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INDIANA
DEPARTMENT of
EDUCATION

Mike Braun, Governor
Katie Jenner, Secretary of Education

School Nutrition Programs

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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

Production Records

Production records are required for all reimbursable meals and snacks served through the National School Lunch Program (NSLP), School Breakfast Program (SBP), and After School Snack Program (ASSP). These records document the menu items offered, quantities prepared and served, and are essential for demonstrating compliance with meal pattern requirements and supporting accurate reimbursement claims.

Program operators must complete production records **daily** and maintain them, along with all supporting documentation, for **three years, plus the current operating year**. Maintaining complete and accurate production records is a critical component of program accountability and helps demonstrate compliance during administrative reviews.

To access IDOE's interactive production record for breakfast and lunch, click [here](#). Access the interactive snack production record [here](#). Contact your assigned Field Specialist with any questions.

Important Updates

Summer Meals Site Finder Map is Live

The Summer Meals Site Finder is a modern map-based resource that helps families locate nearby summer meal sites. The site finder reflects USDA's commitment to improving customer service through technology. Families can search by address or visually explore meal sites using familiar map tools. The map displays sites that offer meals and snacks for on-site consumption as well as sites in rural areas that allow families to pick up meals for consumption at home. To view the site finder, click [here](#).

Point of Service Procedures

Schools that wish to use a manual meal clicker to count reimbursable meals must obtain prior approval from IDOE. Approved procedures ensure an accurate point of service count and include internal controls that protect the integrity of the meal counting process. Schools interested in implementing meal clickers should contact their Field Specialist before starting to review the approval process and required procedures. To learn more about point of service and meal counting procedures, check out IDOE's new [Point of Service and Meal Counting Procedures Manual](#).

Discontinuance of Paper ACH Notifications

Effective Sunday, August 1, the Office of Indiana State Comptroller will discontinue mailing paper ACH payment notifications and transition fully to electronic notifications. Suppliers that have not provided an email or have outdated email addresses on their supplier record can register by contacting Suppliers@comptroller.in.gov. Impacted suppliers will receive a communication advising them to contact the Comptroller's Office directly to enroll in electronic ACH notifications. Should a supplier contact you, please direct them to the Comptroller's Office for updates or additional information. For questions regarding this update, please contact sjones@comptroller.in.gov.

Fiscal Year (FY) 2027 Indirect Cost Rates

The FY 2027 Indirect Cost Rates are available [here](#) and in the Indirect Costs folder of [Moodle](#). School corporations that received certified rates will receive an individual email with the calculation information. Please contact icr@doe.in.gov with any questions.

Food and Nutrition Administration

USDA's Food and Nutrition Service is now the Food and Nutrition Administration (FNA) – new name, same mission! This name change is part of a phased reorganization to modernize, streamline, and strengthen the agency. This will equip FNA to best meet the needs of participants and partners while delivering programs with integrity. Learn more about the reorganization by visiting the [FNA website](#).

Farm to School

Culinary Skills and Farm to School Training

IDOE and the Indiana Grown for Schools Network will be coordinating a Culinary Skills for Farm to School Training in southern Indiana in September. The training will take place over two days, with each session lasting approximately three hours. While timing can be flexible based on the host site, afternoon sessions are preferred. If you are interested in hosting, please contact f2s@doe.in.gov.

Indiana Food Day Update

Food Day Toolkits will be posted online soon. Posters are finished and will also be shipped to registrants shortly. Register now to start planning a celebration for fall 2026! Learn more and register [here](#).

USDA Foods

PrimerEdge Re-allocation Notifications

IDOE is in the process of catalog balancing and reconciliation. This entails reallocating, and in some cases reducing, USDA Foods cases and/or processor pounds to meet USDA truck requirements. When changes are made, PrimerEdge may send an automated notification to School Food Authorities (SFAs). No additional action is required for these routine notifications. Questions regarding the notifications can be directed to fdp@doe.in.gov.

Direct Delivered/Direct Ship USDA Foods Allocations and Delivery Deadlines

Direct Delivered USDA Foods deliveries to schools end on or before Tuesday, June 30, depending on the delivery period.

Processed Goods/Processed USDA Foods

Bulk pounds remaining at the processor on Tuesday, June 30, will rollover to school year (SY) 2026-2027.

Department of Defense (DoD) Fresh Fruits and Vegetables Program

DoD Funds remaining in the Fresh Fruits and Vegetables Order Receipt System (FFAVORS) by Tuesday, June 30, do not rollover over to next school year and will be lost.

All USDA Foods are intended to be used in the year they are allocated.

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

USDA Foods Recipe Ideas

Looking for recipes to use your USDA Foods? Check out these resources:

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

Procurement

Procurement Information

Do you have questions about procurement click [here](#) or contact the [SCN Procurement mailbox](mailto:SCNProcurement@mailbox) for assistance.

Training and Webinar Opportunities

New Webinars Scheduled

Check out the upcoming webinar list [here](#), as new events are added regularly. Four new webinars are scheduled for this summer as a part of the Free & Reduced Summer Series. Click the links below for more details and to register.

- [Introduction to Free & Reduced](#) - Thursday, June 25, from 10 a.m. to 11 a.m. ET
- [Free & Reduced Processing](#) - Thursday, July 16, from 10 a.m. to 11 a.m. ET
- [Direct Certification \(DC\) Overview](#) - Thursday, July 23, from 10 a.m. to 11 a.m. ET
- [Eligibility Disclosure](#) - Thursday, July 30, from 10 a.m. to 11 a.m. ET

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

Back to School Training is Full

IDOE's Annual Back to School Training is FULL! This training will take place on Wednesday, July 8, at Martinsville High School and will be packed with relevant information for staff in all areas of school nutrition, including front-line staff, programming and administration, and finance and budgeting. Staff who have registered but can no longer attend are encouraged to email SCNtrainings@doe.in.gov to be removed from registration. Those interested in attending but who have not registered are encouraged to join the waitlist [here](#). Those on the waitlist will be contacted if spots open.

Reminders

Indirect Cost Update

The indirect cost de minimis rate (15%) option for non-public sponsors that do not report their financial information to IDOE's Office of School Finance has returned. Public schools may only charge indirect costs to the Nonprofit School Food Service Account with an approved indirect cost rate. The 2026 approved indirect cost rates can be found [here](#).

Non-public sponsors must calculate and charge indirect costs for the 2025-2026 school year (SY) using the 15% de minimis indirect cost rate. Sponsors may submit the indirect cost calculation and proof of the expense lines of the Annual Financial Report (AFR). The indirect cost calculation is as follows:

$$\text{Indirect Cost} = \text{Total Allowable Direct Expenses} - (\text{Food Cost} + \text{Equipment more than } \$K) \times \text{Indirect Cost Rate}$$

Indirect costs must be charged within 90 days of Tuesday, June 30 for SY 2025-2026. Indirect costs may not be charged retroactively for a previous school year.

Indirect costs are reported on the AFR as follows:

- If indirect costs are calculated and charged on or before Tuesday, June 30, the indirect costs charged should be reported on the 2026 AFR.
- If indirect costs are calculated and charged after Tuesday, June 30, but before Monday, September 28, the indirect costs charged should be reported on the 2027 AFR.

For questions regarding indirect costs, please contact SCNFinance@doe.in.gov, including your sponsor number in the subject line.



State Assigned Warehouse Information for SY 2026-2027

IDOE has contracted with Gordon Food Service (GFS) for delivery of direct ship/direct delivered (brown box) USDA Foods. GFS will service regions one to four via three different distribution centers. Van Eerden Food Service will service region five in the lower portion of the state. See the regional map on the left. More information is forthcoming regarding this update.

Updates from Our Partners

FoodKeeper App

The FoodKeeper app provides important information on food and beverage storage, maximizing the freshness and quality of items. This app was developed by USDA's Food Safety and Inspection Service, in partnership with Cornell University and the Food Marketing Institute to help the public keep items fresh longer than if they were not stored properly. To view the FoodKeeper app, click [here](#).

Child Nutrition Programs Food Industry Toolkit

The new USDA Child Nutrition Programs [Food Industry Toolkit](#) provides a consolidated webpage of nutrition resources dedicated to food industry partners. These resources support food products available to organizations operating School Nutrition Programs, the Child and Adult Care Food Program, and the Summer Food Service Program. Resources are grouped by topic, including child nutrition (CN) labels, Product Formulation Statements (PFS), crediting, and more. Ideal for orienting new food industry staff and refreshing existing partners, this toolkit aims to reduce the time needed to access information that supports USDA's Child Nutrition Programs by providing all relevant resources in one place.

Upcoming Dates



Monday, June 29	Final Due Date for April Claim
Tuesday, June 30	CEP Application Closes
Wednesday, July 1	Annual Financial Report Opens
Thursday, July 30	Final Due Date for May Claim



Additional Resources

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

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