

# USDA Foods Toolkit Cheat Sheet

## Getting Started

IDOE has a toolkit to help School Food Service Directors understand what USDA Foods are, how they work, as well as, providing training and important dates.

- For an overview of USDA Foods visit <https://www.in.gov/doi/nutrition/foods-distribution-program/>
- For USDA Foods information and to access the toolkit visit <https://www.in.gov/doi/nutrition/foods-distribution-program/>
- New to USDA Foods or need a refresher? The USDA Foods training page at <https://www.in.gov/doi/nutrition/training-and-webinars/> provides online training on a variety of USDA Foods topics.

## Add or Change a Food Service Director

- **Contact IDOE** at [cmoore@doe.in.gov](mailto:cmoore@doe.in.gov).
- In **CNPweb** (<https://in.cnpus.com/cnp/Login>) - Food Distribution Program (green puzzle piece) - click continue and the appropriate program year. Finally,
- check/update the following screens and information in the Recipient Agency (RA) summary page:
- **Applications tab** - Enter new food service director information here
- **Surveys tab** - Review the USDA Foods that were requested for the school year. If there are blue clickable links under the product code column, you will also need to check the commodity tracking websites, **K12 Foodservice** ([www.k12foodservice.com](http://www.k12foodservice.com)) and **ProcessorLink** ([www.processorlink.com](http://www.processorlink.com)) for product that has been sent to processors.
- **Inventory tab** - Check to see if brown box items currently in inventory
- **Orders tab** - Verify if there are open orders scheduled to be delivered.

## Bringing it All Together

- Collaboration should occur regularly between school food directors, school food staff and Food Service Management Companies.
- **Calendar of Important Dates**  
[https://docs.google.com/document/d/1gQejacWaNHaz\\_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit](https://docs.google.com/document/d/1gQejacWaNHaz_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit) - mark your calendars with these significant dates throughout the school year
- **USDA Foods Distribution Program Handbook**  
(<https://www.doe.in.gov/sites/default/files/nutrition/usda-foods-distributionhandbook-jan-2019-final.pdf>) – this is a comprehensive look at the Indiana Food
- Distribution Program and USDA Foods
- **USDA Foods Distribution Program Checklist**

<https://www.doe.in.gov/sites/default/files/nutrition/usda-foods-checklist-new-fsds-003.pdf> – this checklist helps keep the food service professionals on track with the Food Distribution Program and USDA Foods

- Processing Brokers and Companies Represented – <https://www.in.gov/doe/files/brokers-sy-22-7-26-21.pdf> - contact these brokers and represented to find out what USDA Foods bulk products are being processed and each end product being made for your school.