP System Amount: **56,752.81**

(19) Beginning Balance	(20) Accounts Payable
213,344.12	0.00
(21) Income Total	(22) Accounts Receivable
7,225.93	0.00
(23) Expense Total (Direct and Indirect)	(24) Balance of Accounts
0.00	0.00
(25) Ending Balance	
5,535.36	
Negative Balance Explanation	
(26) FDP Total Entitlement	(27) FDP Entitlement Used
65,374.35	45,153.89

Farm to School

Culinary Skills for Farm to School Training

Gain hands-on culinary skills to incorporate more local foods into school meals. This training will cover farm to school basics, using fresh and local herbs, making common vegetable substitutions, and practicing several kid-friendly recipes. Sessions will be held in the afternoon in Logansport on Tuesday, September 22, and Wednesday, September 23, and in Daviess County on Thursday, September 24, and Friday, September 25. Space is limited, and applications will be accepted on a first-come, first-served basis. Attendees from the summer 2024 training will be placed on a waitlist to allow new participants priority. Click [here](#) to register.

USDA Foods

Upcoming: USDA Foods Program Updates and Transitioning to PrimeroEdge Webinar

Get the latest USDA Foods updates, including best practices for inventory management, ordering accuracy, and maximizing USDA Foods usage. This session also provides an overview of the statewide transition from CNPweb FDP to PrimeroEdge—what's changing, what to expect, and how to prepare. For session details and to register, click [here](#).

Department of Defense (DoD) Fresh Fruits and Vegetables Program

Schools must enter receipts in the Fresh Fruit and Vegetable Order Receipt System (FFAVORS) **within two calendar days** of delivery to avoid account suspension and ensure that vendors are paid. Schools should monitor and use DoD Fresh funds in FFAVORS to prevent sweeping or loss of funds.

USDA Foods Reminders

- Select your distributors in [K12 Foodservice](#) and/or [ProcessorLink](#) to deliver processed end products to your SFA.
- Verify processor pounds have been loaded.
 - Use carryover pounds first.
- Incorporate USDA foods into your school menu as much and as often as possible.

USDA Foods Cancellations for SY 2026-2027

- 100256 Frozen Strawberry Cups (January-September 2026)
- 100258 Frozen Apple Slices
- 110721 Sweet Potato Fries
- 110921 Frozen Chicken Fillet, Unbreaded

Did You Know?

USDA Foods come with standardized crediting information, making it easier for staff to complete production records and meet meal pattern requirements. This information can be found [here](#).

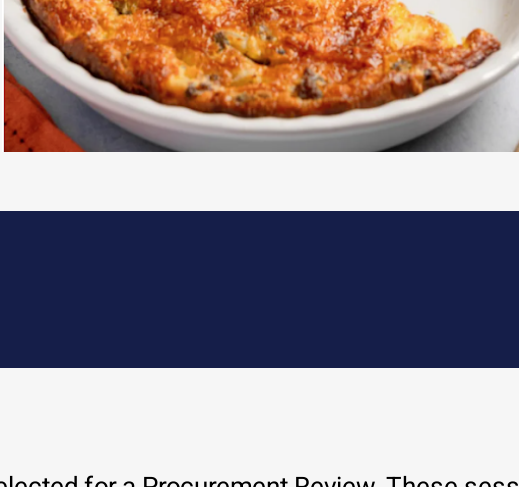
USDA Foods Recipe Spotlight

Discover new ways to incorporate USDA Foods into your menu this school year. Looking for recipes to use your USDA Foods? Check out these resources:

- [Nutrition.gov](#)
- [Smart Swaps Recipes](#)
- [Wild Blueberry Recipes](#)
- [Recipes for Healthy Kids](#)
- [Recipes for Schools - Child Nutrition Recipe Box](#)
- [Team Nutrition Recipes](#)

Featured Item: Easy Cheeseburger Pie

Use your USDA frozen [beef crumbles](#) or [ground beef](#) and [shredded cheddar cheese](#) in this [easy cheeseburger pie recipe](#). All recipes must follow and comply with USDA meal pattern requirements and program regulations.



Procurement

Procurement Review Open Support Calls

We are pleased to announce a series of Friday support sessions for schools selected for a Procurement Review. These sessions are designed to help you prepare, ask questions, and ensure a smooth review process.

Session Details

- Dates: Every Friday from August 21, through September 11
- Time: 10 a.m. ET
- Audience: Schools selected for the 2026-2027 NSLP Procurement Review
- Call Details: [Procurement Review Weekly Support Call with Q&A](#)

Each session will provide guidance, walk-throughs of required documentation, and time for individual questions. We encourage all selected schools to attend.

Full and Open Competition

SFAs must follow federal procurement regulations ([2 CFR 200.319](#)) to ensure fairness and transparency in bidding for goods and services.

Questions about procurement? Click [here](#) or contact the [SCN Procurement mailbox](#) for assistance.

Training and Webinar Opportunities

Upcoming Webinars

Check out the upcoming webinar list [here](#), as new events are added regularly. Several new webinars are scheduled for this summer as well as AFR help sessions and office hours for the CNPweb application renewal process. Click the links below for more details and to register.

- [Direct Certification \(DC\) Overview \(Repeat\)](#) - Thursday, August 20, from 10 to 11 a.m. ET
- [PY 2026 AFR Walkthrough \(Repeat\)](#) - Tuesday, August 25, from 11 a.m. to 12 p.m. ET
- [Maximizing Direct Certification \(DC\)](#) - Thursday, September 10, from 10 to 11 a.m. ET

AFR Help Sessions:

- Thursday, August 20, from 1 to 1:30 p.m. ET - Register [here](#).
- Thursday, August 27, from 1 to 1:30 p.m. ET - Register [here](#).

CNPweb Application Renewal Office Hours:

- Tuesday, August 25, from 2 to 2:45 p.m. ET - Register [here](#).

If there is a specific topic you would like to see covered, let us know by filling out [this form](#)!

Farm to School

IDOE, in partnership with the Indiana Grown for Schools Network, hosts and shares several webinars and events to support school nutrition programs. Stay up to date on the upcoming events page [here](#).

- [Farm to School Office Hours](#)- Wednesday, August 19, from 4 to 5 p.m. ET
- [Farm to School Office Hours](#)- Wednesday, September 16, from 4 to 5 p.m. ET
- [Farm to School Office Hours](#)- Wednesday, October 7, from 2:30 to 3:30 p.m. ET
- [Farm to School Office Hours](#)- Wednesday, November 18, from 4 to 5 p.m. ET

Reminders

Breakfast in the Classroom (BIC) Reminders

Meal counts should be taken at the point of service (POS) by the classroom teacher or staff. The POS is the location where meal counts can be accurately confirmed to have provided all required components of a reimbursable meal. Meal counts cannot be based on student attendance, the number of meals sent to the classroom, or the number of meals returned from the classroom.

Classroom teachers and staff must receive proper training on reimbursable meal requirements, including Offer Versus Serve (if applicable), the established process for taking meal counts, and Civil Rights training. Students are not permitted to take meal counts. Visit IDOE's [School Breakfast Program webpage](#) for more information.

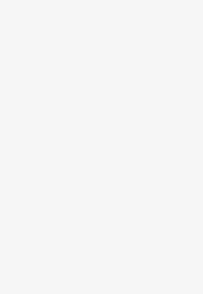
Accessing Certificates in the Nutrition Hub

To download certificates in the [Nutrition Hub](#), start by selecting Profile. This page displays growth points and hours, along with all completed webinars, resources, and quizzes. Use the Download option next to each completed item to obtain certificates for recordkeeping. The Filter Resources menu can be used to organize completed training. When preparing documents for renewal in CNPweb, download the collection certificates, which confirm completion of all required training components. Click [here](#) for the Nutrition Hub Instruction Guide which provides more detailed information for users.

Upcoming Dates



Monday, August 31	SNP Applications Due to Pending Approval
Monday, August 31	Final Due Date for June Claim
Friday, September 4	PY 2026 Annual Financial Report Due
Tuesday, September 29	Final Due Date for July Claim



Additional Resources

School Nutrition Programs Calendar
IDOE's Nutrition Webpage
CNPweb