



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

Breakfast in the Classroom (BIC) Reminders

Meal counts should be taken at the point of service by the classroom teacher or staff. The point of service is where it can be accurately determined that students have been served all required components for a reimbursable meal. USDA does not allow meal counts to be determined by student attendance, the number of meals sent to the classroom, or the number of meals returned from the classroom.

The classroom teacher and staff should be properly trained on what makes a reimbursable meal, including offer versus serve training, if applicable; the process in place for taking meal counts; and civil rights training. Students cannot take meal counts. Visit [IDOE's School Breakfast Program webpage](#) for more information.

Important Updates

Summer Food Service Program (SFSP) is Available

The SFSP is designed to fill the nutritional gap during summer months when school is out of session and food insecurity is often at the highest level. As sponsors of child nutrition programs that serve children throughout the school year, local educational agencies make good candidates for summer meal program sponsorship and can receive [reimbursement rates](#) for SFSP meals that are higher than during the school year. The two primary ways to qualify for the SFSP sponsorship is by using the school's free and reduced meal eligibility data or the U.S. Census block [data](#). Also, sponsors that meet the qualification requirements and are located in rural areas, as determined per USDA's Rural Designation [map](#) may qualify for rural non-congregate (RNC) meal service in areas where there is currently no congregate meal sites. The RNC option allows SFSP/SSO sponsors to distribute meals using either meal pick-up or home delivery method. The SFSP application is scheduled to open in the CNPweb in March, and there is a streamlined process for current child nutrition sponsors. For more information, contact your field specialist or summermeals@doe.in.gov.

Food Service Management Company (FSMC) Allowable Costs Guidance

The Indiana Department of Education (IDOE) has created an FSMC Allowable Costs resource guide to help School Food Authorities ensure all costs associated with the contract are allowable. Find the resource [here](#).

School Breakfast Week is Almost Here!

National School Breakfast Week (NSBW) is Monday, March 2, through Friday, March 6, and this year's theme is The Quest for School Breakfast. The School Breakfast Program (SBP) serves thousands of students across Indiana everyday, helping to provide nutritious meals that boost attendance, test scores, and overall wellbeing for students. This year, we are partnering with the American Dairy Association Indiana to challenge schools to incorporate a Smart Swaps recipe in their NSBW menus. Smart Swaps is a new initiative from the American Dairy Association Indiana aimed at more intentional tailoring of breakfast offerings to student's preferences. Check out some Smart Swap Tips [here](#).

IDOE wants to see how your school celebrates NSBW! Submit your pictures, menus, and student and staff feedback to be featured in IDOE's yearly NSBW Scrapbook. If you incorporate a Smart Swaps recipe in your celebrations, please let us know. Entries can be emailed to IDOE School Nutrition Specialist Annie Tuzynski at atuzynski@doe.in.gov. Please provide submissions no later than Friday, March 13, at 4 p.m. ET.

USDA Foods PrimeroEdge Catalog is Open

The catalog to request USDA Foods for school year 2026-2027 is now open. Schools must enter USDA Foods selections into the catalog by the deadline to receive USDA Foods. The catalog will close on Friday, March 6, at 4 p.m. ET. Once the catalog closes it cannot be reopened.

USDA Foods Catalog Training and Office Hours

IDOE has scheduled another PrimeroEdge Phase One - Catalog Training for Thursday, February 12, at 1 p.m. ET. It will have the same content as the previous trainings. IDOE will also host two PrimeroEdge Office Hours Q&A sessions on Wednesday, February 18, at 1:30 p.m. ET and Thursday, February 19, at 9 a.m. ET. The links to register and join will be shared soon.

Farm to School

sSmall Town Produce - Farmer Feature

Join us as we learn more about sSmall Town Produce, located on the southside of Indianapolis. Thomas and Tabitha, both third-generation farmers, have been developing their own farm business for years. They will share background information about their farm, an overview of their farm practices, the schools they partner with currently, and how they would like to partner with schools in the future. They would specifically love to partner with schools to help supply tomatoes for this year's Indiana Food Day Initiative. The webinar will be held Tuesday, February 18, from 2 p.m. to 3 p.m. ET. Register [here](#).

Local Procurement for Summer Food Service Program (SFSP)

Summer is the perfect time to bring in local products to your kitchen or cafeteria. All across the state of Indiana farmers are growing menu staples, such as cherry tomatoes, cucumbers, and salad greens. Others are growing fruit favorites like melons and berries. Are you planning to participate in the Summer Food Service Program this summer? Join us to learn how to partner with a farmer in your area to menu one or more local products. It could be for the purpose of taste-testing for one day or for serving one day each week throughout the summer program. No matter the size or volume of a purchase, buying local products builds community relationships and supports your local farming economy. The event webinar will be held on Tuesday, March 3, from 2 p.m. to 3 p.m. ET. Register [here](#).

USDA Foods

Department of Defense (DoD) Fresh Fruits and Vegetables Program

As a reminder, schools must enter their DoD Program receipts into the [FFAVORS](#) within two calendar days after the produce is delivered to your school.

Direct Delivery "Order By" Reminder

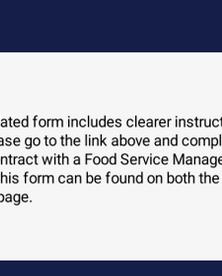
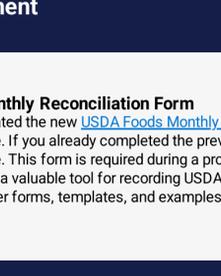
As a reminder, schools must place USDA Foods Direct Delivery (Brown Box) orders in CNPweb by 10 a.m. ET the Monday of the week prior to the delivery period that your school would like to receive the delivery. Orders placed after 10 a.m. ET will not be accepted.

USDA Foods Cancellations for SY 2025-2026

100124 Turkey Chilled - Bulk (March 2026)
100256 Frozen Strawberry Cups (January-September 2026)
100309 Canned Carrots (Entire School Year)
111900 Turkey Breast Deli (January-June 2026)

USDA Foods Recipe Ideas

Use your USDA Foods [diced](#) or [pulled](#) chicken and [shredded cheddar cheese](#) for this [crispy BBO chicken nachos](#) recipe. Also, use your [shredded cheddar cheese](#) for this [tater tot cups](#) recipe. These recipes may need to be adjusted to meet serving sizes and meal patterns.



Procurement

Updated Monthly Reconciliation Form

IDOE has updated the new [USDA Foods Monthly Reconciliation Report Form](#). The updated form includes clearer instructions and a signature page. If you already completed the previous form without the signature, please go to the link above and complete the signature page. This form is required during a procurement review for schools that contract with a Food Service Management Company (FSMC) and is a valuable tool for recording USDA Foods activities and transactions. This form can be found on both the [Procurement](#) webpage, under forms, templates, and examples, and the [Forms and Checklists](#) webpage.

Training and Webinar Opportunities

Upcoming Webinars

- Food Distribution Program PrimeroEdge
 - Repeat training session, Thursday, February 12, at 1:30 p.m. ET
 - IDOE Food Distribution Program (FDP) team for PrimeroEdge Catalog Q & A Sessions, Wednesday, February 18, at 1:30 p.m. ET and Thursday, February 19, at 9 a.m. ET
- Information Session: Summer Meals Options on Tuesday, February 17, at 10 a.m. ET
- Information Session: Fresh Fruit and Vegetable Program on Thursday, February 19, at 10 a.m. ET
- Component Crediting Series, Wednesdays at 10 a.m. ET

Read more about these topics and register [here](#).

Please note: Artificial Intelligence (AI) notetakers must be disabled when attending an online training webinar or meeting hosted by IDOE's School and Community Nutrition team.

Reminders

Open Field Specialist Position

Interested in joining the IDOE team? IDOE's Office of School and Community Nutrition has an open field specialist position to cover northwest Indiana. Applicants will also need to live in northwest Indiana to be considered. Review the job posting and apply [here](#). The posting will be live until Thursday, February 12.

Claim Processing Dates

Claims are processed in CNPweb on the 16th and the last day of the month. If the last day of the month falls on a weekend or holiday, claims will be processed the next business day.

- It is recommended that claims be submitted by the 15th of the month for the previous month (i.e. January 15, for your December claim). Doing so will ensure your claim is processed and paid as quickly as possible. You can find instructions by claim type [here](#).
- Claims need to be submitted within 60 days of the claiming month. For example, a January claim is due by April 1 (or March 31 on leap years). When the 60th day falls on a Saturday, Sunday, or federal holiday, the January claim is due on the next business day. You can find the claim due date sheet [here](#). The claiming date range is also listed on each claim month under the Claims tab in CNPweb.
- One-time exceptions: The one-time exception can be used once every 36-months. Late claims and upward revisions need to be processed within 90 days after the last day of the claim month, or 30 additional days beyond the 60 day final deadline. **This means that the one-time exemption needs to be submitted within 90 calendar days of the last day of the claiming month.**
- Please submit a ticket if you have questions about claims, payments, or any other questions you may have on the [CNPweb Help Form](#).

Fiscal Year (FY) 2027 Indirect Cost Rates Application Information

The window to apply for Indirect Cost Rates is open until Tuesday, March 31. Restricted and unrestricted indirect costs rates are calculated and certified only to entities that provide Form 9 financial information. New Form 9 reporting schools are eligible to apply but will be subject to the median rate. Please see [this memo](#) for more information. As a reminder, the de minimis rate is not allowable for local educational agencies (LEAs) to use in claiming indirect costs. Indirect costs rates are calculated by the IDOE Office of School Finance and questions can be sent to icr@doe.in.gov.

USDA Foods Inclement Weather Reminder

School staff must always be present to inspect, verify, and accept all USDA Foods deliveries from their state-contracted warehouse, including adverse weather conditions, school breaks/holidays, recess, or other inopportune times, unless there is a federal and/or state declaration of emergency that affects the school food authorities' local area. Missed deliveries may result in restocking and/or delivery drop fees.

Updates from Our Partners

Nominations for School Nutrition Association (SNA) Awards

Do you know someone who goes above and beyond for their staff, peers, or students? This is a great opportunity to recognize them for their hard work! SNA is now accepting nominations for outstanding school nutrition professionals. The categories are: Employee of the Year, Manager of the Year, and Director of the Year. Nominations are also open for the Indiana School Nutrition Association (ISNA) awards for the Super Star Service Award, Assistant Director/Supervisor of the Year Award, and the Office Assistant of the Year award.

Nominations are open through Tuesday, March 3. For more information on the categories and how to nominate, check out the link [here](#).

Every Kid Healthy Week Registration

Every Kid Healthy Week is Monday, April 20, through Friday, April 24. This is an annual celebration of school health and wellness achievements. Each day of Every Kid Healthy Week highlights a different topic, such as nutrition education or physical activity. Celebrate at your school using the help of the [Every Kid Healthy Week Toolkit](#), which provides resources to help plan engaging activities to get students and staff excited about health and wellness.

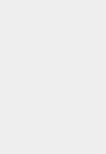
Schools that register will be entered for a chance to win a \$1,000 grant from Action for Healthy Kids to support their health and wellness initiatives. For more registration and additional information click [here](#).

Indiana Healthy Schools Success Stories

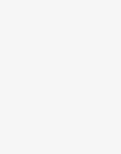
The Indiana Department of Health, Division of Nutrition and Physical Activity (IDOH, DNPA) recently launched the Indiana Healthy Schools Resource Hub, a site aimed at supporting schools as they implement health and wellness programming and initiatives.

IDOH, DNPA wants to hear from you! Submit your health and wellness success stories [here](#) for a chance to be highlighted on the Healthy School Resource Hub. You can visit the webpage [here](#) to review available resources and learn more.

Upcoming Dates



Tuesday, February 17	Summer Meals Options Information Session
Wednesday, February 18	Farmer Feature: sSmall Town Produce
Wednesday, February 18	School Nutrition Programs Crediting: Fruits
Wednesday, February 18	Food Distribution Program Office Hours
Thursday, February 19	Fresh Fruit and Vegetable Program Information Session
Thursday, February 19	Food Distribution Program Office Hours
Monday, March 2	Final Due Date for December 2025 Claims



Additional Resources

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