

## 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
<b>Does your school participate in the USDA Foods Program?</b>			
<b>Do you have your school's CNPweb login information?</b> <b>Note*-it is the same login used to log into the SNP, SFSP and CACFP links.</b> It is usually the school corporation number and an issued password. If you don't have the login information, contact Cheryl Moore at <a href="mailto:cmoore@doe.in.gov">cmoore@doe.in.gov</a> .			

<b>Instructions for Navigating CNPweb in the Food Distribution Section (Green Puzzle Piece)</b>	<b>Status</b>
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. <b>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.</b>  Click the view link to see the DoD Fresh details.	
The Surveys tab will show USDA Foods products and their quantities requested during the pre-order 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. <b>Note* - Allocations begin in late September to early October. Allocations end for the school year in April.</b>	
Check the Inventory tab to see which products are currently in your inventory, but still residing at your state contracted warehouse and need to be ordered 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. <b>Note*</b> - 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 <a href="http://www.k12foodservice.com/">http://www.k12foodservice.com/</a> and <a href="https://www.processorlink.com/">https://www.processorlink.com/</a> to see if there are product pound balances at any processor for your school. You may also contact the Brokers and the company represented by clicking <a href="#">here</a> .	

### Important Information and Resources

<b>Calendar of Due Dates</b>	<a href="https://docs.google.com/document/d/1gQejacWaNHaz_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit">https://docs.google.com/document/d/1gQejacWaNHaz_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit</a>
<b>To be added to FDP listserv and locate other FDP resources</b>	<a href="https://www.in.gov/doi/nutrition/dod-fresh-fruit-and-vegetable-program/">https://www.in.gov/doi/nutrition/dod-fresh-fruit-and-vegetable-program/</a>
<b>USDA Foods Training and Webinars</b>	<a href="https://www.in.gov/doi/nutrition/training-and-webinars/">https://www.in.gov/doi/nutrition/training-and-webinars/</a>
<b>Food Distribution Handbook</b>	<a href="https://www.doe.in.gov/sites/default/files/nutrition/usda-foods-distribution-handbook-updated-3-23-21-final.pdf">https://www.doe.in.gov/sites/default/files/nutrition/usda-foods-distribution-handbook-updated-3-23-21-final.pdf</a>
<b>Brown Box to Bulk Newsletters</b>	<a href="https://www.in.gov/doi/nutrition/newsletters/">https://www.in.gov/doi/nutrition/newsletters/</a>
<b>USDA DoD Fresh Fruit and Vegetable Program</b>	<a href="https://www.in.gov/doi/nutrition/dod-fresh-fruit-and-vegetable-program/">https://www.in.gov/doi/nutrition/dod-fresh-fruit-and-vegetable-program/</a>