



INDIANA
DEPARTMENT of
EDUCATION

Mike Braun, Governor
Katie Jenner, Secretary of Education

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

Local CNPweb Administrators

Each sponsor must designate an employee of the school corporation as the local CNPweb Administrator. This individual holds the highest level of access in School Nutrition Programs (SNP) and is responsible for creating CNPweb accounts for users who need access. A list of current local administrators is available [here](#).

If the listed person for your school corporation should no longer serve in this role, complete the [Change of Administrator form](#) and email it to the address indicated on the form. The form must be signed by the individual identified as the Executive Contact on the SNP Sponsor Application.

Important Updates

Important: CNPweb Renewal Applications Due Monday, August 31

Sponsors are reminded that all program year (PY) 2027 CNPweb renewal applications must be submitted to Pending Approval by Monday, August 31. With the renewal deadline quickly approaching, we encourage the remaining sponsors to initiate or finalize their applications soon.

Please ensure sponsor and site applications are fully updated and accurate, all checklist items are uploaded including the updated Procurement Plan Template, and any required training certificates are added from the [Nutrition Hub](#). Sponsors operating in July should submit as soon as possible to ensure no delay with submitting claims for reimbursement. Questions or technical requests can be submitted through the [CNPweb Help Form](#).

New! School Nutrition Programs Claim Submission Guide

A new [SNP Claim Submission Guide](#) is now available and replaces the previous sponsor-specific instructions. The updated guide brings everything into one place and includes several new sections to help sponsors navigate the claims process with confidence. Along with a clearer breakdown of average daily attendance, eligibility reporting, and claim submission steps, the guide highlights common errors and tips for troubleshooting issues before submitting. Viewers are recommended to zoom in to 125% for the clearest view of the screenshots.

New for PY 2027, in addition to reporting the highest eligibility for each benefit category, sponsors will now report the total number of enrolled students at each site on the last operating day of the month.

New School Year Reminder: Carryover and Operating Days

How should sponsors handle 30-day carryover when schools experience closure days at the start of the year? The 30-day carryover is based on operating (school) days; therefore, any day that the school was closed will not count toward the 30-day total. Sponsors may extend their carryover period by the number of days the school was closed.

The same rule applies to the 10-day application processing window. That timeline also uses operating days only, meaning closed days are not included in the count. For additional information and best practices to prevent gaps in benefits, reference the [30 Day Carryover Fact Sheet](#).

Maximizing Direct Certification (DC) Training

Join IDOE's Office of School and Community Nutrition on Thursday, September 10, from 10 to 11 a.m. ET for a detailed dive into DC to ensure that all eligible students are being identified. Topics covered include using the DC lookup tool, uploading enrollment rosters in CNPweb, and processing possible matches. This session will help maximize DC just in time for the traditional verification period to start and for October certification sign off (the school's data office completes this annually). Click [here](#) to register.

PrimerEdge Opening for USDA Foods is Postponed

The transition from CNPweb to PrimerEdge has been postponed. For the 2026-2027 school year, CNPweb will continue to be utilized for the Food Distribution Program (FDP) and USDA Foods. School Food Authorities (SFAs) should complete all required FDP steps in CNPweb for FDP approval. See below:

1. The SFA's School Nutrition Program (SNP) application must be in Pending Approval status on the CNPweb SNP.
2. Then in CNPweb FDP, on the RA summary page, click the Applications tab and then click the Edit button. Be sure you are in PY 2027.
3. Verify and/or update the address and FDP contact sections are correct.
4. Scroll down to section 29, the Verification section, and click the box to the left. If you see the message in red below, your school still has steps to complete in the SNP portion of CNPweb:
 - o You do not currently have a NSLP information sheet for Program Year 2027 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.
5. If you do not see the above message, proceed and scroll down to the bottom of the page and click the submit button.
6. Once submitted, IDOE will receive this information, review, and approve the application.

Questions or technical requests can be submitted through the [CNPweb Help Form](#). PrimerEdge training will resume later in the school year and will be announced via this newsletter.

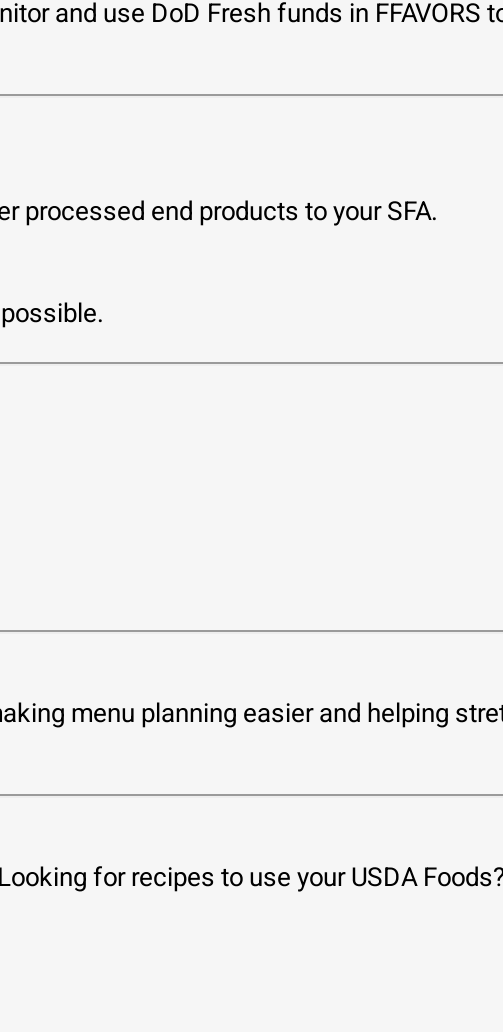
Farm to School

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. Click [here](#) to register.

School Highlight: Celebrating Local Producers at Greater Jasper Consolidated Schools

Greater Jasper Consolidated Schools created a fun display to showcase this year's local food partnerships. The display currently features four local producers the district is purchasing from, with plans to add additional farmers and vendors as new partnerships are established. This engaging setup helps students learn more about Indiana agriculture while highlighting the outstanding work of local producers.



USDA Foods

Upcoming: USDA Foods Program Updates and PrimerEdge Transition 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 PrimerEdge—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.
 - o 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 ingredients can be used in several recipes throughout the week—making menu planning easier and helping stretch your budget even further.

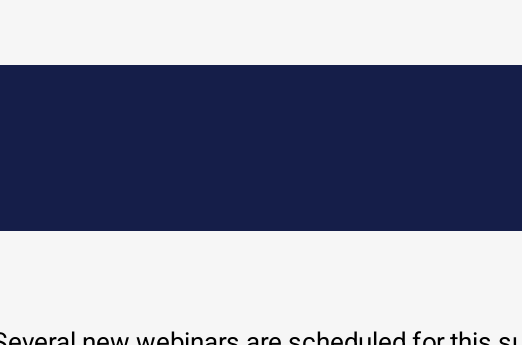
USDA Foods Recipe Spotlight

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:

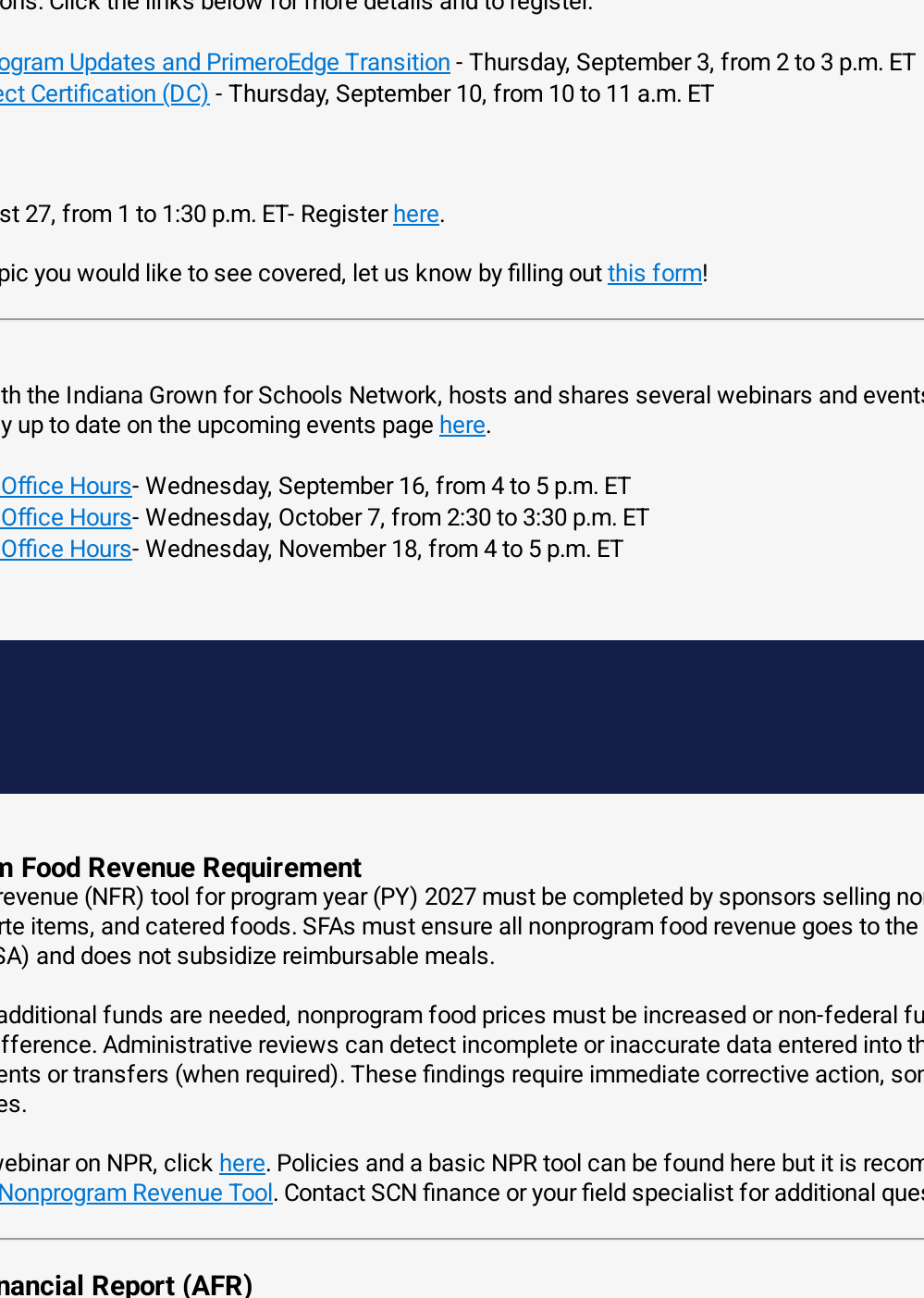
- [Nutrition.gov](#)
- [Smart Swaps Recipes](#)
- [Wild Blueberry Recipes](#)
- [Recipes for Healthy Kids](#)
- [Recipes for Schools - Child Nutrition Recipe Box](#)
- [Team Nutrition Recipes](#)

Featured Items: Monte Cristo Biscuits and Diced Ham Soup

Use your USDA frozen [sliced ham](#) or [diced ham](#), [sliced American cheese](#), and [shredded cheddar cheese](#) in the [monte cristo biscuit](#) and the [diced ham potato soup](#) recipes. For 10 more ham recipes, click [here](#).



All recipes must follow and comply with USDA meal pattern requirements and program regulations.



Procurement

IDOE's Office of School and Community Nutrition

planned 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 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.

Use Appropriate Thresholds

Track and apply correct procurement methods—micro-purchase, small purchase, or formal bidding—with corresponding documentation.

Purchase Thresholds and Methods:

- Micro-purchases: under \$15,000 - No formal quotes needed, but equitable vendor distribution is required.
- Small purchases: \$15,000-150,000 - Require at least three quotes before awarding.
- Large purchases: over \$150,000 - Must use formal methods in either Information for Bid (IFB) or Request for Proposals (RFPs).

For more details on this and other procurement topics, see our [Procurement Information Sheet](#). 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. Click the links below for more details and to register.

- [USDA Foods Program Updates and PrimerEdge Transition](#) - Thursday, September 3, from 2 to 3 p.m. ET
- [Maximizing Direct Certification \(DC\)](#) - Thursday, September 10, from 10 to 11 a.m. ET

AFR Help Sessions:

- Thursday, August 27, from 1 to 1:30 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 Growers 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, 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

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:
 - o 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).
 - o 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.

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.

Updates from Our Partners

Procuring with Efficiency: Forecasting and Cost Management for Smart Spending

The Institute of Child Nutrition will host a webinar highlighting practical approaches for managing food costs, forecasting meal counts, planning inventory, reducing waste, and making informed purchasing decisions. Participants will explore strategies that strengthen cost control while supporting meal quality, operational efficiency, and compliance. Click [here](#) to register for the webinar on Thursday, August 27, at 3 p.m. ET.

Beginner's Guide to Grant Writing

Purdue's University Extension is offering several sessions of its two-day, in-person Beginner's Guide to Grant Writing program this fall. This hands-on workshop is designed for beginner-to intermediate-level grant writers and guides participants through developing a proposal outline and the resources needed to expand it into a full proposal. Sessions will be held across the state at multiple locations:

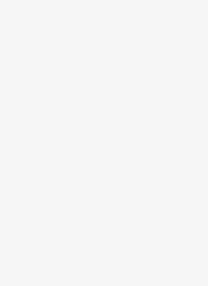
- Wednesday, September 2, and Wednesday, October 7 - Purdue Extension Marion County, Discovery Hall, Indianapolis, IN
- Tuesday, September 29, and Tuesday, October 13 - Purdue Extension Randolph County, Winchester, IN
- Friday, October 9, and Friday, November 6 - Bellaboo's Play and Discovery Center, Lake Station, IN
- Tuesday, October 27, and Wednesday, November 18 - Purdue Extension Jennings County, Vernon, IN

For more information and to register, visit the [Purdue Extension website](#).

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](#)